

## SPECIAL EVENT APPLICATION

For Office Use Only <b>Permit No.</b>
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The Township of Wilmot requests that the Special Event Application be completed, in full, and submitted to the [specialevents@wilmot.ca](mailto:specialevents@wilmot.ca), at least 120 days in advance of your planned event. Once the application has been reviewed, the Township representative will advise whether or not the approval has been granted.

### 1. Applicant Information (Primary Contact)

Organization Name:			
Mailing Address:		Primary Contact Name:	
City, Township, Village:	Province:	Postal Code:	
Telephone No.:	Fax No.:	E-mail:	

### 2. Event Description

Event Name	
Event Description	
Council Approval	<input type="checkbox"/> Yes, this event has a previous Council endorsement <input type="checkbox"/> No, this is a new event that does not have Council endorsement
Date (s) of Event	
Time	
Facility Booking	Please list the facilities that you intend/requested to be booked including all times required for set up and clean up (grounds access etc.)
Type of Event	<input type="checkbox"/> Parade <input type="checkbox"/> Street Event / Block Party

	<input type="checkbox"/> Festival <input type="checkbox"/> Group Walk / Run / Cycle <input type="checkbox"/> Cycling, Running Race or Soap Box Derby <input type="checkbox"/> Other:
Anticipated Number of Attending and Participants	<input type="checkbox"/> Under 100 <input type="checkbox"/> up to 500 <input type="checkbox"/> 500 to 2000 <input type="checkbox"/> over 2000
Is there alcohol being served at this event?	<input type="checkbox"/> Yes If yes include bar operating hours _____ Who is providing Alcohol service? SOP ____ Caterer ____ <input type="checkbox"/> No
Are tents being erected as part of this event?	<input type="checkbox"/> Yes (Provide size, site map) <input type="checkbox"/> No
Are there any modifications being done to the Facility (i.e. stairs, temporary walls, fencing)? Please describe	
Is a stage being erected as part of this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be available at this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be cooking happening at the event?	<input type="checkbox"/> Yes If Yes, note date contact will be made with Public Health and Fire Dept. _____ <input type="checkbox"/> No
Will there be food trucks/refreshment vehicles at the event?	<input type="checkbox"/> Yes (Must have a Wilmot Township license) <input type="checkbox"/> No
Will there be fireworks at this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be amplified music? Please specify times.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you requesting Fire Department apparatus and firefighters at your event?	<input type="checkbox"/> Yes Please describe: <input type="checkbox"/> No

Are you hiring security? Please note the Municipal Alcohol Policy has security requirements that must be followed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you prepared an emergency plan for this event?	<input type="checkbox"/> Yes (attached) <input type="checkbox"/> No
Will you be providing First Aid stations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be providing portable washrooms? **Please note – additional portable washrooms may be a requirement for your event at the expense of the event organizer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be merchandise vendors? Please include a detailed list of vendors and goods being sold	<input type="checkbox"/> Yes <input type="checkbox"/> No *Please note that a Vendors Permit will be required
Are you requesting to have amusement rides or inflatables (i.e. bouncy castles)	<input type="checkbox"/> Yes <input type="checkbox"/> No
How do you plan on monitoring weather during your event?	
Is this a rain or shine event? Please note that facilities requested to be held must be paid for as per fees and charges by-law	<input type="checkbox"/> Yes <input type="checkbox"/> No (What is your rain date? _____ )
Does this event meet accessibility requirements? Event organizers are responsible for ensuring that persons of all abilities have equal access to events and accessible parking spaces close to entrances	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe your power source and confirm ESA inspected	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a petting zoo or other animal feature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How will garbage and recycling be managed (i.e. dumpster)? **Please note that this is the responsibility of the event organizer	

### 3. Road Closures Required

Road Closure Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
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	<p>Does this Road Closure Event coincide with a Booked Facility Event at one of the Township's Facilities?</p> <p><input type="checkbox"/> Yes (Provide more information)</p> <p><input type="checkbox"/> No</p>
<p>Regional Road Closure Required <a href="http://Regionofwaterloo.ca -applications-licences-and-permits">Regionofwaterloo.ca -applications-licences-and-permits</a></p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>Start Time of Road Closure</p>	
<p>End Date of Road Closure</p>	
<p>End Time of Road Closure</p>	
<p>Road(s) to be Closed:</p> <p>Note: I acknowledge that Township of Wilmot roads are not in a new condition and may have imperfections including but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washouts that could contribute to a possible injury to a participant of the event.</p> <p>INITIAL HERE: _____</p>	

