



## Norfolk County Outdoor Special Event Application Package

(January 6, 2016 Revised)

### This package includes the following forms:

- Outdoor Special Event Application
- Special Event Indemnification
- LCBO Special Occasion Permit Notice to Municipality (Non-profit)
- LCBO Request for Designation as Event of Municipal Significance (For Profit)
- Request for Community Festival License for Merchandise Vendors
- Organizer Safety Requirements

Complete this application on your own or arrange a meeting with Corporate Support Services for assistance. This information will assist in determining the approvals or special requirements necessary for your special event to proceed.

### Applications & Forms

To download applications and forms:

[norfolkcounty.ca/specialevents](http://norfolkcounty.ca/specialevents)

### Submission of Application Package

Your application must be submitted to Corporate Support Services, 50 Colborne Street South, Simcoe ON N3Y 4H3 **at least sixty (60) days prior to the event** and will be circulated to Fire, EMS,

Haldimand-Norfolk Health Unit, Building and By-law, Public Works, Community Services, Clerk's Division (licensing) and O.P.P. for comment and approval before your permit is issued. **Applications received after the deadline date will not be processed.**

### Vendor Licenses

With the exception of annual licenses for peddlers and salesmen, all documentation and fees for vendor licenses must be submitted **at least fourteen (14) days prior to the event.**

If you will be having food/beverage providers at your event, you must also submit an Event Organizer Form (Appendix A in the Health Unit Special Event Organizer's Application Package) **at least sixty (60) days prior to the event.** A Food Provider Form must be submitted to the Health Unit or Council Services/Licensing Division for each participant providing food/beverages at the event (Appendix A in the Health Unit Special Event Food Provider Application Package) **at least thirty (30) days prior to the event.** All documentation and fees for Mobile Food Premise licenses must be submitted **at least fourteen (14) days prior to the event.**

A list of **all** participants in the event must be provided to the Clerk's Division **at least thirty (30) days prior to the event. Participants will not be added to the list after this date.**

### LCBO Special Occasion Permits

#### LCBO Special Occasion Permit Notice to Municipality (Non-Profit)

If you are a registered charity or non-profit organization applying for a Special Occasion Permit (SOP) through the LCBO completion of Form FO-182 Special Occasion Permit Notice to Municipality will serve as the LCBO's requirement that you to notify Norfolk County departments about your event.

## LCBO Request for Designation as Event of Municipal Significance (For Profit)

If you are not a registered charity or non-profit organization, as a for profit person or group (i.e. promoter, for-profit business) applying for a Special Occasion Permit (SOP) through the LCBO, completion of Form FO-183 Request for Designation as Event of Municipal Significance is required to be completed to request a resolution/letter of Council deeming the event to be of significance for the community.

## Safety/Fire and Rescue Services Requirements

Organizers must complete Form FO-186 Special Event Organizer Safety Requirements.

Event participants must submit a signed Form FO-192 Special Event Vendor Safety Requirements to the Clerk's Division and other required documentation **at least fourteen (14) days prior to the event** to obtain their vendor license.

If fireworks and/or pyrotechnics will be part of the event an application must be submitted to the Fire Chief or designate **at least thirty (30) days prior to the event**.

If any type of fire is planned to take place as part of the event Fire and Rescue Services will determine whether a burn permit is required. If required, a burn permit must be obtained **at least thirty (30) 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 in a minimum amount of \$2,000,000, including the "Corporation of Norfolk County" as an Additional Insured and specifically include a Cross Liability endorsement and Completed Products and Operations coverage. Non-owned auto coverage is also required, where applicable.

If you are a Council recognized Community Festival requesting a Community Festival License to cover

all merchandise vendors under one license, and you are providing the liability coverage for the merchandise vendors, you are encouraged to seek legal advice and obtain adequate liability coverage from these vendors to indemnify the organization from any liability that may result from their participation in the event.

All Food providers and amusement ride providers are required to provide a Certificate of Insurance in order to obtain a license required to participate in the event. All documentation must be submitted **at least fourteen (14) days prior to the event**.

