



Special Events Application Form





CORPORATION OF THE TOWN OF MIDLAND

MUNICIPAL EVENTS PROCEDURES AND APPLICATION

WELCOME

Thank you for your interest in holding an event in Midland. The Town of Midland recognizes that special events are an important part of living in midland and our quality of life. Events enhance tourism, civic pride, culture and education and provide an economic impact to the community. The application and procedures are intended to help you through the application process and seek approval to hold your event and to help you understand your responsibilities as an event organizer. Take the time to read through the event procedures as this document contains very important information.

WHY DO I NEED TO SUBMIT A MUNICIPAL EVENT APPLICATION?

An application must be submitted if:

You wish to hold your event, walk, run, fair or tournament etc. on any portion of outdoor property owned by the Town of Midland including: Roads/road allowance, parks, parking lots, open spaces, walkways, piers etc

And, the event includes any of the following elements: food being given or sold to the general public, alcohol, fireworks, sound amplification, tents, amusement rides, use of electricity, fencing and projected attendance of over 500 people etc.

TIMELINES

Municipal event applications for Special Event Permits must be completed and returned with all paperwork and additional required permits.

- At least 60 days or at least (2) months in advance for events with an expected attendance of less than 5000 and/or NOT licensed
- At least 90 days or at least 3 (months) in advance for events with an expected attendance of 5000 or more and/or licensed

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

HOW MUCH IS IT GOING TO COST?

Special Event Permit Fees are:

- Under 100 in attendance \$50.00
- From 101 to 500 in attendance \$75.00
- Over 500 people in attendance \$300.00



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SECTION 1: PURPOSE

1.1.1. The purpose of the Municipal Event Procedures and Application is to establish guidelines and procedures for the application process and management of Special events in the Town of Midland. It outlines the operation of events on Town of Midland Property (except the North Simcoe Sports and Recreation Centre)*streets and roadways and associated fees and charges if applicable for related services provided by the Town.

1.1.2 The procedures will help the event organizer to determine the requirements that are to be in place in order to effectively plan and execute a successful special event.

1.3 For the purpose of this policy the following definitions will apply:

“AGCO” means Alcohol and Gaming Commission of Ontario.

“Special Events Committee” means the body comprised of town staff and external participants that meets to review all Municipal Event Applications.

“Council” means the Council of the Town of Midland.

“Emergency Plan” means a plan that details procedures to follow in emergencies.

“Event Organizer” means a natural person or organization applying for a Special Event permit.

“Event Permit” means a permit for a special event issued by the Town of Midland.

“Parade” means a planned event of a celebratory nature moving from one location to another on the roadway and that may involve pedestrians, 25 or more people in a walking group, vehicles and floats.

“Sidewalk” means all part of a highway set aside for use by pedestrians or which is used by the general public.

“Special Event” is defined as a one time, annual or infrequently occurring event on Town of Midland Property that is reserved for exclusive use and not limited to; a festival, procession, march, drill parade or other organized event which meets the following criteria: a celebration of a specific theme, has a predetermined opening and closing date/time and is available to the community-at-large.

Note: While other activities not meeting the criteria may still be permitted to occur, they may be subject to some or all of the policies and procedures continued in this policy.



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SECTION 2: APPLICATION PROCESS

- 2.1 The Manager of Tourism and Special Events will serve as the primary point of contact for processing your Event Application within the Town of Midland and its departments (Fire, Police, Operations, By-Law (parking) and Building (tent permits). It is our goal to assist event organizers in planning safe and successful events.
- 2.2 The permit process begins for your event when you submit your **COMPLETED** Municipal Event Application including site plan along with the appropriate Permit fee to the Tourism and Special Events Manager, **575 Dominion Ave. Midland, ON L4R 1R2** or email to nmajor@midland.ca **a minimum of 60 days in advance. (90 days for larger events)**
- 2.3 The application will then be reviewed by the Special Events Committee comprised of members from:
- Ontario Provincial Police
 - Midland Fire Department
 - Operations Department (Parks, Roads, Harbour and By-Law)
 - Tourism and Special Events Manager

The committee is also connected to the following additional areas for expertise:

CERT (Community Emergency Response Team), Midland Tourism, Clerk's Department, County of Simcoe District Health Unit, Black Light Security and any other area of expertise as required.

