



# **Special Event Application Guide**

**2013**

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## Definitions

**Check List** – The Town of Innisfil will provide each event organizer with a customized list of all documents, applications and forms that are required to issue a *Special Event Permit*. The check list needs to be completed prior to consideration to approve the issuing of the *Special Event Permit*. The check list is customized for each event organizer based on their *Special Event Planning Form* and other provided information. Failure to complete the check list could result in loss of venture and no issuing of a *Special Event Permit*.

**Public Event** – events where the general public is invited to attend.

**Road Closure** – where a municipally owned road is closed to vehicle use for a set period of time for construction or special event use (e.g. Street Festival).

**Road Blockage** - when traffic is temporarily stopped, typically just for a few minutes, to allow a special event to take place (e.g. Charity Run).

**Road Occupancy Permit** - Road closures or blockages require the approval by the Roads Department. Approval is sought by submitting the *Application for a Road Occupation Permit*. Note: Town Council approval is required for road closures.

**Town Property** - includes roadways, sidewalks, parks, public lands, land adjacent to community centers, road allowances, road ends, and all other property that is owned by the Town of Innisfil.

## General Information and Application Process

This Application Guide was developed as a reference guide to help private and not-for-profit groups holding special events in the Town of Innisfil. A Special Events Supplementary Information webpage has also been created which provides additional information that may be relevant to event organizers regardless of whether or not an event requires a Special Event Permit. A link to the webpage can be found at [www.innisfil.ca](http://www.innisfil.ca).

As there are number departments, as well as Town Council, that could be involved in the approval process for a special event, Customer Service acts as the main point of contact to assist with obtaining municipal approvals. The first step for special event organizers is to fill out a ***Special Event Planning Form (Appendix 1)***. Once the completed *Form* is submitted to Customer Service, various Town staff will be consulted to develop a customized check list with information, actions, fees and associated timelines, required for consideration to approve a Special Event Permit and to help secure the preferred location(s). Town staff will be available to help event organizers

understand all of the elements of the check list in order to obtain approvals for a *Special Event Permit*.

Event organizers are encouraged to submit a *Special Event Planning Form* as soon as possible to Customer Service. Depending on the event specifics, more time may be required to complete the review process. Failure to complete the check list could prevent the issuing of the *Special Event Permit* and loss of Town space to hold the event.

For a copy of the *Special Event Planning Form*, please visit: [www.innisfil.ca](http://www.innisfil.ca) or refer to Appendix 1.

**NOTE:** While this Special Event Application Guide is meant to highlight the main issues pertaining to a Special Event Permit, it should not be considered exhaustive. Additional information is available on the Special Events Supplementary Information webpage and applicable issues will be outlined in the customized check list.

### **What Type of Events Require a Special Event Permit?**

Any event that is being held on a Town roadway or property is required to fill out the *Special Event Planning Form* if **at least two** of the following criteria apply to the proposed event:

- Alcohol will be served;
- The duration of the event is at least 6 hours; and/or
- Attendance levels are forecasted at 300 patrons or more.

Any event that fits **at least two** of the criteria above will be considered a 'Special Event' by the Town of Innisfil. All Special Events, including recurring events are required to fill out a *Special Event Planning Form* and follow the check list for each event occurrence.

If event organizers are not sure if an event requires a *Special Event Permit*, please contact Customer Service.

### **Events on private property do not require a *Special Event Permit*.**

Even though an event, whether on private or public property, may not require 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 any such by-laws/laws. A few examples include:

- Roadways must remain passable at all times for emergency vehicles
- Under the Ontario Building Code permits are required for a tent or tents with a combined floor space of over 60 square meters in size
- Under the Fire Code, permits are required for open flames and/or fireworks
- Town of Innisfil noise and parking by-laws will be enforced at all times
- Any special insurance requirements for events on public and private property

- Facilities contracts for booking Town property must be adhered to including requirements for rental fees and damage deposits

The Special Events Supplementary Information webpage contains information on many common issues relevant to event organizers.

