

Special Event Permit Application

The Township recognizes the importance of special events in enhancing the quality of life, tourism, culture, recreation, education, and in providing economic benefits to the local economy. The Special Event Permit is intended to act as a strategic resource for individuals and groups hosting an event within the Township of Leeds and the Thousand Islands

It is strongly advised that the event organizers review the Township of Leeds and the Thousand Islands Special Event Application Reference Guide prior to completion of a Special Event Permit. View the Reference Guide online or contact us to obtain a copy by emailing; commsupervisor@townshipleeds.on.ca or by calling (613) 659-2415 ext 207.

Please complete and submit your proposed Special Event to the Township 120 days prior to your event.

Event organizers will be required to complete a Special Event Permit if:

You wish to hold your event on any outdoor property owned or operated by the TLTI and/or where any of the following compromise part of the event: *

- Traffic control requirements or road closures/use;
- Fireworks other than family fireworks;
- Sound amplification at anytime during an event;
- Tents or group of tents larger than 645 sq. ft. (60m²) in aggregate area;
- Temporary Stage larger than 10 feet x 10 feet;
- Sale of food to the general public;
- Sale our consumption of alcohol;
- Amusement rides or inflatables;
- Petting zoo or animal rides;
- Ariel sightseeing;
- Reasonably expected attendance of more than 50 people or more than 10 vehicles and trailers.
- None of the above

An event on private property if the event can reasonably be expected to significantly affect municipal services: *

- Sound amplification
- By having the potential to strain the community's emergency, police and fire services;
- By having a foreseeable impact on the regular flow of traffic;
- By adversely affecting the local community;
- By presenting an elevated risk to utilities infrastructure in the Village of Lansdowne;
- By using resources owned by the township.
- None of the above

You **ARE** required to complete the Special Event Permit Application. Please proceed with the application.

You are **NOT** required to complete the Special Event Permit Application.

Temporary Road Closure/Use

If your event includes any of the following, a [Temporary Road Closing/Use](#) permit is required:

- a parade, race or walk
- impact on the flow of traffic
- use of the road allowance
- use of the sidewalk

Please request a Temporary Road Closing/Use permit 60 days before the scheduled event.

Have you applied for a Temporary Road Closing/Use permit? *

Yes

Not Applicable

No

If you answered No, please submit the [Temporary Road Closing/Use Application](#) before proceeding with this Special Event Permit application.

Event Organizers

Event Host Organization if applicable:

Position within Organization of applicant if applicable:

Organization Website, if applicable:

Name of Applicant: *

Mailing Address: *

Telephone Number (Home): *

Telephone Number (Cell):

Email Address: *

Alternate Contact:

Alternate Contact Telephone Number:

In the event we receive inquiries from the public regarding your event, please provide contact information to be made available to the public: *

Event Information

Name of Event: *

Event start date: *

Event start time: *

Event end time: *

Event end date: *

Event set up start date: *

Event set up start time: *

Event set up end time: *

Event tear down start date:

Event tear down end date: *

Event tear down start time: *

Event tear down end time: *

Event Location

Event venue(s)/locations and address(es): *

Where is your event located? (select all that applies) *

Public

Municipal

Private property

Please describe the Municipal property in which the event is taking place, as well as all facilities that will be used (i.e. green space, sports fields, community halls; both municipally owned and private, i.e. Legion, Church, Library).

Will a portion of your event take place in TLTI indoor facilities?

If yes, please book the indoor facility through the [“Reserve or Rent a Facility”](#) page.

Anticipated Attendance (per day): *

Event Description. Please provide specific details of the event. *

Accessibility

Has your event considered accessibility for people with disabilities and older adults?

Yes

No

If yes, explain how your event will create an accessible environment for all attendees?

Animals for Entertainment

Does your event feature animals for entertainment? (i.e. a petting zoo, animal show, pony rides etc.) *

Yes

No

If yes, please describe and include location on the Site Plan.

Emergency Response Plan/Security Plan

As an event organizer you are responsible for the safety and security of the event. Please select the option which best describes your event security plan: *

- We will be hiring a private security company to manage our security needs.
- We will be requesting OPP services to assist with event security.
- We will be using volunteers to manage the security of our event.
- Our event is very small and therefore we currently do not have a security plan in place.

Based on the size and scope of your event you **may be required to submit an “Emergency Response/Security Plan”**. Please submit your Emergency Management Plan thirty (30) days prior to the event. The reference Guide has a list of what should be included in the plan, which you will be asked to submit prior to approval of the Special Event Permit.