- 2.4 Event organizers may be notified if the event requires additional information or modification and if additional charges may be applicable.
- 2.5 The Tourism and Special Events Manager will present the application as a Report to Council when all requirements are met. All pending documents (certificates of insurance, food permits etc) and or changes required to the Municipal Event Application must be received before the final Event permit will be issued. The following information must be received:
- Applicable permits and related fees
 - Site plan Map/Event Layout
 - Map of Road Closures
 - LCBO Special Occasion Permit
 - Municipal Alcohol Policy Paperwork
 - Insurance Certificate
- 2.6 Should the Event Organizer require a GIS map to assist with the site plan layout and tent permits please contact the Tourism and Special Events Manager via email nmajor@midland.ca or at 705-526-4275 x 3206.



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- 2.7 In most cases the Special Events Committee will meet the event organizer to discuss the event application and help to make your event a success.

SECTION 3: GENERAL POLICIES AND PROCEDURES

- 3.1 All regulations, bylaws and legislation must be adhered to by the event organizer. The event organizer is required to provide evidence, if asked of all necessary licenses/permits required to operate the event.
- 3.2 The event organizers must adhere to all special event policies and procedures.
- 3.3 It is strongly recommended that the event organizers provide certified first aid service on site during the operating hours of the event.
- 3.4 Event organizers are encouraged to strive to make their event accessible to all.
- 3.5 A pre-event meeting may be scheduled with the event organizers or members of the event and town staff to go through site specifics.
- 3.6 The Town of Midland may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect Town property or maintain the enjoyment of the park(s) , beach and roads for the public.
- 3.7 Event organizers must observe all by-laws, rules and regulations on the Town of Midland properties.
- 3.8 Any damage to the park and/or facilities as well as missing barricades/pylons will be borne by the event organizer.
- 3.9 Event organizers must adhere to the Smoke-Free Ontario Act (effective January 1, 2015) and the Smoking Prohibited By-Law 019-2015.
- 3.10 Event organizers are encouraged to promote Active Transportation to their events and provide bicycle parking and promote public transit to their event sites.

SECTION 4: ROAD CLOSURES

- 4.1 All road closures must be approved by Council. Road closures requests will be reviewed by the Operations Department, Midland Fire Department, OPP and By-Law.
- 4.2 Regulatory signs required for a special event shall only be installed with approval from By-Law.
- 4.3 Emergency access must be provided at all times. The Unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be at least three (3) – six (6) metres.

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- 4.4 Sidewalks will remain open to the public throughout the closure except for safety reasons.
- 4.5 If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them.
- 4.6 The requests for road closure may be subject to event/site specific conditions or alternative routes at the discretion of the Special Events Committee.

SECTION 5: ROTARY STAGE BOOKINGS

- 5.1 Bandshell bookings may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience. These are normally less than eight hours in duration and include but are not limited to the following types of events: concerts, fundraisers and ceremonies.

SECTION 6: WASTE MANAGEMENT/RECYCLING

- 6.1 As an event organizer you are responsible for the clean-up of your event site. The Town of Midland will provide all normal maintenance services to its current routine standards. Any additional maintenance required by the special event organizers prior to or during the event should be requested and additional fees may apply.
- 6.2 The event organizer is encouraged to recycle and behave in an environmentally friendly manner.
- 6.3 Recycling is strongly encouraged at all events. Waste disposal bins can be rented from Waste Connections, a company used by the Town of Midland. Waste Connections can be contacted at 1-877-733-1300, or through the Barrie, Ontario location at 705-733-1200.

SECTION 7: TENT PERMITS/FENCING/STAKING

- 7.1 **Tents less than 60 m² (645 ft²) in area that are not attached to another structure and are not less than 3 meters (9.8 ft.) away from other structures:**
 - No building permit is required.
- 7.2 **Tents between 61 m² (646 ft²) - 225 m² (2,422 ft²) in area:**
 - Building permit is required,
 - Application must include a completed Application Form (available on the Town of Midland website), site plan indicating the location of the tent with setbacks to other buildings and property lines,

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- Must maintain 3 meters (9.8 ft.) to property lines and other structures,
- Ground enclosed by the tent must be clear of flammable material (grass cut short is acceptable),
- Copy of Flame Resistance Certification must accompany application – must state compliance with either NFPA 701 or CAN/ULC-S109,
- Access must be provided for firefighting (must be easily approachable by emergency personnel) and will be reviewed by Midland Fire Department.

