



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. Thank you for your interest in wishing to host a Special Event. The Special Event Application is intended to act as a strategic resource for individuals and groups hosting an event within the Township of Leeds and the Thousand Islands

This form is to be completed by individuals, groups or organizations who wish to hold an event on, or partially on Township property, or on private property which could have a significant impact on municipal services. It is strongly advised that the event organizers review the Township of Leeds and the Thousand Islands Special Event Application Reference Guide prior to completing a Special Event Permit Application.

Simply submitting an application does not obligate you to host an event and submission does not guarantee Township approval. **If you have any questions please call 613-659-2415 ext 207, or email commsupervisor@townshipleeds.on.ca.**

Please note, the Township reserves the right to cancel or close an Event in such emergencies where life and property safety are at risk.

Easy steps to hosting your event:

- 1) Review the Special Event Permit Application Reference Guide.
- 2) Complete the Special Event Permit Application.
- 3) Meet with the Township staff to review Special Event Permit application (to be arranged by Township staff).
- 4) Submit required documents and obtain required approvals (along with insurance, site plan, emergency plan/security plan).
- 5) Special Event Permit issued once approved and all aspects of the Special Event Permit Application have been met.
- 7) Host a successful event.
- 8) Meet with Township staff for a post-event debrief meeting.

Introduction

Thank you for your interest in planning a special event in the Township of Leeds and the Thousand Islands. If you intend to hold an event on, or partially on Township property, including a road, or an event on private property which can reasonably be expected to significantly affect municipal services. you will need to complete a Special Event Application. The Special Event Application is intended to support and guide you through your planning process and help you understand your obligations.

As an Event Organizer, your role will be to follow-up directly with the proper authorities regarding approvals for certain event activities and communicate with the Township staff for any approvals required throughout the various township departments.

Event Planning Timelines

Event Activity	Minimum Application Timelines	Internal or External Authority
Special Event Application and waiver, site map	60 to 90 days	Internal Authority
Any event that includes logistical requirements such as: road closures/usage, tents, bleachers, stages, building permits, fireworks, open air burning permit, refreshment vehicles (food trucks), designation for municipal significant event (AGCO), SOP Permit (AGCO), locates for utilities.	45 - 60 days	Internal and External Authorities
Raffle licence application, noise by-law exemption, emergency management plan, event participant list of vendors, Health Unit food vendor application, municipal services, certificate of insurance.	30 days	Internal and External Authorities
All fees requiring licenses.	15 days	Internal and External Authorities
Electrical Safety Inspection for for amusement rides, inflatables	2 days	External Authority

General Event Information

Event Name

Description (provide details of your event). If you are not including a poster, please provide a timeline of events and activities. *

Please note: If your event requires the rental of a facility or green park space, we will facilitate the Facility Booking Application.

Type of Event (check all that apply) *

- ☐ Competition/Tournament
- ☐ Farmer's Market
- ☐ Fireworks or Pyrotechnics
- ☐ Run/Walk
- ☐ Water event/Fishing Derby
- ☐ Concert/Music Festival
- ☐ Festival
- ☐ Parade
- ☐ Trade Show
- ☐ Private event (wedding, reunion, etc., of over 50 people and which could significantly affect municipal services)

Event Organizer Information

Legal Entity Name, Organization or Individual: (Event Organizer) *

Contact name *

Address: *

City/Town *

Province *

Postal Code *

Organization Website, if applicable:

Email Address: *

Business, home or cell telephone number *

Extension

Specify Event Particulars

Review the following list of event particulars and specify which are applicable to your event by selecting 'Yes' or 'No' in the appropriate columns. If you are not sure whether an event particular pertains to your event, click 'Yes' and complete the application.

Alcohol sale or consumption *

☐ Yes☐ No

Amusement rides *

☐ Yes☐ No

Animal rides or petting zoo *

☐ Yes☐ No

Ariel sightseeing *

☐ Yes☐ No

Bleachers *

☐ Yes☐ No

Enhanced Municipal Services: (picnic tables, garbage cans) *

☐ Yes☐ No

Fireworks or open air burning *

☐ Yes☐ No

Food or non-alcoholic beverages *

☐ Yes☐ No

Food Truck or Refreshment Vehicle *

☐ Yes☐ No

Inflatables (Bouncy Castle) *

☐ Yes☐ No

Merchandise sales (Vendors) *

☐ Yes☐ No

Parking on streets *

☐ Yes☐ No

Propane use or other fuel *

☐ Yes☐ No

Raffle tickets, draws, fundraising *

☐ Yes☐ No

Road Closure/Use *

☐ Yes☐ No

Security Staff and or Police (Paid Duty) *

☐ Yes☐ No

Signs and banners *

☐ Yes☐ No

Sound amplification at anytime during event *

☐ Yes☐ No

Tents or groups of tents larger than 4645 sq ft. (60m2) in aggregate area *

☐ Yes☐ No

Temporary stage larger than 10 ft. x 10 ft. *

☐ Yes☐ No

Will your event require access to washroom and/or portable toilets *



☐ Yes

☐ No

Vehicle access beyond parking lot *



☐ Yes

☐ No

Details of Event

What is the type of property your event will be located on? (select all that applies) *

☐ Municipal

☐ Private property

☐ Combination of private and municipal property

Requested location: Road Usage/Closure, (for parade, bike rally, festival, etc. if applicable) *

Requested location

☐ Centennial Park (Seeley's Bay)

☐ Kendrick's Park (Lyndhurst)

☐ Indoor Facility Space (Seeley's Bay Community Hall)

☐ Furnace Falls Park (Lyndhurst)

☐ Indoor Facility Space (Lansdowne Community Hall)

☐ Seeley's Bay Harbour

☐ Jerry Park (Lansdowne)

☐ Indoor Facility Space (Lyndhurst Library back room)

Please note: If your event requires the rental of a facility or green park space, we will faciliate the Facility Booking Application.

Expected attendance overall and per day *

Attendance last year (if this is a new event, enter 0) *

Admission fee if applicable (if no cost enter 0) *

Contact Names and Phone Numbers

Provide the names and telephone numbers of those members of the organizing group who will be on site during the event. In providing this information you should clearly identify the person in charge (the Event Organizer) and the responsibility of other group members.

Name *

Phone Number *

Email

Position *

Event Schedule

Please submit a full schedule of the proposed event, identifying the timing of all significant components of the event. This may include band practice or performance times, parade, registration, etc. You can upload your event poster or a separate sheet if necessary.

Please upload full schedule and any supporting documentation (if available), or provide enough detail in your event description for staff to review.

Event start date *

Event end date *

Event start time *

Event end time *

Set-up date *

Set-up time *

Teardown date *

Teardown time *

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

I understand I am required to have a Certificate of Insurance listing "Corporation of the Township of Leeds and the Thousand Islands" as additional insured *

- ☐ Yes, can provide once we meet with TLTI staff
- ☐ Will provide a minimum of 45 days prior to event

Upload copy of certificate of insurance if you have it at this time

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

Thank You for Completing the Special Events Permit Application.

Staff will review your application and contact you within two days with the next steps.