Fireworks

Will your event feature Fireworks or any type of pyrotechnical display? *

- Yes
- No

If yes, please provide a written request directly to the Fire Chief for a Fireworks Display Permit forty-five (45) days prior to the firechief@townshipleeds.on.ca.

Food Vendors

Will your event be serving/selling food? *

- Yes
- No

If yes, please apply for a [Special Event Coordinator Notification](#) Form through the Leeds, Grenville and Lanark District Health Unit, thirty (30) days before the event. Each vendor must also complete the Vendor Notification form.

Will your event be having Refreshment Vehicles? *

Yes

No

If yes, please complete and submit the following in a complete package to expedite the review of your application or contact the [By-Law Enforcement Officer](#). Licences for refreshment vehicles are required to be applied for and issued annually. The Special Event licence fee is \$100 per event.

Each refreshment vehicle operator must complete the following:

1. [Application Form](#)
2. Current propane inspection report
3. Health Unit inspection report
4. Fire Inspection report
5. Licence fee
6. Detailed Site Plan (event organizer must identify the locations of the proposed refreshment vehicle in the detailed site plan)

Licenced Event

Will your event be serving/selling alcohol? *

Yes

No

Event organizers must comply with the Township's Municipal Alcohol Policy and the (AGCO) legislation. An application for a Special Occasions Permit (SOP) must be applied for through the (AGCO) sixty (60) days before the event.

Gaming – Lottery, Raffles, Draws and Fundraisers

Will your event feature a lottery or raffle? *

Yes

No

If yes, and your organization doesn't currently hold a lottery license, you must submit a [Lottery License Application](#) forty-five (45) days prior to your event.

Inflatables, Bouncy Castles and Amusement Rides

Will your event include any Inflatables, Bouncy Castles, or Amusement Rides? *

Yes

Not applicable

No

If yes, please review the TSSA standards and guidelines.

Locates - Digging, Staking and Fencing

Will your event be installing any temporary fencing? *

Yes

No

If yes, please describe location(s) of temporary fencing, details regarding dimensions and if staking for the fencing will be required. This should also be clearly identified on the Site Plan.

Will your event involve digging or pounding stakes into the ground? *

Yes

No

If yes, please describe.

TLTI staff will need to review this and request sixty (60) days prior to event to determine if locates are required. Then the Event Organizer will need to contact [Ontario One Call](#). The locations should be clearly identified on the Site Plan.

Will your event require additional electricity other than generators?

Yes

No

If yes, please describe below.

Noise By-Law

TLTI does not provide sound systems, speakers and/or microphones. Please contact the [Communications and Community Engagement Supervisor](#) who can provide a list of local vendors.

Will your event feature amplified sound or live music? *

Yes

No

If yes, please describe time(s), location(s), and details regarding amplified sound/music.

You are required to apply to the [Municipal Clerk](#) requesting an exemption from the Noise By-Law sixty (60) days prior to the event.

Note: Electrical Safety Authority Code Requirements

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performances or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be filed, at least 48 hours prior to the production set up with the ESA Customer Service Centre, 1-877-372-7233; Fax 1-800-667-4278 or visit <https://esasafe.com/fees-and-forms/forms/>.

Parade

Does your event feature a parade? *

Yes

No

If yes, please describe date, time, location/roads affected and approximately how many floats, participants will be in the parade:

Portable Washrooms and Hand Washing Stations

Event organizers are responsible for providing sufficient portable washrooms and handwashing stations. TLTI does not provide portable washrooms and/or hand washing stations. Please contact the [Communications and Community Engagement Supervisor](#) who can provide a list of local vendors.

Do you plan to provide portable toilets at your event? *

Yes

No

If yes how many portable toilets will be at your event?

1 - 50 people = 2 portable washrooms

51 – 150 people = 4 portable washrooms

151 – 250 people = 6 portable washrooms

251 – 375 people = 8 portable washrooms

376 – 500 people = 10 portable washrooms

Over 500 people = 12 plus 2 for each additional 150 people

Waste Management

Public waste/recycle receptacles are not to be used for event waste. All waste/recycling must be removed at the end of your event.

Which best describes your plan for clean up/removal of garbage and recycled items and after your event? *

- Will you require extra garbage cans and/or recycle bins on your event day?
- Our event will not have a great deal of garbage/recycling and we understand we are to take all garbage and recycling with us post event.
- Garbage/recycling from our event will be collected in clear bags by our event team and be taken to applicable local waste disposal sites during operating times with appropriate bag tags.
- Not applicable

Municipal Significant Event

Are you requesting this event to be designated as a Municipal Significant Event? *

If yes, please contact the **Municipal Clerk** sixty (60) to ninety (90) days prior to the event.

