



SPECIAL EVENT PERMIT APPLICATION

The Township of Muskoka Lakes has consolidated the special event procedure so that the process is streamlined. Please complete the following application and submit it to Corey Moore, Communications and Economic Development Specialist.

It is important to read the Special Event Guide prior to completing an application. It is required that all appropriate fields be completed with detailed information. If your event does not require a section please use N/A in the field.

If you have questions and or comments about the Application process, please contact Corey Moore at 705-765-3156 ext. 215 or email cmoore@muskokalakes.ca

CONTACT INFORMATION

Organization:	
Contact Person:	
Address:	
Phone (office):	
Phone (cell):	
Website:	
Email:	
Describe your organization:	<input type="checkbox"/> Registered Charity <input type="checkbox"/> Incorporated Non-Profit <input type="checkbox"/> Incorporated Business <input type="checkbox"/> Unincorporated Group (with non-profit goals) <input type="checkbox"/> Other: _____

ALTERNATE CONTACT INFORMATION

Please provide two additional contacts, one who can speak on the event’s behalf if you are not available as well as an Emergency onsite contact person.

Alternate Event Contact Person:	
Phone (office):	
Phone (cell):	
Email:	

GENERAL DETAILS

Please provide details on your event.

Event Name:	
Event Date(s):	
What type of event is this for?	<input type="checkbox"/> Parade <input type="checkbox"/> Run/race/cycle/walk-a-thon <input type="checkbox"/> Festival <input type="checkbox"/> Triathlon <input type="checkbox"/> Conference <input type="checkbox"/> Dance/Party/Wedding <input type="checkbox"/> Other: <hr/> <hr/>
Is this a single event or annual Event	<input type="checkbox"/> Single Event (one-off) <input type="checkbox"/> Annual Event
Please provide a brief description of your event. What are you doing at your event? What is your event about? What do you hope to achieve?	
Is this event private or open to the public?	<input type="checkbox"/> Private <input type="checkbox"/> Public
Will you be charging admission to your event?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please explain cost:

EVENT TIMING

Please use the chart below to outline your Event Timing and Dates. If you need more room than what is provided, copy and paste the form fields in Microsoft Word, as needed.

Event Date(s) & Time:	
Event Set-up Date(s) & Time:	
Tear Down Date(s) & Time:	

EVENT ATTENDANCE

Please estimate all that apply:

Total Attendance Expected (per day):	
Peak Time Attendance (per day):	
Estimated Peak Time (per day):	
Volunteers "Marshalls":	
Private Security	
Performers (per day):	
Vendors (per day):	

EVENT HISTORY

Has this event been conducted in Muskoka Lakes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not previously in Muskoka Lakes, has this event been conducted elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, provide venue locations:
Is the proposed event expected to be the same as previous year(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TOWNSHIP LOCATION REQUESTS

Please list any Township facilities you intend on using.	
Please list any Township Parks or green space you intend on using.	
Please list any Private Property you intend on using. (provide address)	
What other locations will you be using, if any?	

ROAD, PARK & PARKING LOT CLOSURES

Please read the following carefully. It is important to include all Township Roads, District Roads and Provincial Highways that are going to be affected due to your event. All District and Provincial roads need approval from the applicable legislation.

Will you be using Municipal Roads?	<input type="checkbox"/> No <input type="checkbox"/> Yes.
Will you be using any Municipal Parking Lots for event operations?	<input type="checkbox"/> No <input type="checkbox"/> Yes.
Will you be using District Roads?	<input type="checkbox"/> No <input type="checkbox"/> Yes.
Have you contacted the District to apply for a Road Closure Approval?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
Will you be using a Provincial Highway?	<input type="checkbox"/> No <input type="checkbox"/> Yes.
Have you contacted the Province to apply for a Road Closure Approval?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
Will you be using any Waterways for your event?	<input type="checkbox"/> No <input type="checkbox"/> Yes.
Will Barricades be required for your road closures?	<input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, you agree that as the <i>applicant you are responsible for the pick-up, set-up and return of barricades.</i>
Will picnic tables be required form the Township?	<input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, you agree that as the <i>applicant you are responsible for the pick-up, set-up and return of picnic tables.</i>

MUNICIPAL ROAD CLOSURES

Please fill out the following Road Closure information. If you need to provide additional closure information than is indicated in the space below, please copy and paste the form fields as required.

Municipal Road	Name of Street:	From:	To:
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the road:		
	Type of Closure:		
<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Partial Road Closure <input type="checkbox"/> Rolling Road Closure			

MUNICIPAL PARKING LOT CLOSURES

Please fill out the following Parking Lot Closure information. If you need to provide additional closure information than is indicated in the space below, please copy and paste the form fields as required.

Parking Lot	Name of Street where parking lot is located:		
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the parking lot:		

DISTRICT ROAD CLOSURES

Please fill out the following District Road Closure information. If you need to provide additional information than is indicated in the space below, please copy and paste the form fields as required.