7.3 Tents greater than 225 m² (2,422 ft²) in area:

All requirements for tents between 61 m² -225 m² shall apply, in addition to the following:

- Professional Engineer must design the supporting framing structure and anchorage system, sign a Commitment to Review form and inspect the tent after it is erected but before it is put in use,
- A copy of the Engineer's report is to be submitted to the Building Department prior to the event,
- Sanitary facilities must be provided in compliance with the Building Code, (Guidelines from the SCDHU are also attached).

7.4 General requirements:

- If more than one tent is used and they are placed within 3m of each other, the total area of all such tents are considered as if they are a single tent,
- Building permit application must be submitted a minimum of 10 days prior to erection,
- The addition of bleachers or side walls automatically puts the tent into the greater than 225 m² category regardless of size.

An inspection by the Building Department is required prior to the tent being put into use where a permit is required. Fire Department staff will accompany the Building Inspector to perform a joint inspection scheduled through the Building Department.

Questions? Please contact the Building Department at 705-526-4275 ext. 2252.

7.5 Please ensure tent diagrams also include the requirements of the Fire Department on them.

7.6 All requests for installation of any object that penetrates the ground including fence posts, sign installation etc. must be approved. Locates for gas, electric and all other services in or near the area may be requested and must be obtained prior to any installation.

☐ Locates Required



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SECTION 8: HAWKER AND PEDDLER VENDORS PERMIT APPLICATION:

- 8.1 Pursuant to By-law 2010-28 as amended a Hawker and Peddler license is required for all vendors that are selling goods, wares, merchandise or produce or who carry and expose samples, patterns or specimens of any goods, wares, merchandise or produce that will be delivered after the event.
- 8.2 If your event will have more than four hawkers and peddlers in attendance, please complete the Joint Hawker and Peddler Event application.
- 8.3 If a Joint Hawker and Peddler event is being organized by a non-profit charitable organization or a non-profit non-charitable organization, but the vendors in attendance are for profit, then the appropriate license fee shall apply.
- 8.4 The following are exempt from paying the required event license fee (**application fee still applies**):
- If the goods, wares, merchandise or produce are being sold on behalf of a non-profit charitable organization or a non-profit non-charitable organization,
 - If the goods, wares, merchandise or produce are grown, produced or manufactured locally and are hawked, peddled or sold by the grower, producer or manufacturer or his agent or employee,
 - If the goods, wares, merchandise or produce are hawked, peddled or sold by a person who pays commercial taxes in the Town, or by his employee, or by his agent.
- 8.5 The applicable application form is available either from the Tourism and Special Events Manager at 705-526-4275 x 3206 or nmajor@midland.ca or online at www.midland.ca

The fees are as follows:

Application Fee	\$20.00
Event License	\$ 5.00
Joint Hawker and Peddler Event License	\$ 5.00/vendor/day
Replacement License	\$10.00

SECTION 9: REFRESHMENT VEHICLE LICENSE *(anyone preparing, selling or dispensing food or drinks intended for consumption by the general public)*

- 9.1 Pursuant to By-law 2010-28, as amended, a Refreshment Vehicle License is required for any vehicle of any type, with or without wheels, or a portable unit designed for the purpose of preparing, selling or dispensing food or drinks intended for consumption by the general public.

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- 9.2 The following are exempt from paying the required event license fee (application fee still applies):
- If the vendor is involved in a one-day event on behalf of a non-profit charitable organization or non-profit non-charitable organization,
 - If the vendor is located directly in front of the restaurant of which they are the proprietor as an ancillary use (downtown core only)
- 9.3 The applicable application form is available either from the Tourism and Special Events Manager at 705-526-4275 x 3206 or nmajor@midland.ca or online at www.midland.ca under Applications and Forms.

