

APPLICABILITY

This application is to be completed by every person/group operating or carrying on any special event outdoors on private property (real property that is not owned or controlled by the Municipality) in the Municipality of Clarington, in accordance with By-law 2014-020. A “special event” means a cultural, recreational, educational or similar event including fairs, festivals and carnivals that has an expected daily attendance of at least 500 persons at any time during the event.

This application does not apply to special events held indoors or outdoors on Municipal property, including Municipal highways. For events held on Municipal highways, please submit a Special Events Road Occupancy Permit Application. For more information regarding a Special Events Road Occupancy Permit Application, contact the Engineering Services Department at 905-623-3379 ext. 2315.

No Special Events on Private Property Permit is required for special events held on or at:

- The Orono Fairgrounds
- The Bowmanville Zoo
- Property owned by a conservation authority, school (whether public or private), university, college or church; or
- Property owned by the Region of Durham.

Provided the use is permitted in the Municipality’s zoning by-laws or has otherwise been authorized by the Municipality, no Special Events on Private Property Permit shall be required for:

- Sporting events including golf tournaments; or
- Motor vehicle racing.

No Special Events on Private Property Permit shall be required for the CP Holiday Train.

SUBMISSION REQUIREMENTS

1. Special Event Permit Applications shall be completed at least ninety business days prior to your event.
2. You must be at least 18 years old (or an authorized representative of a corporation) to apply.
3. Durham Regional Police Service requires that a separate Community Event Description Form be completed to better assist in determining their assistance.

SUBMISSION INSTRUCTIONS:

Your completed application form, fee, and all necessary supporting documentation shall be submitted to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6.

For further information regarding this application process contact the Municipal Clerk's Department at 905-623-3379 ext. 2105.

Part 1 - Event Information

Event Overview

Event Name

Event Type Private Public

Annual Event? Yes No

Event Purpose

Block Party Competition Demonstration Fair Festival

Other Specify:

Is there an entrance fee to the event? Yes No

If there is an entrance fee, indicate the amount?

Total Expected Daily Attendance: 500-1000 1001-10,000 10,000+

Do you engage volunteers for this event? Yes No

If yes, indicate the number of volunteers

Event Dates & Times

Event Start Date/Time	Event End Date/Time	Event Rain Date/Time
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Set Up Date/Time	Hours of Operation	Take Down End Date/Time
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Event Location

Name of Facility or Address of Property

Property Owner

Is applicant the property owner? Yes No

Where the applicant is not the owner of the property on which the event is to be held, written proof that owner consents to the event must be included with this application.

Part 2 –Applicant / Contact Information

Applicant Type

- Individual
 Corporation

Contact Information for Individuals

(if more than 2 owners attach a list of full contact details for additional owners)

Applicant 1

Name	Telephone (Home)	Telephone (Cell)
Address	City, Province	Postal Code
Email	Age <input type="checkbox"/> >18 years (attach proof)	

Applicant 2

Name	Telephone (Home)	Telephone (Cell)
Address	City, Province	Postal Code
Email	Age <input type="checkbox"/> >18 years (attach proof)	

Corporate Information

Companies must provide copies of letters of incorporation, or other incorporating documents that have been duly certified by the proper authorities that show the full corporate name, officers and directors.

Corporate Name

Corporate Registration Number

Address	City, Province	Postal Code
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Is the Corporation a Registered Charitable Organization? Yes No
 If yes, indicate the Charitable Donation Number

Is the Corporation a Registered Not-for Profit Organization? Yes No
 If yes, indicate the Registration Number

Part 3 – Activity Information

Site Plan

A detailed site plan must be submitted and shall include the following details:

- Location of barricades, where volunteers will be stationed, including name of streets, intersections, fencing, barricades, spectator area
- Location of Command Post, Medical/First Aid Stations, Emergency Vehicle Access Points, routes and exits
- Location of food, beverage sales and consumption areas
- Restrooms, portable toilets, hand wash stations, and shower stations
- All proposed access locations around the property's perimeter, including gates
- Boundaries of the property on which the special event will be held
- Location of all existing and proposed buildings or structures to be used in connection with the special event and any residential buildings on adjacent properties
- All areas to be designated for vehicle parking and camping (number of spaces including accessible spaces) and any off-site locations
- Fireworks display locations and storage bunkers

Site Plan must be approved the Director of Planning Services. Potable water, portable toilets and hand wash stations must be approved by the Durham Region Health Department.

Emergency Plan

An Emergency Plan must be submitted and shall include the following details:

- procedures to follow in the event of fire, extreme weather, criminal acts, personal injuries, medical or other emergencies
- a description of all paramedic services to be provided
- a description of all medical and first aid services to be provided by non-paramedic staff
- a description of all transport services to be provided
- communication protocol
- decision-making authority
- evacuation procedures
- the name(s) and contact information for all emergency personnel
- any other emergency preparedness information that the Director of Emergency and Fire Services may require.

The Emergency Plan must be approved by Director of Emergency and Fire Services

Fire Safety Plan

A Fire Safety Plan must be submitted and shall include the following details:

- consistent with the provisions of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 and the Ontario Fire Code, O. Reg. 213/07.

