

The Special Event Application Form

The Municipality of Chatham-Kent requires that all applicants read *The Application Process for Events on Municipal Property* and all applicable appendices to ensure that their event meets all municipal requirements.

Organization hosting the event: _____ (the "Group")

(The Organization Name must match the Insured Name located on the Certificate of Insurance)

Name of Event: _____ (the "Event") Hours of Event Operation: _____ am/pm

Date(s) of Event: _____ M D Y _____ M D Y

Set up & Removal date and times: _____ / _____ / _____ - _____ am/pm & _____ / _____ / _____ - _____ am/pm

Event Contact Person: _____ Phone: _____

Email: _____ Mailing Address: _____

Event Location/Venue: _____ Location Rental permit # _____

- Certificate(s) of Insurance All fees paid and permits signed
- Lottery report number _____ Is this a for profit event?
- Is this already an Annual Event or Are you expecting this to become an annual event?
- Are you expecting to exceed the Noise By-Law (#41-2004) of 11:00 pm? If so, until when? _____ am/pm
- Estimated Attendance? # _____ Garbage bins needed? # _____
- Do you require access to on-site washrooms? Have you arranged to pick up washroom key?
- Is your event scheduled before the May long weekend or after the Sept. long weekend? **(Washrooms fees may apply)**

Describe your event & include any special notes: **(Please attach any additional information regarding your event details)**

Additional Activities: (Check all that apply, each box has an accompanying form, return all appropriate forms 8 weeks in advance.)

- Alcohol:** Refer to Municipal Alcohol Policy (MAP) Security will be required please review and provide proof of security.
- Fires Services Checklist SOP Appendix C: Smart Serve List Insurance from SOP Host Site Map
- Food:** All food forms must be returned with the application for departmental review
- Food Organizer Form Food Vendor Form per Vendor
- Fireworks:** Fireworks permit payments are to be made under the Rental Permit
- Fireworks Consent Letter Display Application Insurance Map Firework Manifest License Proof of Payment

Parades/ Walks/ Runs/ Relays Information: A detailed & legible route map is required; all proposed barricade locations should be marked with an "X". Black and white photocopies of a map will not be accepted as the quality is usually degraded and illegible.

Event Type: Parade Walk Run Bicycle Race Relay Other: _____

of Barricades Required: _____ # of Participants: _____ # of Vehicles/Floats: _____

Date of event: _____

Assembly Area: _____ Disassemble Area: _____

Assembly Start Time: _____ Disassemble End Time: _____

Event Start Time: _____ Event End Time: _____

Street or Municipal Parking Lot Closure Information: A detailed & legible route map is required; all proposed barricade locations should be marked with an "X". Black and white photocopies of a map will not be accepted as the quality is usually degraded and illegible.

- Start and Finish times must be included
- Description of all activities planned for each street or municipal parking lot area

of Barricades Required: _____ # of Participants: _____ Closure Start Time: _____ Closure Finish Time: _____

Description: _____

Music: If your organization already has a SOCAN or Re:Sound license please attach a copy. All fees due will be noted on your rental contract & must be paid before your event takes place.

Type of Music: Live Recorded Will there be Dancing: Yes No
Total Amount Paid to Performers: \$ _____ (If free, please note this) Admission/ Ticket price: \$ _____

Check all tariffs that apply:

- Receptions/Conventions (8 Socan & 5B Re:Sound)
- Strolling Musicians/Buskers/Recorded Music (10a Socan & 5g Re:Sound)
- Marching Bands/Floats/Parades (10b Socan & 5f Re:Sound)
- Circuses/Ice Shows/Firework Displays/Similar Events (11a Socan)
- Music Concerts (4a Socan & 5J Re:Sound)
- Sports Events (9 Socan & 5H Re:Sound)
- Exhibitions/Fairs (5a Socan & 5d Re:Sound)

Animal Attractions:

Please include a map of location of animal attractions, garbage bins, and handwashing station along with entrance & exits.
Number of Handwashing Stations: _____ Size of Confided Area: _____ Additional Garbage Bins: _____
Description: _____

Amusement Devices & Rides:

TSSA OPERATOR'S LICENCE – all operators of amusement devices and rides in Ontario must hold a current Ontario Licence to carry on the Business of Operating Amusement Devices. You must provide a copy of the Ontario Amusement Device Permit for the current year from the company providing your amusement rides.

TSSA PERMIT for each device- which displays a TSSA Inspector's identification, date and signature and confirms the device has been inspected by TSSA for the current operating season.

CERTIFICATE OF INSURANCE- Separate from the event organizer's certificate of insurance to host the event, an additional certificate of insurance from the operator in an amount not less than two million dollars with Municipality of Chatham-Kent named as an additional insured on the policy for the days of the event

MAP- detailing the location of the rides on the property.

Temporary Electrical Services: (Please obtain the Temporary Electrical Services Sheet for more information.)

Temporary Electrical Services are required for this event. ESA PERMIT NUMBER: _____

Please list the type of power required for your event: _____

Filming on Site: Drone filming may be prohibited please indicate if you are planning on using a drone as certain airspace is restricted.