SECTION 10: FUEL FIRED COOKING EQUIPMENT

- 10.1 Does your event require the use of fuel fired cooking equipment? If yes please indicate date of last inspection:
Date: _____
- 10.2 Annual inspection forms must accompany fuel fired mobile food service equipment units to the event.

SECTION 11: OUTDOOR FOOD SERVICE UNITS
APPROVAL REQUIREMENTS

- 11.1 Applicant must show proof that BBQ/appliance has been inspected by a licensed gas technician within the last 12 months. **Note Fuel Fired Mobile Food Service Equipment subject to TSSA inspection - All approvals and documentation must accompany equipment to the event.*
- 11.2 Operator must provide and have on site at all times a minimum 3A10BC rated portable fire extinguisher
- 11.3 Portable fire extinguisher must be new or have been serviced by qualified service technician within the previous 12 months as per the Ontario Fire Code
- 11.4 Operator will be required to demonstrate they are knowledgeable in the use of portable fire extinguishers i.e. P.A.S.S (P-Pull the pin A-Aim the extinguisher at the base of the fire S- Squeeze the handle of the extinguisher S- Sweep the extinguisher back and forth across the base of the fire)
- 11.5 Applicant will be required to submit for approval a diagram showing location of the following:
- site location and name of closest cross streets

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- location of BBQ/appliance on site
location of protective barriers or means of protecting public from
- accidental contact with BBQ/appliance
- proper clearance to combustible materials (1meter minimum)
- location of portable fire extinguisher on site

11.6 Propane cylinders empty or full should never be stored indoors or unattended.

SECTION 12: LOTTERY LICENSE APPLICATION:

- 12.1 If you are selling tickets for a chance to win a prize, then a Lottery Licence is required. Please keep in mind that not all organizations are eligible to raise funds through a lottery whether that be by 50/50 draws, raffles, bingos etc. Also, there are set parameters regarding what types of items funds raised through a lottery can be used for based on the individual organization.

For further information and to obtain the pre-qualification package, please contact the Executive Assistant to the Director of Corporate Services/Town Solicitor & Mayor at 705-526-4275 ext. 2212.

SECTION 13: ALCOHOL SALES/SERVICE

- 13.1 A Special Occasion Permit must be obtained on-line by visiting agco.ca and must be posted at the event and shall be provided with the Town's Permit application. Any and all the guidelines provided by the Alcohol and Gaming Commission of Ontario must be adhered to. Please contact AGCO at 416-326-8700 or email licensing@agco.on.ca
- 13.2 The Corporation of the Town of Midland owns and manages facilities and land where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion permit (SOP). Permit Holders and event organizers must follow and comply with the guidelines of the Municipal Alcohol Policy. Event organizers must submit all of the following documents for an Event Permit to be issued:

- ☐ Copy of the Permit
- ☐ List of Bartenders, ticket sellers etc with Smart Serve
- ☐ A copy of the Signed Municipal Alcohol Policy
- ☐ Request Letter informing the Town Clerk (see below)
- ☐ Site Plan



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- 13.3 If the event organizer requires a letter from the Municipalities Clerk's office deeming a special event a "community festival" or festival of Municipal Significance please make a request in writing to:

Corporate Services
575 Dominion Street
Midland, Ontario
L4R 1R2

Or via email to kdesroches@midland.ca

This will be issued once a Report to Council on the event is received.

SECTION 14: INSURANCE REQUIREMENTS

PLEASE READ THE FOLLOWING CAREFULLY

- 14.1 At least 10 days prior to the event, the Organizer must provide proof that the organizer has obtained a General Liability Insurance Policy in relation to the special event with limits of not less than **FIVE MILLION DOLLARS (\$5,000,000.00)** inclusive per occurrence for bodily injury, death and damage to property, including loss of use thereof. The General Liability Insurance Policy must be in the name of the Organizer and must name the Town of Midland as an additional insured. The General Liability Insurance Policy must include coverage for Cross Liability and shall contain an endorsement to provide the Town of Midland with thirty (30) days written notice of cancellation or material change that would diminish coverage.
- 14.2 ***Fireworks*** If fireworks are used in the event, all of the same terms and conditions of insurance shall apply and, in addition, the insurance certificate must include fireworks as an insured activity and the limits of the General Liability Insurance Policy must be increased to not less than **FIVE MILLION DOLLARS (\$5,000,000.00)** inclusive per occurrence.
- 14.3 ***Liquor*** If liquor is to be provided, the Organizer must comply with all of the requirements set out in the Town of Midland's Municipal Alcohol Policy including, but not limited to, providing an insurance certificate containing coverage for Host Liquor liability of not less than **FIVE MILLION DOLLARS (\$5,000,000.00)**



