

Town of Petrolia

Special Events Manual

EVENT TYPE 1

EVENT ON TOWN STREET/ROAD/and/or SIDEWALK

For events taking place primarily on Town streets/roads and/or sidewalks (i.e. parade/community event/street party) that require temporary street or road closures

NO FOOD/ALCOHOL INVOLVED

INTRODUCTION

Throughout the year, the Town of Petrolia is a host to a variety of special events that require planning, communication, and co-operation from all parties involved.

The Town of Petrolia recognizes the importance of special events in promoting the community, as well as enhancing and creating a desired community image. Special Events bring tourist dollars into the geographical region during the community's off-season or in periods when the number of tourists is lower than normal. Special Events enhance the image of the community; encourage resident and non-resident participation, spectator satisfaction, and civic pride.

It is the intention of this manual to identify and assist the organizer in following the guidelines set out by the Town of Petrolia and other organizations such as the Community Health Services and O.P.P. who may have input in regard to the operation of the event.

The utilization of this manual will ensure that all necessary approvals will be in place before the actual date(s) of the event.

The use of this manual will allow us to work together to present special events that will be exciting and positive additions to our community.

If you have any immediate questions or comments please contact the Director of Community Services at (519) 882-2350 (weekdays between 8:30 a.m. and 4:30p.m.).

Best wishes as you plan and prepare your special event.



TOWN OF PETROLIA SPECIAL EVENTS MANUAL

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temporary street or road closure
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SPECIAL EVENTS

Thank you for your interest in holding a special event in the Town of Petrolia. Enclosed are the materials needed to obtain a Special Permit for your upcoming event. Please follow the application directions very carefully. An application checklist is included for further assistance. No Special Event Permit will be issued without submittal of a signed application and requested documentation. Your event must have final approval by the Town of Petrolia Council.

The Director of Community Services will assist you throughout this process and will be your primary contact. You will be notified by the Director of Community Services if your event requires additional permits such as: tent permit, temporary food permit, liquor license permit, which must be obtained and approved before you receive a Special Event Permit.

Please read the Special Events Manual and follow each requirement that your event falls under.

Special Event Applications Required for Temporary Street Closures, NO FOOD and ALCOHOL Involved:

Appendix A – Fee Schedule

Appendix B - Special Event Permit Application

Appendix C-1 – Certificate of Insurance

Appendix C-2 – Road Closure Request

Appendix I – Labour & Equipment Rates

Appendix K – Site Plan (if required)

Consent to Release Personal Information for Emergency Purposes

Permit Fees – No fees at this time

Payment – No fees at this time



COMMUNITY SERVICES

411 Greenfield Street • P.O. Box 1270 • Petrolia • Ontario • N0N 1R0 Telephone: (519) 882-2350 Fax: (519) 882-3373

ITEM	FEE	NEEDED
Administration Fee:		
Marriage Licence	\$110.00	
Ceremonies – Mon to Friday 8:30am-5:00pm	\$350.00	
Weekends & after 5:00 pm	\$450.00	
Zoning By-Law or Official Plan	\$30.00	
Zoning Maps		
Large	\$8.00	
Small	\$4.00	
Service or Permit Fee:		
Building / Tent permit (additional tents)*	N/C*	
Noise and Parking by-law deposit**	N/C**	
Food Service / vendor permit (Mobile Canteen)	\$50.00/Vehicle	
Road Closures/Detours**	N/C**	
Partial / Full road closure permit**	N/C**	
Traffic & Public Works (fees for signs, deliveries, damages)	non-at this time	
Beer Garden Permit*	non-at this time	
Turf Restoration (deposit if required)***	If Required	
Bluewater Power (see page 12)		
St. John Ambulance (donations appreciated)		
Lambton EMS		
By-Law Enforcement/Security Fee	Actual Billing	
O.P.P./Security Fee	Actual Billing	
Fire Department: Town of Petrolia Fire Department		
Letters to Lawyers/Insurance Companies	\$25.00/flat fee	
Posting a Fire Guard	\$60.00/hr/man	
Stanby-Truck-one hour or part hour	\$300.00/truck/hr	
Fireworks Inspections/Permit	\$50.00	
Premise for Approval of Liquor Licenses	\$125.00/ inspection	
Determination of Occupancy Load/Liquor License in place	\$125.00	
Special Occasions Permit-non liquor	\$30.00/initial \$15.00/call back	
Special Occasions – Burning Permit	\$25.00	

