

Special Events Application (By-Law #12-2023)

For events requiring municipal permits, and/or taking place on Municipal property including streets, facilities, parking lots and others. Depending on the nature of the event applications are due 60, 90 or 120 days before the event. See Section 5.2 of Special Events By-Law #12-2023 for details.

Special Event Name:	
Dates of Event: _____ to _____	
Rain Date(s): _____	
Host Organization:	Event Website:
Primary Contact Person:	
Organization's Address:	Postal Code:
TELEPHONE: Residence:	Business:
Cellular No.:	Fax: Email:
Alternate Contact Person:	
TELEPHONE: Residence:	Business:
Cellular No.:	Fax: Email:
Host Organization: Charitable, Incorporated Organization Incorporated Not-for-Profit Organization Unincorporated Not-for-Profit Organization Business Municipality Other: _____	
** Do you grant permission to promote your event on our Municipal Website and share your contact information with the general public? Yes or No	

LOCATION OF EVENT	Location Address:
Private Property	Private Property Location: _____
Municipal Property	
Municipally Owned Building/Facility	If yes, complete SCHEDULES A and B
Municipally Owned Outdoor Area	Name/Area: _____
Road Closure Requested?	
Other:	

EVENT TIMES			
Set-up Starts	Event Begins	Event Ends	Tear Down/Clean-up Ends
Date: _____	Date: _____	Date: _____	Date: _____
Time: _____	Time: _____	Time: _____	Time: _____

TYPE OF EVENT			
Festival	Walk	Running Race	Cycling Race
Parade	Triathlon	Concert	
Other (Please Specify):			

Please provide a brief description of the event and its purpose:

Number of anticipated participants and spectators to attend the Special Event (per day if applicable):

Are fireworks or any other pyrotechnics or special effects planned for this Special Event?	Yes	No
If yes, do you have the property owner's permission?	Yes	No
Will food for immediate consumption be provided and/or sold at the Special Event?	Yes	No
If yes, please provide the details of what food will be provided and/or sold:		
<hr/> <hr/>		
<p>If selling food, please provide a copy of the operating Business License. All persons and/or organizations planning to hold an event where food will be sold or given away to the public must submit a Special Events Organizer Application Form.</p> <p>www.tbdhu.com/specialeventsform</p>		

Will alcoholic beverages for immediate consumption be provided and/or sold at the Special Event?

Yes or No

NOTE: This application is not to be construed as forming part of your Liquor License Application which requires a separate process.

INSURANCE		
Every applicant shall procure a Certificate of Insurance against Public and Occupiers liability and file with the Municipality.		
Certificate of Insurance Provided:		
Yes	No	To follow

ATTACHMENTS PROVIDED

Personal information on this form is collected under the authority of the Municipal Act and will be used to determine eligibility for a permit within Oliver Paipoonge. Where applicable, personal information on this form may be disclosed to the Public Works Department, the Volunteer Fire Department, the Thunder Bay District Health Unit, and the Thunder Bay Police. Questions about this collection should be directed to the CAO/Clerk, 3250 Hwy 130, Rosslyn, Ontario, P7B 0B1, Telephone: (807) 935-2613.

- ☐ ROUTE MAP (Required for ALL events with road closures)
- ☐ CERTIFICATE OF INSURANCE
- ☐ EMERGENCY PLAN
- ☐ SITE MAP
- ☐ LIST OF FOOD VENDORS
- ☐ OTHER: _____

AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

The undersigned applicant agrees to save harmless and indemnify the Municipality of Oliver Paipoonge and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Municipality and/or its elected representatives, officers, employees or agents by any person or persons arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to, the special event described in this application or anything pertaining to the Special Events License.

DISCLAIMER The undersigned acknowledges that the issuance of a Permit is not confirmation that the permitted person, premises or operation conforms with any Municipal By-law and that the Municipality of Oliver Paipoonge reserves its rights to enforce any such by-law notwithstanding the issuance of this Permit and its right to revoke, suspend or add conditions to this Permit for any reason, including without limitation, such violations. It shall be the sole responsibility of the undersigned to ensure compliance with such By-laws and the Municipality of Oliver Paipoonge shall have no liability in respect of or arising out of any violation thereof or any steps taken with respect to this License therefore.