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SECTION 15: SOCAN

- 15.1 If live or recorded music of any kind is included in your special event, event organizers are required to pay a license fee to SOCAN. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. Visit the www.socan.ca or call 1-800-557-6226 to determine the applicable license and fee.

SECTION 16: NOISE BY-LAW EXEMPTION PROCESS:

- 16.1 By-law 2009-104, as amended, is the By-law to regulate noise within the Town. A copy of this by-law is located online at www.midland.ca. The By-law sets out parameters with respect to prohibitions by time based on the specific zoning of the location of the event.
- 16.2 Should the event organizer wish to request an exemption to the By-law, they would need to apply to Council in writing requesting same. If the special event is approved by Council this by-law would not apply.
- 16.3 For further information on the By-Law exemption process, please contact the Municipal Law Enforcement Officer at 705-526-4275 ext 2227.

SECTION 17: FEES AND SURCHARGES

- 17.1 All user fees, equipment and service fees where applicable are subject to provisions of the Town of Midland's Fees and Surcharges By-law, as amended each year.
- 17.2 The permit fee if applicable must be received before the application will be approved by Council.
- 17.3 Should any equipment be damaged by the permit holder the costs will be invoiced to the organization.

SECTION 18: ELECTRICAL INSPECTION

- 18.1 Event organizers may be required to complete inspection documents associated with the Ontario Electrical Safety Code (Ontario Regulation 164/99) before commencing work at a festival or event. It is very important to ensure that individuals working or attending festivals are safe from any potential fire or shock hazard. www.esasafe.com
- 18.2 Event organizers are required to contact ESA inspector at least 14 days prior to an event so that proper permits are in place prior to an event load-in..**If you have any questions please contact the Electrical safety authority at 1-877-372-7233.** Initial Here:



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SECTION 19: EMERGENCY PLANNING & FIRE SAFETY

- 19.1 In order to be prepared for any emergency situation or disaster you must include the Emergency Plan information as listed in the application form.
- 19.2 For any type or event, fire prevention measures must be included to avoid personal injuries and property damage. If the event is to include the use of tents where people will assemble specific fire safety planning and measures are required.
An Emergency Plan template is attached should the event NOT already have one.
- 19.3 If the event is to include food vendors specific requirements apply to equipment in general set-up.
- 19.4 If the event is to be held within an enclosed/fenced area, then specific requirements apply to occupant load restrictions, exits etc.
- 19.5 If the event requires road closure and/or enclosed/fenced area then an unobstructed fire lane must be left open for emergency vehicle Access.

SECTION 20: PARKING DURING SPECIAL EVENTS

- 20.1 The event organizer is responsible for:
- Ensuring there is sufficient parking for event attendees including additional accessible parking during major events.
 - Arranging off-site parking if there is no available parking on site. Requests must be made on the event application and additional parking lots must be approved by Town of Midland Council.
 - Arranging shuttle service for off-site parking if required.
- 20.2 Parking of cars, trucks, food stock trailers or sleeping quarter are not allowed on Municipal property. Any vehicles on Municipal property without permission for the Corporation of the Town of Midland will be towed at the owners risk and expense.
- 20.3 Event organizers are encouraged to promote Active Transportation and consider providing bicycle parking or promotion of public transit to and from the event.



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SECTION 21: SITE PLANS/SITE WALK THROUGH

- 21.1 Please request the site diagrams templates (GIS maps) from the Tourism and Special Events Manager pertaining to the Municipal locations you will be utilizing. All physical components of your event should be included. Event Organizers should aim to provide the site diagram to scale.
- 21.2 Event organizers should be prepared for site walkthroughs a few days in advance of events with either a representative from the Special Events Committee or Fire Department. Where possible walkthroughs will be conducted two weeks out from the event and a week prior to a larger scale event starting. This will allow for any changes as required.