- No
- Yes

Are you requesting a Council Representative? (i.e. opening ceremonies, photo op) *

If yes, please provide details on who you would like at the event and what is required of the Council Representative.

- No
- Yes

If yes, please contact the **Municipal Clerk** sixty (60) to ninety (90) days prior to the event.

Sales and Vendors

Will your event feature vendors selling goods or services (not food vendors)?

- Yes
- No

If yes, please list the names of Vendors:

Temporary Structures, Tents/Stages

TLTI does not provide temporary structures, tents and/or stages. Please contact the [Communications and Community Engagement Supervisor](#) who can provide a list of local vendors.

Will your event have any temporary structures including the following:

- Tents or group of tents larger than 645 sq. ft. (60m²)
- Temporary stage greater than 10 ft x 10 ft
- Temporary Bleachers
- Not applicable

A Building Permit is required for any temporary stages or bleachers or any structure over 10 square feet that are temporary in nature. This includes if you were to have 10 feet x 10 feet tents joined together or less than 3 metres apart. A [building permit application](#) submission is required 45 days prior to event.

Volunteers

Does your event utilize the assistance of volunteers?

- Yes
- No

If yes, describe how many volunteers and details on the types of volunteer roles.

Marketing and Promotion

Submit your event through our [website](#), or have it promoted on our social media accounts and LED Electronic Sign.

We would be happy to promote your event, based on the information you provide. Which mediums would you like us to promote your event on? (select all that apply)

- Social Media
- Event website (Submit your event through our website)
- Lansdowne Electronic Sign

Insurance Requirements:

Proof of insurance coverage is required for all events taking place on Township of Leeds and the Thousand Islands property. Insurance coverage is necessary in order to protect yourself, and the Township against any possible litigation (lawsuits) from your event.

Every applicant must obtain Commercial Liability insurance and maintain the policy for the duration of the event. The insurance policy must include bodily injury including death, personal injury, property damage including a loss of use thereof, contractual liability liquor liability (if applicable) and contain a cross liability/severity of interest clause against claims arising out of the event or any act or omission on the part of the event organizer or any of their contractors, servants or agents.

The policy must provide for the following:

- The Commercial General Liability insurance in the amount not less than \$2,000,000 (two million), or a higher sum insured of \$5,000,000 (five million) for events with high-risk activities or if serving alcohol per occurrence.
- That “The Corporation of the Township of Leeds and the Thousand Islands” is listed as an Additional Insured on any such policy.
- Coverage for cross liability and severability of interest; and
- Carry an endorsement to provide the Corporation of the Township of Leeds and the Thousand Islands with thirty (30) days written notice of cancellation or material change that would diminish the coverage.

The Township reserves the right to require any vendor providing service at an event on municipal property to provide appropriate liability insurance coverage naming the event organizer as additional insured.

The Certificate of Insurance shall be submitted to the Township with the application clearly stating the address of the insured location and the dates of the event.

The Municipality reserves the right to deny any application if deemed to be a risk to public safety.

Certificate of Insurance attached? *

Yes

No, have attached it to the Temporary Road Closure Application

Will provide a minimum of 45 days prior to event

Upload copy of certificate of insurance

Site Plan:

A detailed Site Plan must be included with your completed Special event Application. The Site Plan is a key document for staff to review the event organizer's plans, and ensure that the layout of licensed areas, tents/sage and other activities comply with approved uses for municipal property.

Site Plans should be to scale and should they be relevant, must include the following:

- North direction;
- Direction of travel – if event is a parade, race, walk etc.
- Names of adjacent avenues, streets and roads;
- Access and Egress Points (pedestrian, vehicular, emergency access)
- Licensed areas, if applicable;
- Location of all temporary or fixed event facilities, including stages, seating (bleachers), platforms, trailers, tents, amusement rides. (including dimensions when possible);
- Location of barricades and road closures (road, parking etc.)
- Location of permanent and temporary washroom facilities/hand washing stations;
- Emergency exits;
- Identification of any hazardous/combustible materials (i.e. fuel storage, propane etc.) and fire extinguishers;
- Location of command post or office, medical and First Aid station;
- Location of any fences, poles or ground stakes;
- Location of security controls;
- Areas for food and water;
- Location(s) of vendor(s);
- Generators and other electrical sources;
- Parking Plan

If the Site Plan is not submitted with the completed Special Event Permit, the application **will not** be distributed for consideration.

