



SPECIAL EVENT PERMIT APPLICATION

Complete this application form with the assistance of the Loyalist Community Development Coordinator (CDC). This information will assist in determining the approvals or special requirements necessary for the success of your permit application.

Applications & Forms

To download applications and forms:

Loyalist.ca/Go/specialevents

Submission of Application Package

Your application must be submitted to the Community Development Coordinator, 322 Amherst Drive, Amherstview K7N 1S9 **at least thirty (30) days prior to the event** and will be circulated to relevant departments, ie Fire, Building, Public Works, Recreation Services, and Clerk's Department (licensing & by-law) for comment and approval before your permit is issued

Food Providers

If you will be having food vendors at your event, you should also submit a **KFL&A Special Event Application Form** to the KFL&A Health Unit **at least ten (10) business days prior to the event.** (Applies to all food being sold)

LCBO Special Occasion Permits

LCBO Request for Designation as Event of Municipal Significance

If you are applying for a Special Occasion Permit (SOP) through the LCBO, completion of the Municipally Significant Event Application Form is required **sixty days (60) prior to the event or ninety (90) days prior to a large event** to request a resolution/letter of Council deeming the event to be of significance for the community.

Safety/Fire and Rescue Services Requirements

If display fireworks and/or pyrotechnics will be part of the event a written request for a Fireworks Display Permit must be submitted to the Fire Chief or designate **at least forty-five (45) days prior to the event.**

Insurance Requirements

Event organizers must provide a Certificate of Insurance **at least thirty (30) days prior to the event.** The Certificate must provide General Liability with a minimum amount of \$2,000,000, including the **"The Corporation of Loyalist Township"** as an Additional Insured and, specifically, provision for cross-liability and severability of interest. The policy must contain an endorsement to provide Loyalist Township with thirty (30) days written notice of cancellation or material change that would diminish coverage. The sum insured will be increased to \$5,000,000, if you plan to serve alcohol at your event.

Important Contact Information

Community Development Coordinator (CDC)

Tel. 613-389-3648 x 216

Email specialevents@loyalist.ca

Should you have any questions or need further clarification or assistance with completing parts of this application, you may also contact Administrative Office Services at Tel. 613-386-7351, extensions below. A more comprehensive list of departments can be found at the end of the [Special Event Guide](#).

- Building Department Ext 128
- Public Works Ext 117
- Clerk (Licensing & By-laws) Ext 121
- Utilities Infrastructure Locates Ext 103
- Loyalist Facilities Booking T. 613-389-3648
- Fire Services T. 613-386-3762
- KFL&A Health Unit T. 613-549-1232
- Website: loyalist.ca/Go/Specialevents



SPECIAL EVENT PERMIT APPLICATION

Please print clearly or complete electronically and keep a copy for your records.

Return a signed copy and enclose all accompanying documents to Loyalist Township, Community Development Coordinator, 322 Amherst Drive, Amherstview ON K7N 1S9 **at least thirty (30) days prior to the event.**

For Office Use Only	
Special Event Application #:	Special Event Permit #:
Date Application Received:	Date Application Approved:

Contact Information					
Date of Application					
Name of Organization <small>(on Certificate of Insurance)</small>					
What type of organization is submitting the Special Event Permit Application?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">Not-For-Profit or Charitable Organization</td> <td style="width: 20%; padding: 5px; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Other individual or group <small>(i.e. individual, promoter, business)</small></td> <td style="padding: 5px; text-align: center;"><input type="checkbox"/></td> </tr> </table>	Not-For-Profit or Charitable Organization	<input type="checkbox"/>	Other individual or group <small>(i.e. individual, promoter, business)</small>	<input type="checkbox"/>
Not-For-Profit or Charitable Organization	<input type="checkbox"/>				
Other individual or group <small>(i.e. individual, promoter, business)</small>	<input type="checkbox"/>				
If the event organizer is an individual, promoter, business or other entity provide details:					
Contact Person					
Mailing Address	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Street</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">City</td> <td style="padding: 5px;">Postal Code</td> </tr> </table>	Street		City	Postal Code
Street					
City	Postal Code				
Tel (H)	Telephone (B)				
Tel (Cell)	Email				
Position within Organization					
Person responsible for emergency planning					
Is this Person New to this Role?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Tel (H)</td> <td style="padding: 5px;">Tel (B)</td> </tr> </table>	Tel (H)	Tel (B)		
Tel (H)	Tel (B)				
Tel (Cell)	Email				