SECTION 22: SECURITY

- 22.1 Security/pay duty officers may be required for large-scale events and specifically when alcohol is being served. It is often required when materials and equipment are left onsite overnight. This will be at the event organizers expense.
- 22.2 All event applications are dependent on OPP approval.



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Please return completed application form with permit fee and paperwork

to: **Tourism and Special Events Manager**

575 Dominion Ave

Midland ONT

L4\$1R2

Phone: 705-526-4275 x 3206

nmajor@midland.ca

- At least 60 days or at least (2) months in advance for events with an expected attendance of less than 5000
- At least 90 days or at least 3 (months) in advance for events with an expected attendance of 5000 or more

Applications submitted late or incomplete may not receive approval and may not be issued a permit

EVENT INFORMATION

Name of Event: _____

Location of Event Site: _____

Applicant's Name: _____ Contact # (day of): _____

Type of event: _____

- ☐ Festival
- ☐ Tournament
- ☐ Parade
- ☐ Run/walk-a-thon
- ☐ Bicycle Race/Ride
- ☐ Music Event
- ☐ Sidewalk Sale
- ☐ Pier/Town Dock booking
- ☐ Family Picnic/Demonstration/other_____

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Actual Event Date(s): _____ Time of Event: _____

Set-Up Date: _____ Start Time: _____

Tear Down Date: _____ End Time: _____

Rain Date: _____ Annual Event ☐ YES ☐ NO

Estimated Attendance: _____ Admission Fees: _____

Event Details: **(Please describe the purpose of your event)**

ORGANIZER/APPLICANT INFORMATION

Name of Organization: _____

Primary Contact Person: _____

Mailing Address: _____

Town/City: _____ Province: _____

Postal Code: _____ email: _____

Daytime Phone Number: _____ Cell: _____

Alternate Contact Person: _____ Phone: _____

Is your group a non-profit/charitable organization? YES ☐ NO ☐



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SOCIAL MEDIA CONTACT INFORMATION

Twitter: _____ Facebook: _____

YouTube: _____ Website: _____

SITE PLAN

Site Plan Attached YES ☐ NO ☐

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all Tents, temporary or permanent structures
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency Exits
- Fire extinguishers, propane storage
- Location of command post or office, medical and first aid station emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- Food/refreshment tent vendors, restrooms, refreshment tents

PARKS

Please mark all that apply:

- ☐ LLP Booking
- ☐ LLP Pavilion Booking
- ☐ Rotary Stage Booking (LLP)
- ☐ Volleyball court booking (LLP)
- ☐ Harbourside Park (Town Dock)
- ☐ 509 Bay
- ☐ Town dock Pavilion
- ☐ Town Dock Parking Lot

SPECIFIC REQUIREMENTS (extra picnic tables/garbage etc.) Please be specific and include on the Site Plan. Extra Charges may apply (Hydro/water, etc.) See attached.

OTHER EVENT DETAILS

Extra Picnic Tables Required? YES ☐ NO ☐ How many? _____

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Delivered to what location? _____

Power Required? YES ☐ NO ☐ Specifics: _____

Water Required? YES ☐ NO ☐

Fireworks YES ☐ NO ☐ Sound Amplification YES ☐ NO ☐

Sanitation Facilities YES ☐ NO ☐ Port-a-potties to be arranged by organizer. Please mark on site map.

Food Vendors/BBQ YES ☐ NO ☐

Animals (Petting Zoo) YES ☐ NO ☐ Company Contact Information: _____

Amusement Rides YES ☐ NO ☐ Contact Information: _____

ALCOHOL

Alcohol at Event YES ☐ NO ☐ Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The Ontario Liquor Act rules and regulations are available at www.lcbo.com.

