
Special Event Permit Application

Parks, Recreation & Culture Department

Town of Collingwood

2019

DEFINITIONS

Special Event:

For the purposes of the Parks, Recreation & Culture Department of the Town of Collingwood, a special event will be defined as a one-time or infrequently occurring event outside normal programs or activities of the organizing body and/or host facility. A special event is distinct from a municipal facility rental.

Municipal Facility Rental:

A municipal facility rental is a contractual agreement between the Town of Collingwood and the group or individual that wishes to reserve and pay for a municipal facility to conduct an activity for which the facility is intended. Activities that fall under this category do not require a special event permit unless under special circumstances. These special circumstances are determined at the discretion of the municipality and typically relate to large attendance numbers and high risk activities.

Special Event Permit:

A special event permit is a license issued by the Town of Collingwood to successful applicants to conduct an event on municipal property within the confines of the approved special event permit application.

REQUIREMENTS

All special events taking place on municipal property require a special event permit. Use the attached forms to apply for this permit. There are specific timelines which must be adhered to if your event is to be approved and issued a special event permit.

SPECIAL EVENT PERMIT APPLICATION PROCESS & REQUIRED APPLICATION FORMS

The following application is to be completed in order to obtain a Special Event Permit.

This application may be utilized to notify the municipality of a special event taking place on private property.

🕒 Applications for Special Event Permits must be completed and returned:

- At least two (2) months in advance for events with an expected attendance of less than 1000
- At least four (4) months in advance for events with an expected attendance of 1000 or more

The permitting process can take between two and four months to complete depending on the complexities of the proposed event. At its longest, a successful event permit applicant will receive their permit one (1) week in advance of the event. As the applicant, if you are not comfortable potentially receiving your permit this close to your event, please be sure to submit your application accurately and completely and in advance of the minimum required timeline.

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

For more information or for assistance in completing the following application please contact:

