



Community Services Special Events Manual



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➤ **HOW TO APPLY FOR A SPECIAL EVENT PERMIT**

1. Review this Special Event Manual for detailed information. Additional copies may be obtained at Town Hall.
2. Complete the attached application form (Appendix B). It should be submitted at least 90 days prior to the Special Event. Please include a contact name and their day time and evening phone number.
3. Anytime you are holding a special event that will involve the sale of alcohol to the public, you must contact the local LCBO and make an application for the appropriate permit at least 60 days prior to the event. The LCBO may require Council approval of your event before a permit is issued.
4. Ensure all applicable documentation is attached to the completed application form.
5. Deliver all completed documentation to Town Hall or mail directly to the Director of Community Services:

ATTN: Director of Community Services
TOWN OF PETROLIA
411 Greenfield Street
P.O.Box 1270
Petrolia, Ontario
N0N 1R0

6. Call (519) 882-2350 and tentatively book the dates required for your special event location and times that the event will take place.
7. Special Event Permit Application should be submitted annually by November 1st, of the year preceding the event year, in order to ensure first choice for the event location.
8. Advertising and Promotion of special events shall be Co-ordinated through the office of the Clerk-Administrator.

NOTE: It is recommended that you call the Director of Community Services to discuss the availability of the parkland facilities. PHONE NO. **(519) 882-2350**

➤ **SPECIAL EVENTS STAFF**

To ensure that policies, procedures, and Municipal by-laws are adhered to, each event requires guidance from various Municipal departments and agencies. Depending on the nature of your Special Event, a meeting with all involved departments may be arranged to ensure a coordinated and successful effort. The coordinated team approach provides 'one stop shopping' for event organizers.

Departments and agencies may include but are not limited to:

- Director of Operations
- Director of Finance
- Director of Community Services
- C.A.O./Clerk Administrator
- Community Health Services
- Fire Department
- Police Services-O.P.P.
- By-Law Enforcement Officer
- Lambton EMS
- St. Johns Ambulance

➤ **SUPPORT STATEMENT**

The Town of Petrolia recognizes the importance of special events in enhancing quality of life, tourism, culture, and recreation, education, economic benefits to local businesses, and community pride. All of these are made possible by the invaluable service of the many volunteers, community groups, sponsors and service groups that contribute their support and skills to the enhancement of events in our community.

The Town of Petrolia intends to be proactive in attracting new special events to various areas of the Municipality, as well as working with existing event organizers to further the success of their activities.

➤ **BACKGROUND**

Each year the Town of Petrolia receives many requests from individuals and groups to operate special events on Municipal property. Over 100 special events are facilitated each year and thus enjoyed by thousands of tourist and local citizens. These events vary in scope, purpose, size, costs and complexity. The management of special events on Municipal properties requires the coordinated efforts of Municipal staff to ensure safe operation and adherence to applicable by-laws, policies, and procedures.

The primary characteristics of special events are:

- it is open to the public
- the celebration or display of a specific theme
- it takes place annually or less frequently
- has definite opening and closing times

Special events may be characterized by the following:

- Artistic
- Commemorative
- Cultural
- Ethnic
- Festivals
- Parades/Walkathons
- Harvest and Agricultural
- Picnics
- Races
- Sidewalk Sales
- Sporting
- Street Dance/Music Festivals
- Theatrical

