



SPECIAL EVENT GUIDELINES

January 2022

Township of Wilmot Guidelines

SUBJECT: SPECIAL EVENTS

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1.0 INTRODUCTION

The intent of this standard is to assist Event Organizers through the Township of Wilmot's process for applying for and operating Special Events and to outline the Event Organizers' responsibilities.

2.0 PURPOSE

- To clearly define the procedures involved in booking and hosting a Special Event in the Township of Wilmot.
- To outline the role Township staff play with supporting event planning.
- To create clear definitions of the types of events permitted on Township Property.
- To outline costs associated with event planning and execution.
- To improve inter-departmental communications with regards to event planning.
- To ensure customer satisfaction.
- To ensure public safety.

3.0 GOALS

- To ensure that Special Event Applications are evaluated fairly and equitably.
- To establish departmental operating procedures for events.
- To ensure the appropriate insurance coverage naming the Township as additionally insured is in place (where applicable).
- To ensure compliance with the Municipal Alcohol Policy (MAP) and all other legislation.
- To simplify the event booking procedure.
- To reduce the risk and liability to the Township.

4.0 DEFINITIONS

- **SPECIAL EVENT** – A unique activity or series of activities that occur outside of normal programming, on Township property, or within the Township boundaries for a specific timeframe, intended to gather people for a special purpose. The gathering of people, intended to provide an enhanced opportunity for leisure, social, and/or cultural experience, may have a direct impact on Township services and facilities. Special events that are intended to be for-profit may incur additional charges not applicable to not-for-profit events offered by local organizations.
- **COMMUNITY/ CIVIC SPECIAL EVENT** - An annual or one-time event or series of events that is intended for public attendance, inclusive to all, may be free to attend and usually occurs because of a celebration or specific community theme. Examples of a Civic Event may include the grand opening of a new facility or amenity or other community-based event.

- **TOURNAMENT** - A series of games, athletic activities or competitions that occur in conjunction with one another over a specific timeframe and are held on Municipal Property or in a Township facility. Some tournaments may be requested to use the Special Event Application process due to size, scope, impacts on Township staff and buildings etc. (i.e., Provincial or National events or events with alcohol).
- **TOWNSHIP** - The Corporation of the Township of Wilmot.
- **TOWNSHIP SERVICES** - Any service provided by the Township
- **MUNICIPAL ALCOHOL POLICY (MAP)** - A Township policy that ensures the control, management, and responsible use of alcohol beverages in all Township owned and operated facilities and properties.
- **MUNICIPAL PROPERTY** - Properties and facilities owned by the Township.
- **NON-MUNICIPAL PROPERTY** – Properties within the Township limits that are not owned by the Township.
- **ORGANIZATION** – is a legal entity such as a company, institution or association comprising one or more people and having a particular purpose. An organization may be privately owned and operated, for-profit, corporate, charitable, or not-for-profit.
- **PARADE** - a public procession, especially one celebrating a special day or event and that may include marching bands and floats.
- **PROTEST** – A public expression of objection, disapproval or dissent towards an action, idea, or effort, typically a political one. Protests can take many different forms from individual statements to mass demonstrations. Protests are not considered to be a special event.
- **RALLY** - An event which positively encourages people to unite in favour of a common celebration, action, idea, or effort. Can often consist of listening to speakers at a public gathering location.
- **SPECIAL EVENT REVIEW COMMITTEE (SERT)** – a committee comprised of Township staff and service partners representing various departments that facilitate and support events utilizing Municipal Property and, in some cases, events on private property that have a significant impact on Township services or bylaws.
- **SPECIAL EVENT ORGANIZER** - The person or organization who is responsible for all aspects of the event, has signing authority, and is named on the rental contract/permit and insurance for the purpose of hosting a Special Event.

- SPECIAL EVENT PERMIT - The booking contract(s) between the Event/Event Organizer(s) and the Township.
- VENUE(S) - The location/site/facility where the Special Event is taking place.

5.0 KEY CRITERIA

There are several key criteria that can impact the permitting/approvals and operation of a Special Event.