Event Information		
On Municipal Property <input type="checkbox"/>		On Private Property <input type="checkbox"/>
Name of Event		
Expected daily attendance		Expected Max Total Attendance
Number of days	First Time Event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date(s) of Event		
Frequency	Annual <input type="checkbox"/>	Recurring <input type="checkbox"/> One Off <input type="checkbox"/>
Location(s) of Event		
Purpose of Event		
Set up begins	Date	Time
Event begins	Date	Time
Event ends	Date	Time
Clean up ends	Date	Time
Person in Charge <small>(if different from contact person)</small>		
Mailing Address	Street	
	City	Postal Code
Tel (H)	Tel (B)	
Tel (Cell)	Email	
<p>In case of emergency where your event may need to be cancelled or altered at the last minute, or if essential information must be clarified, we would appreciate permission for Township staff to use the Organizer's telephone/cell number. This number will not be released to the public.</p>		
<p>Personal information on this form is collected for the purposes of administration, management and enforcement of the Township's special event permits and applications. Personal information, along with other information provided with this application, will be shared among authorized Township staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be directed to the Clerk, Loyalist Township, 263 Main Street, Odessa, Ontario, K0H 2H0, Telephone: 613-386-7351 ext. 121.</p>		
Applicant Signature	X	
Date of Signature		



Chart – Deadline for Submission of Documents

This chart provides an overview of the deadlines for various activities you will need to meet if the activities will be part of your event.

This information will be identified as you complete the Special Event Permit Application.

Refer to the Special Event Guide for further information or contact the Community Development Coordinator at 613-389-3648 x 216 for clarification.

Summary of Documents and Deadlines	Number of Days Prior to Event
Notification of proposed Special Event to Township / Obtain Concept Approval	120
Road Closure Requests	60
Request for Designation as Municipally Significant Event (AGCO)	60/90
AGCO SOP Permit (Alcohol)	60
Locates for Utilities	60
Documentation Confirming Status of Organization (if non-profit)	60
Noise By-Law Exemption Application	60
Raffle License Eligibility Request	45
Fireworks or Pyrotechnics Permit	45
Building Permit Application	45
Organizer's Event Certificate of Insurance (Municipal Property)	45
Special Event Permit Application and Waiver	30
Emergency Management Plan	30
List of All Event Participants	30
All Documentation and Fees for Event Participants Requiring Licenses (TSSA etc)	14
KFL&A Health Unit Special Event Application Form (10 business days) Applies if any food is to be sold	14
Electrical Safety Authority Inspection	2



Special Event Checklist

Documents that must be submitted at least thirty (30) days prior to event:

- For Special Events on Municipal Property - Certificate of Insurance in the minimum amount of \$2M/(\$5M for service of alcohol), including the “[The Corporation of Loyalist Township](#)” as additional Insured and specifying provision for cross liability and severability of interest; including an endorsement to provide Loyalist Township with thirty (30) days written notice of cancellation or material change that would diminish coverage.
- Completed Special Event Indemnification Waiver (Included in your Permit Application)
- Site Plan
- Completed Special Event Permit Application Form
- Special Event Emergency Management Form or Plan (as applicable)
- Special Event Traffic Management Plan (as applicable)

Additional forms that may be required for submission:

The forms below can be found at: loyalist.ca/Go/SpecialEvents or by contacting the CDC.

<ul style="list-style-type: none"> • AGCO Request for SOP - Municipally Significant Event Must be submitted to the Township Clerk at least sixty (60) days prior to event or ninety (90) days prior to a large event. 	Required	Not Applicable
<ul style="list-style-type: none"> • AGCO Special Occasion Permit Copy of awarded permit must be submitted as part of any building permit application (at least forty-five (45) days prior to event). 	Required	Not Applicable
<ul style="list-style-type: none"> • KFL&A Health Unit Special Event Application. Must be submitted at least ten (10) business days prior to event. <p>Notes:</p>	Required by KFL&A	Not Required
<ul style="list-style-type: none"> • List of all participants/stakeholders/agencies in event Must be submitted as part of application package at least thirty (30) days prior to event for Special Events on municipal property. 	Required	Not Applicable



Additional forms that may be required for submission:

The forms below can be found at: loyalist.ca/Go/specialevents or by contacting the CDC.

