



Festival and Event Application Form

Submission of this application constitutes a request to use County property for the purpose of a Special Event and does not guarantee event approval. To avoid any misunderstanding, please read the "Festival and Event Approval Process Guidelines."

Part 1: EVENT INFORMATION							
EVENT NAME:							
Name of Sponsor Organization:							
Type of Organization:							
<input type="checkbox"/> Non-Profit		<input type="checkbox"/> Association		<input type="checkbox"/> Private		<input type="checkbox"/> Commercial	
<input type="checkbox"/> Other (please specify): _____							
Mailing Address (street, town & postal code):							
Website for event details:							
Type of Event:							
<input type="checkbox"/> Community or Holiday Celebration (1 day or less)		<input type="checkbox"/> Festival (multi day)					
<input type="checkbox"/> Run/Walk/Ride		<input type="checkbox"/> Sporting Event		<input type="checkbox"/> Tournament		<input type="checkbox"/> For Profit	
<input type="checkbox"/> Charitable – Proceeds to Benefit: _____							
<input type="checkbox"/> Other (please specify): _____							
First Time Event: <input type="checkbox"/> Yes <input type="checkbox"/> No		Annual Event: <input type="checkbox"/> Yes <input type="checkbox"/> No		Admission Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Anticipated Attendance:		# of years held:		<input type="checkbox"/> per Entry		<input type="checkbox"/> per Attraction	
Event Date(s), Location(s), Time(s):							
Please specify each park you are requesting as well as the specific locations in each park.							
Please include set up and take from date(s) and time(s) if different from event dates.							
Dates	Park and Location	Set Up		Event Time		Take Down	
		Start	End	Start	End	Start	End
In the event of inclement weather, will the event be cancelled or rescheduled (provide details):							

Brief description of event:
For returning events, please list changes in activities for this year's event:

Part 2: APPLICANT INFORMATION		
	Primary Applicant	Alternate Applicant
Name:		
Position within sponsor organization:		
Preferred Contact Number:		
E-mail Address:		
Can this information be shared with the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3: DIGNITARY REQUEST: On occasion, the Mayor and Members of Council are invited to Opening Ceremonies, presentations or to participate in a parade. Please use this space for your request. Confirmation of the Mayor's attendance will occur prior to the event. Councillors will respond as available.	
<input type="checkbox"/> Mayor Ken Hewitt	
<input type="checkbox"/> Ward 1: Councillor Stewart Patterson	<input type="checkbox"/> Ward 2: Councillor John Metcalfe
<input type="checkbox"/> Ward 3: Councillor Dan Lawrence	<input type="checkbox"/> Ward 4: Councillor Tony Dalimonte
<input type="checkbox"/> Ward 5: Councillor Rob Shirton	<input type="checkbox"/> Ward 6: Councillor Bernie Corbett
Date Requested:	
Time Requested:	
Requested Level of Participation (i.e.: Opening remarks, parade):	

	Emergency Medical Services	Fire Department	OPP
Participation in Parade:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Relations or Display:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Assistance – user fees or service changes may apply:			
Bike Medics	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Ambulance	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Paid Duty Officers			<input type="checkbox"/> Yes <input type="checkbox"/> No (contact OPP directly)

Part 4: SAFETY PLAN
How will event officials be identified:
Please identify the safety measures that will be in place for the event:
<p>First Aid:</p> <p>Will additional first aid provisions be available: <input type="checkbox"/> St. John's Ambulance on site <input type="checkbox"/> certified first aiders on site</p>
Crowd Control:
<p>Security:</p> <p>Will an external security company be on site: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide company name:</p>
Parking:
Traffic Control:
Other (please specify):

Part 5: EVENT DETAILS

***Alcoholic Beverages** (e.g. beer gardens, VIP area, etc.) Yes
 No
Required: Special Occasions Permit (SOP), requires a Municipally Significant Designation
Information regarding Special Occasion Permits can be found at: www.agco.ca

If yes, please provide the dates and times of sale and service of alcohol:

Date	Start Time	End Time	Area/Location	Estimated Attendance

***Food** (e.g. BBQ, pre-packaged snacks, bottled water, food vendors, etc.) Yes
 No

Required: Haldimand Norfolk Health Unit Event Organizer Form and Food Provider Form which can be found at: www.hnhu.org and search Food Safety at Special Events

If yes, please describe:

***Use of Outdoor Cooking Equipment** Yes
 No

Required: Special Event Fire Safety Requirements Form

If yes, please specify type, etc.:

<p>*Temporary Structures (e.g. tents, sun shelters, stage, bleachers, climbing wall, portable washrooms, etc.)</p> <p>A building permit is <i>required</i> for a single tent or group of tents whose aggregate area exceeds 60 m² (646 square feet), is attached to a building or is constructed closer than 3 m (10 feet) from other tents or structures.</p> <p>Required: Special Event Fire Safety Requirements Form to be submitted for tents or temporary structures requiring permits.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please list type of structure, quantity and dimensions:</p>	
<p>*Use of County Roadways and Sidewalks (e.g. parade, soap box derby, runs, bikes, walks, etc.)</p> <p>Required: Traffic Control Plan for Special Events required for temporary road closures.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please describe:</p>	
<p>*Live Entertainment</p> <p>If live or recorded music is included in the event activities, the Event Organizer is responsible for the SOCAN license fees. SOCAN is the Society of Composers, Authors and Music Publishers of Canada.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please specify type (e.g. musician, magician, etc.)</p>	
<p>*Amplified Sound</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please describe:</p>	

*Fireworks/Pyrotechnics Display Vendor must submit <i>required</i> paperwork to the Fire Department.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	
*Games of Chance, Lotteries, Raffles, etc. Contact Haldimand County at 905 318 5932 ext. 6351 for information regarding licensing requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	
*Other (e.g. vehicle access in park, petting zoo, closure of public amenities such as boat ramp, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	
# of picnic tables requested:	# of garbage cans requested:

Part 6: INSURANCE REQUIREMENTS:

Festival or Event Organizers must submit a Certificate of Insurance (COI) that shall be maintained in full force and effect throughout the festival or event (including set up and tear down). Higher limits and different types of insurance may be required depending on the nature of the event.