## Important Contact Information

Use Any Number - Dial Any Extension:

- 519-426-5870
- 519-582-2100
- 519-875-4485

Should you have any questions or need clarification or assistance with completing this application, please contact Corporate Support Services

- Building Division Ext 6016
- By-law Division Ext 6015
- Clerk's Division (Licensing) Ext 1241
- Community Services Facility Booking Ext 2266
- Fire and Rescue Services Ext 6021
- Health Unit Ext 3132 or 3245
- Public Works & Environmental Services Ext 6027
- Tourism and Economic Development Ext 1292

Website: [norfolkcounty.ca/specialevents](http://norfolkcounty.ca/specialevents)

### Outdoor Special Event Application

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

Return a signed copy to the Norfolk County, Corporate Support Services, 50 Colborne Street South, Simcoe ON N3Y 4H3 **at least sixty (60) days prior to the event.**

For Office Use Only
<b>Special Event Application #:</b>
<b>Date Application Received:</b>

### Contact Information

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
Name that will appear on Certificate of Insurance

What type of entity is submitting the Special Event Application (check one):

A registered charity or non-profit organization

A for-profit individual or group (i.e. individual, promoter, business)

If the event organizer is an individual, promoter, business or other entity provide details:

\_\_\_\_\_

Note: If requested, documentation confirming the status of the organization must be submitted.

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City Province Postal Code

Telephone (Home): \_\_\_\_\_ Telephone (Business): \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_ E-mail: \_\_\_\_\_

If the event will have vendors and the person coordinating vendors is different from above provide the following:

Is this Person New to this Role? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name of Vendor Organizer:  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Telephone (Business): \_\_\_\_\_



Telephone (Cell): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Expected Maximum Daily Attendance: \_\_\_\_\_ Expected Maximum Total Attendance: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ First Time Event  Yes  No

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: \_\_\_\_\_  
(If different from contact person)

Mailing Address: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City Province Postal Code

Telephone (Home): \_\_\_\_\_ Telephone (Business): \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_ E-mail: \_\_\_\_\_

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 County staff to use the organizer's telephone/cell number. This number will not be released to the public.

The personal information on this form is collected under the authority of MFIPPA.

Questions about this collection may be directed to the Records Management/FOI Coordinator at Ext 1261.

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

Position within Organization: \_\_\_\_\_

### Chart – Deadline for Submitting 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 Application.

Refer to the Special Events Manual for further information or contact Corporate Support Services at 519-426-5870 for clarification.

Summary of Documents and Deadlines	Number of Days Prior to Event	Manual Reference
Parks & Facility Rental Contract	365	C2
Special Events Application	60	D(1) (2a)
Special Events Indemnification Form	60	B4
Special Event Organizer Safety Requirements Form	60	D(2b)
Health Unit Organizer Application Package	60	C(6) E(2b)
Road Closure Requests	60	E(24)
Request for Community Festival License for Merchandise Vendors	60	B(4) C(8) D(4) E(34)
Request for Designation as Event of Municipal Significance (LCBO) For Profit	60	E(2)
Special Occasion Permit Notice to Municipality (LCBO) Non Profit	60	E(2)
Locates for Utilities on County Property	60	E(6)
Documentation Confirming Status of Organization	60	B(4) D(4) E(35)
Letter of Permission to use Non-County Property	60	C(3)
Noise By-Law Exemption Application	60	E(12)
Raffle License Application	45	E(14)
Organizer's Event Certificate of Insurance	30	D(4)
Health Unit Food Provider Application Forms	30	C(6/8) D(2b/c)
Building Permit Application	30	E(16/29/30/31)
Tent Fire Safety Plan	30	E(29/31)
Fireworks or Pyrotechnics Application Approval	30	E(13)
Burning Permit	30	E(13)
List of All Event Participants	30	D(2c)
All Documentation and Fees for Event Participants Requiring Licenses (Certificates of Insurance/ TSA Approvals/Safety Sign Off/License Fees)	14	D(2c)(6) E(34)
Electrical Safety Authority Inspection	2	C(7)

## Outdoor Special Event Checklist

### Documents that must be completed, signed and submitted at least sixty (60) days prior to event:

- Norfolk County Outdoor Special Events Application Package.
- Special Event Indemnification Form (Attachment FO-181).
- Special Event Organizer Safety Requirements Form (Attachment FO-186).