<ul style="list-style-type: none"> Raffle/Lottery License Eligibility Application Must be submitted at least forty-five (45) days prior to event. 	Required	Not applicable
<ul style="list-style-type: none"> Building Permit Application Form* (Canopy/Tent/Marquee/Stage/Bleachers/Structures). Must be submitted at least forty-five (45) days prior to event. <i>(*AGCO SOP approved permit must be submitted with Building Permit Application)</i> 	Required	Not applicable
<ul style="list-style-type: none"> Noise By-law Exemption Application. Must be submitted at least sixty (60) days prior to event. 	Required	Not applicable
<ul style="list-style-type: none"> Locates for Utilities/Infrastructure on Township Property. Must be submitted at least sixty (60) days prior to event. Fees apply. 	Required	Not applicable
<ul style="list-style-type: none"> Locates for Utilities on Private Property/Open Road Allowance. Should be submitted to Ontario One Call at least 60 (60) days prior to event. Strongly recommended. Damage to hydro/utilities infrastructure is property owner's responsibility. <p>Notes:</p>	Recommended	Not applicable
<ul style="list-style-type: none"> Fireworks or Pyrotechnic (Explosives) Event Permit. Must be submitted to Fire Chief at least forty-five (45) days prior to event. 	Required	Not applicable
<ul style="list-style-type: none"> Electrical Safety Authority (ESA) Electrical Inspection for Temporary Electrical Power Supply. Should be submitted to ESA at least 2 days prior to set up. <p>Notes:</p>	Required by ESA	Not applicable



SPECIAL EVENT PERMIT APPLICATION

Description of Event & Activities

Please provide a detailed outline of the activities that will be provided. Attach brochures or use an additional sheet if more space is required. Include types of performers, speakers and all activities.

Site Plan Information

Please provide a Detailed Site Plan in the form of a map/sketch showing items as applicable from the guidelines provided.

If your event is a race/walk/cycle, have you attached a detailed route map in addition to the Detailed Site Plan?		Yes	No	N/A
Will any part of this event take place on property owned by Loyalist Township? Specifically -		Yes	No	
Streets	Yes <input type="checkbox"/>	Sidewalks		Yes <input type="checkbox"/>
Parking Lots	Yes <input type="checkbox"/>	Parks	Yes <input type="checkbox"/>	Facilities
Other Township property?		Yes	No	
Identify location(s):				
Will this event take place on private property?		Yes	No	
If yes, provide address:				



Site Plan Information		
Will any tents be erected for this event?	Yes	No
If yes, attach and show the location of the tents on the site plan?	Yes	No
If yes, what will the tent be used for?		
If yes, how many people will it hold?		
If yes, will the tent or group of tents exceed 60sq m (645sqft)?	Yes	No
If yes, will the tent or group of tents exceed 225sq m (2420sqft)?	Yes	No
Are you installing any stages, grandstands, bleachers or folding/telescoping seating?	Yes	No
If yes, provide details:		
Will you be installing fencing, poles/pegs or anything below ground?	Yes	No
If yes, provide details:		
If yes, and on Township property, have you submitted the Locates Form?	Yes	No
If yes, and on private property or public road allowance, have you requested locates from Ontario One Call?	Yes	No
Do you plan to have sound amplification?	Yes	No
Music Other, please describe:		
If yes, note dates and times:		
Will you require a Noise By-law Exemption Permit?	Yes	No
If yes, have you attached a copy of your exemption/application?	Yes	No
Is electrical power required (four sound amplification, lighting etc.)?	Yes	No
If yes, provide details:		
Do you plan to have a fireworks display, pyrotechnics or any type of fire during the event?	Yes	No
If yes, provide details on Pg 14		
Have you addressed any & all concerns or issues identified by the Fire Dept?	Yes	No
Have you ensured that emergency access/exits are marked on the site plan?	Yes	No



