

The Beach is Just the Beginning...



**Major Tourism Special Event
Application Form
2016**

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. 2016-03.

The application deadlines are outlined as follows:

- **New Community events**, lasting one (1) day or less and not requiring the approval or assistance of the external agencies, held on Town Property, the application **be submitted to the Town at least 60 days prior to event;**
- **New Community event or Tourism event**, lasting two (2) or more days and not requiring the approval or assistance of the external agencies, held on Town Property, the application **be submitted to the Town at least 90 days prior to the first day of the proposed event;**
- **New Major Tourism event** lasting one (1) day or more, with one or more of the following situations: held on Ontario Parks Property (i.e. Beach Area 1) and/or with AGCO, OPP requirements (such as a beer garden), with economic benefit to the Town, the application **be submitted to the Town at least 180 days prior to the event;**
- Any **Returning Community events** with no major changes from past years, lasting one (1) day or less, held on Town Property, the application **be submitted to the Town at least 60 days prior event;**
- Any **Returning Major event**, with one or more of the following situations: held on Ontario Parks Property (i.e. Beach Area 1) and/or with AGCO, OPP requirements (such as a beer garden), with economic benefit to the Town, the application **be submitted to the Town at least 90 days prior to the first day of the event;**

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.

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

Email: _____

Organization Day of Event Contact Person: _____

Organization Day of Event Contact Cell: _____

Event at a Glance

Please provide a description of your event, including entertainment & 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.

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

- | | |
|---|--|
| <input type="checkbox"/> PARADE/RUN/WALK/BIKE OR AUTO PROCESSION * please complete (A) Section | <input type="checkbox"/> SPORTING EVENT |
| <input type="checkbox"/> FESTIVAL | <input type="checkbox"/> BEACH EVENT |
| <input type="checkbox"/> CONCERT | <input type="checkbox"/> WEDDING/RECEPTION/DANCE |
| <input type="checkbox"/> BLOCK/STREET PARTY | <input type="checkbox"/> SHOW/EXHIBITION |
| | <input type="checkbox"/> OTHER _____ |

The event is:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Private (invitation only) | <input type="checkbox"/> Ticketed |
| <input type="checkbox"/> Open to the General Public | <input type="checkbox"/> 19+ |

Will you need special arrangements/invitations for dignitaries?

- | | |
|--|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> If Yes, Please provide additional details such as who, when, where, etc.: _____ | |

Anticipated number of attendees (including spectators and participants) _____

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

Has this event been hosted elsewhere?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If Yes, please list the number of times and the locations: _____

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

- | | |
|--|--|
| <input type="checkbox"/> ALCOHOL * Please complete (B) Section | <input type="checkbox"/> TENTS |
| <input type="checkbox"/> BLEACHERS | <input type="checkbox"/> VENDORS (NON FOOD/BEVERAGE)* Please complete (C) Section |
| <input type="checkbox"/> MECHANICAL RIDES/DEVICES | <input type="checkbox"/> ROAD CLOSURE * Please complete (E) Section |
| <input type="checkbox"/> BANNERS/SIGNS | <input type="checkbox"/> PARKING LOT |
| <input type="checkbox"/> FOOD VENDING/SAMPLING* Please Complete (D) Section | <input type="checkbox"/> FUNDRAISING |
| <input type="checkbox"/> SHUTTLES/SATELLITE PARKING | <input type="checkbox"/> FIREWORKS* Permit required |
| <input type="checkbox"/> BEACH ACTIVITY | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> LIVE MUSIC/BANDS * Please see (F) section | |
| <input type="checkbox"/> STAGING* Permit may be required | |

Location

Where will the event be hosted?

Locations	Notes	Requested Area	Required Date(s)	Required Time(s)
Playland Park Square – 40 Mosley Street				
Wasaga Beach Provincial Park - Beach Areas 1 - 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 assembly, disassemble areas & route				
Other				

(A) Parade/Run/Walk/Bike or Auto Procession

Please complete the following and attach map of route

Assembly area/time: _____

Disassembly area/time: _____

Route: _____

(B) 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

SAMPLED

Size of service area is: _____

Liquor will be provided on the following:

Date(s): _____

Time(s): _____

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

DRAFT BEER

WINE

CANNED BEER

LIQUOR

BOTTLED BEER

SPIRITS

(C) 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

GIVING OUT FREE SAMPLES

SELLING EVENT BRANDED

FOOD * Please complete (D) Section

MERCHANDISE

SELLING DRINKS/WATER

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

(D) 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, at minimum 30 days prior to the event for review and processing.

Food will be:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> SOLD | <input type="checkbox"/> SERVED COLD |
| <input type="checkbox"/> SAMPLED | <input type="checkbox"/> PREPARED, COOKED OR REHEATED |
| <input type="checkbox"/> CATERED | OUTDOORS* Cooking system may |
| <input type="checkbox"/> SERVED HOT | require inspection |

(E) ROAD CLOSURE

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

(F) 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 visit www.socan.ca/contact.

Parking and Transportation

How will people get to/from the event?