Special Events taking place on property that do not comply with the rules and procedures outlined in the Special Events Application Guide or any other municipal by-law, provincial/federal law may be shut down. Event organizers requiring clarification to determine the need for a permit(s) can contact Customer Service for additional information.

### **Fees**

Fees are based on activities taking place, use of Town property, inspections required and other administrative fees. Fee information is available yearly in the Fees Schedule and information relating to the fees for a Special Event will be included in the Check List that is provided to the event organizer following the submission of a *Special Event Planning Form*.

### **Review of the Special Event Application Guide**

As the Special Event Application Guide is new, it will be reviewed annually for the first two years and amended as required. Following this initial two-year period, the Guide will be reviewed every three years, unless otherwise required.

### **Roles and Responsibilities of the Town of Innisfil**

Customer Service acts as the primary liaison with the event organizer and the various Town departments. Each department has assigned members of their staff to an internal Committee known as the Community Events Team to help facilitate special event planning for community groups. Through Customer Service, this team will provide event organizers with all the information event organizers need to complete their respective Check List. The roles and responsibilities of Town staff include:

- Create customized special event check list and provide all appropriate Town applications/forms
- Confirm Town facility and date availability
- Assist with questions relating to the Town applications/forms and/or check list
- On-site visits prior to the event to discuss layout of event (if applicable)
- Process and conduct various Town applications and applicable inspections

All questions, forms, applications and other materials are to be directed to Customer Service.

### **Submitting the Special Event Planning Form**

Ensure that the contact name on the *Special Event Planning Form* is the primary organizer of the event and has the authority to sign applications, contracts or agreements needed to receive a *Special Event Permit*.

Submit Form in person or electronically to:

**Customer Service**

Town of Innisfil

2101 Innisfil Beach Road

Innisfil, Ontario L9S 1A1

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

## Securing a Date and Location

It is recommended that event organizers contact Customer Service as soon as possible as **availability of Town property is on a first-come, first-served basis**. Please note that some Town property, such as baseball diamonds and soccer pitches, are reserved regularly and special events booked after the baseball diamond and soccer pitch reservation period maybe declined in a specific location as nearby parking spots may have already been booked and therefore cannot accommodate additional activities.

In addition, depending on the nature of the proposed activities, special approvals including Council authorization may be required and therefore more time may be needed to obtain the necessary approvals.

## Insurance

The Town of Innisfil requires all special events to have liability insurance.

**Event organizers are responsible for covering all insurance needs. The Town requires a minimum of \$5 million liability insurance for each special event. More information will be provided in the customized check list for each event as specific activities may require additional insurance.**

It is the event organizer's responsibility to ensure that alcohol service areas, vendors, entertainers, food vendors, attractions, etc., have the required insurance. The event's insurance company should be able to provide details of what coverage these different participants require.

If a third party is organizing an alcohol service area or midway style attractions, the main event organizer is still required to have alcohol or midway style attractions included in their insurance liability coverage.

A copy of insurance liability coverage and any riders associated with the special event must be submitted to Customer Service prior to a *Special Event Permit* being issued. Without proof of insurance liability coverage, events cannot take place on Town property.

**NOTE:** Insurance liability coverage requirements are subject to change. The customized check list will provide details on any requirements for a specific event.

## Security

Protecting the health and safety of all participants, vendors and visitors at an event is important. South Simcoe Police will be included in the review of the *Special Event Planning Form* and will indicate on the customized check list whether or not an assessment of security needs is required. If an assessment is required, the event organizer must meet with South Simcoe Police to determine security needs for the event. Contact information for South Simcoe Police will be included in the check list and it is the responsibility of the event organizer to arrange the meeting and adhere to the requirements laid out by the South Simcoe Police.

Any costs associated with special security measures are the responsibility of the event organizers.

