



Special Event Guide

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General Information and Application Process

This Special Event Guide was developed to help event organizers host special events in the Town of Innisfil. Town Staff will be available to assist event organizers in understanding these guidelines to obtain approval for a Special Event Permit. An approved Special Event Application Form is required to receive a Special Event Permit.

Special Event Categories are as follows:

- Community-led Event on Town Property – for Profit & Not-for-Profit
- Community-led Event on Private Property
- Partnership-led Event with the Town

Events that Require a Special Event Permit

A [Special Event Application Form](#) must be submitted if you are hosting an event in the Town of Innisfil.

A Special Event Permit is required for any event where:

- The event is open to the public.
- The event will include alcohol served to the public.
- The event will require a by-law exemption (e.g. road closures, noise exemption, parking exemption, or burn permit).

Event organizers are reminded that all municipal, provincial, and national laws and regulations are in effect and event organizers are responsible for following those requirements. Special events taking place on property that does not comply with the rules and procedures outlined in this Special Event Guide or any other municipal by-law or provincial/federal law may be shut down.

The Special Event Application Form must be submitted a minimum of 90 days before the proposed event.

If the event organizer is unsure whether an event requires a *Special Event Permit*, please contact events@innisfil.ca. Special events cannot be held without an approved *Special Event Permit*.

Event Categories – Definitions

External Community-led Events: Organizations, businesses, or individuals running events open to the community. External Community-led Events fall into 4 four categories:	
Community-led Events on Town Property, for-profit	Events that are hosted by third-party for-profit organizations, businesses, or individuals on Town property (including municipal roadways).
Community-led Events on Town Property, not-for-profit	Events that are hosted by third-party not-for-profit organizations, businesses, or individuals on Town property (including municipal roadways).
Community-led Events on Private Property	Events that are hosted by third-party organizations, businesses, or individuals on private property.
Partnership Events	Events that are co-hosted between organizations, businesses, or individuals and the Town.

Roles and Responsibilities of the Town of Innisfil

The Town of Innisfil’s Arts, Culture, and Event Specialist works directly with Town departments necessary to help facilitate special event planning for event organizers.

Town Staff will assist with the following *if applicable*:

- Confirming the availability of Town facilities on the requested dates/times.
- Assisting with questions related to Town applications and forms.
- Providing on-site visits before the event to discuss the layout of the event.
- Working with the event organizer to complete Town applications and inspections.

Special Event Application Form - Information

Securing a Date and Location

Availability of Town facilities and spaces are on a first-come, first-served basis. Please note that some Town facilities and spaces are reserved annually and/or seasonally by local organizations and may not be available. Alternate dates or locations may be provided to the event organizer.

Please note, that due to seasonal park volume, the Town of Innisfil does not permit events at Innisfil Beach Park throughout July and August, along with long weekends in May and September.

Insurance

The Town of Innisfil requires all special events to have a minimum of \$5 million liability insurance naming the Town of Innisfil as an Additional Insured. The event organizer is responsible for covering all insurance costs. It is the event organizer's responsibility to ensure that alcohol service areas, vendors, entertainers, attractions, etc., have the required insurance and certifications.

Proof of insurance must be submitted to the Arts, Culture & Event Specialist before the Special Event Permit is issued. Without proof of insurance, events cannot take place on Town property. Failure to provide proof of insurance will result in permits not being issued.

NOTE: Certificates of Insurance must list The Corporation of the Town of Innisfil as the Certificate Holder and as an Additional Insured.

Ceremonies

No fires are permitted on Town property. Smudging and/or cultural ceremonies, including the burning of sacred medicines, are permitted as part of the Special Event Application Form. Notification must be provided within the Special Event Application Form. This request is reviewed by the Arts, Culture and Event Specialist, Fire and Municipal Law.

Tents and Air-Supported Structures

Tents and air-supported structures shall be in conformance with the Ontario Building Code, Flame Resistance 3.14.1.6.

- (1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ulc-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or nfpa 701, "Fire Tests for Flame Propagation of Textiles and Films".

Flame Proofing Treatment

Flame-proofing treatments shall be renewed as often as necessary to ensure that the material will pass the match flame test in nfpA 701, “Standard Methods of Fire Tests for Flame-Resistant Textiles and Films”.

Combustible Materials

Hay, straw, shavings, or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a tent or air-supported structure used for an assembly occupancy, except that sawdust and shavings may be used if kept damp.