- Length and frequency of activity: How many days and how often the event occurs.
- Number of venues, roads, or sites: Single or multiple sites/venues
- Attendance: Number of participants and spectators expected
- Out-of-town Attendance: Number of participants and/or spectators drawn from outside Waterloo Region
- Quantity and type of Township permits and/or approvals required (i.e. road closure, Police presence/permit and/or Regional permit, special occasion permit, tent permit etc.)
- Township coordination required: Number of services, departments required and complexity of the event
- Value of Township services required: Includes paid and in-kind services, does not include grant programs
- Measured Benefits: Economic Impact, Tourism, Hotel Rooms, Media, Exposure, Community Engagement
- Alcohol and Food Service during event
- Admission: Open/free or Gated/ticketed admission
- Organizational status: Private, for profit, corporate or charitable, not-for-profit, Community event
- Emergency Declarations

6.0 SPECIAL EVENT REVIEW TEAM (SERT)

The Township departments and service partners represented at SERT may include but are not limited to:

- Wilmot Information & Legislative Services Department including (By-Law Enforcement)
- Wilmot Community Services Department
- Wilmot Public Works and Engineering Department
- Wilmot Development Services Department
- Region of Waterloo Police Service
- Region of Waterloo Ambulance Service
- Wilmot Fire Department
- Region of Waterloo Risk Management and Insurance
- Region of Waterloo Health Unit
- Region of Waterloo Transportation Division

7.0 SPECIAL EVENT APPLICATION

A Special Event Application (Appendix "A") MUST be completed and submitted a minimum of 120 days prior to the event when any of the following criteria applies:

- Staff have identified the event as one which requires Township staff and/or Council approvals.
- The event has the potential to significantly impact Township staff and resources and/or Emergency services.
- The event has the potential for attendees to exhibit violent, aggressive, and/or unlawful behaviour.
- The event is held on Municipal Property or property regulated by Township by-laws (this includes facilities, sports fields, parkland, roads/sidewalks) that includes any of the following elements:
 - Food being sold or served to the public
 - Alcohol is being served or sold.
 - Fireworks or pyrotechnics displays
 - Police, Ambulance (EMS), Fire approval required
 - Public Health approval required
 - Event will utilize more than one emergency service
 - Road/lane/sidewalk occupancy, closure, or disruption
 - Parks, Facilities & Recreation services are required
 - Sound amplification of any kind after 11:00pm or requirement for an exemption to the Noise By-Law is required (By Law 98-21)
 - Tents or groups of tents more than 60m² in aggregate ground area, or tents that are attached to a building or are constructed three (3) metres or less from other structures.
 - Amusement rides or inflatable devices
 - Animal rides or exotic animal displays
 - The event is a community/park clean up with additional activities i.e., food, entertainment, park closures etc.

Notes:

- Township staff have the authority to reduce the 120 days Application timeline at their sole discretion.
- If an event/organization has any outstanding invoices/fees owing to the Township, the Special Event Application will not be approved.
- Any facilities held as a rain date must be booked and paid in full as per the fees and charges.
- Submission of a Special Event Application does not mean that the event has been approved.
- All regulations and directives by a governing body i.e. the Province of Ontario or Public Health, must be strictly adhered to by Event Organizers.

Special Event Application(s) may be submitted:

Online at [Special Events](#) or by e-mail at specialevents@wilmot.ca

7.1 What happens after I submit my application?

Step 1

- Once a complete Special Event Application and site map have been submitted, it will be reviewed by staff. If there are any immediate concerns with the application the Event Organizer will be contacted.

Step 2

- SERT committee will review the application details. An invitation to a SERT meeting may be sent to the Event Organizer if required.

Step 3

- A rental contract with the Township must be signed and accompanied by the appropriate deposit, insurance etc. for the rental to be considered.

Step 4

- Complete and submit additional document(s) that have been identified as required for the event. These can be submitted directly to the Information & Legislative Services staff at the Township Admin building 60 Snyder's Rd W. Baden or by e-mail specialevents@wilmot.ca.

Step 5

- A site visit may be arranged with staff to review the site plan and event logistics plan.

Step 6

- The Event may be further reviewed by members of SERT for final approval. The final approval will be contingent on the Event adhering to Township policies, Administrative Directives, and By-laws, as well as provincial/federal acts, regulations, and Township best practices and guidelines.

