



## SPECIAL EVENT PERMIT APPLICATION FORM

### APPLICANT / ORGANIZATION INFORMATION

**Name of Organization:** \_\_\_\_\_

Not-for-profit organization:    Yes    No

Not-for-profit registration number: \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

**Event Contact:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

### GENERAL EVENT INFORMATION

**Name of Event:** \_\_\_\_\_

**Preferred Location:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

\_\_\_\_\_

**Time(s) and Duration:** \_\_\_\_\_

\_\_\_\_\_

**Set Up Date and Time:** \_\_\_\_\_

\_\_\_\_\_

**Tear Down Date and Time:** \_\_\_\_\_

\_\_\_\_\_

**Event History:**

New Event

New to Innisfil\*

Re-Occurring

*\*Please provide us with an event reference:*

**Name:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

**Anticipated Attendance:**

<100    100-300    300-500    500-1,000    1,000-2,500    2,500-5,000    >5,000

Approx. Number of Participants (if applicable): \_\_\_\_\_

Approx. Number of Spectators (if applicable): \_\_\_\_\_

**Cost of Admission:** \_\_\_\_\_

**Registration/Participation Cost (if applicable):** \_\_\_\_\_

**EVENT DETAILS**

**Type of Event:**

*Please Check All that Apply*

Festival                  Walk/Run/Marathon                  Concert/Performance                  Sporting Activity

Fundraiser                  Parade                  Other: \_\_\_\_\_

**Event Description:**

*Please provide a brief description about the event including information about the event flow, entertainment, vendors, activities, etc. Include a separate page if necessary.*

**EVENT LOGISTICS**

*Please note that additional permits/permissions may be required*

**Food and Drink:**

Will alcohol be served? If yes, please describe:

\_\_\_\_\_

Will food and non-alcoholic beverages be served?    Yes    No

*If yes, please answer the following questions:*

Will the food be free or for purchase?    Free    For Purchase

Will food vendors/food trucks participate in the event? Yes No

If yes, please describe the type and approx. amount of food vendors:

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**Please indicate which of the following elements are applicable to your proposed event.  
Include a separate page if necessary.**

*Additional permits/permissions may be required*

Commercial Vendors (approx. number): \_\_\_\_\_

Washrooms: \_\_\_\_\_

Access to electrical services requested: \_\_\_\_\_

Tents (how many and size): \_\_\_\_\_

Stages (how many and size): \_\_\_\_\_

Fencing: \_\_\_\_\_

Bleachers: \_\_\_\_\_

Structures requiring stakes\*: \_\_\_\_\_

*\*Locates will be required. Event organizer is responsible for all costs associated with locates.*

*Please contact Ontario One Call <https://www.on1call.com/>*

Propane Equipment: \_\_\_\_\_

Public Address System or Sound System: \_\_\_\_\_

Midway/Amusement Rides/Dunk Tanks: \_\_\_\_\_

Inflatables: \_\_\_\_\_

Fireworks or Open Fire: \_\_\_\_\_

Road Closure\*: \_\_\_\_\_

*\*ROP may be required if closure is in Town owned right of way.*

Animals/Petting Zoo: \_\_\_\_\_

Raffles or Lotteries: \_\_\_\_\_

Parking Requirements: \_\_\_\_\_

**Other Requirements or Additional Information:**

**Please include a detailed site plan outlining the layout of the event including all permanent and temporary buildings and structures including stages, tents, washrooms, etc.**

### **INSURANCE**

**Proof of insurance will be required.** Insurance must be a minimum of \$5 million commercial general liability insurance with **“The Corporation of The Town of Innisfil” listed as additional insured.**

*Please note that additional insurance may be required depending on event activities.*

**Name of Insurance Provider:** \_\_\_\_\_

#### **Please return to:**

Town of Innisfil, 2101 Innisfil Beach Road, Innisfil, Ontario L9S 1A1

Email: [events@innisfil.ca](mailto:events@innisfil.ca)

Phone: 705-436-3710

**Approval is at the discretion of the Town. Special Events are not considered approved until you receive your Special Event Permit. The length of the approval process depends on the specifics of your event. You may need to apply for additional permits and/or obtain additional permissions in order to be approved for a Special Event Permit.**

Regardless of whether or not an event requires a Special Event Permit, organizers are reminded that all municipal, provincial and national by-laws and laws are in effect and organizers are responsible to adhere to such bylaws/laws. **Please contact Customer Service for more information or clarification.**

Any personal information collected through this form is pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56, as amended, and will be used to contact the applicant. Questions about this collection should be directed to the: Community Events Team, Town of Innisfil, 2101 Innisfil Beach Road, Innisfil ON, L9S 1A1. Telephone: 705-436-3710.