



Outdoor Special Event Application

Version: 2023

Please ensure this application is submitted ninety 90 days in advance of the event date.

FOR OFFICE USE ONLY:

Special Event Application # _____ Event Date(s): _____
Date Application Received: _____ Date Permit Issued: _____

PART 1: EVENT/ORGANIZER INFORMATION

NAME OF EVENT:

PURPOSE OF EVENT:

LOCATION OF EVENT:

Name of Organization:

(Name that will appear on Certificate of Insurance)

Mailing Address

(street, town and postal code)

Type of Organization:

- ☐ Charity/Non-Profit ☐ For Profit Individual or Group ☐ Association (BIA/Board of Trade)
☐ Other (please specify): _____

PART 2: CONTACT INFORMATION

Information Required	Primary Event Contact Person	Alternate Event Contact Person
Name:		
Position in Organization:		
Preferred Telephone Contact:		
Alternate Telephone Contact: (if applicable)		
Email Address:		
If having vendors, is person coordinating vendors different from above?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If yes, is person new to the role:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Name of Vendor Organizer:	<input type="checkbox"/> N/A	
Safety Officer (person appointed on event date(s) other than organizer)	Name: Telephone Contact:	

PART 3: EVENT INFORMATION

Type of Event:

- ☐ Community or Holiday Celebration (1 day or less) ☐ Festival (multi day) ☐ Run/Walk/Ride
☐ Sporting Event ☐ Other (please specify): _____

Event activities: Describe all activities taking place throughout the event. Include types of performers, amusement rides, vendor information, etc. Provide any brochures, schedule of events.

Website Address:

First Time Event: ☐ Yes ☐ No Annual Event: ☐ Yes ☐ No Admission Fee: ☐ Yes ☐ No

Anticipated Event Attendance: Daily: _____ Total Event Attendance: _____

Check all uses that apply:

- ☐ Streets ☐ Sidewalks ☐ Parking Lots ☐ County Parks/Facilities/Pavilions
☐ Other County property (describe) _____
☐ Non-County Owned or Private property (describe) _____

Event Date(s) and Time(s):

Date	Set Up Time		Event Time		Take Down Time	
	Start	End	Start	End	Start	End

In the event of inclement weather, will the event be cancelled or rescheduled? ☐ Yes ☐ No

If yes, provide details: _____

PART 4: ROAD CLOSURES AND SAFETY MEASURES

Will County roads be used? ☐ Yes ☐ No

If yes, is a road closure being requested? ☐ Yes ☐ No

If yes, will you require barricades? ☐ Yes ☐ No If yes, how many barricades? _____

Are you requesting assistance from the O.P.P.? ☐ Yes ☐ No If yes, how many officers? _____

If yes, for what purpose:

- ☐ Traffic Control ☐ Crowd Control ☐ Escort ☐ Other _____

List dates, times and locations O.P.P. are required for:

Describe or attach a map showing road closures, barricade locations:

PART 5: FOOD/BEVERAGE/MERCHANDISING INFORMATION

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

☐ Yes ☐ No

How many vendors will be attending this event? (Provide an estimate if unknown at this time)

Food/Beverage Providers: _____ Merchandise Vendors: _____ Service Vendors (no sales): _____

If yes, will you be using outdoor cooking equipment?

☐ Yes ☐ No

If yes, specify type of equipment:

***Food** (e.g. BBQ, pre-packaged snacks, bottled water, food vendors, etc.)

Required: Haldimand-Norfolk Health Unit Event Organizer Form and Food Provider Form:

[Health Unit Applications](#)

Each food provider is also required to submit a Business Licence Application:

[Business Licensing](#)

PART 6: ALCOHOL

Will alcohol be served at the event? (e.g. beer gardens, VIP area, etc.)

☐ Yes ☐ No

Required: If you are a non-profit organization you are required to provide notice that you are applying for a Special Occasion Permit (SOP). If you are not a registered charity or non-profit organization your (SOP) will require Designation as Event of Municipal Significance.