➤ GENERAL POLICIES AND PROCEDURES

1. The Town or Petrolia shall levy fees for the use of any Municipal facilities (attached Appendix A), based upon a realistic cost assessment. Fees shall cover, but are not limited to, parkland, rentals, equipment rentals and administrative services. Such fees shall be subject to annual review and approval by the Municipal Council. The licensee is responsible to see that all fees are paid prior to the beginning of the event.
2. The licensee shall provide proof of licenses required to operate the event and any further information requested by the Municipality.
3. The licensee must maintain public liability insurance of no less than \$2 million, naming the Town of Petrolia as additional insured. Insurance can be purchased through the Town's insurance company.
4. The licensee may be required to post a performance bond, 10 days prior to the event, if the Town of Petrolia deems it necessary.
5. The licensee must submit a detailed comprehensive plan indicating parking, safety and/or emergency service plan, facilities/methods, and all road closures planned, including times of closure, with the Special Event Permit Application, for approval prior to the event.
6. The licensee shall adhere to all policies, procedures, legislation, by-laws, and regulation for special event. Failure to comply with any of the standards may result in ticketing and/or closure of the event. (Note: In the interest of public safety, standards will be strictly enforced.)
7. The licensee must provide adequate security in consultation with the Town of Petrolia By-Law Enforcement Officer/Police.
8. The licensee will ensure and provide all amenities (i.e. parking), viewing and participation areas for the physically disabled.
9. The licensee must agree to prevent the operation of and/or the parking of any motorized vehicles on the turf area of the park, unless the Director of Community Services gives prior approval.
10. The event organizer is responsible for ensuring that the organization and all participants and spectators abide by all the conditions, ordinances, codes and requirements.
11. The licensee may be required to pay a damage deposit, if the Town of Petrolia deems it necessary. If the park and/or road and/or right of way are left in the same condition as prior to the event, the damage deposit will be returned. If the park and/or road and/or right of way are not left in satisfactory condition, all or part of the deposit will be used to repair or clean area. The amount of the damage deposit will vary depending on the size and nature of the event. The licensee shall provide the name and telephone number of a designated contact person who

guarantees that he/she may be reached at the number during the hours of the event.

12. The licensee shall pay for all damages to facilities and/or roads and/or right of ways arising out of the use of such facilities, roads and/or right of ways granted by this permit. (facilities including land, building, fixtures and chattels)
13. Refreshments shall be served only in plastic or non-breakable containers. For safety reasons, **no glass containers are permitted.**
14. The licensee shall provide an adequate number of portable accessible washroom facilities based on expected attendance. (See recommendations on page 11/12)
15. The licensee shall provide medical and first aid services as required.
16. A list of vendors must be supplied to the Town of Petrolia, for approval 10 days before the event.
17. Only those vendors who have registered with the Town of Petrolia and the licensee will be allowed to operate on parklands or open spaces.
18. Only those vendors or groups, which have registered with the Town of Petrolia and the licensee, will be allowed to distribute literature on parklands or open spaces.
19. The licensee agrees to follow the Recycling Policy of the Town of Petrolia.
20. The licensee is responsible for clean up during and following the event, and for removal of all event equipment and garbage. The facility, road or right of way must be restored to its pre-event condition within **12** hours after completion of the event. The licensee is responsible for any extra required for clean up, as a result of the event. If the licensee fails to restore the area, the applicable clean up fees will be charged to the licensee.
21. The Town of Petrolia may require Town personnel at the function. Costs for all Town personnel involved in advance of, during and after the day(s) of the vent may be charged back to the event organizer. The Town of Petrolia shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents, ensure the success of the event, and reduce the public liability exposure to the event organizer as well as the Town of Petrolia.
22. Soliciting of funds will NOT be allowed on Municipal parklands or open spaces without prior approval from the Town of Petrolia. (including raffles, draws, lottery tickets etc.)
23. A licensee, in good standing, shall be given first right of refusal for the use of Municipal facilities and property or road allowance for the same date the next year. However, notification of intent must be given to the Town of Petrolia by November 1st of the preceding year to ensure date allocation. Otherwise it will be first come first serve.

24. A Special Event Permit is non-transferable and can only be used on the designated dates and times as specified and is required to be posted on site during the event.
25. The Town of Petrolia reserves the right to suspend, cancel and/or reschedule events.

➤ **PUBLIC PARK BOOKINGS**

All large special events open to the general public require a Special Event Permit. The licensee must obtain Council approval where alcohol is being served and adhere to all regulations including those of the LCBO policies.

➤ **EQUIPMENT RENTALS**

Community Services has a variety of equipment available to help make your special event a success. The following items are available for rent: garbage barrels, platforms, picnic tables, and snow fencing etc. These items must be picked up by your organization and if we don't have what you're looking for; we may know where to get it.