Rental Fee:		
Ball Diamonds - Tournament Fee (3 diamonds used for the tournaments)	\$125.00/day	
Rentals-game/diamond and/or pitch-day	\$20.00	
Rentals-game/diamond and/or pitch-night	\$27.00	
Community Centre - Obtain Rates from Centre	variable	
Parks:		
Rental - large events per day	\$355.00	
Sections Only - per day	\$35.00	
Bridgeview Park - Covered Bridge, Pavilions	\$55.00/each	
Other Related Fee's		
P.A. System*	N/C*	
Snow Fence*	N/C*	
Support Staff-Municipal-See Attached Fee Schedule	variable	
*N/C, Included in the rental fee - permission needed		
**Decided by Council		
a) Be brought in front of Council for rates		
b) Groups in question to be referred to		
***To be decided by Director of Community Services based on size and type of event.		



APPENDIX B COMMUNITY SERVICES

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SPECIAL EVENTS PERMIT APPLICATION

Applicants Name:	_____	Signature:	_____
Designated Person in Charge at Event:	_____	Signature:	_____
2nd Designated Person in Charge at Event:	_____	Signature:	_____
Organization:	_____		
Mailing Address:	_____	Postal Code	_____
Telephone Number:	(Day) _____	Night)	_____
Fax Number:	_____		
	E-mail Address:	_____	

Event Name:	_____
Event Description:	_____

Proposed Date(s)	Operating Hours	Estimated daily Attendance
------------------	-----------------	----------------------------

Location Requested:	_____		
Event Included:	Fire _____	Street Closure (see below) _____	Electrical _____
	Sound Amplification _____	Raffle/Draw _____	Alcohol _____
	Expected no. of people in licensed area _____	Fireworks _____	Vendors _____

Type of Event:	_____		
Parade _____	Cycling Event _____	Walkathon _____	Run _____
			Special Event/Festival _____
Other(Specify)	_____		

Function to Commence:	_____
	Location _____
	Date _____
	Time _____

Function to Terminate:	_____
	Location _____
	Date _____
	Time _____

Street Closure:	Yes _____	No _____
Route:	_____	

History of Event:	_____	Number of years event held _____	First Time Event _____
Please list any incidents that have occurred during this event and the action taken.			
(Please write on a separate paper if needed)			

Must attach the following:
1. A detailed map or site plan clearly and accurately identifying location of tent structures and/or beer gardens, any enclosed fenced area, and areas used for cooking facilities.
2. Applicants must supply event insurance: \$2million in General Liability Insurance, naming the Town of Petrolia as additional insured. (See the manual for the details.)

EVENT AGREEMENT	
I have read the terms and conditions as outlined and fully disclosed all details and components of the proposed event, and agree to the term as outlined. I will abide by the "Conditions and Regulations" contained in the Special Events Manual and the applicable policies, procedures and responsibilities outlined.	
I am aware that failure to comply as outlined could lead to cancellation of this permit at anytime.	
(Upon approval of this application, this document constitutes a Special Events Permit.)	
NAME: _____	DATE: _____
(Please Print)	
SIGNATURE: _____	

PLEASE RETURN TO:

ATTN: SPECIAL EVENTS CO-ORDINATOR

Town of Petrolia
411 Greenfield Street
P.O. Box 1270
Petrolia, Ontario
N0N 1R0

Questions Call (519) 882-2350

Attachments included: Site Plan _____ Insurance Certificate _____
Building Permit _____ Hydro Inspection _____
Special Occasion Permit _____
Municipal Alcohol Policy _____