Chris Stoutenburg, Events Coordinator

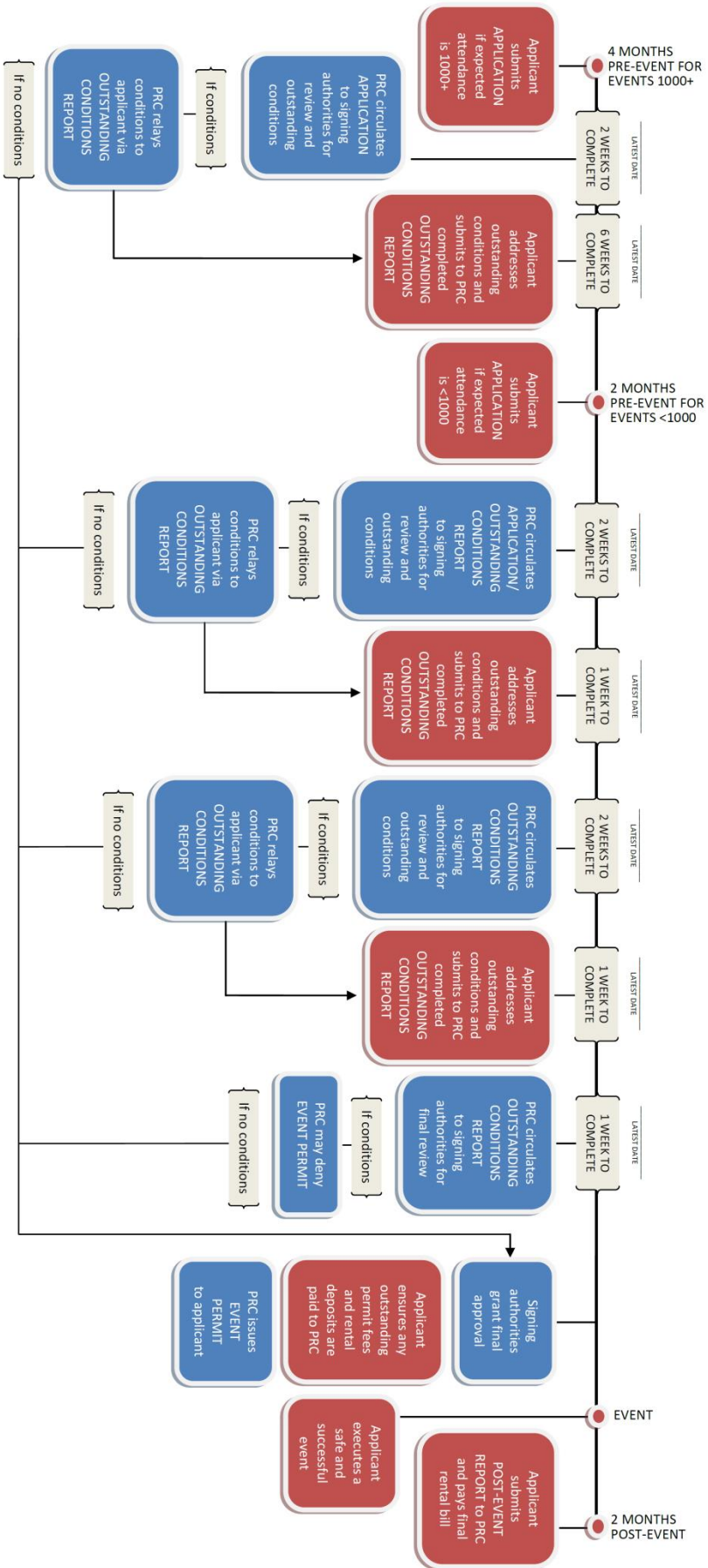
97 Hurontario Street, Box 157

Collingwood, ON L9Y 3Z5

705-444-2500 ext. 3295

cstoutenburg@collingwood.ca

Application Process Schedule



1 EVENT OVERVIEW

EVENT BASICS

Event: _____
Run By: _____
Event Date(s): _____
Event Location: _____
Expected Attendance: _____

ORGANIZATIONAL INFORMATION

Organization Name: _____
Is your organization registered as a Not For Profit? YES NO If YES, please provide number: _____
If NO, please list the recipient(s) of any event proceeds: _____
City/Town: _____ Postal Code: _____
Website: _____
Organization Contact: _____
(For internal office use only - a person, agent or principal of the event who has lawful authority to bind the person or entity holding the event)
Organization Contact Phone: _____ Fax: _____
Organization Contact Address _____
Organization Day of Event Contact Cell: _____ Email: _____

PUBLIC CONTACT & PROMOTIONAL INFORMATION

The Town would like to be able to provide a contact from your organization for answering public inquiries regarding your event. This information will be used when PROMOTING your event through online, print, and/or broadcast event listings purchased or provided by the Town of Collingwood.

Do you wish to have your event included in these FREE promotional opportunities? YES NO

If you select yes please review promotional opportunities in section 2

Public Contact Name: _____
Public Contact Phone: _____
Public Contact Email: _____

Event Dates:

_____	Time	_____
_____	Time	_____
_____	Time	_____
_____	Time	_____

Event Location: _____

Event Description, Ticket Information, etc. (50 words):

2 SPECIAL EVENT DETAILS

APPLICATION TIMEFRAME

- Application submitted two (2) months in advance as expected event attendance is less than 1000
 Application submitted four (4) months in advance as expected event attendance is 1000 or more
 Applications submitted with events happening in the downtown must receive BIA Approval
Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT COMPONENTS

Sporting event or tournament	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date(s): _____ Location: _____	Time(s): _____
Wedding, reception, or dance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify: _____ Location: _____	
Carnival rides, amusements, or inflatable's	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date(s): _____ Location: _____	Time(s): _____
TSSA requirements and inspections are the responsibility of the event organizer. View details here: https://www.tssa.org/regulated/amusement/Default.aspx				
Petting Zoo	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date(s): _____ Location: _____	Time(s): _____
*Fundraising activities (gambling, raffles, casinos)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify: _____	
*Parade, run, race or walkathon	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify: _____	
Will you request a road closure? See Page 6	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Route Map Attached:	YES <input type="checkbox"/>
*Live entertainment using amplified sound system	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date(s): _____	Time(s): _____
*Fireworks or pyrotechnics	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date(s): _____ Location: _____	Time(s): _____
*Outdoor Event Signage	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date(s): _____ Location: _____	Time(s): _____
*Installation of tents, canopies or portable structures	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Size: _____ If larger than 60m ² a Building Permit must be obtained. Permit obtained? YES <input type="checkbox"/>	
*Sale of merchandise	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify: _____ Hawkers & Peddlers License Obtained: YES <input type="checkbox"/>	
Food and beverages provided for participants	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify: _____ Health Unit Permit Obtained: YES <input type="checkbox"/>	
*Use of outdoor cooking equipment e.g. barbecues	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify: _____	
Alcohol at the Event (Licensed Area)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date(s): _____ Location: _____	Time(s): _____
Applicant is responsible for obtaining applicable Liquor License. The Ontario Liquor Act rules and regulations are available at www.lcbo.com			Liquor License obtained? YES <input type="checkbox"/>	
Town of Collingwood Municipal Alcohol Policy View here			We have read, understand, will comply YES <input type="checkbox"/>	
Use of onsite water, hydro, etc.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify: _____	
ESA requirements and inspections are the responsibility of the event organizer. View details here: https://www.esasafe.com/business/special-events				
Sanitation Facilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Portapotties to be arranged by event organizer	