➤ **EVENTS REQUIRING INSURANCE**

Insurance is required for special events where the public is participating in activities that do not normally occur in the park. (Refer to Appendix C-1, Certificate of Insurance, at the back of the manual.)

To satisfy this request you must:

1. Obtain and provide proof of public liability and property damage insurance in the amount of \$2 million. (where required)
2. **Name the Town of Petrolia as additional insured** for the event.
3. Make sure it is clearly stated in the insurance policy that the event is insured.
4. Make sure the policy has a cross liability clause. This means that if an individual does something to disqualify him/herself for insurance, that other individuals are still covered.

➤ **COMMUNITY HEALTH SERVICES(Lambton County)**

The Community Health Services has their own requirements involving special events that must be obtain and followed. Find attached their requirements under Appendix G.

➤ VENDORS

It is the responsibility of the licensee to make sure the vendors complete a General Business Application. (Appendix E at the back of the manual) Make sure all independent food vendors included in your event has a current General Business License. The Municipality grants permission for General Business permits and the fees will be negotiated between the vendor(s) and the Municipality. A record of all food vendors needs must be included, (Appendix J-1). In addition, all Community Health Services standards must be maintained.

For further information contact Community Health Services at (519) 383-8331.

All vendors, except Craft and Artisans (non-food related vendors), must be registered with the Town of Petrolia to operate a concession at a Special Event on Municipal property. Crafts shows need vendors that are non-food related to be recorded, (Appendix J-2) List of Merchandise Vendors.

The vendors in Parks, under the Director of Community Services, will be allowed to operate during Special Events at their designated location(s).

Vendors operating on an established permanent business's property must have direct permission from the owner of that business.

All vendors must carry a minimum of \$2 million space liability insurance, Non-Profit vendors and/or charitable groups must carry a minimum of \$2 million of liability insurance naming the Town of Petrolia additional insured. Proof of insurance must be provided at the time of registration. (Note: In certain circumstances a higher amount if insurance may be required).

In order for any vendor to be hooked up to hydro, C.S.A. approval on concession equipment is required.

➤ PROPANE INSPECTION

- a) All propane cylinders shall be secured and stored outside the tents or structures in a safe and ventilated location.
- b) All compressed gas cylinders shall be stored in racks and chained or tied securely.
- c) The event organizer may be required to carry out a safety inspection and acquire a permit from the Town of Petrolia Fire Department.
- d) All equipment, fittings, connections and life safety equipment shall conform to applicable regulations.

➤ **ALCOHOL RELATED EVENTS-See Municipal Alcohol Policy**

The Special Event organizer must obtain Council approval for events where alcohol is being served. The Special Event organizers must adhere to all regulations, in accordance with the LCBO policies as well.

1. A special Occasion Permit from the LCBO must be obtained. Applications are available at all LCBO stores in Petrolia. However, the Special Occasion Permit / application must be submitted too.
2. The Town of Petrolia council must grant permission to event organizers to serve alcohol. The LCBO may require proof of Council approval before issuing a permit.
3. Submit a copy of your Special Occasion Permit to the Director of Community Services with your Special Events application.
4. The licensee must adhere to the procedures and guidelines outlined in the Municipal Alcohol Management Policy that is available from Town Hall.
5. The sale of alcohol on Municipal properties will be allowed under the L.C.B.O policies.
6. The licensee must provide adequate security to be in attendance for the duration of the licensed event. The Town of Petrolia By-Law Enforcement shall determine the required number of officers. (relative to the expected attendance)
7. The licensee must enclose any structure licensed for the sale and consumption of alcohol with two perimeter fences. The outside fence must be set a minimum of five feet from the inside fence. Ensure the fenced area will accommodate the expected number of attendees. An emergency entrance and exit must be available and be clearly marked and free of obstacles.