Medical/First Aid Plan			
Do you have Certified First Aiders in attendance?	Yes	No	
How many Certified First Aiders will be in attendance?			
If this is a major event, you will be required to retain Emergency Medical Services (eg St John Ambulance) – have you arranged attendance?	Yes	No	
If so, have you provided confirmation details with your permit application?	Yes	No	
Have you included the First Aid Station on your Detailed Site Plan?	Yes	No	
Emergency Planning			
Has an Emergency Management Form/Plan been completed?	Yes	No	
Has the completed form/plan been attached to your application?	Yes	No	
Have you ensured that there will be a minimum emergency access width of 3m for single lane traffic and 6m for two lane traffic?	Yes	No	
Security Planning			
Does your event require security or policing to ensure safety/mitigate risk? (entry/exit head counts, traffic, bag checks, alcohol sales etc)	Yes	No	
Have you contacted OPP about your event?	Yes	No	N/A
If you have engaged private security or Paid Duty Police Officers, how many will be attending your event?			
Food Vendors			
Will food or beverages be prepared, served or sold at this event?	Yes	No	
Note: If food is to be sold, the KFL&A Health Unit Special Event Application Form must be submitted to the Health Unit at least 10 business days prior to the event.			
Have you submitted the KFL&A Special Event Application Form?	Yes	No	
Alcohol at Events			
Will alcohol be served?	Yes	No	
If so, are you applying for a Special Occasion Permit from the LCBO for this event?	Yes	No	
If yes, have you completed the SOP Municipally Significant Event Application Form to obtain a LCBO Special Occasion Permit?	Yes	No	
Will alcohol be provided in a tent structure?	Yes	No	
Whose name will the permit be in?			
Note: You must meet the requirements of Loyalist Township’s Municipal Alcohol Policy if the event is on Township property. The policy can be downloaded from: loyalist.ca/Go/specialevents .			



Raffles/Lotteries

Do you plan to have a lottery/raffle/bazaar or other form of gambling?	Yes	No
If so, have you contacted the Clerk’s Department to determine eligibility?	Yes	No

Garbage Services

Please provide the plan for the clean-up and removal of garbage and recyclables during and after your event if your event will take place on municipal property.

Road Closures

Do you wish to close any streets or sidewalks for this event?	Yes	No
If yes, list all streets and sidewalks you would like closed.		

If yes, have you indicated said streets/sidewalks on your Detailed Site Plan?	Yes	No
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Please attach an additional sketch including the following:

- All streets and sidewalks (including cross streets) which will be closed or otherwise impacted
- Location of traffic routing and barricades, traffic cones, etc.
- Directional arrows showing the detour route around the event
- Location and types of signs directing detoured traffic

If a parade is involved, also include:

- Staging area, judging area and ending area
- Location of any bleachers, grandstands or related structures
- Directional arrows showing the parade route



Road Closures			
Approvals will be subject to any construction that may be scheduled to take place at the time of the event. The organizer takes full responsibility for the placement and removal of any barricades or pylons in accordance with the agreed upon traffic plan.			
For what period of time would these streets be closed?			
From:	Date: Time: (am/pm)	Until:	Date: Time: (am/pm)
Do you require assistance from the OPP?			Yes No
If yes, for what purpose?			
Washrooms			
Does your event require portable washrooms as per the guidelines in the Special Events Manual?			Yes No
If so, have you designated their location on your Detailed Site Plan?			Yes No
If you are having alcohol, have you increased the number of washrooms accordingly?			Yes No N/A
How many portable washrooms have you booked for your event?			
Amusement Rides			
Are you having amusement rides at your event?			Yes No
If so, please complete this section. (rollercoaster, revolving ride, air bounces, etc)			
Please refer to the Event Planning With Amusement Rides TSSA brochure found here for your safety checklist.			
Please provide the TSSA Amusement Device License No for the current year from the company providing the device(s).			#: Expiry:
Has the company providing the device(s) provided you with a proof of their \$2M liability insurance specific to the operation of amusement rides?			Yes No
Have you attached a copy of their Certificate of Insurance to your permit application?			Yes No
Company Contact Person:			



Amusement Rides		
Company/Organization Name:		
Cell No:	Tel (B):	
Email:		
Are you having pony rides at your event? If so, please complete the following:	Yes	No
Company Contact Person:		
Company/Organization Name:		
Cell No:	Tel (B):	
Email:		
Has the company providing the device(s) provided you with a proof of \$2M liability insurance specific to pony/horse riding?	Yes	No
Have you attached a copy of their Certificate of Insurance (Equine) to your permit application?	Yes	No
Are you having aerial flights/rides (i.e. helicopter, hot air balloon, glider rides) at your event? If so, please complete the following:	Yes	No
Provide details:		
Company/Organization Name:		
Cell No:	Tel (B):	
Email:		
Has the company providing the device(s) provided you with a proof of \$2M liability insurance specific to the operation of aerial sightseeing?	Yes	No
Have you attached a copy of their Certificate of Insurance (Aviation) to your permit application?	Yes	No
Other:		
It is the responsibility of the Event Organizer to ensure that any operator of any aerial sightseeing is fully licensed and complies with all Canadian Aviation Regulations.		
Have you attached a copy of their Certificate of Insurance to your permit application?	Yes	No