7.2 Additional Application Information

- The Event Organizer MUST be legally authorized to represent the event /organization.
- The Event Organizer MUST be listed on all other documentation related to the Special Event. (i.e., Certificate of Insurance and Alcohol Permits).
- Personal information on this form is collected under the authority of Section 10 (1) of the Municipal Act, 2001, as amended and will be used solely to contact persons making application for a Special Event permit with the Township of Wilmot. Questions about this collection should be directed to the Information and Legislative Services Department.
- Any questions regarding the application can be directed to specialevents@wilmot.ca or 519-634-8444.

8.0 EVENT FEES/ DEPOSITS

- Rental fees for Township venues/property(s) are in effect for the entire duration of the event including set-up and tear down.
- A non-refundable deposit is due upon signing the venue permit and the balance is due at least 30 days prior to the event.
- Event organizers must pay a damage deposit based on the Council approved Fees and Charges By-law that will be reimbursed following the event provided that no damage or extensive cleaning was required.
- Events not fully paid at least 30 days prior to the event will be cancelled.
- Special Events that are free of charge (as approved by Council), must still follow all Special Event Guidelines and processes.

9.0 VENUE & SITE PLAN

- A detailed site plan for each Event must be submitted 90 days prior to the event and approved by staff a minimum of 60 days in advance.
- Site plans must be to scale and outline all event-related activities and equipment that will be included in the Event. Base Maps of some Township Venues are available on the Township website or from staff and must be used to prepare your site plan.
- Events taking place on the Township trails / Road network should prepare their site plans utilizing Google Maps and must include the proposed running/walking/bicycle routes in writing.
- Changes to the site plan are not permitted once the plan has received approval from staff and all other affected services (i.e., Fire Dept., Public Health, etc.) except at the sole discretion of Township staff.
- Venues that are considered not safe for use due to weather, maintenance issues etc. will not be approved for use.
- Neighbouring residents must be informed of the upcoming event by way of a letter delivered to their home.

10.0 ACCESSIBILITY

Event organizers are responsible for ensuring that persons of all abilities have equal access to events and that entrances are close to accessible parking spaces where possible as per the Province's Accessibility for Ontarians with Disabilities Act, 2005, S.O.2005, C.11.

11.0 EMERGENCY PLAN

- The Township may require the Event Organizer to have emergency responders on site during the Special Event. This requirement is dependent upon the size and scope of the Event and could involve Police, Fire, and EMS services and may require additional costs.

- If the Event is deemed to require emergency services of any kind, an emergency plan will be required and shall be provided to staff for approval 90 days prior to the Event.
- The Emergency Plan should include, but not be limited to, the following: contact list of event organizers and areas of responsibility, procedures for evacuation, weather emergencies, lost child procedures, health emergencies, injuries, fatality, etc.
- Site Plan to identify nearest exits, first aid kit(s), AED Units, and EMS/first aid station, etc. if applicable.

12.0 CONTRACTORS ON TOWNSHIP PROPERTY

- Contractors performing event-related services i.e., delivering Port-o-lets, Electricians, Carpentry Work, Fencing, Security, etc. must provide a Certificate of Insurance naming the Corporation of the Township of Wilmot as additional insured in an amount specified below.
- All contractors must provide proof of W.S.I.B. (Workplace Safety and Insurance Board) certification where required.

13.0 LIABILITY INSURANCE

13.1 Certificate of Insurance

A Certificate of Insurance is required in the amount of \$5,000,000 General Liability (as a minimum) listing the Corporation of the Township of Wilmot (60 Snyder's Road W., Baden ON N3A 1A1) as additional insured and noting the event, location and dates including set-up and tear down.

If amusements rides/bouncy castles/petting zoos, fireworks, etc. are involved, a separate Certificate of Insurance is required from those operators. Operators must list the Corporation of the Township of Wilmot (60 Snyder's Road W., Baden ON N3A 1A1) as additional insured. The location/activity section on the certificate must be specific to the activity. All Certificates of Insurance are due at least 60 days prior to the Event. The Township reserves the right to deny any amusement ride/device it deems not safe for the intended audience.

Insurance requirements are subject to change based on risk assessment and Township insurance provider requirements.

The Township requires that ALL of the following information be included on the "Certificate of Insurance" (COI) as it is a legally binding document. Failure to include this information on your Certificate of Insurance will render it invalid and can result in delays and possible cancellation of your Event.

