

Kawartha Lakes Municipal Event Application

The City of Kawartha Lakes appreciates the importance of special events in enhancing the quality of life, tourism, culture, recreation and education and in providing economic benefits to the local economy.

The Municipal Event Application is intended to act as a strategic resource for individuals hosting an event within the City of Kawartha Lakes.

It is strongly advised that event organizers review the **Kawartha Lakes Municipal Event Application Reference Guide** prior to completion of a Municipal Event Application. View the Reference Guide online or contact us to obtain a copy by e-mailing communitydevelopment@kawarthalakes.ca or by calling 705-324-9411 extension 1306.

Event organizers will be required to complete a Municipal Event Application if:

a) They wish to hold their event on any outdoor property owned or operated by the City of Kawartha Lakes.

This includes:

- ◊ Parks/Open Spaces
- ◊ Roads/Road Allowances
- ◊ Municipal Parking Lots
- ◊ Walkways, Pathways and Trails
- ◊ Waterfront areas and/or beaches

AND, if the event includes any of the following:

- ◊ Alcohol sale or service to the general public
- ◊ Pyrotechnics or Fireworks
- ◊ Food that will be sold or given to the general public
- ◊ Sound amplification - including amplified live or recorded music
- ◊ Open fire/flame-producing devices or appliances
- ◊ Tents (>61 m²) that possibly could require Building Permits/Fire Safety Plans
- ◊ Stages (>225 m²) that possibly could require Building Permits/Fire Safety Plans
- ◊ Amusement rides or inflatables
- ◊ Projected attendance of over 350 people per day

OR

b) The event is being hosted on private property, but will have a significant impact on City services. The municipality may request the completion of an application if the event significantly affects municipal services. Affected services may include, but are not limited to, Fire Services, Police Services, Public Works, Emergency Services etc.

OR

c) The event is taking place inside a municipal facility and it has been requested by staff to complete a Municipal Event Application.

For further information regarding the Municipal Event Application event criteria and procedure please refer to the Kawartha Lakes Municipal Event Application Reference Guide, or contact the City of Kawartha Lakes Parks, Recreation and Culture Division at 705-324-9411 extension 1306 or e-mail communitydevelopment@kawarthalakes.ca

Contact Information:

Name of Organization:

Applicant Name: *

Mailing Address: *

Telephone Number (Home): *

Telephone Number (Cell:)

E-Mail Address: *

Alternate Contact:

Alternate Contact Telephone Number:

Organization Website:

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 date: *

Event end time: *

Event set up start date: *

Event set up start time: *

Event tear down start date: *

Event tear down end date: *

Event tear down start time: *

Event tear down end time: *

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

Event location: *

Please provide details on where the event will take place, including the address and all facilities that will be utilized. (i.e. Hall, Green Space, Sportsfield, Picnic Shelter etc.)

Anticipated Attendance (per day): *

Event Description: *

Event Details:

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

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

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

*

If yes, please describe:

Is your event taking place on Municipal property? *

If yes, please describe the Municipal property in which the event is taking place, as well as, detailing all facilities that will be used (i.e. green space, picnic shelters, sportsfields etc.)

If your event is taking place on Municipal property have you booked the venue(s) through the City's Facility Booking Office? *

☐ Yes

☐ No

☐ Not applicable

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

If yes, please provide date, time, location and who will oversee the display.

Will your event be serving/selling food? *

If yes, please describe:

Will your event feature a lottery or raffle? *

If yes, please describe:

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

☐ Yes

☐ No

☐ Not applicable

If yes, describe location(s), contractor information, if staking will be required and when set up and tear down will take place.

Will your event be installing any temporary fencing? *

If yes, please describe location(s) of temporary fencing, details regarding dimensions and if staking for the fencing will be required.

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

If yes, please describe:

Will your event require additional electricity other than generators? *

If yes, please describe:

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

☐ Our event will not have a great deal of garbage

☐ Garbage from our event will be collected in bags and taken by event staff to the landfill following the event

☐ Not applicable

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

If yes, how many portable toilets will be at your event? describe their location(s):

Does your event require any road closures? *

If yes, has a Temporary Road Closure Application been completed? Describe location(s), times and dates of closure(s).