Forms for the above can be found at: [Organizing Special Events](#)

Information regarding Special Occasion Permits can be found at: [AGCO](#)

(Applications can only be submitted electronically to the AGCO)

[Special Occasion Permit Application](#)

Please provide the dates and times of sale and service of alcohol:

Date	Start Time	End Time	Area/Location	Estimated Attendance

Required: If live or recorded music is included in the event activities, the Event Organizer is responsible for the SOCAN license fees. SOCAN is the Society of Composers, Authors and Music Publishers of Canada.

PART 7: AMPLIFIED SOUND

Do you plan to have amplified sound?

☐ Yes ☐ No

If yes, please specify (Live Music/Megaphone etc.)

If yes, please provide the dates and times:

Required: Noise after 11:00 p.m. may require an exemption from the Noise By-law

[By-law Appeals Application Form](#)

If live or recorded music is included in the event activities, the Event Organizer is responsible for the SOCAN license fees.

SOCAN is the Society of Composers, Authors and Music Publishers of Canada.

PART 8: SIGNAGE	
Do you plan to display signage for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
PART 9: INSURANCE REQUIREMENTS	
A 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 must be submitted at least thirty (30) days prior to the event.	

Applicant's Signature: _____ **Date:** _____
 (I have the authority to bind the organization)

If you are submitting your application in paper format please return completed application packages to:

Norfolk County, Robinson Administration Building/Corporate Services
 185 Robinson Street, Suite 100, Simcoe, ON N3Y 5L6
 (Front Counter located at the Provincial Offences Office on the Ground Floor)

For further information and assistance:

By phone: 519-426-5870 or by email: special.events@norfolkcounty.ca

For forms visit: www.norfolkcounty.ca/business/organizing-special-events/

Additional Contact Information:

Building Permits Ext. 6016 Email: permits@norfolkcounty.ca

Paramedic Services Ext. 2429 Email: comparadedic@norfolkcounty.ca

Licensing/Noise Exemptions Ext. 1357 Email: clerks@norfolkcounty.ca

Health Unit 426-5170 Ext. 3477 Email: specialevents@hnss.ca

Facility and Park Bookings Ext. 1016 Email: facility.bookings@norfolkcounty.ca

Fire Services Ext. 2401 Email: norfolk.fire@norfolkcounty.ca

Economic Development Ext. 1264 Email: norfolktourism.ca

Norfolk County reserves the right to suspend, cancel and/or reschedule an event, in its sole discretion. Should this occur, and depending on the circumstances, Norfolk County may, or may not, in its sole discretion, provide a full or partial refund, or transfer registration to the same or similar event at a future date.



Outdoor Special Event Checklist

Documents that must be completed, signed and submitted at least ninety (90) days prior to event:

Application Package (and application fee).

Checklist (Application Attachment A - Form FO-192).

Indemnification and Acknowledgement (Application Attachment B - Form FO-181).

Organizer Safety Requirements (Application Attachment C – Form FO-186).

Document 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 and documents that may need to be submitted:

Forms can be found at: www.norfolkcounty.ca/specialevents

Health Unit Organizer Application Form.

Health Unit Special Event Organizer Application Package).

Must be submitted at least sixty (60) days prior to event.

Required

Not Required

LCBO Special Occasion Permit Notice to Municipality (Non-Profit)
(Form FO-182).

Must be submitted at least sixty (60) days prior to event.

Required

Not Required

LCBO Request for Designation as Event of Municipal Significance
(For-Profit) (Form FO-183).

Must be submitted at least sixty (60) days prior to event.

Required

Not Required

Letter of Permission to use Non-County owned Property.

Must be submitted at least sixty (60) days prior to event.

Required

Not Required

Noise By-law Exemption Appeal Application Form.

Must be submitted at least forty-five (45) days prior to event.