- | | |
|---|--|
| <input type="checkbox"/> SHUTTLES | <input type="checkbox"/> PERSONAL VEHICLES |
| <input type="checkbox"/> OTHER, PLEASE EXPLAIN: _____ | |

Where will the event attendees/participants park? _____

Do you require special parking permission?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|------------------------------|-----------------------------|

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

Town Equipment Requirements

Item (quantity available)	Size	Quantity Required	Notes	Office use only*
Stage (1)	16 x 24		On flatbed trailer, not covered	
Festival Stage (1)	SL100 - up to 24 x 40		Variety of configurations, lighting and sound not included	
PA System (1)			Includes 1 microphone and 2 speakers *wired	
Fencing (40pcs)	4 ft. h x 8 ft. w		Steel event fencing	
Large Tent (1)	30 x 60		includes sides and set up	
Event Tent (8)	10 x 10		blue pop up tents – no sides	
Tables (15)	6 ft.		Rectangular	
Plastic Chairs (300)			White / Green	
Garbage Cans			Must provide own bags & removal	
Recycling bins			Must provide own bags & removal	
Traffic Barrels			Large, orange and black construction cones	
Barricades (6)			Sawhorse wooden barricades	
Pylons			Small orange pylons	
Street Cleaning			To arrange with P.W.	
Parking Lot Cleaning			To arrange with P.W.	
Access to Potable water			Metered access to Fire Hydrant	
4 yard garbage bin			To arrange with P.W. limited availability	
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
- SIGNAGE *up to 7 days in advance, reasonable signage approval Bylaw Department required
- FIREWORKS BYLAW EXEMPTION *in accordance with Bylaw #2007-28
- VENDORS *may require municipal business license

Equipment Requirements

building permits may be required

If you are using your own suppliers for the following items – please supply details

STAGING*

- Name of supplier _____
- Size _____
- Quantity _____

BLEACHERS

- Name of supplier _____
- Size _____
- Quantity _____

EVENT TENT(S)*

- Name of supplier _____
- Size _____
- Quantity _____

TABLES:

- Name of supplier _____
- Size _____
- Quantity _____

CHAIRS:

- Name of supplier _____
- Size _____
- Quantity _____

GARBAGE CANS

- Name of supplier _____
- Size _____
- Quantity _____

RECYCLING BINS

- Name of supplier _____
- Size _____
- Quantity _____

EVENT FENCING:

- Name of supplier _____
- Size _____
- Quantity _____

Security & 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 Ontario Provincial Police at 705.429.3575.

***YOU WILL REQUIRE AGCO & OPP APPROVAL OF YOUR OPERATIONAL PLAN IF YOU PLAN ON HAVING A LICENSED EVENT.**

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. **Paid duty requests submitted less than two (2) weeks prior to the event will NOT be considered.**

Will you require Paramedic Services onsite?

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

***Please contact County of Simcoe Paramedic Services at 705.726.9300 x 1091. Please notify Simcoe Paramedic regardless of a paid duty request.**

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.

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 you been 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
_____	_____
_____	_____

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. If utilizing the 4 yard bin rental from the Town, additional fees may apply.

Accessibility

Have you reviewed Ontario's Accessible Festivals & Events Guide and the Town's Planning Accessible Meetings and Events policy?

- YES NO

Will you have any of the following?

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

Site Diagrams

Please request the site diagrams templates pertaining to the municipal locations you will be utilizing; some maps are included in the Special Events Tool Kit or access Simcoe County Maps via www.simcoe.ca 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

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 & Forestry 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)

*MNRF may require additional liability coverage amount

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: YouTube: _____

Social Media Information: Other: _____

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

Event Date(s): _____ Time: _____

Event Date(s): _____ Time: _____

Event Location: _____

Event Description & Information: _____

Special Event Checklist

Please check complete and sign the following:

Event Application Form Complete

Route Map/Site Map attached

Signed copy of Municipal Alcohol Policy Application attached, if required

Copy of Liquor License attached, if required

Business License Application Form attached, if required.

Copy of Simcoe Muskoka District Health Unit Food Permit attached, if required

The applicant will ensure that all indoor and outdoor food and beverage service areas and licensed areas (including but not limited to covered or uncovered outdoor patios and beer gardens) are smoke-free in accordance with the requirements of the provincial *Smoke-Free Ontario Act*. Fines commence at \$250.00 plus applicable court costs and victim fine surcharge.

Operations Plan attached

Emergency Plan attached

Safety Plan attached

Certified Certificate of Insurance attached

- Town of Wasaga Beach listed as additional insured
- Ministry of Natural Resources listed as additional insured, if required

Description of Event attached

Copy of poster or other marketing materials attached

Application Fee attached?

Signature

Date

Contact Numbers & Information

Name	Phone	Fax	Email	Website
Simcoe Muskoka District Health Unit "Health Connection"	1.877.721.7520	705.445.6498		simcoemuskokahealth.org
Wasaga Beach Provincial Park (Ontario Parks)	705.429.2516	705.429.7983	John.fisher@ontario.ca	ontarioparks.com/park/wasagabeach
Simcoe County Paramedic Services	705.726.9600 x 1091			simcoe.ca
Hurononia West OPP	705.429.3575	705.429.3616		opp.ca
Fire Station #1	705.429.5281	705.429.0432	firechief@wasagabeach.com	wasagabeach.com
Bylaw Department	705.429.2511	705.429.1151	mleo@wasagabeach.com	wasagabeach.com
Public Works	705.429.2540	705.429.8226	superintendent@wasagabeach.com	wasagabeach.com
Recreation – RecPlex	705.429.3321	705.429.3327	facilitybookings@wasagabeach.com	wasagabeach.com
Recreation – Arena	705.429.0412	705.429.0413		
Parks	705.429.0415		parksforeman@wasagabeach.com	wasagabeach.com
Special Events Office	705.429.3844	705.429.7603	events@wasagabeach.com	wasagabeach.com
Alcohol & Gaming Commission of Ontario	1.800.522.2876	416.326.5555	Customer.service@agco.ca	agco.on.ca

Thank you for your application.

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



705.429.3844 x 2287



705.429.7603



events@wasagabeach.com



[WasagaEvents](https://www.facebook.com/WasagaEvents)



[@WasagaEvents](https://twitter.com/WasagaEvents)