- Name of Insurer (the insurance company)
- Policy number
- Term of Policy

- Type of Policy: General Liability Policy
- Limit of Policy: \$5,000,000 or greater depending on the scale and scope of the Event
- Non-owned automobile coverage with a limit of at least \$2,000,000 including SEF 96 (contractual liability)
- Cross liability Endorsement
- Severability of Interests Provision
- Contractual Liability
- Hold harmless/indemnification clauses
- Name of Insured listed on the certificate of insurance must be the same organization/individual as the applicant named on the Special Event application.
- Include the Corporation of the Township of Wilmot as an "Additional Insured" (60 Snyder's Road W., Baden ON N3A 1A1)
- Description of Event and Activities to be insured
- Dates and Times of Event (including set-up/tear down dates)
- Must state "includes alcohol liability" if alcohol is planned
- Signature of insurance provider or broker
- Additional information as required.

13.2 High Risk Activities

In circumstances that the Event, or a portion of the Event is deemed high risk by staff, additional safety precautions will be mandated. The Event will be reviewed by Staff and other members of SERT to determine insurance requirements, and additional precautions necessary for public safety.

Examples of Events/Activities deemed high risk include but are not limited to: Pony Rides, Bouncy Castles, Dunk Tanks/Mechanical Bulls, Hot Air Balloon Rides, Helicopter Rides, Paint Ball, fireworks.

The Township reserves the right to deny any application if deemed a risk to public safety.

14.0 EVENT PERMITS

Based on the information provided in the Special Event Application, various permits and approvals may be required for the event. Staff will advise of any additional applications/permits that must be completed in order to secure final approvals. (e.g., special occasion permit for alcohol, building permit, vendor's permits, etc.).

15.0 WATERLOO REGION POLICE SPECIAL EVENT PERMIT APPLICATION

- Events may require the support of Waterloo Region Police Services (WRPS) for traffic/public safety, emergency plan development, and/or road/lane/sidewalk closure. The Township Special Event Permit Application form will be sent to WRPS

by Township staff for review a minimum of 90 days prior to the Event to determine if support is required.

- The ability of the WRPS to provide police assistance for events rests on the availability of personnel and equipment, for the Event date. Event Organizers may be requested to hire special (paid) duty officers.

16.0 TEMPORARY ROAD/LANE/SIDEWALK OCCUPANCY/CLOSURE RIGHT OF WAY WORK PERMIT FORM

- The road occupancy applications must be submitted to the Township a minimum of **90 DAYS PRIOR TO THE EVENT**.
- Notification of the road or sidewalk closure **MUST** be made to the residents and businesses along the proposed route, including connecting streets, by the Event Organizer a minimum of Seven (7) DAYS prior to the closure. Failure to notify residents and businesses may result in the cancellation of the Event and additional fees may apply.
- Seasonal Sidewalk closures for restaurant patios requires a different permit. Contact Township of Wilmot Development Services staff for further information.
- The Township has an obligation to prioritize public safety and consider the impact on local businesses when closing road/lane/sidewalk. Township staff and emergency services will consider impacts on emergency service access, traffic and transit re-routing, and impact on the immediate neighbourhood. Fees may apply for sidewalk and/or road closures.
- If Events require a Region of Waterloo road or lane closure, the Waterloo Region Special Event Permit Application form must also be completed. [Applications Licences and Permits - Region of Waterloo](#)
- A draft template of the standard road occupancy (closure) notification letter (Appendix B) shall be completed by the Event Organizer and included with the application for distribution along the impacted routes. Event Organizers may be required to assist with distribution of letters.
- The notification letter must also be provided to all emergency services, utilities, Region of Waterloo & other Township services outlining the dates, activities, and other considerations for the event.
- Temporary no-parking signage will be posted, where required by Township staff. Applicable fees will be charged to event organizers for this service.
- Where possible, Special Events should not take place on Township streets.
- Following the Event, Township staff will inspect the road/lane/sidewalk/facility/park to ensure the area has been cleaned of litter and event equipment and identify any damages. Additional cleaning and/or repair costs will be charged back to the Event / or deducted from the deposit.
- Traffic control responsibilities as stated in the current version of Book 7 of the Ontario Traffic Control Manual must be followed including provision of a detailed traffic control plan, and detour plan if applicable.