RATIO OF EVENT WORKERS			
ATTENDANCE	# OF BARTENDERS	# OF FLOOR MONITORS	TOTAL OF EVENT WORKERS
101 - 300	1 Trained**	_____	1
301 - 500	2 Trained 2 Inexperienced	2 Trained 2 Inexperienced	8
501 - 700	3 Trained 3 Inexperienced	3 Trained 3 Inexperienced	12
701 - 800	4 Trained 4 Inexperienced	4 Trained 3 Inexperienced	15
801 - 1000	5 Trained 4 Inexperienced	5 Trained 3 Inexperienced	18
<p>NOTE: For events serving pitchers of beer ONE additional trained floor monitor will be required for every 300 guests. **Trained refers to a person certified under the Smart Serve Program of Ontario. **Two paid Duty Officers per every 500 occupants. (i.e. 1500 people =6 paid duty officers)</p>			

8. The licensee is responsible for adequate security within licensed area for the sale and consumption of alcohol, as marked in the Site Plan (Appendix K). **Preventing the sale of alcohol from minors and restricting open alcohol in unlicensed areas must be adhered to strictly.**
9. The licensee must ensure that at least one person certified under the Smart Serve Program of Ontario is on duty during all hours of operation.
10. The licensee must carry public liability insurance of \$2 million, naming the Town of Petrolia as addition insured. Proof of this insurance is to be submitted with the Special Events Application.
11. The sale and consumption of alcohol on Municipality roads requires approval from Council of the Town of Petrolia.
12. The event organizer must provide a detailed sketch (site plan) clearly and accurately identifying the location(s) of tent structures and/or beer garden and the required fenced area.

➤ **SECURITY AND LIFE SAFETY**

- a) In reviewing applications, the By-Law Enforcement Officer/O.P.P. may require the event organizer to provide internal security. Private licensed and bonded security services may be used to meet these requirements. All costs are the responsibility of the event organizer.
- b) For events having occupants loads greater than 1,000 there shall be trained Crowd Managers at a ratio of one (1) per every 250 occupants. The Crowd Managers shall have received approved training in crowd management techniques. The staff shall be trained in the proper use of fire extinguishers and the duties they are to perform, in case of fire, panic or other emergencies.
- c) All event security personnel shall be equipped with portable flashlights for events occurring outdoors during non-daylight hours.
- d) Emergency exiting, lighting, fire alarm systems, fire extinguisher equipment and any other requirements determined by the Fire Department and the Town of Petrolia.
- e) Site lighting shall be provided by the event organizer for events occurring during non-daylight hours.
- f) The event organizer is solely responsible for all cost and fees associated with security and life safety.
- g) A communications system acceptable by the Town of Petrolia shall be provided for security.
- h) A fire safety inspection shall be conducted on the site by the Fire Department prior to the event.

➤ ELECTRICAL SERVICES

If a temporary electrical service is required for an event, the organizers must contact Bluewater Power (519) 337-8201 prior to the event (minimum 48 hours) to make application for inspection of all installations so that a permit can be issued. Electrical Safety Authority may require further discussion regarding the event and a site inspection. An administration fee will be charged, in addition to the inspection fee, for all electrical installations inspected with no application on file with Electrical Safety Authority. All equipment must be C.S.A. or Electrical Safety Authority approved, and if connected without approval will result in a fine up to \$5 million.

- Bluewater Power does not usually supply temporary power to organizations for events.
- Bluewater Power does not supply generation (power source).
- Bluewater Power and the Director of Operations must be contacted to locate underground cables before any stakes, snow fence etc. are installed.
- If temporary power is requested it is the responsibility of the event organizer to install a pole and meter base.

If the location where the temporary power is required falls within the service area of the Bluewater Power the event organizer must contact Director of Operations and Bluewater Power.

Bluewater Power comes to the site and prepares the site plan. The event organizer then contacts the Electrical Safety Authority to request an inspection of the site before Bluewater Power can connect the power supply. The ESA inspector will contact Bluewater Power by fax when the site location passes the inspection.

At this point Bluewater Power will come to the site to connect the power service.

Please contact Bluewater Power for fee schedule at (519) 337-8201.

- Inspection is through Electrical Safety Authority at 1-877-372-7233. A Copy of a fee schedule may be obtained by calling or visiting the website at www.esasafe.com.
- With regards to parades, floats must be 14 feet or less in height OR the rules for high load moves will be applied.