Date

Signature of Applicant

Please forward completed application, along with any supporting documents and appropriate fees to:

Attn:
CAO/Clerk
3250 Hwy 130
Rosslyn, ON P7K 0B1

Fax: 807-935-2161
Email: admin@oliverpaipoonge.on.ca

Special Events Application Fee: \$200

You can pay one of the following ways:

1. At our office via cheque, debit, Visa, or Mastercard. During regular business hours, Monday-Friday from 9:00am to 4:30pm.
2. Drop off a cheque at anytime using the drop slot next to the front entrance doors.
3. Pay online using Visa or Mastercard at:

<https://oliverpaipoonge.ca/municipaloffice/departments/finance/pay-online>

For general information or inquiries about Special Events within the Municipality of Oliver Paipoonge, please visit www.oliverpaipoonge.on.ca

Telephone: (807) 935-2613

SCHEDULE 'A'

CHECKLIST FOR SPECIAL EVENTS

Please check all that apply. Mark not applicable items as 'NA'

Description	Requirement	Yes, No or NA
Alcohol to be served	Request Municipality's permission to serve alcohol Inform applicable Municipal Departments in writing Obtain Special Occasion Permit from LCBO Ensure all servers have completed SMART Serve Training	
Burning/Fireworks	A permit is required for all open air burning and fireworks in the Municipality. A site inspection will be scheduled. Applicant must obtain written permission from the property owner. Contact the Fire Chief at 935-2613. An operational, certified fire extinguisher is required by the fire department.	
Clean-up	You are required to clean up the site. This includes removing garbage from cans and site.	
Food Vendors on Site	Municipal approval required. Forward list of concession operators with your application, or as confirmed. Organizers and vendors must comply with the Thunder Bay District Health Unit Operating Guideline for Special Event Organizers and Food Vendors. For further information call 625-5930	
Damage	Event organizers are responsible for the cost of repairing any damage(s) done to Municipal property as a result of their event.	Initials:
Emergency Plans	You must submit an Emergency Plan for your event. All staff and volunteers must be trained on emergency procedures.	
Emergency Route	You must ensure that an emergency route at least 6 metres wide is kept clear of structures and vehicles for Ambulance, Fire and Police during the event.	
First Aid	You must provide First-Aid on site (St John Ambulance or similar). It is recommended that EMS medical on site services should be considered for: Events with 3000+ in attendance and/or events serving alcohol	
Noise	You must adhere to Noise By-law (11 pm)	

Portable Washrooms	Based on anticipated attendance, you must comply with Thunder Bay District Health Unit Special Event Guidelines for supplying portable washrooms based on anticipated attendance. Toilets must be kept clean and be stocked.	
Security	<p>You must provide appropriate security personnel for the event. Extra duty police may be required (subject to review by Thunder Bay Police). In accordance with the Private Security and Investigative Services Act, 2005 (PSISA), event Security Guards must be licensed by the Ministry of Community Safety & Correctional Services and must wear a regulation uniform while carrying out their security duties. Uniform Requirements:</p> <ul style="list-style-type: none"> • The term "SECURITY" or "SECURITY GUARD" must be displayed on the uniform in specific places and specific dimensions. • The uniform must include an identification tag, which shows the licensee's name, or licence number or both. • A security guard uniform should not bear any traits that resemble a police uniform, such as rank chevrons, a police-style forage cap, or stripes down the side of the trousers. <p>Who needs a security guard licence? Individuals are required to have a security guard licence if they perform work, for remuneration, that consists primarily of protecting persons or property. This includes but is not limited to bodyguards, bouncers and loss prevention personnel, and more generally speaking, individuals who patrol premises.</p>	
Tents, Stages, Fencing	Attach a site plan showing where any tents, stages, booths or fencing to be erected. Tent/stage must be Technical Standards Safety Association approved. Tents must meet flame resistance requirements - CAN/ULCS109. Certification to be retained on site. If tent size exceeds 60 sq. metres (646 sq. ft.), you must obtain a building permit. For building permit application call the Building Department at 935-2613.	
Underground Service Inspections	You must arrange for underground service inspections (locates) prior to any digging or penetration into ground. Call 1-800-400-2255. You must have copies of utility company clearances with you on site.	
Waste	Organizers of events on municipal property must arrange for recycling and site clean-up. WASTE MUST BE REMOVED FROM SITE.	