(OFFICE USE ONLY) DISTRIBUTION

DEPARTMENT	COMMENTS
Director of Operation	
Director of Community Services	
Director of Finance	
C.A.O./Clerk	
Clerk-Administrator	
Fire Department	
Police Services-O.P.P.	
By-Law Enforcement Officer	

OTHER TERMS AND CONDITIONS FOR THIS EVENT _____

Official Use Only	Site plan received	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Permit approved:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Insurance Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Permit number:	_____			
Date Received	_____					Date Approved:	_____			



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PROOF OF LIABILITY INSURANCE WILL BE ON THIS FORM ONLY (WITH NO AMMENDMENTS)

NOTE: INSURANCE IS PLACED IN PRIMARY AND EXCESS LAYERS, FILE SEPARATE
CERTIFICATES FOR EACH

CERTIFICATE OF INSURANCE

This is to certify, that the insured set forth, is insured with the Insurance Company, which insurance is described below:

Name of Insurance Company				
Name of Insured		Address of Insured		
Type of Insurance	Policy Number	Effective Date	Expiry Date	Limits of Liability Bodily Injury & Property Damages - Inclusive
General Liability				\$
General Liability Including: Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.				
Type of Liability	Policy Number	Effective Date	Expiry Date	Limits of Liability Bodily Injury & Property Damages - Inclusive
Motor Vehicle Liability				\$
Motor Vehicle Liability - Must cover all vehicles owned by the insured.				
<p>The Town of Petrolia has been added as an additional insured but only with respect to its interest in the operations of the named insured.</p> <p>This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the insured named above and are in force at this time.</p> <p>If cancelled or changed in any manner, that would affect the Town of Petrolia as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail be given by the insurer(s) to the:</p> <p style="text-align: center;">Town of Petrolia Attention: Legal Services 411 Greenfield Street, P.O. Box 1270 Petrolia, Ontario N0N 1R0</p> <p>This certificate is executed and issued to the aforesaid Town of Petrolia, the day and date herein written below.</p>				
Date	Name of Insurance Company (not broker)			
Name of Insurance Broker	Authorized Representative or Official By			
	<div style="display: flex; justify-content: space-between;"><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between;"><div>(please print)</div><div>(signature)</div></div>			

Road Closure Application

TO: Town of Petrolia
FROM: _____
(i.e. Service Group)
RE: _____

(i.e. Santa Clause Parade)

The undersigned, as organizers and responsible parties for that certain parade event know as _____, to be held in the Town of Petrolia, in the County of Lambton on _____, herby acknowledge that they have applied for and been granted, on certain conditions, temporary closure of portions of County Roads/Municipal Roads(_____) for the purposes of the holding of such parade event.

The undersigned acknowledge that they have obtained comprehensive liability insurance coverage in respect of personal injury and death and property damage, to a maximum limit of FIVE MILLION DOLLARS (5,000,000.00) per event, which policy of insurance names, among others, the Corporation of the County of Lambton/Town of Petrolia as an insured.

The undersigned hereby agree that they, alone and, if applicable, in combination, shall indemnify and save harmless the Corporation of the County of Lambton and the Corporation of the Town of Petrolia from and against all claims, losses, damages, judgments, costs, expenses, actions, and other proceedings made, sustained, brought, prosecuted, or threaten to be brought or prosecuted that are based upon occasioned by or

attributed to any bodily injury to or death of a person or damage to or loss of property of any nature or kind whatsoever which may arise out of or relate in any way to the use of the aforementioned County Roads/Municipal Roads for the said parade event and the holding of such parade event on the said County Roads/Municipal Roads.

IN WITNESS WHEREOF, the undersigned have set their hands and seals, either personally or as authorized representatives of a corporate body, this _____ day of _____, 2____.