Production Company: _____
Phone Number: _____ Email Address: _____

Type of Production:

Feature Film Television Film Television Network Program Documentary Music Video Drone Filming
 Television Commercial Educational Film Commercial Photography Other: _____

Production Title: _____
Description of Filming: _____

The Municipality of Chatham-Kent reserves the right to refuse filming when:

- Projects break Municipal by-laws, provincial or federal laws
- Projects are expected to be released with an X- rating
- Projects are distasteful to the general public or socially sensitive

Tents:

Does the tent size exceed 645 sq. ft.? Yes No
Will there be bleachers used within the tent? Yes No
Has emergency lighting been tested? Yes No
Does the tent use sidewalls or curtains? Yes No
Are open flame devices intended for use? Yes No
Is an open flame included in your event activities? Yes No

Groupings of tents are to be separated by 10 ft to ensure they do not exceed 645 sq ft. and must not be closer than 10 ft to any other buildings or structures otherwise a tent permit is required.

Portable Fire Extinguishers on site:
Number: _____ Type: _____ Locations: _____

Entrances and Exits on site:
Number of Exit Signs Posted: _____ Location of nearest emergency telephone: _____
Name of trained individuals employed for fire watch duty: _____

Describe the procedures that will be followed by event staff/volunteers should an emergency evacuation of occupants be necessary. (Attach an extra page if required.) _____

Designated Smoking Area: Submit a map of the location & please obtain the Outdoor Event Checklist for more information.

*Note: Due to the By-Law #137-2014- Some locations cannot have a designated smoking area.

Dimensions of designated smoking area _____ # of Cigarette Receptacles: _____
 Area is at least 20m away from a playground Area is at least 20m away from sporting areas
 Area is closed to the public whether or not a free is charged for entry
 The area is not worked in or visited by employees or volunteers
 No food/drink is server or sold within the designated area.
 No Smoking/Vaping signage will be installed throughout the event to redirect the activity to the designated area.
 Smoking and Vaping sections are to be separated.

Notice of Collection

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), on this form is collected under the authority of MFIPPA, the Municipal Act, and all other relevant legislation. Personal information will be used to assist municipal staff in making a decision on this project. Names, addresses and comments may be included in material available to the public. Questions regarding this collection should be forwarded to The Municipal Clerk.

Event Agreement

In consideration of the right to use Municipal property the undersigned agrees as follows:

I have been provided, read, and will abide by all terms, conditions and regulations contained in the Application Process for Events on Municipal Property and the applicable appendices, policies, and procedures. **I am aware that failure to comply could lead to cancellation of the Event Permit at any time.**

By signing this application, I hereby authorize the Municipality of Chatham-Kent to conduct a credit search/check on the applicant, organization and/or the designated person in charge of the Event, if deemed necessary.

I hereby represent that the information included in the application submitted for the Event is accurate and acknowledge that the application forms a part of this Event Agreement.

A scanned copy of this Event Agreement, exchanged by email or fax, shall constitute an "original agreement".

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Hold Harmless Agreement

The Group hereby agrees to indemnify and hold the Municipality of Chatham-Kent and the Chatham-Kent Police Service harmless from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any act or omission by the above named, their officers, agents, employees, volunteers, invitees or others for whom they are responsible at law arising out of any cause whatsoever, either direct or indirect, through their use and/or operation of Municipal property in connection with the Event excluding only such liability as may arise solely from the negligence of the Municipality and/or Police Service, or their employees, officers, or agents.

Note: Internal municipal departments, staff, and Committees of Council are not required to sign the Hold Harmless agreement outlined above. However, if one of these groups is partnering with an external organization, that external organization **must** complete the Hold Harmless Agreement.

Insurance Certificate

During the period of the term of this agreement the Group shall maintain a policy of Commercial General Liability insurance (including bodily injury and property damage), including liquor liability coverage if applicable, in the amount of Two Million Dollars (\$2,000,000) containing an endorsement showing "The Corporation of the Municipality of Chatham-Kent" as an additional insured and having a cross-liability clause in a form satisfactory to the Municipality of Chatham-Kent. Proof of insurance shall be provided to the Municipality of Chatham-Kent with this application.

Signature of Applicant or Authorized Representative

Signature of Witness

Print Name:

Print Name of Witness

Title: _____

Date: _____

Date: _____

(If Incorporated please have a person with signing authority sign the application and provide their title within that organization)

(The witness signature is required and must be done at the same time as the applicant's signature)
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If the Event includes alcohol, the Special Occasion Permit (SOP) holder must read and sign: Municipal Alcohol Policy Certification

1. The SOP Holder (the "Permit Holder") has received and reviewed a copy of the Municipal Alcohol Policy (MAP).
2. The Permit Holder understands and agrees to adhere to the terms and conditions of this Policy and the provisions of the Liquor Licence Act of Ontario and the regulations there under.
3. The Permit Holder understands that if an infraction of the Policy occurs, the Municipality of Chatham-Kent may warn or suspend the Group from SOP permit privileges to use Municipal facilities for one year.
4. The Permit Holder understands that they can be held liable for injuries and damage arising from failure to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. The Permit Holder understands that the Police and/or a Liquor Licence Inspector can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation. Assistance to the Fire Marshall can lay charges for failing to comply with the Ontario Fire Code. The Alcohol and Gaming Commission will also lay charges for failing to comply with any other legislation.

Special Occasion Permit Holder signature

Date