Fireworks			
Are you planning fireworks for your event?	Yes	No	
Are you planning “display fireworks” or “family fireworks” (Refer by-law 2015-046)			
If you are having display fireworks, have you applied for a permit from the Fire Chief of Loyalist Township?	Yes	No	N/A
If you are having family fireworks for any occasion other than Canada Day or Victoria Day, have you applied for a permit from the Fire Chief of Loyalist Township?	Yes	No	N/A
Have you attached a copy of your Fireworks Permit to your permit application?	Yes	No	

Signage			
Are you planning signage for your event?	Yes	No	
If so, have you designated sign locations on your Detailed Site Plan?	Yes	No	
Do you require a sign permit/ See Sign By-law 2002-002 for Regulations.	Yes	No	N/A
Who will be responsible for placing and removing the signs post event?			
Cell No:	Tel (B):		

Promotion		
Would you like your event to be promoted on Loyalist Township’s website and social media?	Yes	No

Note: Electrical Safety Authority Code Requirements

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be filed, **at least 48 hours prior to the production set up** with the ESA Customer Service Centre, 877-372-7233 / Fax 800-667-4278 or visit www.esasafe.com/consumers/permits-and-inspections/inspection-forms



Special Event Indemnification and Waiver

Responsibilities and Acknowledgements

I agree to the following, as an applicant authorized by _____ (organization) to apply for a Special Event Permit on its behalf:

- To ensure the physical setting is kept safe for participants and the general public attending the event.
- If we become aware of a situation that could lead to injury or property damage, we will take immediate and decisive action to prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident including but not limited to bodily injury to a participant/public/myself or damage to Township owned property or third-party property, I, or my designate, will: call emergency services (911) when assistance is required; advise the Township of the incident the next business day (CDC, 613-389-3648 ext. 216); and cooperate with Township staff, police and investigating authorities, and any insurance companies involved.
- To use Township facilities and equipment provided, if applicable, in a manner consistent with its intended use and application.
- To abide by the by-laws, rules, regulations, policies and procedures of The Corporation of Loyalist Township.
- We understand that the issuance of a Special Event Permit in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct ourselves/organization in a manner that does not contravene any federal, provincial or county law.
- We agree that this indemnity shall continue to be in full force and effect notwithstanding that the Special Event has been completed.
- Loyalist Township shall not be held responsible for any financial losses sustained by the event or its organizers due to suspension or termination of the permit.

Release of Waiver of Liability

I, the applicant, have the authority to sign on behalf of the organization for whom this application is made.

The undersigned applicant, hereby releases, waives and forever discharges the Township and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Township may be responsible in respect of the conduct of the said event.

Agreement to Indemnify and Hold Harmless

I, the applicant, have the authority to sign on behalf of the organization for whom this application is made.

The undersigned applicant agrees to save harmless and indemnify The Corporation of Loyalist Township from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that I shall at all times indemnify and save harmless the Township from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Township as a result of the Event Organizer's event.

X _____
Signature of Applicant Date of Signature



Consent to Collect, Use and Disclose Personal & Other Information

Personal information on this form is collected for the purposes of administration, management and enforcement of the Township's special event permits and applications. Personal information, along with other information provided with this application, will be shared among authorized Township staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be directed to the Clerk, Loyalist Township, 263 Main Street, Odessa, Ontario, K0H 2H0, Telephone: 613-386-7351 ext. 121.

I certify that I have read the entire application form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from The Corporation of Loyalist Township for the event can be revoked or suspended and that The Corporation of Loyalist Township shall not be held responsible for any financial losses sustained by the event or its organizers due to suspension or termination of the permit.

I certify that I am at least 18 years of age, I am a knowledgeable person regarding the event*, **and authorized to act on behalf of the organization applying for the permit.**

*A "knowledgeable person regarding the event" is defined as a person who is aware of the procedures necessary and risks involved with organizing such events.

X _____
Signature of Applicant Date of Signature

Name of Applicant Contact Telephone

Please print and retain a copy of this application package for your records.