

The Beach is Just the Beginning...



**Special Event
Application Form
2014**

Special Event Application Process and Required Forms

The information requested by the Special Events Application will be used to determine your eligibility for the permit requested. Special Event Permits are required in accordance with bylaw No. 2012-04.

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

All forms must be completed and returned to the Special Events Office at least 190 calendar days prior to the proposed event date (for events longer than one day) and 60 calendar days prior to the proposed event date (for event one day in length), along with the associated fees.

Approved permits must be posted at the event site for the entire duration of the event. Events not compliant with this may be subject to fines and/or removal of event materials at organizers cost.

If your organization would like to apply for event funding through a Town of Wasaga Beach grant, please contact the undersigned. Please note grant applications must be provided by August 31st of the year prior to the event.

For more information or assistance in completing the form, please contact:

Special Events

30 Lewis St.

Wasaga Beach, ON

L9Z 1A1

705.429.3844 x 2287

events@wasagabeach.com

Event Basics

Event: _____

Run by: _____

Event Date(s): _____

Rain Date(s): _____

Event Start Time: _____ Event End Time: _____

Event Locations: _____

Organizational Information

Organization Name: _____

Is your organization registered as Not for Profit?

YES

NO

If NO, please list the recipient(s) of any proceeds _____

If YES, please provide number _____

Organization Address: _____

City/Town: _____ Postal Code: _____

Website: _____

Organization Contact Person: _____

(For internal office use only)

Organization Contact Phone: _____ Fax: _____

Organization Day of Event Contact Person: _____

Organization Day of Event Contact Cell: _____ Email: _____

Event at a glance

The event is a (please check all that apply):

PARADE/RUN/WALK/BIKE OR AUTO

BEACH EVENT

PROCESSION*

WEDDING/RECEPTION/DANCE

FESTIVAL

SHOW/EXHIBITION

BLOCK/STREET PARTY

OTHER _____

SPORTING EVENT

The event is:

Private (invitation only)

Ticketed

Open to the General Public

Will you need special arrangements/invitations for dignitaries?

YES

NO

Event at a glance continued...

Anticipated number of attendees (including spectators and participants) _____

How many times has this event been hosted in Wasaga Beach? _____

How many times has this event been hosted elsewhere? _____

Where will the event be hosted?

Locations	Notes	Requested Area	Required Date(s)	Required Time(s)
Wasaga Beach Provincial Park - Beach Areas 1 through 6, Allenwood & New Wasaga	Ontario Parks Approval & Agreement Required			
RecPlex –Hall 1 (A & B), Oakview Room, Parking Lot, Bandshell, Oakview Gazebo	Manager of Parks & Facilities approval & booking required			
Wasaga Stars Area – Hall & Ice Surface	Manager of Parks & Facilities approval & booking required			
Wasaga Sports Park – 5 Ball diamonds, 4 Senior Soccer, 6 Mini Soccer Pitches	Manager of Parks & Facilities approval & booking required			
Stonebridge Town Centre	Gazebo			
Parade Locations – Please indicate route				
Other				
Other				

Event at a glance continued...

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, etc..., list of sponsors and if any revenue is anticipated to be generated by the activity, note the individuals or entity that will benefit. Use additional pages as necessary. _____

* Parade/Run/Walk/Bike or Auto Procession (complete the following and attach map of route)

Assembly area/time: _____

Disassembly area/time: _____

Please indicate the various event activities: Note, License & other permits may be required:

- | | |
|---|---|
| <input type="checkbox"/> ALCOHOL** | <input type="checkbox"/> STAGING |
| <input type="checkbox"/> BLEACHERS | <input type="checkbox"/> TENTS |
| <input type="checkbox"/> MECHANICAL RIDES/DEVICES | <input type="checkbox"/> VENDORS (NON FOOD/BEVERAGE)*** |
| <input type="checkbox"/> BANNERS/SIGNS | <input type="checkbox"/> ROAD CLOSURE **** |
| <input type="checkbox"/> FOOD VENDING/SAMPLING***** | <input type="checkbox"/> PARKING LOT |
| <input type="checkbox"/> SHUTTLES/SATELLITE PARKING | <input type="checkbox"/> FUNDRAISING |
| <input type="checkbox"/> BEACH ACTIVITY | <input type="checkbox"/> FIREWORKS |
| <input type="checkbox"/> LIVE MUSIC/BANDS ***** | <input type="checkbox"/> OTHER _____ |

Please describe in detail the entertainment that will be at the event, please include artists, if possible: _____

** ALCOHOL ... The Town of Wasaga Beach will not apply for a Special Occasion Permit (SOP) on behalf of any event organizer. SOP applications can be obtained at the 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 from the Special Events office or the Recreation Department. Servers and events organizers must comply with the Municipal Alcohol Policy.