At a minimum, the COI shall contain the following requirements:

- Commercial General Liability in the amount of not less than two million dollars (\$2,000,000)
- Occurrence Based Coverage
- Cross Liability & Severability of Interest Clauses indicated as included under the CGL
- Haldimand County named as an Additional Insured
- Description of the event/activity for which the insurance applies
- Dates and Times of Events
- 30 days notice of cancellation or alteration
- Policy number, policy period, name and address of Insurer
- Liquor Liability Coverage if the event involves the sale or serving of alcohol
- Signature of Authorized Representative

Insurance Options:

Option 1:

I/We will be securing insurance through our own insurance provider and providing a Certificate of Insurance to the County for this Event which meets the mandatory requirements listed above.

***Please have your insurance representative review the checklist above prior to issuing the Certificate of Insurance.**

Option 2:

I/We believe the Event meets the criteria listed below and wish to apply to be covered under the Haldimand County Special Event Insurance Policy.

Festivals or Events that meet ALL the requirements listed below, may qualify for Haldimand County Special Event Insurance:

- The event is mostly, if not all, held on County owned property
- The event is sponsored by a volunteer, not-for-profit organization
- The event is held on an annual recurring basis
- The event is for the benefit of the general public, as opposed to a specific target audience
- The event contributes to community vibrancy and may encourage tourism
- The event is not for the purpose of fundraising
- The main event is free of admission charges
- Funding of the insurance for an event does not create an inconsistency with other similar events held on property not owned by the County

All applicants applying for the Haldimand County Special Event Insurance Policy must complete the following questions:

1. Insurance Period (include set up & tear down):

Effective Date: _____ Time: _____ AM PM

Expiry Date: _____ Time: _____ AM PM

2. Has the Event Organizer ever received a claim? Yes No

If yes, please provide details:

3. Name of Current or Previous Insurance Carrier:

4. Has any company denied or cancelled coverage: Yes No

If yes, please provide details:

5. Do you verify that all information provided in this Application is correct, to the best of your knowledge? Yes No

Please Note: It is the responsibility of the Festival or Event Organizer to collect a Certificate of Insurance which meets the mandatory requirements listed above, from each vendor that is providing services at the event (such as food, entertainment, rides, fireworks) listing Haldimand County and the Sponsor Organization as additional insured.

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

On behalf of the sponsoring organization, with its authorization, I shall indemnify and hold harmless Haldimand County, its Mayor, Councillors, officers, directors, employees, agents, representatives, successors and assigns, from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on Haldimand County including reasonable legal fees, occasioned wholly or in part by any negligent acts or omissions by the Sponsoring Organization, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of Municipal property in connection with the Festival or Event which is the subject of this application.

	Primary Applicant	Alternate Applicant
Signature:		
Print Name:		
Position:		
Date:		

EVENT APPLICATION

I have read the terms and conditions as outlined in the guidelines and on this application and fully disclosed all details and components of the proposed event.

I will abide by all terms, conditions and regulations as indicated on the applications required.

I am aware that failure to comply as outlined could lead to cancellation of this application and/or my event at any time.

	Primary Applicant	Alternate Applicant
Signature:		
Print Name:		
Position:		
Date:		

Festival & Event Application Form Checklist:

A completed Festival & Event Application includes:

- A completed application
- A detailed map or site plan clearly and accurately identifying locations of tents, temporary structures, stages or bleachers, storage of propane, fuel or hazardous materials, emergency access, food vendors, Bavarian gardens, any enclosed fenced area, portable washrooms, fireworks displays, etc.
- Certificate of Insurance (COI) meeting the requirements herein
- Facility Rental Application
- Signed Indemnification/Hold Harmless Agreement
- Signed Event Application

And additional forms as required:

- Submitted separately: HNHU Special Event Organizer Application Package
- Submitted separately: HNHU Special Event Food Provider Application Package(s)
- Submitted separately: AGCO Special Occasion Permit Application required for events with alcohol
- Community Event Trailer Request
- Traffic Control Plan for Special Events
- Special Events Fire Safety Requirements Form
- Installation of Cross Road Banner Request
- Digital Reader Boards Announcement Request (if applicable)
- Tourism Free Listing Form (if applicable)

Please return completed application packages to:

Haldimand County
Attention Lynda Kissner, Supervisor Community Programs & Events
45 Munsee Street N, PO Box 400
Cayuga, ON N0A 1E0

For further information and assistance, contact Lynda Kissner:

By phone: 905 318 5932 ext. 6134 or by email: lkissner@haldimandcounty.on.ca

All required forms can be found on the Haldimand County website at:

HaldimandCounty.on.ca
Residents Tab
Festivals and Events
Planning a Special Event