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

- Certificate of Insurance in the minimum amount of \$2,000,000, including the “Corporation of Norfolk County” as Additional Insured and specifying inclusion of a Cross Liability endorsement and Completed Products and Operations coverage.

### Additional forms that may need to be submitted:

These forms can be found at: [norfolkcounty.ca/specialevents](http://norfolkcounty.ca/specialevents)

- LCBO Special Occasion Permit Notification to Municipality Form (Attachment FO-182)  Required  Not Required  
**Must be submitted as part of application package at least sixty (60) days prior to event.**
- LCBO Request for Designation as Event of Municipal Significance (Attachment FO-183)  Required  Not Required  
**Must be submitted as part of application package at least sixty (60) days prior to event.**
- Request for Community Festival License for Merchandise Vendors (Attachment FO-184)  Required  Not Required  
**Must be submitted as part of application package at least sixty (60) days prior to event.**
- Health Unit Event Organizer Form. (Appendix A – Health Unit Special Event Organizer’s Application Package)  Required  Not Required  
**Must be submitted at least sixty (60) days prior to event.**
- Health Unit Food Provider Forms. (Appendix A – Health Unit Special Event Food Provider Application Package)  Required  Not Required  
**Must be submitted at least thirty (30) days prior to event.**
- List of all participants in event.  Required  Not Required  
**Must be submitted at least thirty (30) days prior to event.**
- Tent Fire Safety Plan Form (Attachment FO-187).

- Must be submitted at least thirty (30) days prior to event.**  Required  Not Required
- Special Event Vendor Safety Requirements Form (FO-192).  Required  Not Required  
**Must be submitted by vendors at least fourteen (14) days prior to event.**
- Raffle License Application.  Required  Not Required  
**Must be submitted at least forty five (45) days prior to event.**
- Application for Amusement Ride License (includes mechanical and animal rides).  Required  Not Required  
**Must be submitted at least fourteen (14) days prior to event.**
- Building Permit Application Form (Canopy/Tent/Marquee/Stage/Structures).  Required  Not Required  
**Must be submitted at least thirty (30) days prior to event.**
- Letter of Permission to use Non-County Property.  Required  Not Required  
**Must be submitted as part of application package at least sixty (60) days prior to event.**
- Noise By-law Exemption Application.  Required  Not Required  
**Must be submitted at least sixty (60) days prior to event.**
- Identify need for locates for Utilities on County Property.  Required  Not Required  
**Must be submitted at least sixty (60) days prior to event.**
- Fireworks or Pyrotechnic (Explosives) Event Approval.  Required  Not Required  
**Must be submitted at least thirty (30) days prior to event.**
- Burning Permit  Required  Not Required  
**Must be obtained at least thirty (30) hours prior to event.**
- Electrical Safety Authority (ESA) Electrical Inspection for Temporary Electrical Power Supply.  Required  Not Required  
**Must be submitted at least 2 days prior to production set up.**
- Technical Standards & Safety Authority (TSSA) Inspection for Amusement Devices, Operation of Appliances (e.g. barbeques).  Required  Not Required  
**Must be submitted at least fourteen (14) days prior to event.**
- Documentation confirming status of organization if a new event.  Required  Not Required  
**Must be submitted as part of application package at least sixty (60) days prior to event.**

## Outdoor Special Event Application

### Activities

1. 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

2. Will any part of this event take place on property owned by Norfolk County?  Yes  No

Specifically:

- Streets  Yes  No
- Sidewalks  Yes  No
- Parking Lots  Yes  No
- County Parks, Facilities, Pavilions, etc.  Yes  No

Facility Booking #: \_\_\_\_\_ (Ext 2226)

- Other County Property  Yes  No

Identify Location: \_\_\_\_\_  Yes  No

3. Will this event take place on private property?

If yes provide details \_\_\_\_\_

(Provide 911 # if applicable).

[Refer to Section C (3) of the Special Event Manual.]

4. Will any tents be erected for this event?  Yes  No



If yes, attach and show the location of the tents on a site plan sketch?  Yes  No

If yes, what will the tent be used for?