SIGNED, SEALED & DELIVERED

)

)

)

Name: (Parade Organizer-Person)

)

)

)

Name: (Parade Organizer-Person)

)

)

)

Name of Organization –Parade Organizer

)

)

)

)Per: Name (signing party)

)I have authority to bind the corporation

APPENDIX I

Labour and Equipment Rates : Effective January 1, 2008

Description	Internal Rate	External Rate	Notes
Director of Operations	\$ 45.50	\$ 50.00	2 hour minimum
Works Dept. Foreman	\$ 34.50	\$ 39.00	2 hours minimum (1.5 for overtime)
Water Dept. Foreman	\$ 32.50	\$ 36.50	2 hours min. (1.5 for overtime)
Mechanic	\$ 29.00	\$ 35.50	2 hours min. (1.5 for overtime)
Gen. Labour (class 4)	\$ 26.00	\$ 29.00	2 hours min. (1.5 for overtime)
Lead Hand	\$ 28.60	\$ 31.50	2 hours min. (1.5 for overtime)
Support Services	\$ 26.00	\$ 29.00	2 hours min. (1.5 for overtime)
Motor Grader	\$ 52.00	\$ 72.00	2 hours min. (1.5 for overtime)
Loader/Backhoe	\$ 52.00	\$ 72.00	2 hours min. (1.5 for overtime)
Compressor	\$ 80.00	\$ 80.00	Day rate, only
Portable Welder	\$ 80.00	\$ 80.00	Day rate, only
Ford 3000	\$ 44.00	\$ 55.00	2 hour min. (1.5 for overtime)
John Deere	\$ 44.00	\$ 55.00	2 hour min. (1.5 for overtime)
Kubota-245	\$ 44.00	\$ 55.00	2 hour min. (1.5 for overtime)
Ditch Witch	\$ 44.00	\$ 55.00	2 hour min. (1.5 for overtime)
Street Sweeper	\$ 44.00	\$ 65.00	2 hour min. (1.5 for overtime)
Flusher Truck	\$ 44.00	\$ 65.00	2 hour min. (1.5 for overtime)
1 Ton Dump	\$ 35.00	\$ 44.00	2 hour min. (1.5 for overtime)
3 Ton Dump	\$ 37.00	\$ 46.00	2 hour min. (1.5 for overtime)
5 Ton Dump	\$ 39.00	\$ 55.00	2 hour min. (1.5 for overtime)
½ Ton Pickup	\$ 32.00	\$ 36.00	2 hour min. (1.5 for overtime)
¾ Ton Pickup	\$ 33.00	\$ 37.00	2 hour min. (1.5 for overtime)
Scissor Hoist	\$ 32.00	\$ 40.00	2 hour min. (1.5 for overtime)

Grass Cutting : Minimum charge = \$ 195.00. Hourly rate = \$ 80.00.

Snow Removal : Minimum charge = \$ 195.00. Hourly rate = \$ 80.00.

Water Shut Off : \$ 50.00 min. charge. Overtime hours / weekends = Call In hours, as per CUPE agreement.

Cemetery ; Labour at \$ 60.00 per hour, 2 hour minimum. Plus applicable equipment rates.

NOTES: - Small tools are included in all labour rates.

- All equipment rates include operator and attachments, when utilized.

- All materials / consumables charged at cost, plus 15%, handling and restocking.

- \$ 35.00 administration charge applies to all external cases.

NO THIRD PARTY RENTAL OF SMALL TOOLS OR EQUIPMENT.

SITE PLAN

Please sketch below the event area indicating the location of food vendors (numbered as indicated on Appendix J-1), garbage receptacles and washrooms.

OR

Attach an equivalent site map.

Consent to Release

I _____ and _____ give the
Town of Petrolia consent to release contact information (to third parties) for emergency
purposes regarding (event name) _____
on (date of event) _____.

Applicant Name (print) _____

Signature _____

Date _____

Applicant Name (print) _____

Signature _____

Date _____