16.1 Documents required for a road/lane/sidewalk occupancy /closure request:

- A report is required to be submitted to Council to approve road/lane/sidewalk closures unless staff have been delegated authority.
- Temporary road/lane/sidewalk occupancy (closure) application Right of Way work permit(Appendix C)
- Detailed site map showing a fire route plan
- Copy of Event Certificate of Insurance
- Notification Letter for residents and businesses

17.0 NOISE / SOUND AMPLIFICATION

Events must comply with the Township “Noise By-law” (By Law 98-21). Times of the events must include set-up and teardown. For outside amplified sound, Events beyond 11:00 pm will require an exemption to the Noise By-law. Municipal Law Enforcement and WRPS are responsible for enforcing the Noise By-law and may attend the event to monitor or respond to a noise complaint.

Exemption from the Noise By-Law can be obtained through the Information and Legislative Services Department from the Township Administration Building (60 Snyder’s Road W., Baden ON N3A 1A1) at least 90 days prior to the event.

18.0 FIREWORKS/PYROTECHNICS

Fireworks are divided into two distinct groups: **consumer fireworks** and **display fireworks**.

Consumer fireworks are designed for recreational use by the general public and are those which may be available for sale in retail stores at certain times of year. Consumer fireworks displays are not permitted on Township Property.

Display fireworks are meant to be viewed by the general public and can only be used and handled by qualified professionals. All events involving the discharge of fireworks must adhere to the requirements of the Ministry of Natural Resources Explosives Regulatory Division.

Pyrotechnics can only be used or handled by qualified professionals. Proof of current qualifications is required for all professional pyrotechnics.

All events that include either display fireworks or pyrotechnics must provide \$5 million in liability insurance naming the Township of Wilmot as additionally insured.

If a display or pyrotechnics fireworks is planned for an Event, a letter of permission is required from the Wilmot Fire Department. See APPENDIX D for a list of information that will need to be submitted to the Fire Department for review prior to a letter of permission being issued.

Where letters of permission are required from the Wilmot Fire Department, the requested information must be provided a minimum of 90 days prior to the Event to

ensure there is adequate time for review, revisions, and approval. The Wilmot Fire Department will only provide a letter of permission for displays ending prior to 23:00 hours (11:00 PM), unless a specific time exemption is granted by Wilmot Township Council.

19.0 MUSIC LICENSING

It is the responsibility of the Event Organizer to have licensing in place to play or perform music at the event. The following requirements apply:

- All music played at an event must to be licensed by SOCAN (Society of Composers, Authors and Music Publishers of Canada). This includes background music or music being performed by a band.

Please advise Township staff if you are intending on playing/performing music at your Event and staff will provide direction accordingly

Contact Information:

Re: Entandem

1235 Bay Street, Suite 900
Toronto, On. Canada M5R 3K4
T 1-855-947-6226

20.0 ALCOHOL

- The consumption of alcohol at any Township Special Event requires the Event Organizer to follow provincial and municipal guidelines.
- Event Organizers must submit required documentation a minimum of 90 days prior to the Event for review.
- The Township of Wilmot **Municipal Alcohol Policy (MAP)** (Appendix E) governs the service and consumption of alcohol on Township property. The MAP must be strictly adhered to during the Event including set up and tear down.
- Alcohol licensing is controlled by the Alcohol and Gaming Commission of Ontario (AGCO). The AGCO website includes information regarding Special Occasion Permits and Temporary Liquor License extensions www.agco.on.ca.
- Event Organizers must review and comply with the MAP and consult with Township staff if clarification is required i.e. Building Department (Building Code Act, 1992); Fire Protection Officer or Fire Marshall (Fire Protection and Prevention Act, 1997).

Alcohol & Gaming Commission of Ontario:

Toll-Free: 1-800-522-2876
customer.service@agco.ca

21.0 SMOKE FREE ONTARIO ACT & CLEAN AIR BY-LAW

- Under the Smoke-Free Ontario Act, 2017, it is illegal to smoke (including Cannabis) within 20m of children's playgrounds and public sports fields and surfaces. For more information on the Smoke-Free Ontario Act, please visit the Ontario Ministry of Health and Long-Term Care website: www.ontario.ca/smokefree
- Vaping is considered smoking.