Required

Not Required

Health Unit Food Provider Forms. to be submitted by food provider to the Health Unit. (Health Unit Special Event Food Provider Application Package). Must be submitted at least thirty (30) days prior to event.	Required	Not Required
Business License Application for Amusements (Includes rides, games, side shows, entertainers, animal exhibits, and like activities). To be submitted by vendors directly to Licensing Officer. Must be submitted at least thirty (30) days prior to event.	Required	Not Required
Building Permit Application Form (Canopy/Tent/Marquee/Stage/ Structures). Must be submitted at least thirty (30) days prior to event.	Required	Not Required
Tent Fire Safety Plan Form (Form FO-187). Must be submitted at least thirty (30) days prior to event.	Required	Not Required
Application for Display Fireworks. Must be submitted at least thirty (30) days prior to event.	Required	Not Required
Burning Permit Application. Must be obtained at least thirty (30) days prior to event.	Required	Not Required
Raffle License Application. Must be submitted at least twenty one (21) days prior to event.	Required	Not Required
Technical Standards & Safety Authority (TSSA) Inspection for Amusement Devices, Operation of Appliances (e.g. barbeques). Must be submitted at least fourteen (14) days prior to event.	Required	Not Required
Electrical Safety Authority (ESA) Electrical Inspection for Temporary Electrical Power Supply. Must be submitted at least 2 days prior to production set up.	Required	Not Required



Outdoor Special Events

Special Event Indemnification and Acknowledgment

Form FO-181

Version: February 2023

Special Event Indemnification and Acknowledgement Form

The Applicant/organizer ("Applicant") 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, being either the use of real property or the use of equipment, vehicles or other personal property owned by the County, covenants and 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 also acknowledges it has received, reviewed and understood the Special Events Manual and further acknowledges it is provided as information only, is not to be construed as legal advice, and that Norfolk County is not liable for any matter arising whatsoever arising out of the Special Event or consequences of same. The Applicant further confirms that the holding of the Special Event shall also only be undertaken in compliance with all other applicable law or regulation as issued by the federal or provincial government or by the County or other agency having jurisdiction to do so.

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, sign and personally deliver this form to the County for review and approval.

Application Date:

Name of Applicant:

Signature of Applicant:

(I have the authority to bind the organization)

Organization:

Name of Event:

Date(s) of Event:

Special Event Organizer Fire Department Safety Requirements

Fire Extinguishers

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

- All cooking vendors utilizing deep fryers or cooking appliances that involve combustible cooking media (cooking with oils or fats) must have a Class K extinguisher
- All other vendors (including peddlers, amusement operators, and cooking vendors that do not utilize deep fryers or cooking appliances that involve combustible cooking media) must have a minimum 3A-40BC extinguisher

Mobile Food Vendors/Food Trucks

- TSSA mobile food service equipment annual inspection certificate
- TSSA field approval certificate*
- Class K Extinguisher
 - 3A-40BC extinguisher acceptable if not cooking with grease-laden vapours
- Suppression System (if applicable) inspected by a technician within the last six months

*Food trucks in operation before Feb 13, 2006, are exempt from the Field Approval process. Proof that the equipment was used before this date by the same owner is required to be eligible for this exemption. The truck and appliances must still undergo an annual inspection, etc. as noted above

BBQ/Outdoor Cooking

- Class K Extinguisher
 - 3A-40BC extinguisher acceptable if not cooking with grease-laden vapours
- Must be commercial grade BBQ with TSSA Certification

Tents- Food/Drink and Assembly

- Tents and air-supported structures will comply with the Ontario Building Code (including permits).
- A Tent Fire Safety Plan (approved by the Norfolk County Fire Department) is required if:
 - A tent is used for gathering purposes, such as a beer garden, bingo, gaming sets, theatrical, etc. or,
 - A tent is being a restaurant setting when more than 30 members of the public will be consuming food or drink in the tent.