**4. Event and Detour Map**

<p><b>Event Location and Event Signage Map MUST BE ATTACHED</b> (Ensure the following are detailed on the map) *Signage Details:</p> <ul style="list-style-type: none"> <li>• It is less than 3.0 m<sup>2</sup> in size</li> <li>• It is freestanding</li> <li>• It does not interfere with an official sign, traffic signal or safety device</li> <li>• It is in place for less than one week</li> <li>• It is removed by three days after the event</li> <li>• It is at least 10 m away from a driveway; and</li> <li>• It is at least 8 m away from the edge of pavement. If the sign is less than 0.7 m<sup>2</sup></li> <li>• Signs greater than 0.7 m<sup>2</sup> will be placed at the outer edge of the Township road right-of-way.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Event Location</li> <li><input type="checkbox"/> Event Route</li> <li><input type="checkbox"/> Details of Road(s) To Be Closed</li> <li><input type="checkbox"/> Location of Event Signage*</li> <li><input type="checkbox"/> Location of off-street vehicle parking</li> <li><input type="checkbox"/> Location of comfort stations</li> </ul>
<p><b>Detour Route and Detour Signage Map MUST BE ATTACHED</b> (Ensure the following are detailed on the map) *For Signage Details, see above</p> <ul style="list-style-type: none"> <li>• Outline the detour route</li> <li>• Ensure the detour route is at least 7.0 m wide, allows trucks to turn at corners without crossing into the oncoming lane of traffic or onto adjacent property, and can accommodate normal Township road traffic</li> <li>• Show the related signage to be used,</li> <li>• Include a list of all equipment and personnel that will be used to properly mark and enforce the detour.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Detour Route</li> <li><input type="checkbox"/> Details of Detour</li> <li><input type="checkbox"/> Location of Detour Signage</li> </ul>

**5. Traffic Control**

<p>Traffic Controller Note: If the police accept all of the road closure responsibilities, you must provide a written letter from the police to arrange the closures and detours.</p>	<input type="checkbox"/> Municipality (if Municipality, fees may apply) <input type="checkbox"/> Local Police Detachment <input type="checkbox"/> Person Trained in Ontario Traffic Manual Book 7
Name	
Title	
Signature	

<b>6. Advertisement, Notice &amp; Damage Deposit</b>	
How are you advertising your event and notifying impacted parties?	
Are you requesting to use the Township Logo on your advertisements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provided Damage Deposit as per approved Fees and Charges Bylaw	<input type="checkbox"/> Yes <input type="checkbox"/> No If no – when?
Insurance certificate naming Township additionally insured	<input type="checkbox"/> \$5M <input type="checkbox"/> Other amount or type of insurance required (i.e. Bouncy Castle, Fireworks)

**7. Insurance & Declaration**

**Insurance**

The Organization/Individual shall, at its expense, obtain and keep in force prior to approval of this Permit until ten days after the event, commercial general liability insurance including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- I acknowledge and confirm that Insurance provisions as stipulated in the Township of Wilmot Special Event Guideline are in compliance.

**Confirmation**

1. I will ensure that the Organization (if applicable) is aware that by providing the required certificate of insurance, the Organization:
  - Approves of this event permit application; and

- Authorizes me to act on behalf of the Organization as the Applicant.
- I am aware of the procedures and risks involved with organizing the event.
- I acknowledge that everything has been disclosed and accurate on this application. I understand that failure to do so may result in cancellation of the event.
- I have read and understood the Township of Wilmot Special Event Guideline and acknowledge it may take up to 120 days to process this application.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Organization (if applicable)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Application Checklist:**

The following must be submitted with this application form where applicable. Additional information may be required upon request from the Township:

- Special Event Application and required deposit
- Venue site plan
- Emergency plan
- Certificate of Insurance – required for every event
- Event permits (i.e., tent permits, vendor permits, fireworks display permit, lottery licence etc.)
- For events accessing roadways: a map of the proposed route/area including a list of streets affected by this Event and list of streets to be closed
- Letter requesting a Noise By-law Exemption, if applicable
- Letter requesting permission to serve alcohol on municipal property per the Township Municipal Alcohol Policy
- Copy of all notices required to be provided to area residents.

<b>8. Circulation (for office use only)</b>		
<b>Department</b>	<b>Signature</b>	<b>Comments/Requirements</b>
CAO Department		
Communications		
Community Services		
Corporate Services		
Development Services		
Engineering		
Fire		
Information & Legislative Services		
Public Works		
Region of Waterloo Emergency Services		
Region of Waterloo Public Health		
Other		