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If yes, how many people will it hold? \_\_\_\_\_

If yes, will the tent or group of tents exceed 60 square metres (645 square feet)?  Yes  No

If yes, will the tent or group of tents exceed 225 square metres (2420 square feet)?  Yes  No

[Refer to Section E (31) of the Special Event Manual.]

5. Are you installing any stages, grandstands, bleachers or folding or telescoping seating?  Yes  No

If yes, provide details:

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[Refer to Section E (29) (30) of the Special Event Manual.]

6. Will you be installing fencing, poles/pegs or anything below ground?  Yes  No

If yes, provide details:

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[Refer to Section E (6) of the Special Event Manual.]

7. Do you plan to have any sound amplification?  Yes  No

Music

Other, please describe: \_\_\_\_\_

If yes, please note the dates and times:

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[Refer to Section E (17) of the Special Event Manual.]

8. Is electrical power required (for sound amplification, lighting, etc.)?  Yes  No

If yes, provide details:

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[Refer to Section C (7) of the Special Event Manual.]

9. Do you plan to have a fireworks display, pyrotechnics (explosives) or any type of fire during the event?

Yes  No

If yes, provide details:

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[Refer to Section E (13)]

10. If there will be entrances/exits and proposed parking (public and private) have you provided a drawing showing the set up for this event?

Yes  No

[Refer to Section E (1) (23) (29) of the Special Event Manual.]

**Food/Beverage/Merchandising Information**

11. Will food or beverages be prepared, served or sold at this event?

Yes  No

Note: If food and/or beverages will be prepared, served or sold, the Haldimand-Norfolk Health Unit Special Event Organizers Application Package must be submitted **at least sixty (60) days prior to the event**. Is this application attached?

Yes  No

12. Will merchandise or services be sold at your event?

Yes  No

How many vendors will be attending this event? Provide estimate if unknown at this time.

Number of food/beverage providers: \_\_\_\_\_

Number of merchandise vendors: \_\_\_\_\_

Number of service vendors (no retail sales): \_\_\_\_\_

[Refer to Section C (6) (8) (9), Section D (2b), Section E (33) of the Special Event Manual.]

13. Are you a Council recognized Community Festival requesting a Community Festival License for your craft/merchandise vendors?

Yes  No

If yes, have you completed Request for Community Festival License for Merchandise Vendors (Form FO-184 attached)?

Yes  No

14. Will sidewalk sales take place as part of your event?

Yes  No

[Refer to Section E (27) of the Special Event Manual.]

### Alcohol at Events

Complete this section if alcohol will be available at your event.

15. Will alcohol be served?  Yes  No

16. Are you applying for a Special Occasion Permit from the LCBO for this event?  
 Yes  No

If yes, if you are a registered charity or non-profit organization, have you completed the Special Occasion Permit Notice to Municipality Form FO-182 to obtain a LCBO Special Occasion Permit?  
 Yes  No

Or if you are not a registered charity or non-profit organization, but are a for-profit individual, promoter, business or other entity, have you completed the Request for Designation as Event of Municipal Significance Form FO-183 to obtain a LCBO Special Occasion Permit?  
 Yes  No

Whose name will the permit be in? \_\_\_\_\_

17. Will alcohol be provided in a tent structure?  Yes  No

[Refer to Section D (2b), Section E (2) (31) of the Special Event Manual.]

Note: You must meet the requirements of Norfolk County's Municipal Alcohol Policy. The policy can be downloaded at: [norfolkcounty.ca/specialevents](http://norfolkcounty.ca/specialevents)

### Event Coordination and On-Site Information

18. Do you plan to post flyers, signs and/or banners during the event?  Yes  No

If yes, provide details:

\_\_\_\_\_

19. What is the name of the person responsible for placement and removal of advertising items?

\_\_\_\_\_

[Refer to Section E (28) of the Special Event Manual.]

Note: All signage must comply with the Sign By-law.

20. Do you plan to hire a private security company for this event?  Yes  No

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

[Refer to Section E (18) (26) of the Special Event Manual.]

