

*Prior to completing this application, please contact the Township of Guelph/Eramosa at 519-856-9596 ext. 107 for assistance with your permit requirements.*

**APPLICANT INFORMATION**

Event Organizer	
Primary Contact	
Address	
City/Town	
Province	
Postal Code	
Telephone	
Fax	
Date Complete Application Submitted	

**GENERAL EVENT INFORMATION**

Name of Event	
Type of Event	
Date of Event	
Start Time	
End Time	
Number of Participants	
Telephone	
Fax	
Location <i>(please list names of roads, parks, properties and community facilities...etc.)</i>	

***Complete applications must be submitted at least 30 days prior to the event***

**PART 1 – EVENTS REQUIRING ROAD CLOSURES**

Do you require a road closure of your event?  Yes  No

If yes, the following is a list of documentation and/or requirements to be included when submitting your application:

DOCUMENT	FOR OFFICE USE		
	YES	NO	N/A
<p><b>a. Certificate of Insurance</b></p> <p>A certificate of insurance in the amount of no less than \$5 million, naming the Township as an additional insured party.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>b. Route Map</b></p> <p>A map, showing the proposed area and roads to be used for this event and the time and date of the event must be provided to the Township at the time that the Special Events application is submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>c. Detailed Traffic Control Plan</b></p> <p>A traffic control plan including advanced warning (i.e. directional signs, pylons, etc.) for traffic entering the event area must be present at the event, to the satisfaction of the Township.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>d. Police and Medical</b></p> <p>Prior to the Special Event, written notification from the Ontario Provincial Police approving of how the event will be policed and a written plan of what medical assistance will be provided for the event, to the satisfaction of the Township, must be submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>e. County of Wellington Application</b></p> <p>Proof of County of Wellington approval or application for approval, if a portion of the event will take place on a County road.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENT	YES	NO	N/A
<p><b>f. Ministry of Transportation Application</b></p> <p>Proof of Ministry of Transportation approval or application for approval, if a portion of the event will take place on a Provincial Highway.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>g. List of Activities (for Street Parties Only)</b></p> <p>A detailed list of activities to take place at the event is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>h. Petition (for Street Parties Only)</b></p> <p>A petition must be submitted prior to approval with signatures of all affected property owners acknowledging that they are aware of the proposed event and that access to all properties will be maintained at all times.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>i. Advanced Notification (for Competitive, Timed Events – Such as Marathons, Bicycle Races, Biathlons Only)</b></p> <p>The applicant is responsible for the production of Advanced Notice Signage, outlining the dates and times of road closure, to be approved by Township staff in advance of posting, at least two weeks prior to the Special Event.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>j. Race Fee (for Competitive, Timed Events – Such as Marathons, Bicycle Races, Biathlons Only)</b></p> <p>A fee of \$2.00 per race participant will apply to marathons, bicycle races, biathlons and triathlons and must be made payable to the Township of Guelph/Eramosa for recovery of administration costs and for road services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please note, all information collected within Part 1 of this application for events requiring Road Closures will be used to present to Council a Temporary Road Closure By-law for their consideration.**

**PART 2 – EVENTS TAKING PLACE ON MUNICIPAL PROPERTY**

Is your event taking place on Municipal property, including parks, outdoor property and parking lots?  Yes  No

If yes, the following is a list of documentation and/or requirements to be included when submitting your application:

DOCUMENT	FOR OFFICE USE		
	YES	NO	N/A
<p><b>a. Certificate of Insurance</b></p> <p>A certificate of insurance in the amount of no less than \$5 million, naming the Township as an additional insured party.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>b. Site Plan</b></p> <p>Scaled site plan, including but not limited to, temporary structures, security, parking, garbage/waste disposal, picnic tables, portable washrooms, amusement devices and food and/or liquor sale locations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>c. Temporary Structure</b></p> <p>If a temporary structure, such as a tent, grandstand, bleachers or stage, is to be used during a Special Event, the Township Building Department must be contacted to determine whether a building permit is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>d. Locates</b></p> <p>For any activities related to breaking ground for this event, such as for tent stakes or fencing, the applicant is required to get locates using "Call before you Dig" requirements.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>e. Temporary Power and/or Extension of Township Utilities</b></p> <p>Any use of temporary power on Township property will require an inspection by the Electrical Standard Authority. Township approval will also be required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENT	YES	NO	N/A
<p><b>f. Amusement Devices and Air Supported Structures</b></p> <p>All amusement devices and air supported structures must be in compliance with the provisions of the Technical Standards and Safety Act and must be staffed at all times, removed daily and anchored securely using weights or spikes. Proof of an Ontario Device Permit will be required for each device. Additional insurance in the amount of \$5 million will be required for events having or using Amusement Devices and Air Supported Structures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>g. Alcohol Sales/Service</b></p> <p>A Special Occasion Permit must be obtained at any Liquor Control Board of Ontario outlet, must be posted at the event and a copy submitted with this application. Permit holders must also comply with the Township's Municipal Alcohol Policy. Smart Service bartenders must be used at all Special Events where alcohol is being served.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>h. Food Service</b></p> <p>Food service must be coordinated in accordance with the requirements of the Wellington-Dufferin-Guelph Health Unit and the Applicant must obtain any permits required by Wellington-Dufferin-Health Unit with a copy to be submitted with this application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>i. Noise</b></p> <p>The Township's Noise By-law must be adhered to at all times. If your event, or a portion of your event is taking place between 11:00 p.m. and 7:00 a.m., Township approval is required in the form of a request for Noise By-law Exemption.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENT	YES	NO	N/A
<p><b>j. Parking</b></p> <p>A traffic control and parking plan may be required by the Township and should be submitted with this application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>k. Notification</b></p> <p>The applicant must notify, in writing, any resident within three hundred (300) feet radius of the Special Event location, who may be or will be affected by the occurrence of the Special Event and a copy of said notification must be submitted with this application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART 3 – EVENTS TAKING PLACE IN COMMUNITY FACILITIES**

Is your event taking place in a Community Facility owned and operated by the Township of Guelph/Eramosa, including Rockmosa Community Centre, Marden Community Centre and the Rockwood Fire Hall?       Yes       No

If yes, please contact the Parks and Recreation Department at 519-856-9596 ext. 113.

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have read the Township's Special Events Policy COR-0111 and agree to comply with the terms and conditions set out within this policy. I accept full responsibility for any suits, actions or damages that may arise or be taken against the Corporation of the Township of Guelph/Eramosa by reasons of, or in connection with, this event.

\_\_\_\_\_  
**Applicant (Signature)**

\_\_\_\_\_  
**Date of Application**

I have authority to sign this form, which commits the above-mentioned applicant organization to the above terms and conditions. I also acknowledge that if the terms and conditions of this permit are not fulfilled, the Township of Guelph/Eramosa will assume that the event will not take place.

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended. The information is collected and maintained for the purpose of creating a record public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office. 519-856-9596 ext. 125.

***Alternate formats of this form are available upon request***

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**FOR OFFICE USE ONLY:**

**PERMISSION is hereby granted subject to the applicant's acceptance of the terms, conditions and requirements detailed above.**

\_\_\_\_\_  
Public Works Manager or Designate (Signature)

\_\_\_\_\_  
Date of Issue

\_\_\_\_\_  
Parks and Recreations Manager or Designate (Signature)

\_\_\_\_\_  
Date of Issue

\_\_\_\_\_  
Clerk or Designate (Signature)

\_\_\_\_\_  
Date of Issue