*Municipal bylaws pertain and may apply to your proposed event. Please review these bylaws as well as the municipal alcohol, safety & tent, and road closure policies which are available online or upon request. www.collingwood.ca/specialevents

ORGANIZATIONAL CAPACITY

Demonstrated event planning and execution experience (please list):

Do you have organizational or event planning support from a sponsoring agency or organization?

E.g. national charitable organization for which funds are being raised from the event.

YES NO Specify: _____

NOISE CONSIDERATIONS

Please provide a description of the reasonable means and methods proposed to keep noise from the event at a level that will not disturb the inhabitants or premises in the vicinity of the event: _____

SITE DIAGRAMS

Please provide a diagram of your event site. Include all physical components of your event and aim to provide this diagram 'to scale'. Blank templates of municipal properties and facilities are available for use upon request.

Site diagram(s) attached: YES NO

EMERGENCY SERVICES

Uniform presence provided by: Paid Duty Officers How many required? _____
 Private Security Provide a copy of Private Security Plan

Security is required for large-scale events and, specifically, when alcohol is being served. It is often required when materials and equipment are left onsite overnight and when live entertainment is provided. Event applications are dependent on OPP approval.

Will Paramedic Services be onsite? NO YES

Will you require fire personnel onsite? NO YES

Have you notified the hospital of your event? NO YES Name of contact notified _____

Have you notified Simcoe County Paramedics? NO YES Name of contact notified _____

EVENT INSURANCE

To be provided naming "The Corporation of the Town of Collingwood" as an additional named insured.

A minimum of 5 million dollars in Commercial General Liability Insurance is mandatory.

Copy of Certificate of Insurance Attached: YES
No I will provide at a later date
No I wish to be covered by the Municipal Event Insurance*

*Available for low risk events only. Please consult with PRC staff for details.

Road Closure Request:

Road Closure requests are pending approval of Director of Public works & Town CAO

Please request a road closure application: Fill out and submit a copy to cstoutenburg@collingwood.ca & byaniw@collingwood.ca

Any Events requesting a closure taking place in Collingwood Downtown requires approval from the Collingwood Downtown BIA

3 PROPERTY RENTAL REQUIREMENTS

MUNICIPAL PROPERTY	REQUIRED DATES	REQUIRED TIMES
<input type="checkbox"/> Eddie Bush Arena		
<input type="checkbox"/> Eddie Bush Hall of Fame		
<input type="checkbox"/> Central Park		
<input type="checkbox"/> Curling Club Concrete Pad (April – October)		
<input type="checkbox"/> Curling Club Lounge		
<input type="checkbox"/> Downtown Area		
<input type="checkbox"/> Fisher Field		
<input type="checkbox"/> Friendship Gardens		
<input type="checkbox"/> Harbourlands Park		
<input type="checkbox"/> Harbourview Park		
<input type="checkbox"/> Heritage Park		
<input type="checkbox"/> Kinsmen Park		
<input type="checkbox"/> Millennium Park – Note that applicants proposing to host events at locations that support swimming in the bay are required to inform event attendees that parental supervision of children in the water is required at all times. It is strongly recommended that an additional adult be designated by the event organizers to monitor the swimming activities of all attendees.		
<input type="checkbox"/> Municipal Parking Lot		
<input type="checkbox"/> Old Village Park (Legion)		
<input type="checkbox"/> Outdoor Arena		
<input type="checkbox"/> Sunset Point Park – Note that applicants proposing to host events at locations that support swimming in the bay are required to inform event attendees that parental supervision of children in the water is required at all times. It is strongly recommended that an additional adult be designated by the event organizers to monitor the swimming activities of all attendees.		
<input type="checkbox"/> The Station		
<input type="checkbox"/> Water front promenade		
<input type="checkbox"/> Waterfront Amphitheatre		
<input type="checkbox"/> Airport		
<input type="checkbox"/> Arboretum		
<input type="checkbox"/> Baseball Diamonds		
<input type="checkbox"/> Beach Volleyball Court		
<input type="checkbox"/> Green Space		
<input type="checkbox"/> Multi-Use Court (ball hockey, pickle ball, etc.)		
<input type="checkbox"/> On-site washrooms (Sunset Point or Central Park)		
<input type="checkbox"/> Pavilion		
<input type="checkbox"/> Roads – see Page 6 for closures	BIA Approval needed for events	Happening in the Collingwood downtown
<input type="checkbox"/> Sidewalks – see page 6 for closures		
<input type="checkbox"/> Soccer Pitches		
<input type="checkbox"/> Tennis Courts		
<input type="checkbox"/> Trail Areas		
<input type="checkbox"/> Waterfront		
<input type="checkbox"/> Other _____		

