

THE MUNICIPALITY OF CENTRAL ELGIN

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 _____

Location _____

Date (s) _____

Start Time _____ End Time _____

Group/Organization _____

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

Expected Attendance/Day _____

Number of Vehicles _____ Number of Bands _____

Number of Tents _____ Number of Tractor Trailers _____

Number of Food Vendors _____ Size of Tents _____

Number of (Non-Food) Vendors _____ Number of Animals _____

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? Y N

List how many and the types of volunteer activities _____

ALCOHOL

Will alcohol be consumed at the event? Y N

Will you be requesting your event to be deemed a public event for alcohol licensing? Y N

(Council approval and compliance with our Alcohol Policy is required.)

ROADS

Are you anticipating any road closures or traffic flow changes? Y N

Please describe the closure (locations, dates, times) _____

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

Please describe the route _____

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

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 food vendors.

Have you contacted the following:

(Date and Name of Individual Contacted)

- | | |
|--|-------|
| <input type="checkbox"/> Central Elgin Fire | _____ |
| <input type="checkbox"/> Infrastructure and Community Services | _____ |
| <input type="checkbox"/> Ontario Provincial Police | _____ |
| <input type="checkbox"/> Emergency Medical Services | _____ |
| <input type="checkbox"/> Southwestern Public Health | _____ |
| <input type="checkbox"/> A Privately Licensed Security Firm | _____ |

MISCELLANEOUS

Will you be providing Medical Services? Y N N/A

How will you provide the service? _____

Do you require additional washroom and hand-washing facilities? Y N N/A

(Please refer to the Special Events Manual)

Please provide details _____

Does the event require docking space in the Port Stanley harbour? Y N N/A

Please provide details _____

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