Will it be sold?

- YES NO

Size of service area is: _____

Event at a glance continued...

Liquor will be provided on the following:

Date(s): _____

Time(s): _____

Alcohol being served is (please check all that apply):

- DRAFT BEER
- CANNED BEER
- BOTTLED BEER
- WINE
- LIQUOR

***VENDORS...A vendor is anyone who is serving, selling or sampling food, beverages or merchandise. A municipal business license may apply, please check with the Special Events Office.

Non Food Vendors' onsite are:

- SELLING MERCHANDISE
- SELLING EVENT BRANDED MERCHANDISE
- GIVING OUT FREE SAMPLES

Please provide as much information as possible regarding the number, type etc. of vendors that will be in attendance at the event. _____

****ROAD CLOSURE...Please provide specific details regarding which roads, lanes need to be closed including dates and timelines. _____

*****FOOD...All special event food vendors must obtain Simcoe Muskoka District Health Unit approval to operate at Special Events. Please visit www.simcoemuskokahealth.org and click on Tops-Food Safety-Special Event Planning and download the SMDHU Event Permit Application. Please submit to the Simcoe Muskoka District Health Unit Collingwood office 30 days prior to the event for review and processing.

Food will be:

- SOLD
- CATERED
- SERVED HOT
- SERVED COLD
- PREPARED, COOKED OR REHEATED
- OUTDOORS

*****SOCAN FEES... The Society of Composers, authors & music publishers of Canada under federal license area authorized to charge a fee under tariff 8 for using pre-recorded music. SOCAN fees will be charged where applicable. For more information, please contact the Recreation department at 705.429.3321.

Parking and Transportation

How will people get to/from the event?

- SHUTTLES
 PERSONAL VEHICLES
 OTHER, PLEASE EXPLAIN: _____

Where will the event attendees/participants park? _____

Do you require special parking permission?

- YES
 NO

If YES, please explain and provide number of passes required _____

Town Equipment Requirements *building permits may be required

Item	Size	Quantity Required	Notes	Costs	Office use only*Associated Hours*
Stage*	16 x 24		On flatbed trailer, not covered		
PA System			Includes 1 microphone and 2 speakers		
Fencing	4 ft. pieces		Steel fencing		
Fencing			Orange snowfencing		
Tent*	30 x 50		Blue and White tent, includes sides and set up		
Tent	10 x 10		White pop up tents		
Tables	Small Round		Plastic, include umbrella		
Tables	6 ft. or 8ft.		Rectangular		
Plastic Chairs			White		
Plastic Chairs			Green		
Garbage Cans			Must provide own bags & removal		
Recycling bins					
Traffic Barrels			Large, orange and black construction cones		
Barricades			Sawhorse wooden barricades		
Pylons			Small orange pylons		
Street Cleaning			To arrange with P.W.		
Parking Lot Cleaning			To arrange with P.W.		
ONTARIO PARKS Beach Cleaning			To arrange with W.B.P.P.		

- NOISE BYLAW EXEMPTION *in accordance with Bylaw #81-7
 LOTTERY LICENSE * only by pre-licensed groups
 VENDORS *may require municipal business license
 FIREWORKS BYLAW EXEMPTION *in accordance with Bylaw #2007-28