Any changes to the originally submitted Site Plan must be communicated with municipal staff immediately.

Please attach a file containing your detailed Site Plan

Please attach a file containing your Emergency Plan/Security Plan

Please attach a file containing your Certificate of Insurance if available at the time of application.

Note: If you are submitting Temporary Road Closing Application your C.O.I. needs to be submitted with that application and the file will be shared with this SEP application.

Please attach any other files to this application if applicable, i.e. – SOP from the AGCO.

Special Event Indemnification and Waiver

Please read, sign and date the below 30 days prior to your event.

Responsibilities and Acknowledgements

I agree to the following, as an applicant authorized by

- To apply for a Special Event Permit on its behalf. To ensure the physical setting is kept safe for participants and the general public attending the event.
- If we become aware of a situation that could lead to injury or property damage, we will take immediate and decisive action.
- To prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
- In the event of an incident including but not limited to bodily injury to a participant/public/myself or damage to Township owned property or third-party property, I, or my designate, will: call emergency services (911) when assistance is required; advise the Township of the incident the next business day (613-659-2415 ext. 207); and cooperate with Township staff, police and investigating authorities, and any insurance companies involved.
- To use Township facilities, in a manner consistent with its intended use and application.
- To abide by the by-laws, rules, regulations, policies and procedures of The Corporation of the Township of Leeds and the Thousand Islands.
- We understand that the issuance of a Special Event Permit in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct ourselves/organization in a manner that does not contravene any federal, provincial, or county law.
- We agree that this indemnity shall continue to be in full force and effect notwithstanding that the Special Event has been completed.

Release of Waiver of Liability

I, the applicant, have the authority to sign on behalf of the organization for whom this application is made. The undersigned applicant, hereby releases, waives and forever discharges the Township and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Township may be responsible in respect of the conduct of the said event.

Agreement to Indemnify and Hold Harmless

I, the applicant, have the authority to sign on behalf of the organization for whom this application is made. The undersigned applicant agrees to save harmless and indemnify The Corporation of the Township of Leeds and the Thousand Islands from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that I shall at all times indemnify and save harmless the Township from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Township as a result of the Event Organizer's event.

Agreement to Indemnify and Hold Harmless

Date of Signature

Consent to Collect, Use and Disclose Personal & Other Information

Personal information on this form is collected for the purposes of administration, management and enforcement of the Township's special event permits and applications. Personal information, along with other information provided with this application, will be shared among authorized Township staff for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be directed to the Clerk, Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. box 280, Lansdowne, ON K0E 1L0 Telephone: 613-659-2415 ext. 231. I certify that I have read the entire application form and am fully aware of the terms and conditions and of my obligations created by it. I acknowledge that if all terms and conditions are not fulfilled, any approvals received from The Corporation of the Township of Leeds and the Thousand Islands for the event can be revoked or suspended and that The Corporation of the Township of Leeds and the Thousand Islands shall not be held responsible for any financial losses sustained by the event or its organizers due to suspension or termination of the permit.

I certify that I am at least 21 years of age, I am a knowledgeable person regarding the event*, and authorized to act on behalf of the organization applying for the permit.

*A "knowledgeable person regarding the event" is defined as a person who is aware of the procedures necessary, and risks involved with organizing such events.

Signature of Applicant

Date of Signature

Name of Applicant

Contact Telephone

Summary of Document and Deadlines

Road Closure/Use Requests	60 Days Prior to Event
Request for Designation as Municipally Significant Event (AGCO)	60 to 90 Days Prior to Event
AGCO SOP Permit (Alcohol)	60 Days Prior to Event
Locates for Utilities	60 Days Prior to Event
Noise By-Law Exemption Application	60 Days Prior to Event
Raffle License Eligibility Request	45 Days Prior to Event
Fireworks or Pyrotechnics Display Permit	45 Days Prior to Event
Building Permit Application	45 Days Prior to Event
Organizer's Event Certificate of Insurance (Municipal Property)	45 Days Prior to Event
Special Event Permit Application and Waiver	30 Days Prior to Event
Emergency Management Plan	30 Days Prior to Event
List of All Event Participants	30 Days Prior to Event
All Documentation and Fees for Event Participants Requiring Licenses	14 Days Prior to Event
LGL District Health Unit Special Event Food Vendor Application Form	30 Days Prior to Event
Electrical Safety Authority Inspection	2 Days Prior to Event

Thank You for Completing the Special Events Permit Application.

Your application will be circulated to all applicable TLTI or internal staff parties for their review and recommendations. Event organizers will then be notified if additional permits, inspections or further information is required.