



4800 SOUTH SERVICE ROAD
 BEAMSVILLE ON L0R 1B1
 TEL: (905) 563-8205
 FAX: (905) 563-6566

SPECIAL EVENT PERMIT APPLICATION

Special Event Permit Applications for private property must be submitted to the Planning and Development Department a minimum of 30 days prior to the start of the event.

EVENT INFORMATION

Event Name/Description		Date(s), Time of the Event/Duration of the Event	
Organization/Business		No of Expected Guests/Attendees	
Event Organizer/Contact			
Applicant's Address			
Email		Website	
Phone (Home)	Phone (Cell)	Fax	
Secondary Contact		Phone (Home)	Phone (Cell)
This event is: First Time <input type="checkbox"/> Annual <input type="checkbox"/> If Annual, how many years has the event been held?			
Location(s) of Event			
Purpose of Event			
Contact information for person in charge on event day (please include onsite phone number)			

EVENT DETAILS

Please answer "yes" or "no" to the following and provide details where indicated:

Proposed Components	Yes	No	Details
Private Property			
Open to the Public			Specify
Road Closures Required			Provide details and maps
Alcohol at Event			Dates/Times
Installation of Tents, Stage or Portable Structures			Specify types and sizes Check with Building Staff to determine if a permit is required
Live Entertainment			Specify
Use of Amplified Sound System			Specify
Security Required			Specify
Exhibits or Competitions			Specify
Use of Outdoor Cooking Equipment			Specify
Food Concessions			Specify
Parade			Provide Parade Route/Map on separate sheet
Tournament in conjunction with the Event			Hockey, Soccer, Baseball, Other
Race, Run, Walk-a-thon			Attach a map and specific details of the road closure request (road names, dated, times, nearby businesses)
Lottery, raffle, 50/50 draw, Nevada tickets			Check with Corporate Services Department for required licenses/permits
Fireworks / Pyrotechnic Special Effects			Permit required from the Fire Department
Liability Insurance of \$2,000,000.			Attach Proof of Insurance

Please review the attached Special Event Checklist provided to ensure your application is complete.

SPECIAL EVENT AGREEMENT

I have read the terms and conditions as outlined and have fully disclosed all details and components of the proposed event and agree to the terms as outlined. I will abide by all conditions and regulations contained in the <u>Town's Special Event Guidelines</u> and the applicable policies, procedures and responsibilities outlined. I am aware that failure to comply as outlined could lead to cancellation of event approval at any time.	
Applicant's Signature	Date
Owner's Authorization	Date

*The digital printed signature is accepted as a signed document

The personal information on this form is collected under authority of the Municipal Act 2001, SO 2001, c.25, as amended. The information will be used for processing Special Event Permit Applications and will form part of a public record to be considered by Council in processing the application. Questions about this collection should be directed to the Corporate Services Department.

APPLICATION CHECKLIST

Where applicable, copies of the following must be submitted to the Town. Please attempt to submit as much of the documentation as possible with the application. Final approval will not be given until all (applicable) documentation has been submitted.

- Completed Special Event Permit Application Form and Fee
- Detailed Site Plan
- Schedule of Planned Events/Activities including dates/times/admissions
- List of Food Concessions/Vendors
- Temporary Road Closure Requests
- Insurance Certificate: minimum \$2,000,000 of general liability coverage
Naming the Town as an additional insured
- Food Vendor Permit (Public Health)
- Special Occasion Permit (AGCO)
- Temporary Structure Permit
- Fireworks Application & Supplier Information
- Noise Exemption Request
- The full amount of any outstanding amounts owed to the Town as a result of
a previously permitted Special Event.