Smoking and Open Flames

Smoking and open flame devices shall not be permitted in a tent or air-supported structure unless provisions have been made for such activities under the fire safety plan.

Licensed Areas and Liquor Service

All events serving alcohol on/in Town facilities or Town property must adhere to the *Municipal Alcohol Policy*, the *Liquor License Act of Ontario*, and the regulations of the *Alcohol and Gaming Commission of Ontario*.

Security

Protecting the health and safety of all participants, vendors, and visitors at an event is important. South Simcoe Police Service will be included in the review of the Special Event Application Form. If further assessment is required, the event organizer must meet with the South Simcoe Police Service to determine security needs for the event. Any costs associated with special security measures are the responsibility of the event organizer.

Raffles or Lotteries

The Town of Innisfil issues lottery licenses on behalf of the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) to eligible charities and religious organizations within the community to raise funds through events such as bingos, raffles, break-open tickets, and social gaming events. As per the [Criminal Code of Canada](#), all lotteries and raffles are required to have a license.

Site Plan Submission

All special events on Town property require a site plan. The site plan must clearly show the layout of all structures and activities. The site plan **does not** need to be prepared by a professional (e.g., architect, or engineer).

Site plans should be submitted before the Special Event Application Form can be fully reviewed.

Creating a Site Plan

Site plans typically include the following, *if required*:

- Location of permanent buildings or structures.
- Location of canopies, tables, stages, tents, bleachers, and temporary fencing.
- Location of first aid station.
- Location of vendors, including food vendors and BBQs.
- Location of any activities that are taking place.
- Proposed route (layout of race, walk-a-thon, or road closure).
- Access routes for emergency vehicles.
- Location of any barricades used to block off parking, roadways, or sections.
- Location of licensed area.
- Location of portable toilets and handwash stations.
- Location of garbage/recycling stations.
- Location of fire (if any) with appropriate dimensions and distance between items.

Locates may be required based on the site plan. The event organizer is responsible for covering the locate cost.

The site plan will be circulated to any relevant departments for review and comment. Site plans **must** be approved before a permit can be issued to the event organizer.

Promotion of Special Events

The event can be promoted and advertised in permissible locations once approval is provided to the organizer by the Town.

Commercial Vendors

Event organizers may be permitted to have commercial vendors at an event. Items being sold on Town property must meet Town standards. No items are allowed to be sold on Town property that goes against any Town of Innisfil by-law, the *Criminal Code of Canada*, the *Human Rights Commission of Ontario*, or any other provincial or federal regulations. Commercial vendors are only permitted in the space of the Town-approved site plan or the rental agreement. Where a Town concession operator is in business at a special event site, Staff will work with the vendors to ensure proper accommodations are made.

Food Vendors, Food and Beverage Vehicle/Carts

Food safety is important at a community event. If an event organizer would like to have any food/beverage vendor attend their event, a Simcoe Muskoka District Health Unit (SMDHU) [event organizer application form](#) must be submitted. It is the event organizer's responsibility to ensure that all protocols are followed. To promote safety at all events held in Innisfil, Innisfil Fire and Rescue Services will need to inspect your food or beverage truck/cart.

Washrooms

It is the responsibility of the event organizer to provide an adequate number of washrooms for the anticipated participants, at the cost of the event organizer. Several of the Town's parks and properties feature washroom buildings or facilities that may be used by event participants. Please be advised that some Town washrooms are seasonal and may not be open during your event.

Waste Removal

It is the responsibility of the event organizer to respect Town property by maintaining a clean and garbage-free event space and by returning the event space to its original state immediately following the event. Any items used for event setup must be removed, including but not limited to cable ties, ropes, securing items, fencing posts, and stakes. The Town of Innisfil provides waste receptacles on most Town property locations; however, it is the responsibility of the event organizer if the proposed event requires additional garbage cans and recycling containers at the event organizer's cost.

Set-up and Tear Down

Event organizers must include their proposed set up and tear down time within the Special Event Application Form. Timing will be approved based on the availability of the facility or space. Town property must be left as found.

Special Event Fees

Special event fees vary based on event type, space permitted, and rentals. *Additional fees may apply based on the type of event (e.g., building permits, licensing, road closures, etc.)*

For further details on event permit fees, please see the [Town Webpage](#).

Issuance of a Special Event Permit

After documents are received, the approval for a Special Event Permit will be considered. If approved, the Special Event Permit will be emailed to the event organizer.

The event organizer must keep their Special Event Permit on hand during the event. Emergency contact numbers will be listed on the permit.