### Garbage and Recycling Services

21. Please provide your plan for the clean-up and removal of garbage and recyclables during and after your event.

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Number of Recycling Containers: \_\_\_\_\_

Number of Garbage Receptacles: \_\_\_\_\_

Number of Dumpsters with Lid: \_\_\_\_\_ Size(s): \_\_\_\_\_

Number of Roll-off Bins: \_\_\_\_\_ Size(s): \_\_\_\_\_

[Refer to Section E (15) of the Special Event Manual.]

Note: Norfolk County does not supply the above items. It is the organizers responsibility to make provisions for garbage collection.

### Road Closures

22. Do you wish to close any streets or sidewalks for this event?  Yes  No

If yes, list all streets and sidewalks that you would like closed.

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Please attach a 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 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

Approvals will be subject to any construction that may be scheduled to take place at the time of the event.

Approvals for road closures and placement of barricades, pylons etc. may not be changed without County or O.P.P. consent. 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: \_\_\_\_\_ a.m./p.m. until \_\_\_\_\_ a.m./p.m.  
date/time date/time

Have you included a map identifying the road closures?  Yes  No

23. Do you require assistance from the O.P.P.?  Yes  No

If yes, for what purpose?

\_\_\_\_\_

\_\_\_\_\_

[Refer to Section E (18) (24) of the Special Event Manual.]

**Animals**

24. Will animals be part of this event?  Yes  No

25. What type of animals will be involved in this event?

\_\_\_\_\_

What is the purpose of the animals (pony rides, petting zoo, exhibit, parade, educational, etc.)?

\_\_\_\_\_

**Amusement Rides**

26. If you will be having amusement rides complete the following?:  Yes  No

Company/Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code

Telephone (Home): \_\_\_\_\_ Telephone (Business): \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_ E-mail: \_\_\_\_\_

If the amusement ride provider already has a County Amusement Ride License for this year what is the license number? \_\_\_\_\_

If you are having pony rides complete the following:

Company/Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City Province Postal Code

Telephone (Home): \_\_\_\_\_ Telephone (Business): \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_ E-mail: \_\_\_\_\_

If the pony ride provider already has a County Amusement Ride License for this year what is the license number? \_\_\_\_\_

[Refer to Section D (4), Section E (3) (7) of the Special Event Manual.]

Note: Ride providers must submit all required documentation (TSA approvals, certificate of insurance, safety sign off) certificate of insurance **at least fourteen (14) days prior to the event.**

27. Will flights/rides (i.e. helicopter, hot air balloon, glider rides) be provided?

Yes  No

If yes, provide details:

\_\_\_\_\_

[Refer to Section D (4), Section E (16) of the Special Event Manual.]

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City Province Postal Code

Telephone (Home): \_\_\_\_\_ Telephone (Business): \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_ E-mail: \_\_\_\_\_

Note: Ride providers must submit all required documentation (certificate of insurance, safety sign off) and obtain a municipal license **at least fourteen (14) days prior to the event.**

### Promotion

28. Would you like to be contacted and provided with information about Norfolk County's marketing partnership program which can promote your event on their website at [www.norfolktourism.ca](http://www.norfolktourism.ca) and in publications and other promotions?

Yes  No

[Refer to Section E (21) of the Special Event Manual.]



### Special Event Indemnification Form

The applicant/organizer of the approved Special Event for which a permit has been applied for, in consideration of receiving such permit and/or for the use of property owned by the County, agrees that the Corporation of Norfolk County (the 'County'), its elected officials, officers, employees, servants or agents, shall not be held liable for any injury, loss, expenses or damages, however caused, which the County may incur, directly or indirectly, resulting from or arising out of the granting of this permission for use of County owned property or from the actual use of such property.

The applicant hereby indemnifies and holds harmless the County, its elected officials, officers, employees, servants or agents (collectively the 'Indemnitees') from any and all actions or claims made against any of the Indemnitees, and against all loss, liability, judgements, costs or expenses, of any nature whatsoever, which any Indemnitee may sustain, incur or be put to resulting from or arising out of any act or omission on the part of the Applicant.