The Fire Safety Plan must be approved by the Director of Emergency and Fire Services.

Security Plan

A detailed Security Plan must be submitted and shall include the following details:

- all security services dedicated to the event and the roles and responsibilities of all security personnel
- a communication protocol
- decision-making authority
- restricted areas
- any other security information that the Chief of Police and/or the Director of Emergency and Fire Services may require.

Security Plan must be approved by the Chief of Police and Director of Emergency Services.

Traffic Safety Plan

A detailed Traffic Safety Plan must be submitted and shall include the following details:

- Providing for the control of traffic and parking, including all vehicular, pedestrian, and cyclist movements to, from and within the event site, and where applicable:
- Detours of public transit routes and highways.
- Emergency vehicle access and egress.
- Public access and separation from hazardous areas.
- Temporary barriers and devices necessary for traffic control or parking.
- Designated accessible pick-up and drop-off locations for persons with disabilities.
- Pick-up and drop-off locations for buses, taxis and limousines.
- Road Occupancy
- Vehicles that exceed the load or dimension limits set out in Parts VII and VIII of the Highway Traffic Act, R.S.O. 1990, c. H.8.
- Such other traffic and parking information as the Director of Engineering Services may require, and/or the Chief of Police.

All Road Occupancies on Clarington roads must be approved by Engineering Services. All Road Occupancies on Regional roads must be approved by Region of Durham Works Department.

The Traffic Safety Plan must be approved by the Director of Engineering Services.

Waste Management Plan

A detailed Waste Management Plan must be submitted and shall include the following details:

- collection, storage and disposal including all streams of waste.

The Waste Management Plan must be approved by the Durham Region Health Department.

Select all items which will occur at your event

Animals

If you have animals at your event, please provide details in the box below. You may be required to apply for an Exotic Animal Entertainment Event Permit. Contact Clarington Animal Services at 905-623-3379 ext. 2124 or visit www.clarington.net for a copy of Clarington's Exotic Animal By-law and Permit Application.

Sound / Amplification System

If you are using sound / amplification systems at your event, you may be required to apply for a Noise Exemption Permit. Contact the Municipal Clerk's Department at 905-623-3379 ext. 2105 or visit www.clarington.net for a copy of Clarington's Noise By-law.

Fireworks

If you are planning to set off fireworks at your event, provide details, including the name and contact information of the fireworks company, in the box below. The event organizer will be responsible to ensure a permit is obtained for the display of fireworks. Contact the Municipality of Clarington's Emergency & Fire Services Department at 905-623-3379 ext. 2801 or www.clarington.net to view the Fireworks By-law (By-law 92-160).

Vendors (Non Food)

If you are having non-food vendors at your event please provide a list of vendors, in box below, including their names and telephone numbers and what they are selling.

Food Vendors / Service

If you are having food vendors at your event please provide a list of vendors, in box below, including their names and telephone numbers and what they are selling. All food stands must be inspected and approved by the Durham Region Health Department. The event organizers must notify Durham Region Health Department (DRHD) at least two weeks prior to hosting an event. Failure to advise DRHD at least two weeks in advance may result in the failure of your food vendors to participate in your event. Contact DRHD at 905-666-6241 or 1-800-841-2729.

All mobile vehicles, trailers or carts must be licensed pursuant to the Clarington Refreshment Vehicle Licensing By-law. For further information, please visit www.clarington.net to view the Refreshment Vehicle Licence requirements (By-law 2004-114).

NOTE: All licences must be processed and approved no later than 10 days prior to the event.

Large Vehicles

If you are having Vehicles that exceed the load or dimension limits set out in Parts VII and VIII of the *Highway Traffic Act*, R.S.O.1990, c. H.8, or if you are having modes of transportation governed by Transport Canada (e.g. helicopters, hot air balloons, aircraft, trains or watercraft) at your event please provide a list of vendors in box below.

Alcohol Sales / Services

Requires a License from the Alcohol and Gaming Commission of Ontario (AGCO). Please indicate the type of permit you are applying for and provide details in the box below (number of outlets, servers, size, and capability of licensed area). For information regarding requirements under the AGCO, please visit www.agco.on.ca or call 1-800-522-2876.

Amusement Devices

If you are having Amusement Devices at your event, you are required to provide the full legal names of all attendants in the box below. A current (i.e. Not older than 6 months) Criminal Record Checks (including a Vulnerable Sector Search) for all attendants must be provided. Amusement Devices require Emergency and Fire Services and TSSA approvals.