Does your event require Police for any of the following? (additional costs will apply) *

☐ Road Crossing

☐ Road Blocks

☐ Crowd Control

☐ Security

☐ Traffic Control

☐ Barricades

☐ Not applicable

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 Police services to assist with event security
- ☐ We will be using volunteers to manage security of our event
- ☐ We currently do not have a security plan in place
- ☐ Not applicable

Will your event feature amplified sound or live music? *

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

Will you event feature vendors selling goods or services? *

If yes, please describe:

Does your event utilize the assistance of volunteers? if yes, describe how many volunteers and details on the types of volunteer roles.

Does your event require Emergency Medical Services (EMS)? *

If yes, please describe your requirements:

Will your event require Public Access Defibrillators? *

☐ Yes ☐ No ☐ Not applicable

Will your event have any temporary structures including the following: *

- ☐ Tents greater than 61 m2 in size
- ☐ Temporary Stage greater than 225 m2 in size
- ☐ Temporary Bleachers
- ☐ Not applicable

Does your event feature a parade? *

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

Which mediums do you intend on using to promote your event? (select all that apply) *

- ☐ Signs
- ☐ Social Media
- ☐ Event website
- ☐ Posters/flyers/brochures
- ☐ Word of mouth
- ☐ Other
- ☐ Not applicable

Insurance Requirements:

Every applicant shall obtain Commercial General Liability insurance and maintain the policy throughout the term of this agreement with the City and/or venue owner including, but not limited to, 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/severability of interest clause against claims arising out of the event or any act or omission on the part of the applicant or any of his or her servants or agents.

Please ensure that:

- The insurance shall be with a company acceptable by the City and in the amount not less than \$2 000,000.00 per occurrence.
- The Corporation of the City of Kawartha Lakes shall be named as an additional insured on any such policy
- Unless otherwise specified, the terms of the insurance shall be from the day of the commencement of event set-up or assembly for the event until the completion of all related activities
- The policy shall be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without 30 days written notice to the City.
- A description of the event, including the name and date of the event must be present on the Certificate of Insurance.
- Applicants are required to submit a Certificate of Insurance from their insurer confirming that the insurance coverages held by the applicant are in accordance with the City's requirements at least 14 days prior to their event.

If applicable, the applicant shall provide confirmation of Automobile Liability Insurance in the amount not less than \$2,000,000.00 through the term of this agreement covering all owned, leased and non-owned automobiles used in connection with the activities of the special event.

The City reserves the right to require a higher limit of liability insurance depending on the event specific details.

Event organizers must provide a copy of their Certificate of Insurance to the City's Facility Booking Office (for events taking place on Municipal property) a minimum of 14 days prior to the event.

Event Insurance requirements taking place on Municipal Property are handled by the City of Kawartha Lakes Insurance Risk Management Coordinator in conjunction with the City of Kawartha Lakes Parks, Recreation and Culture Division Facility Booking Office.

Certificate of Insurance attached? *

☐ Yes

☐ No

☐ Will provide a minimum of 14 days prior to the event

☐ Not applicable

Event Site Plan:

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

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

- The 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;
- Location of waste diversion sites;
- Areas for food and water;
- Location(s) of Vendor(s);
- Generators and other electrical sources;

Events taking place on the City's trail system should prepare their Event Site Plan utilizing Google Maps, and should include the proposed route in writing as well.

If you are requesting a section of a municipal parking lot, or on-street parking spaces be blocked off for your event, please indicate this in your Event Site Plan description.

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

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

A site visit with City staff may be required based upon the submitted Event Site Plan.

Please attach a file containing your detailed Event Site Plan

Please provide a narrative for your proposed Event Site Plan. *

Hold Harmless Agreement:

The applicant agrees that it shall at all times indemnify and save harmless, the Corporation of the City of Kawartha Lakes, its employees, agents, and Members of Council, from and against all actions, suits, claims and demands of any nature or kind made by, or on behalf of any person or persons which the applicant or those for whom the applicant is law responsible, may bear or be held responsible for any injury and/or damage arising out of, or incidental to the event, the granting of the permit or the use of the City of Kawartha Lakes property or facilities.

Signature of applicant:

Thank You

Your completed Municipal Event Application will be sent to the City of Kawartha Lakes Parks, Recreation and Culture Division who will assist event organizers through the application process and will be your primary contact.

Upon receipt of a completed Municipal Event Application a City staff member will be in touch to confirm receipt of application.

Questions? call 705-324-9411 extension 1306 or e-mail communitydevelopment@kawarthalakes.ca