The applicant acknowledges that if they are not an incorporated entity the individuals organizing the event may be personally liable for any claims or losses. If appropriate, to reduce the risk of any personal liability, legal advice should be obtained to consider any such risks and, possibly, to take steps to reduce or avoid the risk of personal financial liability before signing this form or undertaking this special event.

This indemnity shall continue to be in full force and effect notwithstanding that the Special Event has been completed.

If completing electronically please print and sign.

Application Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature Applicant: \_\_\_\_\_  
(I have the authority to bind the organization)

Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_



**LCBO Special Occasion Permit Notice To Municipality (Non-Profit)**

A registered charity, non-profit association or organization for the advancement of charitable, educational, religious or community objects may obtain a public event Special Occasion Permit (SOP) from the Liquor License Board of Ontario (LCBO) without designation as an event of municipal significance.

If you fall within the above categories completion of this form will serve as the LCBO requirement that you provide notice to the municipality that you are applying for a SOP. This form will be circulated to the Municipal Clerk’s Division, O.P.P., Fire, EMS, Health Unit, Roads division and Building division informing them of the event and identifying the physical boundaries.

If completing electronically please print and sign.

Name and address of Organizer requesting Special Occasion Permit:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

Province

Postal Code

Telephone (Home): \_\_\_\_\_

Event known as:  
\_\_\_\_\_

Scheduled to take place at (location):  
\_\_\_\_\_

on the following dates:  
\_\_\_\_\_

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

Date: \_\_\_\_\_





### LCBO Request for Designation as Event of Municipal Significance (For-Profit)

If you are not a registered charity, non-profit association or organization for the advancement of a charitable, educational, religious or community objects, as a person or group (i.e. promoter, for-profit business) you may apply for a Special Occasion Permit (SOP) from the Liquor License Board of Ontario (LCBO) if the event is designated by the municipality as one of municipal significance.

A municipal designation may take the form of a resolution of Council or a letter from Council's authorized designate (e.g. municipal Clerk) on municipal letterhead stating that the municipality deems the event as one that is significant for the community. While a particular event may receive a designation from the municipality, the Registrar ultimately decides if the necessary criteria have been met for a SOP to be issued.

Completion of this form is required if you are requesting the event to be designated as an event of municipal significance for the purpose of obtaining a SOP.

If completing electronically please print and sign.

Name and address of Organizer requesting designation as an event of municipal significance:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City Province Postal Code

Telephone: \_\_\_\_\_

Designation of event known as:  
\_\_\_\_\_

being held at:  
\_\_\_\_\_

on the following dates:  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(I have the authority to execute such request)



## Request for Community Festival License for Merchandise Vendors

In accordance with the County’s Licensing By-law, a Community Festival License may be issued to any organizing group of a Council recognized Community Festival and Craft Show, for its merchandise vendors only.

The organizers of the following Community Festivals must apply annually through the special events process for the event to be recognized as a Community Festival and must obtain a Community Festival License:

- Port Dover Canada Day Celebrations
- Lynn River Music & Arts Festival
- Turkey Point Summer Fest
- Port Dover Summer Festival
- Port Rowan Bayfest
- Delhi Fall Fest
- Waterford Pumpkin Festival

A list of all event vendors and type of merchandise or food being sold, or amusement being provided, must be submitted at least fourteen (14) days prior to the event.

If completing electronically please print and sign.

Name and address of organizing body requesting Community Festival Designation:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

\_\_\_\_\_

City

Province

Postal Code

Telephone: \_\_\_\_\_

Festival Event: \_\_\_\_\_

Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(I have the authority to execute such request)

## **Special Event Organizer Safety Requirements Form**

The following conditions apply to vendors operating in Norfolk County. It is the organizer's responsibility to undertake all reasonable precautions to ensure that the fire safety of the function/event is maintained.

**All vendors must provide the organizer with a signed copy of Form FO-192 Special Event Vendor Safety Requirements Form.**

### **1. Fire Extinguishers**

All vendors must have a fire extinguisher that has been inspected by a qualified person within a 12 month period and has a tag securely attached.

- a) All vendors must have not less than a 2A10BC extinguisher
- b) All cooking vendors using grease or creating grease laden vapours must have not less than a 40BC or Type K extinguisher

### **2. Tents**

All tents that are larger than 60 square metres (645 square feet) in aggregate area or within 3 metres (9 square feet) of a permanent structure must be fire retardant in accordance with NFPA 701 or CAN/ULC S-109 standards.