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<input type="checkbox"/> Combustible Fuel Powered Equipment (i.e. generators, propane appliances, and any other specialized equipment, including the type of fuel used to operate the equipment)	Requires Emergency & Fire Services Approval
<input type="checkbox"/> Medical Services	Contact Durham Emergency Medical Services
<input type="checkbox"/> Police Protection	Contact Durham Regional Police Service (may possibly require OPP)
<input type="checkbox"/> Promotional Signage (Clarington Road Allowances)	Contact Engineering Services Department, signage must be in accordance with Clarington's Road Occupancy By-law and the Special Events Signage Policy
<input type="checkbox"/> Promotional Signage (Regional Road Allowances)	Contact Region of Durham Works Department
<input type="checkbox"/> Promotional Signage (Private Property)	Contact Planning Services Department
Tents / Other Temporary Structures	
<input type="checkbox"/> Larger than 30 m ² (or 323 ft ²)	Requires Emergency & Fire Services Inspection and Approval
<input type="checkbox"/> Larger than 60 m ² (or 646 ft ²)	Requires a Building Permit
<input type="checkbox"/> Water Hydrants	Contact Durham Region Works Department
<input type="checkbox"/> Electrical Work	Requires Emergency & Fire Services and ESA Approvals
<input type="checkbox"/> Grading or Site Alterations	Requires Engineering Services Approval under Clarington's Site Alteration By-law

Part 4 – Application Supporting Documentation

In addition to required supporting documents identified in Sections 1, 2 and 3, the following additional supporting documents are required for this Special Events Permit Application to be considered complete.

Note, upon submission and once staff has had an opportunity to review your complete Application, the Municipality of Clarington will identify in Part 6 a summary of any additional written approvals required.

It is the applicant's sole responsibility to obtain and pay for all of the information and documentation required.

Insurance Information

- ≤ 10,000 daily attendance - A certificate of insurance in the amount of \$2 million
- > 10,000 daily attendance - A certificate of insurance in the amount not less than \$10 million

with the **Municipality of Clarington** named as an additional insured **MUST** be included with this application. Additionally, if the event includes the use of regional highways and roads, the Region of Durham must be named as additional insured.

Insurance Policy #

Certificate Attached?

Insurance Company

Notification of Surrounding Property Owners

- Proof that all property owners within 120 meters of the proposed location(s) have been notified of the proposed event.

Fees – Application / Other

- An application review fee of \$500.00 is payable at the time of submission.

Invoices shall be issued to the applicant by the Municipality of Clarington for:

- Fire Resources – to be provided by Department of Emergency and Fire Services.
- Noise Monitoring and Parking Enforcement – to be provided by the Municipal Law Enforcement Division.
- Security Deposit – to be provided for possible damage to Municipal Property (including highways) or equipment, or private property and for all of the permit holder's obligations under the permit. Amount to be determined by Director of Finance, not to exceed \$30,000
- Other services provided by the Municipality of Clarington.

Part 5 – Acknowledgement of Conditions

The undersigned applicant agrees to the following conditions:

- (a) The permit holder shall comply with all applicable laws.
- (b) The permit holder shall comply with all approved emergency, fire safety, security and traffic safety plans.
- (c) The permit holder shall ensure that all equipment and structures used for the special event are properly and lawfully installed, inspected, operated, used and dismantled.
- (d) The permit holder shall indemnify and save harmless the Municipality, its officers, employees and agents from and against all manner of actions, causes of action, claims, demands, losses and costs (collectively, "Claims") that may arise, be sustained, or prosecuted against the Municipality for or by reason of the granting of the permit or the performance of the permit holder under the permit (save and except Claims relating to Municipal negligence).
- (e) The permit holder shall maintain the special event site in a clean and sanitary condition for the duration of the special event.
- (f) The permit holder shall remove all debris from the special event site and, where required, adjacent properties within 72 hours of the conclusion of the special event.
- (g) The permit holder shall not use Clarington's corporate logos in any material advertising the special event without prior approval of Council.

I certify that I have read this entire application form and am fully aware of its terms and conditions and of my obligations created by it. I certify that I am 18 years of age or older.

Applicant	Date
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Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality's special events permits and applications. Personal information along with other information provided with this application will be shared among authorized Municipal staff, and external agencies who have input or an interest in the event, for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Municipal Clerk at 905-623-3379 ext. 2102.

Part 6 – Written Approvals

After reviewing this application, it is determined that the following will be required of the Applicant in order to approve this Application.

Item	Needed	Date Received
Building Permits - Written confirmation that all necessary building permits have been issued to the satisfaction of the Chief Building Official.		
Emergency Plan - Written confirmation that the plan is satisfactory to the Director of Emergency & Fire Services		
Insurance, Fees and Security - Written confirmation that all necessary insurance and securities are in place, fees have been paid to the satisfaction of the Director of Finance		
Fire Safety Plan - Written confirmation that the plan is satisfactory to the Director of Emergency & Fire Services.		
Health Protection - Written confirmation that all of the requirements of the Health Protection and Promotions Act, R.S.O. 1990, c.H7, have been met to the satisfaction of the Durham Region Health Department		
Medical Services/Transport/First Aid - Written confirmation that adequate medical services/transport and first aid is planned, to the satisfaction of the Durham Emergency Medical Services.		
Security / Police Protection Plan - Written confirmation that adequate police protection is planned, to the satisfaction of the Director of Emergency & Fire Services		
Police Protection - Written confirmation that adequate police protection is arranged, to the satisfaction of the Chief of Police		
Waste Management Plan - Written confirmation that the plan is satisfactory to the Durham Region Health Department		