



Outdoor Special Event Application

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 Town property (describe) _____☐ Non-Town 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 Town 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: County of Lambton Health Unit Event Organizer Form and Food Provider Form

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

PART 6: ALCOHOL

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

☐ Yes ☐ No

Required: Designation as Event of Municipal Significance.

Information regarding Special Occasion Permits can be found at:

(Applications can only be submitted electronically to the AGCO)

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

Date	Start Time	End Time	Area/Location	Estimated Attendance

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

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 +\$2,000,000 aggregate insurance including naming the “Corporation of the Town of Petrolia” as Additional Insured and specifying the 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:
The Municipality of the Town of Petrolia
411 Greenfield Street, Petrolia, ON N0N 1R0

For further information and assistance:
By phone: 519-882-2350 or by email: jbullock@petrolia.ca

The Town of Petrolia reserves the right to suspend, cancel and/or reschedule an event, in its sole discretion. Should this occur, and depending on the circumstances, the Town of Petrolia 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 Application Special Event Organizer Checklist Form

Outdoor Special Event Checklist

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

- ☐ Application Package
- ☐ Checklist
- ☐ Indemnification and Acknowledgement Organizer Safety Requirements

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 The Town of Petrolia" as Additional Insured + \$2 million aggregate and specifying inclusion of a Cross Liability endorsement and Completed Products and Operations coverage.

Additional forms and documents that may need to be submitted:

Health Unit Organizer Application Form.

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

☐ Required ☐ Not Required

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

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)

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

☐ Required ☐ Not Required

Letter of Permission to use Non-Town 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. **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

Must be submitted at least thirty (30) days prior to event.

☐ Required ☐ Not Required

Tent Fire Safety Plan Form

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

Special Event Indemnification and Acknowledgement Form

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

The applicant hereby indemnifies and holds harmless the Town, its elected officials, officers, employees, servants or agents (collectively the 'indemnities') from any and all actions or claims made against any of the indemnities, 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 the Town 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 Town 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 Town 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: _____



Outdoor Special Event Application

Special Event Organizer Safety Requirements Form

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

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 Petrolia & North Enniskillen 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 Petrolia & North Enniskillen County Fire Department.
- Firework displays or shows must be in compliance with the Ontario Fire Code, Federal Explosive Act, and the Town of Petrolia Fireworks by-law.

For more information contact:

Petrolia & North Enniskillen Fire Department:	519-882-2020
Technical Standards & Safety Authority (TSSA):	1-877-682-8772
County of Lambton Building Department:	519-845-0801

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: _____