SCHEDULE 'B'

APPLICATION FOR TEMPORARY STREET/ROAD ENCROACHMENT

Applicant: _____ **EVENT:** _____

Reason for Encroachment: _____

Type of Street/Road Encroachment Required: Full Partial (ie: 1 lane)

STREETS TO BE USED	FROM (Street Name)	TO (Street Name)	**IF STREET IS BEING MARKED WITH SIGNAGE PRIOR TO EVENT PLEASE INDICATE DATES AND TIMES

DATE(S) DAY/MONTH/YEAR	HOURS OF ENCROACHMENT

Applicants must include the following with their application: (attached)

- ☐ A draft hard copy notice to be delivered (by the applicant) to all businesses and residents impacted by the proposed encroachment. The draft notice/flyer must be approved by the CAO prior to being distributed.
- ☐ A detailed map of street/road encroachments showing any volunteer/police positions.

Do you plan to use volunteers/staff to attend to traffic delineators? Yes No

- ☐ I agree to keep a 6 metre wide emergency route clear on the encroached roadways throughout the event.
- ☐ I understand that set-up and/or event start is not to occur on encroached streets/roads until the Municipality has informed me that any road markers, volunteers, police officers are in place as per this agreement.

UNDERTAKING TO COMPLY

1. I/We hereby undertake:

- a) to comply with requirements for the utilization of volunteers and equipment for the manning of barricades for temporary street closures for Events (the "Volunteers");
- b) to provide the required number of Volunteers and provide each Volunteer safety vests and cell phones/radios;
- c) in fulfillment of (b) above, to use only Volunteers who have been oriented on the safe undertaking of the services they will be performing during this Event, specifically, those instructions contained in section (2) below;
- d) to instruct all Volunteers not to confront or block any motorist/person from removing or driving around a barricade;
- e) to provide all Volunteers an emergency contact number;
- f) to instruct all Volunteers that, should a motorist/person remove or drive around a barricade, the Volunteer is to notify those in charge immediately; and
- g) to instruct all Volunteers to remain at their posts for the entire length of time each has been assigned to that post.

2. I/We hereby agree that the Volunteers will:

- a) be at least 18 years of age;
- b) wear a safety vest for the duration of the Event;
- c) set up the barricades at the start of the Event and take down the barricades at the end of the Event in accordance with the instructions of the Event Planner;
- d) station themselves near the barricade so as to be visible to any approaching motorist but not in the path of any vehicle at any time,
- e) not to confront any motorists/person or physically try to prevent any motorist/person from removing barricades or driving onto the closed road;
- f) Immediately call the designated emergency number when:
 - there are insufficient or no barricades to set up at the location;
 - barricades are damaged;
 - a motorist/person has either removed a barricade or driven around them and entered onto the closed road;
 - assistance is required for any other matter.
- g) remain at their posts for the entire Event;
- h) inform any inquiring members of the public as to why the street is closed;
- i) inform inquiring members of the public about alternative routes available to their destination.

3. a) I/We understand that failure to provide Volunteers and/or equipment meeting all appropriate requirements in fulfillment of this Undertaking will be addressed by the Corporation in the following progressive steps:

- i. The problem will be identified to the Event Planner (site supervisor);
 - ii. The Event Planner will be required to resolve all deficiencies prior to the Event taking place to the satisfaction of the Corporation;
 - iii. If the deficiencies are not resolved, the Event will be cancelled; and
 - iv. The Event Planner may be refused a Permit for any future similar events.
- a) I/We acknowledge and agree that, depending upon the nature and/or seriousness of the deficiency, the Corporation reserves the right to bypass any or all of the steps described in subsection 3(a).

4. I/We hereby acknowledge:

- a) receipt of a copy of the Corporation's Conditions for Temporary Street Encroachments
- b) receipt of a copy of this Undertaking to Comply for Event Planners.

I/We have the authority to bind the Event Planner.

SIGNED, SEALED AND DELIVERED

in the presence of

(Print name of Signing Party under each signature) (Print name of Signing Party under each signature)

Date: _____

Official in Charge on Day(s) of Temporary Encroachment:

Name: _____

Address: _____

Telephone No.: _____ Cellular: _____

E-mail: _____ Number of Vehicles: _____

Number of Participants: _____

FORM DATE: March 1, 2023