

The Beach is Just the Beginning...



SPECIAL EVENT APPLICATION

The information requested by the Special Event Application will be used to determine your eligibility for the permit requested.

Please answer all questions, indicate N/A if the question does not apply to your event.

APPLICANT AND ORGANIZATION INFORMATION

Applicant's Name: _____

Are you 18 years of age or older? Yes No

Are you representing yourself? Yes No

Are you representing an organization? Yes No

Name of event: _____

Organization's Name: _____

Mailing Address: _____

City: _____ Phone No. _____

On site cellular No. _____ Email: _____

ABOUT THE EVENT & ENTERTAINMENT (Please check all that apply)

1. This event is a....

Parade / Run / Walk / Bike or Auto Procession* Festival Block/street party

Sporting Event Beach Event Wedding/Reception/Dance Show/exhibition

Other _____

2. The event is.... Private (invitation only) Open to the General Public

OFFICE USE ONLY

Application Circulation Date:

Received by:

Date:

3. The event will be hosted on/at... Please check all that apply

- Main Beach Area** RecPlex ___ full hall ___ Hall A ___ Hall B ___ Oakview Hall
- Wasaga Stars Arena ___ upstairs ___ ice surface Wasaga Sports Park
- Wasaga Beach Provincial Park- Beach Areas 1-6**
- Other _____

**The beach is the property of the Ministry of Natural Resources-Wasaga Beach Provincial Park, any event that requests to be held on the beach will need permission from Town Council and the MNR. The MNR has their own special event policy and this will need to be reviewed, along with the negotiation and completion of a formal agreement. The MNR at times will grant permission for beach and park events at their own discretion, separate from the Town of Wasaga Beach.

- 4. Event Date(s): _____
- Event Time(s): _____
- Rain date: _____

- 5. Anticipated number of attendees (including spectators and participants)
- 0-50 150-500 500-1000 1000-5000 5000+

6. Please indicate how many times this event has been hosted before:

7. What do you anticipate the event's accommodation needs to be:

EVENT-AT- A GLANCE. PLEASE INDICATE THE VARIOUS EVENT ACTIVITIES. (Please check all that apply)

- Alcohol Bleachers Mechanical Rides/Devices
- Banners/Signs Food Vending/Sampling Shuttles / Satellite Parking
- Beach Activity Live music / Band Tents
- Vendors (non food/ beverage) Staging Road Closure
- Parking Lot

Please be specific about entertainment (who / what type) _____

* Parade/Run/Walk/Bike or Auto Procession (complete the following)

1. Assemble area / time: _____
 2. Disassembly (finish) area / time: _____
 3. Describe parade route (attach a map of the entire route and highlight streets)
-
-

4. Will you need special arrangements/invitations for dignitaries? yes No

FOOD, NON-FOOD, AND OTHER VENDOR INFORMATION

A vendor is anyone who is serving, selling or sampling food, beverages, or merchandise

1. FOOD...Please check all that apply

- Food will be... Served hot or cold Sold Sampled Catered
 Prepared, cooked or reheated outdoors

Please check with the Simcoe County District Health Unit (SCDH) regarding Health Unit requirements for operating a temporary food premises in accordance with the Ontario Food Premises Regulations for indoor and outdoor food service events. Health Unit Special Event Food permit applications are available through SCDH or through the Community Development Office. We advise calling the Health Unit for assistance and clarification with the application.

2. NON FOOD...Please check all that apply

- Vendors on site are... selling merchandise selling event branded merchandise
 Giving out free samples

Vendor permit may apply-please check with the Community Development Office

3. ALCOHOL...Please check all that apply (The Town of Wasaga Beach will not apply for Special Occasion Permits (SOP) on behalf of any event organizer. SOP applications can be obtained at the local LCBO)

Please review the Municipal Alcohol Policy with a Town representative. All indoor and outdoor events with alcohol service must comply. This document is available at the CDO office, or the Recreation Department. **Servers and event organizers must comply with the Municipal Alcohol Policy.**