## Licensed Areas and Liquor Service

All events serving alcoholic beverages held on/in Town facilities or Town property must adhere to the *Municipal Alcohol Policy, Liquor License Act of Ontario* and regulations of the Alcohol and Gaming Commission of Ontario. *Please consult the Special Events Supplementary Information webpage for additional information.*

## Site Plan Submission

All special events on Town property require a site plan. The site plan must be a bird's eye view of the event location, showing the layout of all structures and activities to scale. Site plans are important as they help clarify which part of the Town property is planned for use and in what fashion. The site plan also aids event organizers if a utility locate is required (e.g. if the event will be taking place on land that has electrical, water, telephone, gas or cable lines below it and the event organizers are using spikes or digging). The site plan **does not** need to be prepared by a professional (e.g. architect, engineer). There is no expectation that the event organizers would incur any special costs associated with the creation of a site plan.

### Creating a Site Plan

Site plans typically include the following:

- Location of permanent buildings/structures
- Location of all tents and/or stages
- Utility locates (event organizers may have to coordinate utility locates prior to submitting a site plan to demonstrate no interference with wires or pipes located in the vicinity of any proposed structures)
- Location of first aid station
- Location of food service and barbeques
- Location of any tables
- Location of games and activities
- Proposed route and 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 hand wash stations
- Location of any temporary fencing
- Location of garbage/recycling stations
- Location of midway rides/dunk tanks/inflatables
- Location of any other activities or structures that relate to the event

The site plan will be circulated to emergency services and any relevant departments for review and comment. Site plans MUST be approved before set up can occur. Event organizers are reminded that the issuing of a *Special Event Permit* is based on the site plan and failure to comply can result in the revoking of the Permit. If organizers determine Site Plans cannot be complied with during the setting up of the event, contact Customer Service immediately, though this situation should only happen for emergency situations.

Site plans/maps should be submitted with the application for a Special Event Permit in a paper format that is readable.

Maps of some Town properties may be available through Customer Service. These maps can be emailed or downloaded to the event organizer.

## **Commercial Vendors**

Under certain conditions, 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 be sold on Town property that go against any Town of Innisfil by-law, Criminal Code of Canada or the Human Rights Commission of Ontario or any other provincial or federal regulations.

Selling or promoting/advertising is permitted only within the area listed on the *Special Event Permit* or the rental agreement for the Town facility(ies). Vendors will not be

permitted to distribute and/or post any advertisements or promotional materials except in the area reserved by event organizers. Any vendor advertising, promoting or selling outside of their reserved area will require a *Hawkers and Peddlers Permit* from the Town of Innisfil and could be fined for failure to produce one.

It is the responsibility of all event organizers to maintain a sense of quality at festivals and events held in our community.

### **Obtaining Approval from Existing Commercial Vendors on Town Property**

The Town of Innisfil contracts out the operation of Concession stands and the Pro Shop at our facilities and parks. The contractors of the Concession stands and Pro Shop have the right to operate during events. All event organizers serving food or selling items, where a Concession stand or Pro Shop is located, must receive written permission from the contractor(s) of the Concession stand and/or Pro Shop to have additional food and sales at their event.

## **Waste and Environmental Management**

### **Washrooms**

Several of the Town's parks and properties feature washroom buildings or facilities that may be used by event participants. If access to public washrooms is required for an event, please check the applicable box on the *Special Event Planning Form*.

**Note:** Some washrooms are not available for public use after Thanksgiving weekend to mid-May.

It is the responsibility of the event organizers to provide an adequate number of washrooms for the anticipated event patrons.

*Please consult the Special Events Supplementary Information webpage for additional information.*

### **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. This includes removing any items used for event setup including cable ties, ropes, securing items, fencing, posts and stakes.

The Town of Innisfil provides waste receptacles on most Town property locations; however events requiring additional garbage cans and recycling containers are required to contact a waste disposal company to dispose of any waste from the event. Any applicable requirements will be outlined in the customized check list.

*Please consult the Special Events Supplementary Information webpage for additional information.*

### **Set-Up and Post-Event Clean Up Timeline**

The Town of Innisfil strives to maintain the cleanliness of Town property for future generations to enjoy as well as make Town property accessible to everyone.