I/We have read, understand and will comply with the Corporation of the Town of Midland Municipal Alcohol Policy _____ **SIGNATURE**

ROAD CLOSURES/PUBLIC WORKS

Does your event require a road closure? YES ☐ NO ☐

Road: _____

_____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Other: _____

Emergency Vehicle Access requirements

A road may be closed to regular traffic during an event, but an obstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be **at least three (3) – six (6) meters**:

Road	6 m or less	6 m & < 6.5 m	6.5 m < 7 m	7 m & < 7.5 m	7.5 m & < 8 m	8 m & < 8.5 m	8.5 m +
Width		6.5 m	7 m	7.5 m	8 m	8.5 m	
Fire Lane	3m	3.5 m	4 m	4.5 m	5 m	5.5 m	6 m

NOTE: Please provide and mark all road closure information in your site plans.

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Barricades/ Pylons needed (if not a road closure) YES ☐ NO ☐ Location: _____

PARKING

Satellite Parking Location: _____

Bicycle Parking YES ☐ NO ☐ Location: _____

Additional Handicap Parking YES ☐ NO ☐ Location: _____

PARADE/WALK INFORMATION

Parade/Walk Assembly Area _____ Time _____

Parade/Walk dismissal Area _____ Time _____

Route Map Attached YES ☐ NO ☐

Describe the proposed Event Route of Parade _____

EMERGENCY MANAGEMENT

All Sections MUST be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): _____

Cell Number: _____ Other (PIN): _____

Alternate contact person: _____ Cell: _____

Where will liaison meet Emergency Services in the event of an emergency?

RISK ASSESSMENT

Weather (hot, cold, Storm- rain, wind, etc.)

Medical Emergency (Injury, life-threatening, etc.)

Fire/Hazardous material

Food safety

Other (risk specific to your event, staffing issues, etc.)

SECURITY

Who is responsible for your event security? What are their responsibilities? Pay Duty booked?
Please identify their location on the site plan.

Name of Security Firm: _____ Contact #: _____

FIRST AID

Who is responsible for first aid at your event? Please identify their location on the site plan.
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TRAINING

What training will you provide to your volunteers/staff/participants regarding emergencies?

EVACUATION

How will you evacuate the area in case of an emergency/disaster? Location of exits?

Evacuation Area

FIRE

TENT REQUIREMENTS

Please refer and complete

Will you have tents at your event? YES ☐ NO ☐

Please list the sizes: _____

REFRESHMENT VEHICLE REQUIREMENTS

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached YES ☐ NO ☐

In accordance with Clause 3(2) (c) of Town of Midland By-law # , the following requirements must be satisfied for licensing purposes:

- Every refreshment vehicle shall be equipped with a portable fire extinguisher with a minimum 2A/10B/C rating. Where an approved fixed extinguishing system s required, a portable “K” class fire extinguisher shall be provided.
- Where a fixed extinguishing/hood system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.

Initial Here:

- A valid inspection Certificate (Director's Order #FS-056-06) issued by the Technical Standards and Safety Authority (TSSA) shall be provided. TSSA is the authority having jurisdiction over propane/natural gas equipment. The local TSSA inspector shall be notified prior to the operation of every refreshment vehicle by calling 1.705.761.1802.

Have you contacted TSSA to inform them of your event? YES ☐ NO ☐
A minimum of 14 days prior to the event is required

- A valid certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided. ESA is the authority having jurisdiction over all electrical installations, including portable generators. Inquiries regarding applicable permits shall be made directly to the ESA at 1.877.372.7233.

Have you contacted ESA to inform them of your event? YES ☐ NO ☐
**A minimum of 14 days prior to the event is required*

ENCLOSED/FENCED ARE REQUIREMENTS

Occupant Loads

Maximum capacities for all outdoor enclosed areas are determined by dividing the net site area by 1.11 square meters or 12 square feet per person.

Note: Net site area = total site area minus area designated for tents, stages, concessions, and any other permanent or semi-permanent structures.

Exit requirements

- Exits are required as follows:
 - 1,000 or less persons – minimum of two (2) exits
 - 1,000-4,000 persons – minimum of three (3) exits
 - 4,000 or more persons – minimum of four (4) exits
- Exits shall be spaced at equal intervals throughout the site maintaining maximum travel distance of 60 m (200 ft) to any one exit.
- Exits are required to be a minimum of 1.2 m (4 feet) in width.
- Exits and Occupant Load shall be clearly identified by approved signage.
- At least one access point for Emergency vehicles shall be maintained at a minimum width of 3.5 meters (11.5 feet).
- Any required exit established for emergency egress only shall meet the follow;
 - Must be readily accessible and unobstructed
 - Must open freely in the direction of exit travel

NOTE: Additional exits may be required if deemed necessary by authority having jurisdiction.