➤ STREET CLOSURES

The Director of Operations must be notified when a street or parking lot closure is required for a special event. A sketch of the proposed route or right of way must be submitted with the application to receive approval from the Director of Operations. The request will require Council approval to ensure that there are minimal disruptions to traffic flow.

The Director of Operations will be notified to ensure that sufficient barriers will be erected.

The Director of Operations must approve Street and/or Sidewalk Parade events involving the use of Municipal roads and/or right of ways and/or road allowance. (Including activities where roads must be closed for any length of time, such as a road race or a parade.)

An application must be made at least six (6) weeks in advance of the event, as the application is circulated to various staff, departments and emergency services prior to being submitted to Council for final approval. Examples included: Biathlon/Triathlon, cycle events, and festivals with road closures as a component of the event.

The application should be aware that the cost involved in processing this type of permit and implementing the detours placement of barricades, traffic, public notification signing, etc. as directed by the Director of Operations will be the responsibility of the applicant.

Fire hydrants must not be obstructed and must be in clear view from all directions.

NOTE: All signage to be used on Municipal Streets must be approved, manufactured and placed by the Municipality at the organizer's expense. The Director of Operations must be contacted for this service.

➤ PARKING

To avoid parking problems related to the event, the event organizer should understand the parking supply and the anticipated number of vehicles to be parked. Arrangements should be made in advance to accommodate overflow parking. For most events on-site parking should be arranged to involve the least disruption to the public. Street parking will be enforced as per signed areas, without exception.

➤ NOISE

Noise By-law is any unwanted or unusual sound that has the potential to disturb or annoy the area public.

Prohibition against sound created by or from any radio, phonograph, tape player, television, public address system, sound equipment, loudspeaker, or any musical or sound producing instrument. The prohibition is against, when the same is played or operated in such a manner or with such volume as to disturb the peace, quiet, comfort or repose of any individual in any office, dwelling house, apartment, hotel, hospital, or any type of residence. Council can exempt this by-law for a special event, if deemed appropriate. The exemption cannot be in excess of six months and may contain specific terms and conditions from Council.

The amplification of sound at 100-decibel level for special events shall be limited to the hours of 7:00 a.m. until 11:00 p.m.

Every person who contravenes any of the provisions or fails to comply with an order made pursuant to the established noise by-law is found guilty of an offence. The Town of Petrolia will collect from any person found guilty of an offence and shall, upon conviction thereof, forfeit and pay a penalty.

For specific information regarding former community by-laws currently in place, please contact Town of Petrolia at (519) 882-2350.

➤ STRUCTURES / SHELTERS / TENTS

The event organizer must apply for a building permit from the Building Department of the Town of Petrolia, when the structure is greater than 225m² (2420 sq.ft.). The Building Department will require a site plan and/or structural drawings stamped by an engineer.

If the area of the structure is less than 225m²(2420 sq.ft.), a building permit is not required by the Town of Petrolia.

To ensure the underground services are not disrupted, due to the placement of a tent, the event organizer is required to provide a site plan and have the necessary locates performed.

The building Department will request details regarding the tent size, location of exits, and certificate of verification that the tent and all tarpaulins used have been flame proofed in conformance with the U.L.C. standard (CAN/ULC-S-109-M), "Standards for the Flame Tests of Flame Resistant Fabrics and Films". The event planner shall provide proof that the requirements of the Fire Protective and Prevention Act have been met, including assurances that emergency entrance and exit routes have been clearly marked and are free of any obstacles. The Town of Petrolia Fire Services may have direct involvement depending on the activity.

No cooking is permitted in tents occupied by the public. **Note: A fully operational fire extinguisher must be available at every cooking site.**

➤ FIREWORKS

A formal request should be made to the Director of Community Services.