22.0 GAMING - LOTTERY / RAFFLE / 50-50 DRAW / BINGO

Provincial regulations set out by the Alcohol and Gaming Commission of Ontario regarding gaming, lotteries, raffles, 50-50 draws and bingo events must be followed. For more information contact Information and Legislative Services.

23.0 EVENT MARKETING/ USE OF TOWNSHIP LOGO

Event Organizers are responsible for all aspects of marketing their Event. Use of Township of Wilmot logos including all final marketing materials must be approved by Staff prior to implementing.

24.0 TENTS / TEMPORARY STRUCTURES – Tent Permit Application (Appendix F)

Events that utilize tents and/or other temporary structures as outlined in the event site plan may require a building permit as per Section eight (8) of the Ontario Building Code Act. Permit applications must be received by Development Services at least 90 days prior to the Event if:

- a) a tent or group of tents are more than 60m²(645sf) in aggregate ground area; and / or
- b) tents are attached to a building, or tents are constructed less than 3 metres from other structures.

The permits will ensure that tents are flame resistant, have emergency exits and are spaced in such a way as to facilitate calm and orderly evacuation should an emergency arise.

25.0 FOOD / NON – ALCOHOLIC BEVERAGE

The Region of Waterloo Public Health requires detailed information on the type of food being served at the Event along with preparation details. This is to ensure that the proper inspections occur and that food vendors follow public health standards and meet safe food handling requirements. All Events where organizers/vendors sell or give food away must be approved by Public Health. Region of Waterloo Public Health (519) 575-4400.

Use of Food Trucks or Refreshment Vehicles/Carts require Licensing through the Township. A list of these vendors with contact information will be required with the application form. Participation of unlicensed Food Trucks or Refreshment Vehicles/Carts may result in fines and/or charges.

26.0 TERRITORIAL LAND ACKNOWLEDGMENT

The Township of Wilmot encourages the use of a Territorial Land Acknowledgement for opening ceremonies of special events where appropriate. The Township land acknowledgement statement can be found [here](#).

27.0 FINAL AUTHORIZATIONS

Event Organizers are responsible to read and understand both the Special Event Application and Guidelines. It is important that the information provided by the Event Organizer is accurate.

Changes to Special Event Applications must be sent to Information and Legislative Services immediately. The Township reserves the right to revoke any approvals or permissions based on changes that render the Event non-compliant.

If you have any further questions regarding the Special Event Application or Administrative Directive, please contact the Township of Wilmot at 519-634-8444 specialevents@wilmot.ca.

28.0 SERT CHECKLIST

120 Days in Advance of your Event

- Submit Special Event Application and deposits

90 Days in Advance of your Event (if applicable)

- Alcohol Service Application/ Special Occasion Permit (S.O.P.)
- Certificates of Insurances (including third party participants)
- Tent Building Permit Application
- Road/Lane/Sidewalk Occupancy /Closure Application
- Noise By-Law Exemption
- Lottery licences
- Fire Department requirements for fire safety plan & fireworks/pyrotechnics
- Attend an Event review meeting if required
- Contact Waterloo Region Public Health if food is being served/sold (519) 575-4400

30 Days in Advance of the Event

- Finalize Site Plan submission and plan for port-a-potties, garbage dumpster etc. as applicable
- Payment of balance owing

- Submit approved Special Occasion Permit

Seven (7) Days in Advance of the Event

- Distribution of Road/Lane/Sidewalk occupancy/closure Notification Letters

Post Event

- Staff may request Event Organizer to attend a follow up meeting to discuss the Event
- Any additional fees incurred during the Event will be invoiced and the balance must be paid immediately.
- The damage deposit will be returned after the event provided no damage or excess cleaning is required.

29.0 APPENDIX LINKS:

- APPENDIX A – [Township Special Event Application Form](#)
- APPENDIX B – [Template-Standard Road Occupancy \(closure\) Notification Letter](#)
- APPENDIX C – [Road Right-of-Way Work-Permit-Application-Form](#)
- APPENDIX D – [Wilmot Fire Department Permit Information](#)
- APPENDIX E - [Municipal Alcohol Policy](#)
- APPENDIX F - [Tent Permit Application Form](#)