



Special Events Form

Thank you for your interest in hosting a special event in Central Elgin!

Each section should be read in conjunction with the Special Events Policies and Procedures Manual.

EVENT INFORMATION

Name of the Event _____

Date (s) _____

Start Time _____ End Time _____

Group/Organization _____

Event Details (example: What activities you will be doing) _____

Expected Attendance/Day _____ Number of Bands _____

Number of Vehicles _____ Number of Tractor Trailers _____

Number of Tents _____ Size of Tents _____

Number of Food Vendors _____ Number of Animals _____

Number of (Non-Food) Vendors _____

Sponsorship Commitments (Including Alcohol) _____

APPLICANT CONTACT INFORMATION

Contact Name _____

Address _____

City/Town _____ Postal Code _____

Phone Number _____ Email _____

PERSONNEL AND VOLUNTEERS

Number of Event Personnel _____

Will you be using volunteers?

ALCOHOL

Will alcohol be consumed at the event?

ROADS

Are you anticipating any road closures or traffic flow changes?

Is the event a parade, run, walk, or pass through sporting event?

Will you be requesting that a banner be installed across the street?

Do you require any of the following?

Barricades

Traffic Control

No Parking Signs

Detour Signs

OTHER MUNICIPAL SUPPORT

Do you require any of the following?

Labour

Water

Hydro

CONTACTS

Please refer to the Special Events Policy and Procedure Manual to determine whether the following departments/organizations need to be informed.

It is important to note that representatives for each organization are to be present during your meeting with the Special Events Committee.

- ♦ Ray Ormerod, Central Elgin Fire Chief

✉ rormerod@centralelgin.org ☎ 519.631.4860 x 249

- ♦ Geoff Brooks, Central Elgin Director of Infrastructure and Community Services

✉ gbrooks@centralelgin.org ☎ 519.631.4860 x 247

- ♦ Ontario Provincial Police Detachment Operations Manager

☎ 519.631.2920

- ♦ Emergency Medical Services (EMS) General Manager

☎ 519.637.3098

- ♦ Southwestern Public Health

☎ 519.631.9900*

*Please note that the Fire Department also needs to inspect outdoor vendors.

Have you contacted the following:

- Central Elgin Fire
- Infrastructure and Community Services
- Ontario Provincial Police
- Emergency Medical Services
- Southwestern Public Health
- A Privately Licensed Security Firm

MISCELLANEOUS

Will you be providing Medical Services?

Do you require additional washroom and hand-washing facilities?

(Please refer to the Special Events Manual)

Does the event require docking space in the Port Stanley harbour?

Please describe any provisions made for accessibility (ex. parking, washrooms, etc)

Please note that the following permits may be required upon approval of the events, as per the Special Events Manual

- ♦ An Electrical Safety Authority Permit
- ♦ A Technical Standards and Safety Authority Inspection Certificate
- ♦ A Fire Hydrant Connection Permit
- ♦ A Building Permit
- ♦ A Right of Way Occupancy Permit

Please attach to your submission the following

Site Map

Relevant Documentation (letters, permissions, etc)

Signature _____ Date _____