NOTE: The person who is setting off the display must have a Fireworks Card from the Natural Resources Canada. The holder of this certificate is authorized to approve fireworks displays and to inspect fireworks venues in his/her area of responsibility. The event organizer must adhere to the Town of Petrolia Fireworks By-Law and Federal Regulations for an event involving the discharge of high-powered fireworks for display. The event organizer must:

- obtain and complete a federal application form from the distributor of the fireworks.
 - provide a copy of the Fireworks Card of the fireworks officer who will be on site for the event.
 - notify Town's By-Law Enforcement Officer.
 - Provide a copy of the invoice which indicates the class and volume of fireworks purchased to be discharged.
 - Provide the location where the fireworks will be stored until discharging.
 - Supply the Town of Petrolia with a copy of liability insurance naming the Town of Petrolia as additional insured for 5 million per Event.
-
- The use of "family fireworks" is allowable only on Victoria Day and Canada Day plus the day preceding the following – Victoria Day and Canada Day.
 - For all other Special dates (i.e. Town's B-day) must be approved by Town's Council.
 - The use of fireworks is restricted to those over 18 year of age unless directly supervised by persons 18 years of age or older.
 - The use of family fireworks is permitted only on land owned by the person or with written permission from the landowner.
 - The use of fireworks is not allowed into, in or on streets, lanes or other public places (unless permission obtained from the owner/Municipality)
 - The use of / or holding displays of "display fireworks" required a permit from the Fire Chief, certification that a "display fireworks" supervisor is in charge of the display etc. This application is to be made not less than 30 days between the settings off or the holding of the display.
 - Fully operational fire extinguishing equipment is to be provided and maintained at all times.
 - Federal Regulation stipulated by Natural Resources Canada and the Town of Petrolia by-law shall apply for setting off of fireworks.

NOTE: Large display of fireworks should have a pumper crew on site during discharging.

➤ **OPEN AIR BURN**

Municipal by-law 39-2004 for open air burning has been approved by Council.

The event organizer will have to complete an application / permit with a site plan that must be filed with the Town of Petrolia Fire Department (Fire Chief or designate) to help ensure safety and control. The Town of Petrolia Fire Department is responsible for granting approval for open air burning. Also contact by-law enforcement for referencing any permits.

Open Air Burning shall be carried out in accordance with the Town of Petrolia's Open Air Burn By-Law 39-2004.

➤ **GAMBLING / RAFFLES / CASINOS**

All Properties:

Any event organizer planning to hold an event with any of the above, with a Municipal facility including parks, must first comply with all Provincial, Regional and Municipal regulations in order to be considered for approval. The event organizer must provide proof of approval prior to the event. For further information please contact the Director of Community Services at 519-882-2350.

➤ **DIGGING**

The event organizer must contact Ontario One Call at 1-800-400-2255 for locates of underground services, before installing fencing, tent poles/pegs, or doing any digging or pounding on park property. The appropriate utility must be contacted to do the locate, when Ontario One Call is not able to provide the service. In the interest of the public safety, the Town of Petrolia requires the special event organizer must provide proof the locates were completed, at least 10 days prior to the event to prevent cancellation of the event.

➤ **SUPERVISION**

Community Services may deem it necessary to provide on-site supervision of the park facility. The cost for this supervision, be it the Municipal staff or other professionals, would be charged to the event organizers.

➤ **CONSENT TO RELEASE:**

Consent to Release Personal Information for Emergency Purposes

A signed authorization to release contact information for emergency purposes to the Town of Petrolia must be submitted with each application.

➤ WAIVERS

All Properties:

The special event organizer must attach any proposed liability waiver or other documentation that sets out responsibilities for participants and/or the organizing body of the event with the Special Events Permit Application form.

The event organizer agrees to save harmless the Town of Petrolia, from and against any and all claims, including, without limitation, all claims for death, bodily injury and property damage, arising from any act or omission of the special event organizer or any assignee, agent, contractor, servant, employee, invitee or licensee of the special event organizer and from and against all cost, counsel fees, expenses and liabilities incurred in connection with any such claim or any action or proceeding brought thereon.

IMPORTANT NOTICE TO PERMIT HOLDERS

As a **PERMIT HOLDER**, you **MUST ATTEND** and **BE RESPONSIBLE** for the permit event. If in an emergency, you are unable to attend or leave the permit event for any reason, a **DESIGNATED RESPONSIBLE PERSON MUST** be named in writing, to make sure the event is run properly and in accordance with Liquor License Act and Regulations and Municipal Alcohol Policy if applicable.