Equipment Requirements *building permits may be required

- STAGING*
 - Name of supplier _____
 - Size _____
 - Quantity _____

- CHAIRS:
 - Name of supplier _____
 - Size _____
 - Quantity _____

- BLEACHERS
 - Name of supplier _____
 - Size _____
 - Quantity _____

- GARBAGE CANS
 - Name of supplier _____
 - Size _____
 - Quantity _____

- EVENT TENT(S)*
 - Name of supplier _____
 - Size _____
 - Quantity _____

- RECYCLING BINS
 - Name of supplier _____
 - Size _____
 - Quantity _____

- TABLES:
 - Name of supplier _____
 - Size _____
 - Quantity _____

- EVENT FENCING:
 - Name of supplier _____
 - Size _____
 - Quantity _____

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 overnight and when live entertainment is provided. We suggest consulting with the Huronia West Detachment of the Ontario Provincial Police (OPP) to find out if paid duty officers are needed for your event. Event applications are often dependant on OPP approval. For more information, please contact the Staff Sergeant at 705.429.3575.

Please describe you security and public safety plan, continue on separate sheet, if necessary: _____

Uniformed presence provided by:

- POLICE
- PRIVATE SECURITY

Time frame of uniformed presence: _____

Please note: OPP paid duty request form must be completed and submitted to the Huronia West Detachment, please contact 705.429.3575 for more information.

Emergency Services continued...

Will you require Paramedic Services onsite?

- YES *request through Simcoe County
- Private EMS Group Hired
- NO

Will you require Fire Personnel onsite?

- YES
- NO

Will you have a lost child/emergency station?

- YES
- NO

Please attach a copy of your Emergency Plan and 24hour Emergency Contact Numbers to this application. All events must have an Emergency Plan submitted to the Town of Wasaga Beach at least 30 days prior to event.

Site Diagrams

Please request the site diagrams templates pertaining to the municipal locations you will be utilizing. Use these to create your own event specific site diagrams. Include all physical components of your event and aim to provide this diagram "to scale".

Site diagram(s) attached:

- YES
- NO

Restrooms & Waste Disposal

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

Will you require portable restrooms?

- YES
- NO

If YES, have be you in contact with a company?

- YES
- NO

If YES, please provide the following information:

Name of Company: _____

Delivery date: _____

Please list the number and location of portable restrooms:

Number	Location
_____	_____
_____	_____

Restrooms & Waste Disposal continued...

Please indicate the number of trash receptacles you require: _____

Please note: Event organizers are required to arrange their own garbage removal after the event is completed.

Accessibility Issues

Will you have any of the following?

- RAMPS/WALKWAYS ON THE BEACH
- DESIGNATED VIEWING AREAS
- ACCESSIBLE SHUTTLES
- ACCESSIBLE TOILETS

Insurance/Liability

Insurance for all events is mandatory; the municipality must receive a copy of insurance with the Town named as an 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 30 days prior to event

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

Public Contact & Marketing Information

The Town would like to be able to provide the public with contact information regarding the event. This information will be used to market your event.

Do you wish to have your event included in FREE marketing opportunities with the Town?

- YES *Please provide electronic poster
- NO

Public Contact Name: _____

Public Contact Phone: _____

Public Contact Email: _____

Event Website: _____

Social Media Information: Facebook: _____

Social Media Information: Twitter: _____

Social Media Information: Other: _____

Please describe other advertising means, including posters, print media, etc. : _____

Event Date(s): _____ Time: _____

Event Date(s): _____ Time: _____

Event Date(s): _____ Time: _____

Event Location: _____

Event Description & Information: _____

Contact Numbers & Information

Name	Phone	Fax	Email
Simcoe Muskoka District Health Unit	705.445.0804	705.445.6498	Mail – 280 Pretty River Parkway, Collingwood, ON L9Y4J5
Wasaga Beach Provincial Park (Ontario Parks)	705.429.2516	705.429.7983	John.fisher@ontario.ca
Simcoe County Paramedic Services	705.726.9600 x 1091		
Huronina West OPP	705.429.3575	705.429.3616	
Fire Station #1	705.429.5281	705.429.0432	firechief@wasagabeach.com
Bylaw Department	705.429.2511	705.429.1151	mleo@wasagabeach.com
Public Works	705.429.2540	705.429.8226	gduni@wasagabeach.com
Recreation	705.429.3321	705.429.3327	hallbookings@wasagabeach.com
Parks & Facilities	705.429.0412	705.429.0413	parksforman@wasagabeach.com
Special Events Office	705.429.3844	705.429.7603	events@wasagabeach.com

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