#### **Building Permits Requirements**

All tents or group of tents having an area of 60 square metres (645 square feet) or be within 3 metres (9 square feet) of a building must have a building permit prior to putting up the tent.

All tents or group of tents having an combined area of 225 square metres (2420 square feet), used for Assembly Occupancy, accommodating more than 30 persons consuming food or drink or containing bleachers, must be approved by a Professional Engineer.

#### **Fire Safety Plan Requirements**

Common tent uses that require Fire Safety Plans are:

- a) Assembly occupancy
  - if your tent/facility will be used for assembly purposes (beer garden, bingo, gaming setting, theatrical, etc.) or
  - Restaurant setting – if more than 30 members of the public will be consuming food and drink in the tent

If you have any questions about whether or not your tent requires a Fire Safety Plan please contact Norfolk County Fire and Rescue Services Ext. 6021.

### **Fire Watch Requirements for Vendors**

If a tent requires a fire alarm system under the Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Building Division to determine if your tent requires a fire alarm system.

For information on how to perform your fire watch, visit: [norfolkcountyfire.ca](http://norfolkcountyfire.ca).

### **Specific Requirements for Tents**

- a) Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames is strictly prohibited in any tents used by the public.
- b) An area at least three metres (nine feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension.

### **3. Other Provisions**

- a) Open air burning is prohibited without approved burn permits. Fire and Rescue Services must be contacted to obtain a permit.
- b) Fireworks displays must be in compliance with the Fireworks By-law and federal legislation. Fire and Rescue Services must be contacted. to obtain approval.

### **4. Stages**

#### **Building Permit Requirements**

Having consideration for the safety of the performers and the public, a building permit is required for any performance stage that:

- a) exceeds 10 square metres (108 square feet) in area, and
- b) exceeds 600 mm (23 $\frac{3}{8}$  inches) from walking surface of the stage to finished grade level adjacent to the stage

#### **Design Requirements**

All structural members and connections including formwork and falsework shall be designed to have sufficient structural capacity and structural integrity to safely and effectively resist all loads, effect of loads and influences that may reasonably be expected and shall satisfy the requirements of Ontario Building Code Part 4 – Structural Design. All performance stages shall be designed by a Professional Engineer.

### **5. Technical Standards & Safety Authority Requirements**

Organizers must comply with the requirements of the TSSA for operation of amusement devices (i.e. amusement rides, water slides, go-karts and inflatable/bounce devices), appliances and fuel requirements. Refer to: [www.tssa.ca](http://www.tssa.ca) for further information.



## 6. 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, Cambridge at 877-372-7233 / Fax 800-667-4278 / Email: [esa.cambridge@electricalsafety.on.ca](mailto:esa.cambridge@electricalsafety.on.ca) .

## 7. Food Safety/Public Health Requirements

Food providers must ensure that food and beverage items are offered in a manner that is in compliance with **Food Premises – R.R.O. 1990, REGULATION 562** and the **Health Protection and Promotion Act**. Please visit: All food providers must submit a **Haldimand-Norfolk Health Unit Special Event Food Provider’s Application** package to the health unit **at least thirty 30 days prior to the start date of the special event** which can be obtained from this link: <https://hnhu.org/health-topic/special-events-instructions-for-organizers-food-providers-and-exempt-groups/> to learn more about these regulations. Failure to comply may result in enforcement action or closure of the special event premise. The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.

All food providers must submit a **Haldimand-Norfolk Health Unit Special Event Food Provider’s Application** package to the health unit **at least thirty 30 days prior to the start date of the special event** which can be obtained from this link: <https://hnhu.org/health-topic/special-events-instructions-for-organizers-food-providers-and-exempt-groups/>  
The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.

**The organizer/applicant should be satisfied that all vendors have complied with the aforementioned safety requirements. Non-compliance may result in your license being revoked.**

**By signature, the vendor certifies that they understand and will comply with the above conditions. Non-compliance may result in your license being revoked.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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