In order to do this, letter (consent form) signed by the **PERMIT HOLDER AND THE RESPONSIBLE PERSON** must be posted by the permit.

This letter **MUST** contain the following information

- Name of the premise
- Address of the premise
- Name of person(s) responsible
- Address of person(s) responsible
- Telephone number of person(s) responsible
- Date of event
- Signature of permit holder
- Signature of the person(s) responsible
- Date consent for signed.

HELPFUL HINTS FOR EVENT PLANNERS

Risk Control Management

All organizations involved in a special event should consider the importance of implementing risk control mechanisms. The first step in managing the potential risks associated with a special event is to map out the involvement of all parties. Include the following on your own risk control checklist.

1. Who is involved?
2. What is the extent of their involvement?
3. Practice appropriate liability transfer techniques by matching the risk with the party in control. e.g. The owner of the premise may wish to enter an agreement whereby the organizer is required to:
 - a) Maintain specific minimum controls and obtain necessary approvals from the appropriate authorities, which correspond with the nature of the event.
 - b) Provide a hold harmless and indemnity in your favour
 - c) Guarantee the indemnity by providing proof of sufficient limits of liability insurance including your organization as an additional insured.

Charity or Fund-Raising Events

The use of a promoter is common with most large entertainment productions, such as: concerts featuring well-known musical artists, etc. These promoters are in the business in putting on entertainment event and should have appropriate technical expertise and know-how, including the appropriate entertainment insurance policy to cover the unique exposures associated with these types of events. Certainly local groups or non-profit organizations would not want to assume such risks-nor would they likely have the necessary experience to eliminate the need for such a promoter.

Remember serious injuries mar an otherwise successful event. Practicing appropriate risk control measures will minimize your potential to loss.

➤ FACILITY EVENT BOOKINGS

- a) Parks/Arena bookings are placed at Town Hall
- b) Community Centre Bookings are placed at the Community Centre
- c) Victoria Hall Bookings are placed through the Marketing, Publicity and Administrative Director

All bookings must be placed through the proper means or the Town of Petrolia cannot guarantee use of the facility.

SPECIAL EVENT ORGANIZER'S CHECKLIST

- Confirm Facility Availability
- Send completed Application form to the Town of Petrolia
- Booking the Facility
- Proof of insurance submitted
- Damage Deposit submitted – (if required)
- Permit Fees submitted
- Waiver Form returned
- Town of Petrolia's By-Law exemption returned
- Consent to Release Contact Info submitted
- List of Non and/or Food Vendors submitted
- Site Plan submitted
- Liquor license application
- Town Approval received
- Final Contract signed

❖ CONTACT PHONE NUMBERS

DIRECTOR OF COMMUNITY SERVICES	-	(519) 882-2350
PLANNING AND ZONING	-	(519) 882-2350
DIRECTOR OF OPERATIONS	-	(519) 882-2350
C.A.O. & CLERK ADMINISTRATOR	-	(519) 882-2350
L.C.B.O. INFORMATION LINE	-	1-800-668-5226
L.C.B.O. PERMITTING STORES:		
➤ 4353 Petrolia Line	-	(519) 882-2010
BLUEWATER POWER	-	(519) 337-8201
ELECTRICAL SAFETY AUTHORITY	-	1-877-372-7233
➤ Larry Crevaziak	-	(519)330-9064
FIRE DEPARTMENT		
➤ Fire Chief's Office	-	(519) 882-2020
POLICE SERVICES		
➤ O.P.P.	-	(519) 882-1011
S.O.S.G Municipal Enforcement Unit (By-Law Enforcement)	-	1-866-344-9119
ST. JOHN AMBULANCE(local office)	-	(519) 432-1352
LAMBTON EMS	-	(519) 882-3797
COMMUNITY HEALTH SERVICES(County)	-	(519) 383-8331
PETROLIA GREENWOOD RECREATION CENTRE(Arena)	-	(519) 882-1570
OIL HERITAGE DISTRICT COMMUNITY CENTRE	-	(519) 882-2232
THEATRES		
➤ VICTORIA HALL	-	(519) 882-1221
➤ VICTORIA PLAYHOUSE	-	1-800-717-7694