District Road	Name of Street:	From:	To:
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the road:		
Type of Closure:			
<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Partial Road Closure <input type="checkbox"/> Rolling Road Closure			

PROVINCIAL HIGHWAY CLOSURES

Please fill out the following Highway Closure information. If you need to provide additional information than is indicated in the space below, please copy and paste the form fields as required.

Highway	Name of Highway:	From:	To:
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the highway:		
Type of Closure:			
<input type="checkbox"/> Full Closure <input type="checkbox"/> Partial Closure <input type="checkbox"/> Rolling Closure			

WATERWAY USAGE

Please fill out the following usage/closure information. If you need to provide additional closure information than is indicated in the space below, please copy and paste the form fields as required.

Waterway	Name of Lake or River:	Area Used: Indicate the location or general area.

EVENT SITE MAP

An Event Site Map provides a visual of your event. Please include as much information as you can on your site map such as; where the vendors, washrooms, accessible washroom locations, designated accessible parking, performances stages and other event programs/components will be set-up.

Site plans typically include the following:

- Road closures
- Location of permanent buildings/structures
- Location of all tents and/or stages
- Utility locates (event organizers may have to coordinate utility locates prior to submitting a site plan to demonstrate no interference with wires or pipes located in the vicinity of any proposed structures)
- Location of first aid station
- Location of food service and barbeques
- Location of any tables
- Location of games and activities
- Proposed route and layout of race, walk-a-thon or road closure
- Access routes for emergency vehicles
- Location of any barricades used to block off parking, roadways or sections
- Location of licensed area
- Location of portable toilets and hand wash stations
- Location of any temporary fencing
- Location of garbage/recycling stations
- Location of midway rides/dunk tanks/inflatables
- Location of any other activities or structures that relate to the event

EVENT COMPONENTS

There are various permits and approvals that must be obtained in order to incorporate specific elements into your event. Based on the information you have provided on the Special Event Application, the S.E.T will advise you on any additional paperwork that must be filled in to secure the applicable permits and approvals required for your event to safely take place on Township property.

Will your event have amplified noise? Describe how sound will be amplified (live music, speakers, guest speaker):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will Alcohol be served? <i>If yes, include map of fenced off area where alcohol will be served. If you wish to have alcohol at your event you will need to adhere to both provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol. Provincially, all alcohol licensing is handled by the Alcohol and Gaming Commission of Ontario (AGCO) www.agco.on.ca. On the AGCO website you'll find information related to Special Occasion Permits and Temporary Liquor License extensions.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using a Tent or Temporary Structure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be Vendors at your event? <i>By checking this box on your S.E.T application you will alert us to your request.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

FUNDRAISING

The Township of Muskoka Lakes must follow provincial regulations that are set out by the Alcohol and Gaming Commission of Ontario when it comes to allowing these activities to take place. There are permits and approvals that must be obtained for you to include lottery at your event. By checking this box on your S.E.T application you will alert us to your request. Additional paperwork will follow when event has been approved.

Will you be conducting any Raffles, Bingo, or 50/50 Draws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a silent auction (no gaming License required)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate any other fundraising activities:	

WASTE MANAGEMENT

Event organizers are responsible for ensuring appropriate measures are in place to contain waste and to clean up litter on Township property. Fees may apply for some Township waste management services including cleanup costs.

Will you be contracting a waste management company to remove the garbage and/or recyclables?	<input type="checkbox"/> Yes - By checking yes, you will be responsible for waste management.
	<input type="checkbox"/> No – we will be responsible for waste management ourselves
What waste containers will you use (containers, garbage bags, dumpsters) and how many? Will containers be required?	If you require containers from the Township, you agree that as the applicant you are responsible for the pick-up, waste removal and return of containers.

INSURANCE

<p>Do you require purchasing liability insurance through the Township insurance program?</p>	<p><input type="checkbox"/> Yes. If Yes, S.E.T will work the Risk Management Coordinator to determine your Insurance rate. Additional fees will apply and will be included as an extra fee on your rental contract.</p> <p><input type="checkbox"/> No</p>
<p>Will you be providing your own Certificate of Insurance listing the Corporation of Township of Muskoka Lakes as additionally insured?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, if no please explain how your insurance will be addressed.</p>

CHECKLIST

- SET Application and Fee
- Insurance Certificate
- Event Site Plan Map
- Emergency Safety Plan
- Vendor List Form (If Required)
- Tent Permit Application (If Required)
- Fireworks Event Application (If Required)
- Parks Permit Application (If Required)

FINAL AUTHORIZATION

It is vital that as the event organizer that you read and understand both S.E.T Guideline and the Event application form. We also need to ensure that the information you are providing is accurate to the best of your ability in order to properly facilitate and support your event.

If there are any changes to your Event application, it is imperative that you notify of these changes **at least 30 days in advance**. The Township of Muskoka Lakes reserves the right to revoke any approvals or permissions based on changes that render the event unsafe.

<p>I have read and understood Special Event Permit Guide</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>I acknowledge that all the information contained in this application is, to the best of my ability, is accurate.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please enter Your Name:</p>	