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Temporary Tent application and supporting documents
- Detailed site plan
- Detailed route map (parade or walk)
- Map of Road closures
- L.C.B.O Special Occasion Permit
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)

Initial Here:

- Municipal Alcohol Policy Paperwork
- Insurance Certificate (Town of Midland listed as additional insured?)
- Application Fee attached
- Application Signed?

I/We the Event Organizer _____, on behalf _____, the party requesting the use of the Corporation of the Town of Midland facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the Corporation of the Town of Midland and its elected officials, directors, officers, employees, servants, agents, contractors, and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park/

Applicant's Signature: _____ **Date:** _____

Emergency Plan

Please complete the following template should the event NOT already have an emergency plan.
For more information, please, contact nmajor@midland.ca or 705-526-4275 x3206.

Event Information

Event name

Location/Civic address

Date of event

Time of event

Main Contact Information

Provide two day-of contacts with full decision making authority

Contact 1

Name

Position

Cell Phone

Contact 2

Name

Position

Cell Phone

Media Contact Information

Provide contact information for the person responsible for addressing the media if required

Name

Position

Cell Phone

Site Information

Command post location

Emergency staging area

Location/Capacity of emergency shelters

Access to event

Display on the site plan public access/egress points, dedicated emergency access/egress points and emergency route(s). Access points must be minimum 6 metres wide

Initial Here:

Type of access to site (road, pathway, etc)

Emergency route for responders

Is the site gated?

☐

Yes

☐

No

Is access open or controlled?

☐

Open

☐

Controlled

☐

Both

What type of signage will be used to identify access/egress?

Road Closures

Identify which roads will be closed and time of closures (if applicable)

Who will monitor barricades at closures?

Number of personnel monitoring each barricade

Initial Here:

Indicate formation and dispersal locations for parades

Communication plan

How will you communicate that there is an emergency situation to the following people?

Employee and/or volunteers

On-site

Not yet on-site

Security Staff

On-Site

Not yet on-site

Public

On-site

Not yet on-site

Site Support

Medical/First aid provider

The information in this section is for day-of contacts, not office administrative numbers. If the event is multi-day provide a schedule of contacts with specific dates and times as an appendix.

Company

Contact supervisor

Cell Phone

Number of medical staff/first aiders on-site

Assigned radio channel

Qualifications/Responsibilities

Security Provider

Company

Contact Supervisor

Cell Phone

Number of medical staff/first aiders on-site

Assigned radio channel

Qualifications/Responsibilities

Paid Duties

Police

Number required

Roles and responsibilities

Paramedics

Number required

Roles and responsibilities

Fire

Number required

Roles and responsibilities

Emergency Procedures

Identify the emergency procedures for the following incidents:

Sudden severe weather (thunderstorm, high winds, severe heat, etc.)

Fire related incident (fire, explosion, structural collapse, etc.)

Medical incident (injuries, health emergencies, etc.)

Police incident (Criminal offence, bomb threat, etc.)

Lost Children/Missing persons

Crowd density/overcrowding

Additional Information

Reminder Checklist
(to be submitted as required)

(Attachments do not have to be submitted with the original Special Events Application however they must be submitted prior to actual event date)

Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Municipal Alcohol Policy
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	By-law and application to regulate the sale and setting off of fireworks
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Hawker and Peddler Vendors Permit Application
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Noise By-Law
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Refreshment Vendors Permit Application
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Lottery License Application
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Public Fire Safety Checklist for Outdoor Food Services Unit
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Entertainment Industry Application for Electrical Inspection Form
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Signage Permit Application
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Traffic Management Plan Sample
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Building Permit Application
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Requirements for tents under Ontario Building Code and Fire Code
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Security Plan Sample
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Emergency Evacuation Plan Sample
Attached <input type="checkbox"/>	N/A <input type="checkbox"/>	Site Plan Sample