RENTAL FEES

Rental fees are dependent on location, time of use, and degree of public access among other factors. A quote will be provided to confirm pricing for your event. Rental fees listed do not include applicable taxes. A full list of municipal service fees can be obtained online at www.collingwood.ca/fees-service-charges

④ EQUIPMENT RENTAL REQUIREMENTS – updated as of January 2018

MUNICIPAL EQUIPMENT	QTY AVAIL	QTY REQ'D	COST	NOTES	DELIVERY DATE	PICK UP DATE	LOCATION
Tables – 8' Brown Plastic	80		\$8.75ea	<input type="checkbox"/> For use in Curling Club <input type="checkbox"/> Delivered			
Chairs – Brown Plastic	150		\$2.50ea	<input type="checkbox"/> For use in indoor town facility - 293 <input type="checkbox"/> Delivered – 130 for outdoor only			
Chairs – White Folding	75		\$2.75ea	For indoor facility use only			
Garbage Pails	1000		\$3.00ea	For events in excess of 2 days, a garbage bin must be arranged by and at the expense of the renter. Extra fees will be charged is excess garbage is left on site.			
Risers – 4'x4'x10"	50		\$11.00ea				
Risers – 4'x4'x8"	6		\$11.00ea				
Risers – 4'x2'x8"	6		\$11.00ea				

**** \$30.00 delivery fee applied to ALL deliveries**

RENTAL SET UP

The set up and appropriate placement of rented equipment is the responsibility of the event organizer. The Town of Collingwood is responsible for the delivery and pick up of municipal rental equipment only. All equipment rented from the Town of Collingwood must be returned to the vicinity of the drop off location upon event completion.

5 FEES & DOCUMENTATION

PERMIT FEE

Expected Attendance →	<300	300 – 999	1000+
Applicant is Not-For-Profit (Includes charities, service clubs, government arms and agencies, community and volunteer groups, amateur sports organizations, and arts associations)	\$25	\$50	\$100
Applicant is For-Profit (Includes businesses and for-profit organizations)	\$125	\$250	\$750

Enhanced facilitation services may be available or required for an additional fee.

An additional administrative surcharge will be applied to the permit fee if significant changes to the application are requested within 7 days of the proposed event.

Permit fee: \$ _____

Make cheques payable to The Corporation of the Town of Collingwood.

Memo: Special Event Permit Fee

Payment Enclosed: YES NO I will pay by credit card

WAIVED FEES & IN KIND DONATIONS

Not-for-profit applicants may be eligible to have their Special Event Permit fee and facility/equipment rental costs waived or reduced. This request must be made within the In-Kind Facility OR Community Recreation & Culture (CRC) Grant Program.

Contact Chris stoutenburg at cstoutenburg@collingwood.ca or 705-444-2500 ext. 3295 or visit www.collingwood.ca/node/6025 for details.

I intend to apply for an:

In-Kind Facility Grant YES NO

CRC Grant YES NO

POST EVENT REPORT

A brief post event report is required to be completed and submitted within two months of the completion of your event.

Please see template attached. Future event permit approvals will be conditional on the receipt of this report.

I agree to these terms and will submit the required information. YES NO

APPLICANT REQUIREMENTS & SIGNATURE

- I acknowledge the municipality's recommendation to ensure that all contractors utilized in respect to the proposed event are insured with WSIB, are professionally designated, and are insured for appropriate level of liability.
- For events being hosted at locations which support swimming, I acknowledge the added risk of this activity and will inform event attendees that parental supervision of children in the water is required at all times. I acknowledge that it is strongly recommended that an additional adult be designated by the event organizers to monitor the swimming activities of all attendees. I will work with municipal staff to address additional water safety precautions and best practices to employ.
- I acknowledge the risk of serious injury or death as a result of special events.
- I agree to indemnify and save harmless the Town, its officials, agents and employees from all costs, expenses, damages, claims and actions caused by or resulting from the event as a result of being issued a permit for the above event.
- I further attest to the truth of the information contained in this application.

Applicant Signature: _____ Date: _____