- Alcohol being served is.... Draft Beer Canned beer Wine Liquor
 Bottled Beer Sold

Liquor will be sold on the following dates and times:

Date(s): _____

Time(s): _____

Size of alcohol service area is:_____

Logistics-Parks, Public Works, By-Law

1. My event will have the following on site...

Stage(s) _____ Bleachers _____
Name of Supplier _____ Name of Supplier _____
Size(s) _____ Size(s) _____

2. My event is requesting the following services from the Municipality...

Traffic Barrels Barricades /Pylons/Road restriction set-up
 Heavy Equipment Vendors license
 ____ Street cleaning
 ____ Parking lot cleaning
 Lottery license Noise By-law exemption
 MNR- Beach cleaning

Emergency Services

Security is often required for large-scale events and specifically when alcohol is being served/sold. It is often required when materials/equipment is left over night and when live entertainment is provided. We suggest consulting with the Huronia West Detachment of the OPP to find out if paid duty officers are needed at your event. Event applications are often dependant on OPP approval.

1. Please describe your security and public safety plan, continue on a separate sheet.

2. Uniformed presence provided by: Paid duty Police
 Private Security

3. Will you require Paramedic Services on site? Yes No

4. Will you require Fire Personnel on site? Yes No

5. **Please attach a copy of your Emergency Plan and 24 hour Emergency Contact numbers to this application (if applicable)**

Restrooms and Waste Disposal

- 1. Please note the number of trash receptacles you will require. 5-10 10-20
- 2. Have you contracted with a portable restroom company? yes no
- 3. If yes, please provide the company name and after hours/emergency phone number _____

Delivery date of portable restrooms: _____

Pick-up date: _____

Please list the number and locations of portable restrooms:

Number	Location
_____	_____
_____	_____
_____	_____

The following are suggested minimum figures for portable toilet/hand wash facilities.

	<u>Portable toilets</u>	<u>Hand Wash Basins</u>
Attendees: 1-600	8	4
Attendees: 600-1200	12-16	8

NOTE: Additional facilities should be provided where local knowledge of event attendance deems it necessary.

Parking and Transportation

- 1. How will people get to / from event?
 - Personal Vehicles
 - Shuttle / Satellite parking
 - Other: Please explain: _____
- 2. Where will the event attendees / participants park? _____

Accessibility Issues

1. My event will have the following...Please check all that apply

- Ramps/walkways on the beach Disabled-accessible shuttles
 Designated wheelchair viewing areas Disabled-accessible toilets

Insurance/Liability

Insurance for all events is mandatory. The municipality must receive a copy of insurance, with the Town named as additional insured. If your event takes place on Ministry of Natural Resources property, they too must be named as additional insured. **This must be submitted 14 days prior to event.**

- Non-Alcohol event (\$ 2,000,000 liability)
 Alcohol at event (\$ 5,000,000 liability)

On a separate piece of paper please provide a description of your event including how it will benefit our community. Please make reference to your marketing strategies, i.e. Print, TV, radio, list of sponsors and if any revenue is anticipated to be generated by the activity, note the individuals or entity that will benefit.

CONTACT NUMBERS & INFORMATION

Simcoe County District Health Unit (Head office)	705-721-7330 / Fax 705-445-6498
Wasaga Beach Provincial Park (MNR)	705-429-2516 / Fax 705-429-7983
Simcoe County Ambulance	705-792-3841 / Fax 705-739-4563
OPP Administration (Huron West OPP)	705-429-3575 / Fax 705- 429-3616
Fire Station #1	705-429-5281 / Fax 705-429-0432
Wasaga Beach By-Law Department	705-429-2511 / Fax 705-429-6732
Public Works	705-429-2540 / Fax 705-429-8226
Recreation (1721 Mosley St)	705-429-3321 / Fax 705-429-3327
Parks and Facilities	705-429-0412 / Fax 705-429-0413
Community Development Office (30 Lewis St)	705-429-3847 / Fax 705-429-7603

Thank you for your application. The Town of Wasaga Beach has the right to refuse an application or issue a permit.