For small-scale events, it is expected that minimal set-up times will be required and therefore can be available for use by others prior to the event. For large events and festivals, the Town may approve more advance time to facilitate set-up for the event.

For small-scale events, the site must be cleared immediately following the event. For large events and festivals, the Town may approve a longer clean-up timeline.

Proposed set-up and post-event clean-up timelines should be outlined on the Special Event Planning Form.

## **Issuance of a Special Event Permit**

After all of the necessary information and documents have been submitted and steps followed as outlined in the check list, approval consideration will be given for a *Special Event Permit* within 10 business days. If approved, the Permit can be received in person, by email or mail.

**NOTE: If any documents or information change, it is the responsibility of the event organizer to notify the Town of Innisfil. The *Special Event Permit* is approved based on the material submitted according to the check list. Changes may result in Permit being considered automatically invalid.**

Event organizers are asked to keep their *Special Event Permit* on hand during the event and set-up.

## Appendix 1: Special Event Planning Form

<b>Organization</b>	<b>Date of Submission</b>
<b>Event Name</b>	
<b>Mailing Address (with Postal Code)</b>	
<b>Event Contact</b>	<b>Phone</b>
	<b>Email (required)</b>
<b>Proposed Event Date(s)/Times (including event duration)</b>	
<b>Proposed Event Set-up Date(s)</b> (if different from Event Date)	<b>Proposed Clean-Up Date(s)</b> (if different from Event Date)
<b>Type of Event</b> <input type="checkbox"/> Festival <input type="checkbox"/> Walk/Marathon <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Sporting Activity <input type="checkbox"/> Fundraiser <input type="checkbox"/> Parade <input type="checkbox"/> Other (specific)	
<b>Describe Event/Activities</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<b>Preferred Location</b>	
<b>Admission Fee per Person</b>	
<b>Anticipated Attendance</b> <input type="checkbox"/> <100 <input type="checkbox"/> 100-300 <input type="checkbox"/> 300-1000 <input type="checkbox"/> 1000-2500 <input type="checkbox"/> 2500-5000 <input type="checkbox"/> >5000	
<b>Event Logistics</b> -- Please indicate which of the following elements are applicable to your proposed event. Include a separate page if necessary: <input type="checkbox"/> Alcohol Service _____ <input type="checkbox"/> Commercial Vendors (estimated number) _____ <input type="checkbox"/> Access to public washrooms requested (estimated number) _____ <input type="checkbox"/> Access to electrical services requested (estimated number) _____ <input type="checkbox"/> Tents (number and size(s)) _____	

<input type="checkbox"/> Stages (number and size(s)) _____	
<input type="checkbox"/> Food Service (free or for sale; prepackaged or prepared on-site) _____	
<input type="checkbox"/> Propane Equipment _____	
<input type="checkbox"/> Public Address System or Sound System (size and amps) _____	
<input type="checkbox"/> Amusement Rides/Dunk Tank/Inflatables (type and number) _____	
<input type="checkbox"/> Fireworks or Open Fire (type and time) _____	
<input type="checkbox"/> Road Closure (reason and length of time) _____	
<input type="checkbox"/> Animals or Petting Zoo (specific location) _____	
<input type="checkbox"/> Raffle or lotteries _____	
<b>Other Requirements</b>	
<input type="checkbox"/> _____	
<b>Include a site plan outlining location(s) of event(s) and directional arrows if event(s) are moving (e.g. parades)</b> Yes, Included <input type="checkbox"/>	
<b>Name of Insurance Provider:</b>	
<b>Other Information:</b>	
_____	
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_____	
<b>Office Use Only</b> <b>Date Received:</b>	<b>Office Use Only</b> <b>Permit Issued:</b>

**Please return to:**  
Town of Innisfil, 2101 Innisfil Beach Road, Innisfil, Ontario L9S 1A1  
Email: [inquiry@innisfil.ca](mailto:inquiry@innisfil.ca)    Phone: 705-436-3710

**\*\*Depending on event specifics, more time may be required to complete the review process.** 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.