- No open flame cooking or deep frying under a tent
- TSSA mobile food service equipment annual inspection (if applicable)
- Class K Extinguisher if cooking
 - 3A-40BC extinguisher is acceptable if not cooking with grease-laden vapours or for any other application under a tent.
 - If a tent requires a fire alarm it shall comply with the Ontario Building Code
 - Alternatively, a fire watch may be instituted
- Cooking with fuel fired appliances, smoking, candles or any other use of open flame is strictly prohibited in any tents used by the public.
- An area of at least three meters (10 feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension
- Hay, straw, shavings or similar combustible materials cannot be used in tent used for assembly purposes.

Open Air Burning

- Open air burning is prohibited without approved permits or permission from the Norfolk County Fire Department.
- Firework displays or shows must be in compliance with the Ontario Fire Code, Federal Explosive Act, and the Norfolk County Fireworks by-law.

For more information contact:

Norfolk County Fire Department:	519-426-5870
Technical Standards & Safety Authority (TSSA):	1-877-682-8772
Norfolk County Building Department:	519-426-5870 Ext. 4677 (Inspection)

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 organizer/applicant certifies that they understand and will comply with the above conditions. Non-compliance may result in your license being revoked.

Organizer/Applicant Name:

Organizer/Applicant Signature:

Name of Event:

Date:

If you plan to host an event, you must read, sign and date this document.

All events held on municipal property are required to abide by the advice, recommendations, directives and/or regulations established by the following:

1. The provincial government, or any of its agencies;
2. The federal government, or any of its agencies;
3. The Haldimand-Norfolk Health Unit and/or its Medical Officer of Health.

By signing this document, you undertake that you will comply with the following:

1. [Ontario Ministry of Health: Gatherings, Ethno-Cultural and Festive Occasions, and other Events;](#)
2. [The Federal Government of Canada Risk Mitigation Tool for Gatherings and Events Operating during the COVID-19 Pandemic.](#)

By signing this document, you also acknowledge the following:

- in the event of an increase in COVID-19 cases, provincial advice, recommendations, directives and/or regulations could change and/or the municipality or Health Unit/Medical Officer of Health could modify the number of participants at gatherings and/or result in the cancellation of special events;
- the Haldimand-Norfolk Health Unit may issue additional advice, recommendations or instructions beyond the criteria established by the province and the federal government and that your event must be carried out in accordance with any such advice, recommendations or instructions and it is your responsibility to confirm with the Health Unit what advice, recommendations, directives or orders may be in place from time to time You can check the [Health Unit website](#) for more information.

Special Event Conditions for use of County Property

- The organizer acknowledges and agrees that while municipal property is in use for the special event the organizer is responsible for ensuring any applicable COVID-19 regulations, advice, recommendations, or directives from any level of government and the HNHU and/or Medical Officer of Health are in place and adhered to.
- The organizer acknowledges and agrees that use of County property may include possible exposure to and illness from infectious diseases such as COVID-19. The organizer knowingly and freely assumes all such risks, and acknowledges and agrees that the Special Event Indemnification and Acknowledgement Form required as part of the Special Event permit application extends and applies to any cause of action related to COVID-19 or any other infectious disease.



- The organizer shall establish a plan in respect of COVID-19 safeguards, and this plan will be provided to the municipality or any enforcement agency upon request.
- The organizer acknowledges and agrees that Norfolk County may at any time amend or add additional requirements as it deems necessary, which includes immediate termination of the event on the basis of any provincial or other advice, recommendations, directives or order that may impact the use of municipal property. Discovery of non-compliance with any of these obligations may result in immediate termination of the Special Event Permit and the organizers right to use the municipal property.
- Norfolk County shall not be responsible for any losses to the organizer from any termination of the Special Event Permit.

Name of Event:

Event Dates:

Name of Organization:

(that will appear on Certificate of Insurance)

Signature:

(I have the authority to bind the organization)

Signing Date: