



Municipality of
Leamington
live | play | work

Special Events Guide



Municipality of Leamington
111 Erie Street South
Leamington, Ontario N8H 2Z9
Tel: 519-326-5761 Extension 1108
Attn: Legislative Coordinator
specialevents@leamington.ca

Introduction

1. We are excited to support you with the planning process of your special event. This resource has been developed to assist you in understanding the various policies and procedures and to ensure that the necessary approvals are in place before the actual date(s) of the event. As the Event Organizer or contact person, your role will be to follow-up directly with the proper authorities regarding items within their jurisdiction relating to the event.

For questions related to this Guide, please contact:

Municipality of Leamington
111 Erie Street South
Leamington, Ontario N8H 2Z9
Tel: 519-326-5761 Extension 1108
Attn: Legislative Coordinator
specialevents@leamington.ca

Purpose

2. The Municipality of Leamington recognizes 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 purpose of this document is to:
 - establish guidelines for the allocation and management of special events within the Municipality of Leamington;
 - inform all of the affected municipal departments about your proposed event;
 - make sure that all health and safety guidelines are met;
 - make sure that all necessary permits, permissions, insurance and approvals are secured;
 - ensure that there are no scheduling conflicts with other events or activities; and,
 - ensure that municipal services are not negatively impacted as a result of your event.

Failure to comply with the conditions outlined in this Special Event Guide could result in the application being declined.

We wish you the very best as you plan and prepare for your special event!

Special Event Application

3. You **must** submit a Special Event Application if:

If you wish to hold your event on any outdoor property owned or operated by the Municipality of Leamington. This includes:

- Roads / road allowances (street festivals, parades and races)
- Parks and parkettes
- Parking lots
- Alleyways, both assumed and un-assumed
- Walkways, pathways and trails
- Waterfront areas and/or beaches
- Open spaces

and

- Food being given or sold to the general public at an event open to the public
- Sale or consumption of alcohol at an event open to the public
- Sound amplification
- Tents larger than 30m² (Fire Safety Plan is required and possibly a Building Permit)
- Tents larger than 60m² (Note: Building permit and Fire Safety Plan are required)
- Stages that are more than 225m² in area (Note: building permit may be required)
- Amusement rides or inflatables
- Projected attendance of over 250 people

OR:

The Municipality requests you to do so because your event significantly affects municipal services. This includes events that are held on private property or inside municipally-owned facilities. Affected services can include fire services, police services, public works (roads), emergency services, etc.

Sporting Event

4. A sport event or sporting event is defined as an event where an element of sport is the focus of the competition or celebration. Typically the event involves competitors and spectators who have gathered to participate in, or watch, a sporting event. A Special Event Application is not required for sport tournaments or sporting events, unless otherwise advised. To check the availability of a facility, determine if a Special Event Application is required, or for more information on booking a sport tournament or sporting event, please contact Recreation Services, 249 Sherk Street, Leamington or call 519-322-2337 Ext. 2001.

How to Apply

5. The Event Organizer shall read through this Special Event Guide, complete the Special Event Application, review the Checklist and submit all required supporting documents and payments, if applicable to:

Municipality of Leamington
111 Erie Street South
Leamington, Ontario N8H 2Z9
Attn: Legislative Coordinator
Tel: 519-326-5761

Electronic files can be submitted by email to specialevents@leamington.ca.

Applications are also available for download online by visiting www.leamington.ca.

Depending on the activities included in your event, additional forms including insurance, and special operating permits may be required with your Special Event Application. Additionally, Event Organizers may be required to meet with staff and/or the Municipality to review the Special Event Application and discuss details.

Timing of Application

6. In order to assist you with obtaining the necessary permits and services, it is essential to review the Special Event Guide and complete the Special Event Application and submit it to the Municipality, together with all required forms and payment (if applicable):
 - At least **120 days prior** to the event, for **large events**
 - At least **90 days prior** to the event, if the event is taking place for the **first time** or **has significantly changed since the last time the event was held**.
 - At least **60 days prior** to the event, if the event is an **annual event** and has **no significant changes**.

****Failure to submit your complete application on time could result in the event not receiving approval.**



APPLY EARLY!

Early applications will allow more time to resolve any issues relating to your planned event.

Event Description

7. When completing the Special Event Application, you will be asked to describe the event. Your event description should provide the Municipality with a snapshot of your event activities.
 - The type of event
 - Where and when will your event take place?
 - Who will be organizing and participating in your event?
 - What activities will be taking place and what do you hope your event will achieve?

The more information you can tell us about your event, the better prepared staff will be to work with you to create a successful event.

Definitions

8. The following definitions will assist you in describing your event:

Run, Walk, Bike, Triathlon or Motorized Rides: Races, fundraisers or awareness events where participants walk, run, bike and, in a few cases, use motorcycles. Sometimes these events require full or partial road closures.

Festivals: A themed event or series of events. Typically, it is an event that is held annually at the same time and place.

Fairs: A gathering of people for a variety of entertainment and commercial activities. Fairs usually include event elements, such as exhibitions and displays, children's rides and amusements, food (including BBQs), merchandise and / or craft vendors.

Parades: A public procession, especially one celebrating a special day or event and possibly including marching bands and floats.

Public Gatherings, Information or Awareness Sessions, or Commemorative Services: Information, education and awareness events or announcements typically held at a hall.

Games or Leisure Activities: Includes events such as Easter egg hunts and physical activities or hobbies.

General Policies & Procedures

9. A Special Event Application submitted to the Municipality for approval must meet certain criteria to be eligible for approval, including compatibility with the provisions of municipal, provincial and federal laws as well as in accordance with rules and regulations administered by outside agencies.

Approvals

10. Upon receipt of the Special Event Application and all required supporting documentation (and fees, if applicable), the information will be circulated to applicable departments for review and input. The Event Organizer may be contacted to provide additional information or to fill out additional forms. When all requirements have been met, a Special Event Permit will be issued to the Event Organizer. Event Organizers may be required to enter into a Special Event Agreement with The Corporation of the Municipality of Leamington as part of the Special Event approval.

Event Location

11. The Municipality needs to know where your event will be taking place.

Event locations must comply with the requirements of the Municipality's Comprehensive Zoning By-law. The location will be reviewed by Planning Services to ensure that the zoning is appropriate. For additional information on zoning, please contact Planning Services at 519-326-5761.

Booking Municipal Facilities

12. The Municipality has a number of facilities available you may wish to rent for your event. (Please refer to the schedule attached for a complete list of facilities).

Reservations for municipal facilities are booked through Recreation Services located at 249 Sherk Street, Leamington or by calling 519-322-2337 Ext. 2001.

To rent the Pavilion located at Leamington Marina, please contact 519-326-0834.

See more details and photos of our rental facilities by visiting [the Recreation Services website](#).



LOCATION! LOCATION! LOCATION!

Booking your event site early is essential to ensure the space is acceptable and available. Summer months are very busy, contact us prior to filling out an application.

Layout of the Event – Event Layout Plan

13. As part of the Special Event Application, an Event Layout Plan is required to be submitted with your Application. The Event Layout Plan is a key document so that staff can review the Event Organizer's plans and ensure that the layout of the stages, licensed areas and other activities comply with approved uses for municipal property. The Event Layout Plan should contain the information which is relevant to your special event. At the discretion of the Municipality, a planning and coordination meeting may be requested with the Special Event Organizer. The goal of this

meeting will be to work through any additional details or requirements with the Special Event Organizer.

Please refer to Sample Event Layout Plan on page 33 of this Guide.



MAP IT!

We can help provide basic maps of local facilities and parks to plan your event layout and fire safety plan. Ask us or visit leamington.ca and search “Maps”.

Events on Roads - Walk-a-thons / Bike-a-thons / Parades/Runs

14. If you are interested in temporarily occupying or closing a municipal road to hold a special event such as a run, walk, bike, triathlon, please complete and return the **Temporary Road Closure Application Form** together with the Special Event Application.

Special Event Application Process

15. Special Event Application process.



A-to-Z Guidelines

16. Prior to completing and submitting a Special Event Application, Event Organizers are encouraged to review the A-to-Z Guidelines section to ensure their special event complies with the Municipality of Leamington's policies, procedures and regulations.

Accessibility

- 16.1 Event Organizers are required to comply with Municipality of Leamington's "Accessibility Standards for Customer Service (Pursuant to Accessibility for Ontarians with Disabilities Act, 2005; Ontario Regulation 429/07) Policy".

The Municipality encourages Event Organizers to consider incorporating ways to make their special event more accessible. [Access Ontario](#) has created a guide and checklist which includes ideas to consider when planning your special event.

Access to Existing Infrastructure

- 16.2 Unless otherwise permitted, access to all public areas within an event site (play structures, splash pads, permanent washroom facilities, etc.) shall remain available to the public at all times during an event.

Alcohol – Special Occasion Permit /Temporary Extension Process

- 16.3 If you wish to serve alcohol at your event, you must adhere to both the provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol.

Alcohol and Gaming Commission of Ontario (AGCO)

Provincially, alcohol sales, service and consumption is overseen by the [Alcohol and Gaming Commission of Ontario](#) (AGCO).

The AGCO website provides information related to [Special Occasion Permits \(SOP\) and Temporary Liquor Licence Extensions](#). You will not be permitted to serve alcohol on municipal property without providing a copy of your Liquor Licence as issued from the AGCO. Applications for a [Special Occasion Permit or Extension of an Existing Permit](#) can be picked up and returned to a local LCBO store.

For more information about AGCO liquor licenses, please contact:

Alcohol and Gaming Commission of Ontario (AGCO)
Toll Free: 1-800-522-2876
Fax: 416-326-5555
customer.service@agco.ca

To start the process, applications can be picked up and returned to a local LCBO store or you may access the [application online](#).



DON'T DELAY!

Due to the approvals required to be provided to the AGCO as part of the application process, the turnaround time for requests through the AGCO can be lengthy. Please plan accordingly to avoid disappointment.

As part of the licence application package to the AGCO, you will be required to “notify the Municipality” and provide proof of this notification to the AGCO.

The AGCO requires for-profit organizations to obtain a municipal resolution or letter from a delegated municipal authority, deeming the event a “municipally significant event”. In the Municipality of Leamington, the Clerk has been delegated the authority to authorize and execute these letters. This letter must accompany the application for a Special Occasion Permit to the AGCO.

For more information about notifying the Municipality and obtaining an Event of Municipal Significance designation, please contact the Municipality at Tel: 519-326-5761 and speak to a Customer Service Representative.

The [Municipal Liquor Licence Application Guide](#) is available online.

Municipal Alcohol Risk Management Policy

The Municipality of Leamington owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Municipality of Leamington has developed an [Alcohol Risk Management Policy](#) in order to prevent alcohol related problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities. Event Organizers must complete the Special Occasion Permit Holder Agreement and/or the Sports Activity Agreement and submit it with your Special Event Application.

Ontario Provincial Police (OPP)

As part of your application process for a liquor licence with the AGCO, the OPP may require you to submit additional information about your event. You may contact the OPP at:

Ontario Provincial Police (OPP), Leamington Detachment
Attn: Sgt. Jerry Ribble
7 Clark Street West
Leamington, Ontario N8H 1E5 Tel: 519-326-2544

Amusement Devices and Inflatable Devices

16.4 All amusement devices and air supported structures must be in compliance with the provisions of the Technical Standards and Safety Act. Additional paperwork is required to be submitted to the Municipality with the Special Event Application:

- For amusement devices, an Ontario Licence for the current year from the company is required. This includes a Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority under the Amusement Devices Act for the current year for each amusement device in operation; and
- A certificate of insurance from the vendor in the minimum amount of **\$2 million dollars in commercial liability insurance** with the Municipality of Leamington named as additional insured on the policy for the days of the event. For more detailed information, please refer to the section on *Insurance* below.

To obtain the additional required documents, please contact the [Technical Standards and Safety Authority](#).

Animals for Entertainment

16.5 Animals for entertainment include but are not limited to: animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides. The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the Ontario Society for the Prevention and Cruelty to Animals Act and regulations, as enforced by the Windsor/Essex County Humane Society. Humane Society officers may conduct inspections without notice, and Event Organizers are expected to cooperate with those inspections. Please contact the Windsor/Essex County Humane Society for further information.

All animal exhibit areas must be shown on the Event Layout Plan and submitted with the Special Event Application, illustrating how the animals, animal exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer intends to contain and mitigate the potential for animal wastes to impact neighbours.

The Event Organizer may be responsible for additional insurance if animals are part of the event. Please contact the Legislative Coordinator for further information at 519-326-5761.

Banners

16.6 Banners are permitted to be installed across a road way in **3 locations** in Leamington:

1. Across Talbot Street East at a point west of Lutsch Avenue
2. Across Erie Street North, north of Ivan
3. Across Talbot Street West, east of Westmoreland

Banners must comply with Municipality of Leamington Policy regarding banners. Applications for Over the Road Banner Display are required to be submitted **at least 2 weeks** in advance of the start date.

Barbecues & Cooking

- 16.7 Propane barbecues and personal barbecues are **NOT** allowed on municipal property. Permanent barbecues are available at designated areas for public use. **Open fires are NOT allowed on municipal property.**

Camping

- 16.8 Camping is not permitted on municipal property or private property not appropriately zoned to permit camping. Contact Planning Services at: 519-326-5761 to determine if camping is permitted within the event location.

Cancellation and Refusal of Events

- 16.9 The Municipality reserves the right to refuse any application in order to ensure public safety or, if in the sole opinion of the Municipality, the Event Organizer fails to comply with the requirements of the Special Event Guide or any other municipal by-law. In some circumstances the application may be referred to Municipal Council for consideration.

Candle Burning at Events

- 16.10 The burning of candles is prohibited during any event as noted by the Ontario Fire Code, Division B Subsection 2.4.4. Open Flames Article 2.4.4.1. (1) "Open flames shall not be permitted in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless approved by a Chief Fire Official".

Places of religious worship are exempt, but notification to the Fire Chief prior to the event is mandatory. Please contact Leamington Fire Services for further information at: 519-326-6291 Ext. 3238.

Clean Up

- 16.11 The Event Organizer is responsible for clean up during and immediately following the event as well as clean up and removal of all event equipment and garbage upon completion of the event.

Please refer to Waste Collection/Recycling on page 24 of this Guide for additional information.

Community Impact Plans - Notification

16.12 Special events present a unique opportunity that can benefit all residents and visitors to Leamington. Event Organizers have an obligation to residents and business that may be impacted by a special event. Depending on the size and scope of the event taking place the Event Organizer may be required to:

- Direct letters to residences and business;
- Erect temporary signage;
- Advertise in local media outlets;
- Have direct contact with businesses; and,
- Contact the Leamington Business Improvement Area (BIA).

For further information, please contact the Legislative Coordinator at: 519-326-5761.

Damages

16.13 The cost to repair any damages to a park, facility, street or sidewalk, etc. will be the responsibility of the Event Organizer. Any repair costs will be assessed and communicated to the Event Organizer by the Municipality of Leamington as soon as possible after the special event is completed.

Demonstrations or Rallies

16.14 Demonstrations, rallies or actions that could incite violence of any kind are not allowed on all municipal property including sidewalks and roadways. Events occurring on municipal property must not promote the hatred or derision of any group and shall not be permitted if likely or intended to cause unreasonable danger to the health and safety of any person. The desecration of flags or other national symbols is not allowed. Events appearing on municipal property shall be consistent with the principle of respect for the dignity and worth of all persons.

Dogs

16.15 In order to provide a safe and clean environment for all to enjoy, and to ensure compliance with the Municipality's [Animal Control By-law 668-06](#), dogs are not allowed to be off leash on any municipal property. Stoop-and-scoop practices shall be followed at all times. With the exception of service animals, dogs and all other animals are not permitted inside any municipal facilities.

Electrical Services

16.16 Some municipal facilities have access to electrical plug-ins. Please advise the Municipality if you require access to power. As the Event Organizer, you are responsible for bringing all extension cords to plug into available sockets and mats to prevent cords from becoming tripping hazards.

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection is required and must be filed with the Electrical Safety Authority, Customer Service Centre, 1-877-ESA-SAFE (372-7233). For festivals, concerts, and/or live performances that need to be expedited, contact 1-800-667-4278.

Permit applications can be obtained from [Electrical Safety Authority's website](#).

For information on generators, please refer to page 17 of this Guide.

Emergency Access

16.17 Emergency access to parks, driveways, walkways and thoroughfares as well as parking lots must be maintained at all times during event operations at a minimum width of:

4 meters for single lane; **or**
8 meters for two lane traffic.

Emergency Response Plan

16.18 In order to be prepared for any emergency situation or disaster, Event Organizers should consider creating an emergency response plan. Emergency response plans may include such things as:

- Hazard Identification and Risk Analysis
- List emergency equipment available on site, and provide resource lists from mutual aid or supporting agencies'
- A communication plan to activate contact with the Police, Fire, Ambulance, if not already on-site;
- Dedicated and mapped emergency access points;
- Support for routing the responding resources within your event site as indicated;
- Two event contact personnel including their cell phone numbers and how they will be contacted in case of emergency;
- An evacuation plan with dedicated evacuation areas and identified evacuation routes;
- Procedures to be followed in the case of an emergency or disaster;
- Details on how you will prepare your volunteers and organizational staff to handle a disaster or emergency situation;
- Weather monitoring details and responsibilities.

Further, it is recommended that you provide these details to all emergency services prior to your event, so that they may have the information on hand, regardless of event attendance. These details may be sent to:

Ambulance Essex-Windsor EMS 360 Fairview Avenue West Essex, ON N8M 1Y6 (519) 776-6441 ext. 2232	Fire Leamington Fire Services 5 Clark St W, Leamington, ON N8H 1E5 (519) 326-6291	Police Ontario Provincial Police (OPP) – Leamington Detachment Sgt. Jerry Ribble 519-326-2544
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Event Promotion

- 16.19 The Municipality will provide event organizers with assistance in the marketing and development of their events where applicable. The Municipality maintains a comprehensive inventory and database for all tourism related businesses, attractions and events within Essex County.

Events may be promoted on the [Community Calendar](#) on the Municipality's website.

Events with a tourism focus will also be cross promoted on the [Leamington Tourism](#) website.

Note: Items listed on the Leamington Community Calendar will be forwarded for upload on the Leamington Tourism site. If your event has a poster, photos, or videos (not supported on the Leamington community calendar) you may e-mail your event photos/videos/posters to onth42@leamington.ca

Fencing, Digging or Staking

- 16.20 All requests for installation of any object that penetrates the ground including fence posts, tent poles/pegs, and sign installations must be pre-approved by the Municipality as there are underground utilities buried below the surface of the ground including hydro and irrigation lines. This information must be included in the Event Layout Plan. Locates shall be obtained prior to any excavation, or penetration of the ground for the purpose of installing posts, etc. Locates must be obtained for gas, electric and all other services in or near the area to be excavated or in any areas where an object will penetrate the ground.

For more information or to book locates, please contact:
Ontario One at 1-800-400-2255 (free service) or visit www.on1call.com.

Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on their Event Layout Plan. The Municipality has a limited supply of temporary fencing available which may be rented for a fee.

Fire Safety Plan

- 16.21 [A Fire Safety Plan](#) is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the tent and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues. A Fire Safety Plan may be required when using a tent.

Fireworks

- 16.22 Municipality of Leamington maintains Fireworks [By-law 600-05](#) respecting the sale and discharge of fireworks. The By-law prescribes the restrictions and regulations surrounding both low-hazard (family fireworks) and Display and Theatrical Fireworks (event fireworks). Event Organizers are expected to be aware of the restrictions and regulations concerning the use of fireworks in the municipality. A separate fireworks application must be filled out and accompany the application ([Application for Permit to Discharge Display Fireworks or Theatrical Fireworks](#)).

Flying lanterns, sky lanterns, or wish lanterns are not permitted to be discharged in the Municipality.

First Aid / Emergency Medical

- 16.23 Safety is the utmost concern for everyone involved in organizing an event. You may be required to provide information on the steps you are taking to ensure that your event is safe for attendees, volunteers and staff. It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency (see below).

Essex-Windsor EMS provides dedicated coverage for special events, ranging from festivals to corporate events and municipal functions. Coverage is often dependent on the availability of staff and ambulances (fees may apply).

If you would like to request medical coverage for your special event, please fill out and submit a [Medical Coverage Request form](#) and a representative from Essex-Windsor EMS office will contact you within 72 hours. Please provide **at least 4 weeks** advance notice for the event.

Food

- 16.24 Food providers must ensure that food and beverage items are offered in a manner that is in compliance with the Ontario Food Premises Regulation 562 and the Health Protection and Promotion Act.

During the event, Public Health Inspectors will inspect food vendors to ensure safe food handling is being implemented and to prevent any health hazards.

Event organizers and food vendors must submit their application forms to the Windsor-Essex County Health Unit **at least 30 days** prior to the start of the special event.

Application forms to submit are available from the Windsor Essex County Health Unit:

- Special Event Organizer Application Form
- Food Vendor Application Form



INSURANCE PLEASE!

It is recommended that as an Event Organizer, you request proper insurance coverage from each of your participating food vendors.

In addition, the Municipality of Leamington regulates the sale of refreshments and confections on highways, public parks and other public places through [By-laws 652-05](#) and [638-05](#). Those wishing to sell refreshments or confections are required to complete and submit an Application for a Business Licence together with supporting documentation as noted on the application.

Please contact the Legislative Coordinator to determine the type of business licence that is required:

- [Application for Mobile Vendor Licence](#)
- [Application for Refreshment Stand Licence](#)

Generators

- 16.25 If you are bringing your own generators, they must be safely set up on your event site. If you do bring a generator, you must place it in a safe area free from obstruction and away from any trees or bushes. It must be vented to the outside and a fire extinguisher should be readily available in case of fire. Municipal staff may advise as to the best location for your generator. Please include generator information on the Event Layout Plan to be submitted with your Special Event Application.

Inspections

- 16.26 Site inspections may be required including, but not limited to, Fire Inspections, Technical Safety Advisory Association, Windsor-Essex County Health Unit, Electrical Safety Authority, Ontario Provincial Police, Municipal By-law Enforcement Officers, and Public Works Department. All required documentation is required to be available on site for review. If you are found to be in violation of any of the regulations. Fines may apply.

Insurance / Release and Indemnity

16.27 Release of Indemnity and insurance is **required for all events** as follows:

- (a) A signed Release and Indemnity is required to be submitted with your Special Event Application stating that the Event Organizer releases, waives and forever discharges the Municipality from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that the Event Organizer shall at all times indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Municipality as a result of the Event Organizer's event.
- (b) The Event Organizer must take out and maintain and provide proof of **commercial general liability insurance of no less than \$2,000,000** including but not limited to bodily injury including death, property damage, advertising injury, volunteers to be added as insureds, and a provision for cross liability and severability of interest. Such insurance shall name "The Corporation of the Municipality of Leamington - 111 Erie Street North, Leamington Ontario, N8H 2Z9" as additional insured. The Municipality reserves the right to request additional insurance if, in the sole opinion of the Municipality, the event poses a higher level of risk.

To satisfy this requirement, the Event Organizer must provide the Municipality with a Certificate of Insurance providing evidence of the required insurance policy underwritten by an insurer licensed to conduct business in the Province of Ontario.

Live Entertainment

16.28 The Event Organizer must ensure that the entertainment associated with the event is open to the public and will be of a positive nature for the enjoyment of both adults and/or children. Rude or foul language, nudity or any form of profanity will not be tolerated. The Event Organizer may be required to submit an entertainment and production contact list prior to the event.

You may require an exemption to [Noise By-law 431-03](#). Please refer section 5-Noise Exemption.

Loan of Equipment (barricades, picnic tables)

16.29 The Municipality has limited quantities of equipment and materials for public events (if available). Please identify any needs for equipment or materials on your Special Event Application. Fees will apply.

Music

16.30 Music. Please see:
"Noise Exemption Permit", below.

Noise Exemption Permit

- 16.31 If your event has amplified sound/live music, you must remain in compliance with the Municipality of Leamington's [Noise By-law431-03](#). During these times all amplified sound shall remain at an acceptable level giving consideration to the type and location of the event.

Events requiring the presence of amplified sound outside of the hours prescribed in the by-law require the granting of a [Noise Exemption Permit](#). A Noise Exemption Permit can be obtained from the Municipality of Leamington's By-law Enforcement Services.

Municipal By-law Enforcement Officers and the OPP are responsible for enforcing the Noise By-law and may attend your event to monitor or respond to a noise complaint.

Open Air Burning

- 16.32 If your event will have open air burning, you must remain in compliance with the Municipality of Leamington's [Open Air Burning By-law 34-10](#). Organizers are to contact the Fire Services, between the hours of 8:30 am and 4:30 pm. Monday to Friday to inquire whether they may obtain a permit for the type of fire they wish to have at their address. Applications are not available online, because the Fire Prevention Officer must do a site visit. If you are renewing an annual fire permit and there are no changes, it may be obtained at the fire station during business hours. No site visit is required. Open Air Burning Permits and renewals are \$20.00 (tax included).

Parking

- 16.33 To avoid parking problems related to the event, the Event Organizer should be aware of how many parking spaces are available and where those spaces are located (i.e. on-site or off-site). If parking will be off-site, consideration may be required on how traffic will be managed. Depending on the size of the event and the expectation of a large number of vehicles that will be required to find parking, consideration should be given to hiring paid duty Police Officer(s) for traffic and parking control and/or providing on-site shuttle bus transportation from parking areas outside of the event location. Event parking should be arranged to ensure the safe flow of traffic before, during, and after the event.

The Event Organizer must be aware of the Traffic and Parking By-law that will be enforced. Any deviation from the Traffic and Parking By-laws must be approved before the event and public notice provided (as required).



POINTS OF INTEREST

Parking lots and parks are available on [interactive map site](#) under the "Points of Interest layer".

Parking on Street

- 16.34 On-street parking in the Municipality of Leamington is limited by by-law, and various prohibitions are placed on street signage. Unless otherwise arranged, on-street parking regulations must be observed at all times. Contact By-law Enforcement Services for specific parking information at: 519-326-5761.

Parks

- 16.35 Public access to parks, park walkways and special thoroughfares, as well as parking lots, must be maintained at all times during events. This includes all play structures for children.

Raffles/Lotteries/Bazaars or Games

- 16.36 If the event involves raffles, lotteries, bazaars or games, the Event Organizer must comply with Alcohol and Gaming Commission of Ontario legislation. Only approved charitable organizations are eligible for a lottery licence. Applications for an [eligibility review](#) and [applications to hold a lottery](#) may be sent to the Municipality of Leamington at clerks@leamington.ca or you may contact the Legislative Coordinator at 519-326-5761 Ext. 1108.

Road Closures

- 16.37 If you would like your event to take place on a municipal roadway, you must identify this on your Special Event Application. Events requiring road closures will require the granting of a Temporary Road Closure Permit.

The Municipality requires adequate time to review the request, coordinate detour routes with emergency services, and request advance warning signage through the Municipality's traffic division (when required).

Closing a road for an event is a complex process involving and affecting many people. The Municipality needs to know which road you wish to close for your event in order to determine availability and prevent scheduling conflicts with other events / activities. As the use of roadways is extended to all members of the public, the Municipality has an obligation to prioritize public safety when closing down roads to ensure that the rest of the public can safely keep moving / operating even while various events are taking place.

The Municipality will make the final determination as to whether an event that takes place on the road is to be deemed either a full closure (no vehicular access is permitted on the roadway during the event); or a, lane closure (occupying one lane of a roadway while maintaining traffic in all directions).

Note: Road closure changes cannot be made to your closure / route without notification to the Municipality.

Sales and Vendors

- 16.38 If your event will have vendors selling merchandise, each vendor is required to [apply for a Licence](#) as per Municipality of Leamington's [Transient Trader, Peddler and Mobile Vendors By-law 638-05](#).

Security

- 16.39 An integral component of the risk management program is a comprehensive security plan. Event Organizers should consider creating a security plan. If private security is contracted, it is recommended that these expectations become part of the service agreement with the security firm. The security plan should also describe what other controls will be implemented to mitigate any risks to the public. Examples include perimeter fencing, bag checks etc.

Security Firms can assist with many security functions including perimeter and bag checks, entry and exit head counts.

Paid Duty Police officers are often required by the AGCO upon issuance of a liquor permit or as determined through the hazard identification and risk assessment process.

A Paid Duty is a work assignment arranged through the Ontario Provincial Police, where an off-duty officer performs policing duties for an individual or organization other than the Municipality and is paid by the third party. (Example: traffic, security, weddings, special events). Requests for Paid Duty officers must be received in writing using the prescribed form stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty.

Police service for the Municipality of Leamington is provided by the Essex County Ontario Provincial Police. Application for Paid Duty Officers may be made by contacting Leamington OPP, Contract Manager at Tel: 519-326-2544.

Signs

- 16.40 A Sign Permit may be required to erect temporary signage in Leamington. Mobile signs are only permitted in designated areas throughout the municipality. For more information about approved mobile signage locations and conditions, please refer to the [Mobile Sign Permit Application Form](#).

Before you have signs made, or put signs up, please refer to the [Regulation of Signs By-law 110-11](#), which regulates the size, use, location, construction and maintenance of signs within the Municipality of Leamington.

Note: No signs are allowed on municipal property.

Smoke Free Ontario Act (SFOA)

- 16.41 The Province of Ontario has made it illegal to smoke in public outdoor spaces with the Smoke Free Ontario Act. This applies to all public events being staged on Municipality of Leamington owned or leased properties and includes all elements of an event such as beer tents, midways, concessions etc. In addition, the Municipality of Leamington has enacted [By-law 311-13](#) being a by-law to prohibit smoking tobacco at municipally owned recreational facilities (Leamington Kinsmen Recreation Complex).

The Windsor-Essex County Health Unit enforces the smoking ban. Failure to comply or to ensure compliance with the SFOA or By-law 311-13 can result in fines of up to \$5,000 under the Provincial Offences Act.

For more information, please refer to Ministry of Health and Long-Term Care website or contact the Windsor-Essex Health Unit at 519-258-2146 Ext. 3100.

SOCAN (Society of Composers, Authors & Music Publishers of Canada)

- 16.42 SOCAN “is the Canadian copyright collective for the right to communicate to the public and publicly perform musical works. SOCAN administers these rights on behalf of its members (composers, lyricists, songwriters, and their publishers) and those of affiliated international organizations by licensing the use of their music in Canada. The fees collected are distributed as royalties to SOCAN’s members and to affiliated organizations throughout the world.”

If you are planning to use live or recorded music of any kind; the event organizer is required to pay a licence fee to SOCAN.

Temporary Structures (e.g. stages)

- 16.43 The Ontario Ministry of Labour (MOL) has issued guidelines to help event organizers understand their obligations under the Occupational Health and Safety Act and its regulations related to the design, erection, use, dismantling and maintenance of temporary performance/event structures that are used either indoors or outdoors. The guidelines cover:

- Design and materials
- Positioning
- Planning and control of work
- Inspections
- Operations Management Plans (OMP)

If you are planning to erect a temporary structure as part of your event, you will need to notify the Ministry of Labour (MOL), especially if the temporary structure:

- Will be used for multi-day events;
- Require large equipment such as cranes to assemble the temporary structure; or,
- Require separate temporary structures for sound, lighting, pyrotechnics, video equipment, etc.

For more information, please refer to the [Ministry of Labour Safety Guideline for the Live Performance Industry in Ontario](#).

Tents, Canopies or Temporary Shelters

16.44 Depending on the size and/or configuration of your tents, you may be required to obtain a building permit. According to the Ontario Building Code (2012), a tent or group of tents is exempt from the requirement to obtain a building permit if the tents are:

- (a) not more than 10 sq ft (60 m²) in aggregate ground area;
- (b) not attached to a building; and,
- (c) constructed more than 3 m from other structures.

For tents that are larger than 323 sq ft (30 m²) a Fire Safety Plan may be required. For tents larger than 654 sq ft (60 m²) Building Permit is required.

Contact Building Services by email at bldgdept@leamington.ca, or by Tel: 519-326-5761, to determine whether or not building permits are required for your tent.

Contact Leamington Fire Services to determine whether or not a Fire Safety Plan is required for your tent(s) and/ or group of tents.

Volunteers

16.45 Volunteers are integral to the success of any special event. Spending time on planning a 'Volunteer Management Model' can be beneficial for the volunteers and their supervisors. It is important that your volunteers are provided with any pre-event training including clarifying roles and responsibilities and any communication, emergency, and security procedures that are in place. It is also important to document any training provided including the trainers' name, trainees, date, time, and topic.

More information about volunteers and the management of volunteers may be found on the Volunteer websites such as the [Ontario Volunteer Centre Network](#) or [Volunteer Canada](#).

Washrooms

16.46 Event Organizers are responsible for providing sufficient portable washrooms and may be required to provide wheelchair accessible portable washrooms and hand wash sinks depending on the event and location. You may wish to consider the nature of your event, length of time and guest requirements when determining the need for this

service. As a rule, you will need no less than three regular units for each 100 attendees for a six hour event.

The Windsor Essex County Health Unit may have specific requirements for the number of washrooms based on expected attendance and/or activity (e.g. Food service). The AGCO may also have specific requirements if alcohol is being sold at the event.

Waste Collection/ Recycling

- 16.47 The Event Organizer is responsible for litter control and waste disposal. Upon completion of a special event, all litter, garbage and recycling collection must be completed by the Event Organizer and the lands must be left in their original condition.

The [Essex Windsor Solid Waste Authority](#) offers a free special event recycling service in order to make special events more environmentally friendly. If you are hosting a special event and require recycling services, please contact EWSWA in order to organize a recycling program for your event. This is a year round, FREE service. For more information or to arrange for special event recycling call 1-800-563-3377 (Essex County & Windsor Area only). You can fill in an on-line form if you would like to submit your event information electronically. One of the EWSWA staff will call to confirm recycling services at your event. Note: Requests must be submitted two weeks in advance of the event date.

List of Facilities

Community facilities can be rented or reserved by the general public. Rentals are required to be paid in full 2 weeks prior to the date of the rental. Interest fees of 1.25% apply to all balances 30 days outstanding or later. A Cancellation Fee will be applied to all bookings in which the Rental Fee is \$100.00 or greater and the rental is cancelled within 2 weeks of the rental. NO Refunds will be issued to those cancelling the day of the event or no shows. For detailed information about facility rental or reservation opportunities, please visit our website www.leamington.ca/recreation

Leamington Municipal Building

111 Erie Street North 519-326-5761 Ext. 1106
Living wall rental for photographs
Contact: clerks@leamington.ca

Chestnut Park

24 Chestnut Street
519-322-2337
Park and pizza oven reservation

Recreation Services

249 Sherk Street
519-322-2337
Ice rentals, meeting rooms, gymnasium, trade shows, swimming pool, etc.

Kinsmen Baseball Diamonds

Seacliff Drive East
519-322-2337
Eight diamonds, hardball and softball.
Washrooms and field lighting are available

Seacliff Park

Seacliff Drive West
Picnic shelter and volleyball court rentals

Soccer Fields

Corner of Mersea Road 2 and Mersea Road 12
519-322-2337
Day or season rentals available

Mersea Park

Point Pelee Drive
519-322-2337
2 Pavilions and 2 softball diamonds rental

Leamington Marina

90 Robson Road
519-326-0834
Marina Pavilion rental

Contact Information

Special Event - Application Process

Brianna Coughlin, Legislative Coordinator
111 Erie Street North
Leamington, Ontario N8H 2Z9
Tel: 519-326-5761 Ext. 1108
Email: specialevents@leamington.ca

Booking Facilities

Recreation Services
Leamington Kinsmen Recreation Complex
249 Sherk Street
Leamington, Ontario N8H 4X7
Tel: 519-322-2337 Ext. 2001

Building Permits for Tents and Stages

Bechara Daher, Manager of Building Services
111 Erie Street North
Leamington, Ontario N8H 2Z9
Tel: 519-326-5761 Ext. 1701

Planning – Zoning Compliance

Danielle Truax, Manager
111 Erie Street North
Leamington, Ontario N8H 2Z9
Tel: 519-326-5761 Ext. 1405

Vendors, Games, Concessions & Rides

Legislative Services
Brianna Coughlin, Legislative Coordinator
111 Erie Street North
Leamington, Ontario N8H 2Z9
Tel: 519-326-5761 Ext. 1108

Noise, Animal Control & By Law Enforcement

Kyle Reive, Supervisor
111 Erie Street North
Leamington, Ontario N8H 2Z9
Tel: 519-326-5761 Ext. 1144

Leamington Municipal Marina

Ronan Oliver, Supervisor
90 Robson Road
Leamington, Ontario N8H 3V4
Tel: 519-326-0834 Ext. 4301

Road Closures and Signage

Infrastructure Services
John Pilmer, Traffic Coordinator
111 Erie Street North
Leamington, Ontario N8H 2Z9
Tel: 519-326-5761 Ext. 1304

Firework, Tents and Fire Safety Plan

Leamington Fire Services
Derrick Clark, Fire Inspector
5 Clark Street West
Leamington, Ontario N8H 1E5
Tel: 519-326-6291 Ext. 3238
Email: dclark@leamington.ca

Culture and Tourism

Kyra Knapp, Culture and Tourism Developer
111 Erie Street North
Leamington, ON N8H 2Z9
Tel: 519-326-5761 ext. 1602

Ontario Provincial Police (OPP)

Leamington Detachment
Sgt. Jerry Ribble
7 Clark Street West
Leamington, Ontario N8H 1E5
Tel: 519-326-2544

Alcohol and Gaming Commission of Ontario (AGO)

90 Sheppard Avenue East, Suite 200-300
Toronto, Ontario M2N 0A4
Tel: 1-800-522-2876

Food Handling Requirements /Safety

Windsor-Essex County Health Unit
Health Inspection Department
33 Princess Street
Leamington, Ontario N8H 5C5
Tel: 519-258-2146 ext. 4475

Essex-Windsor EMS

360 Fairview Avenue West
Essex, ON N8M 1Y6
Tel: 519-776-6441 Ext. 2232

Ontario One

Call Before You Dig (free service)
Tel: 1-800-400-2255
<http://www.on1call.com/>

Windsor/Essex County Humane Society

1375 Provincial Rd
Windsor, ON N8W 5V8
Tel: 519-966-5751
<http://windsorhumane.org>

Electrical - Safety Authority Standards

Customer Service Centre
400 Sheldon Drive, Unit 1
Cambridge, ON N1T 2H9
Tel: 1-877-372-7233

The Society of Composers, Authors and Music Publishers of Canada (SOCAN)

41 Valleybrook Drive
Toronto ON M3B 2S6
Tel: 1.800.55.SOCAN (76226)
www.socan.ca

Special Event Checklist

The following is a check list to review to determine what forms you may be required to complete and submit with the Special Event Application.

	Documents Required	Contact	Reference
Event Layout Plan ** Required for all events	As part of the Special Event Application, an Event Layout Plan is required to be submitted with your Application. [insert link]	Municipality of Leamington Legislative Coordinator 519-326-5761 Ext. 1108	Please refer to Sample Event Layout Plan in the Special Events Guide.
Insurance **Required for all events	Release of Indemnity and insurance is required for all event as follows: (a) A signed Release and Indemnity is required to be submitted with your Special Event Application; and (b) The Event Organizer must take out and maintain and provide proof of commercial general liability insurance of no less than \$2,000,000 including but not limited to bodily injury including death, property damage, advertising injury, volunteers to be added as insureds, and a provision for cross liability and severability of interest.. To satisfy this requirement, the Event Organizer will provide the Municipality with a Certificate of Insurance providing evidence of the required insurance policy underwritten by an insurer licensed to conduct business in the Province of Ontario.	Municipality of Leamington Legislative Coordinator 519-326-5761 Ext. 1108	The Release of Indemnity is included in the Special Event Application.
Do you require use of a municipal facility or venue?	The Municipality has a number of facilities available you may wish to rent for your event. For a complete list of facilities visit: www.learmington.ca	Municipality of Leamington Recreation Services 519-322-2337 Ext. 2001. Pavilion located at Leamington Marina 519-326-0834.	
Will your event take place on a road or sidewalk?	Temporary Road Closure Application Form available at www.learmington.ca	Municipality of Leamington Engineering Services 519-326-5761 Ext. 1303	
Will alcohol be served at your event?	Please submit an Application for Special Occasion Permit (SOP) to the Alcohol and Gaming Commission of Ontario	AGCO www.agco.ca	Risk Management Policy

	Documents Required	Contact	Reference
	Application for Paid Duty Officers may be made by contacting Leamington OPP, Contract Manager.	Essex County Ontario Provincial Police. 519-326-2544	Form for Municipal Alcohol Policy
Will you be selling or serving food or beverages (non-alcoholic)	<p>Windsor-Essex Health Unit Application forms to submit:</p> <p>Special Event Organizer Application Form</p> <p>Food Vendor Application Form</p> <p>Those wishing to sell refreshments or confections are required to complete and submit an Application for a Business Licence together with supporting documentation as noted on the application.</p> <p>Application for Peddler or Mobile Vendor Licence</p> <p>Application for Refreshment Stand Licence</p>	<p>Windsor-Essex Health Unit 519-258-2146 Ext. 1450</p> <p>Municipality of Leamington Legal and Legislative Services, Legislative Coordinator 519-326-5761 Ext. 1108</p>	<p>Transient Trader, Peddler and Mobile Vendors By-law 652-05 as amended</p> <p>Refreshment Stand By-law 638-05</p>
Will you have fireworks or pyrotechnical displays?	Application for Permit to Discharge Display Fireworks or Theatrical Fireworks	Municipality of Leamington Fire Services 519-326-6291 Ext: 3245	Fireworks By-law 600-05
Will you have open air burning?	Applications are not available online, because the Fire Prevention Officer must do a site visit. If you are renewing an annual fire permit and there are no changes, it may be obtained at the fire station during business hours. No site visit is required. Open Air Burning Permits and renewals are \$20.00 (tax included).	Municipality of Leamington Fire Services 519-326-6291 Ext: 3245	Open Air Burning By-law 34-10
Will you be installing tents, stages canopies or similar structures?	<p>Building Permit Application</p> <p>A Fire Safety Plan may be required when using a tent. Fire Safety Plan Application</p>	<p>Municipality of Leamington Building Services 519-326-5761 Ext. 1402</p> <p>Municipality of Leamington Fire Services 519-326-6291 Ext: 3245</p>	

	Documents Required	Contact	Reference
Will you be fencing, staking or digging?	<p>Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on their Event Layout Plan.</p> <p>Locates must be obtained for gas, electric and all other services in or near the area to be excavated or in any areas where an object will penetrate the ground by contacting Ontario One.</p>	<p>Ontario One Call at 1-800-400-2255 (free service) or visit http://www.on1call.com/.</p>	
Will you require hydro at your event?	<p>An application for electrical inspection is required and must be filed with the Electrical Safety Authority (ESA).</p> <p>Permit applications can be obtained from ESA's website: https://www.esasafe.com/business/special-events</p>	<p>Electrical Safety Authority (ESA), Customer Service Centre, 1-877-ESA-SAFE (372-7233).</p> <p>For festivals, concerts, and/or live performances that need to be expedited, contact a Customer Service Representative at 1-800-667-4278.</p>	
Will you be using a generator at your event?	<p>Please include generator information on your Fire Safety Plan to be submitted with your Special Event Application.</p> <p>Fire Safety Plan Application</p>	<p>Municipality of Leamington Fire Services 519-326-6291 Ext: 3245</p>	
Will you be having live music or amplified sound?	<p>Events requiring the presence of amplified sound outside of the hours prescribed in the By-law require the granting of a Noise Exemption Permit.</p> <p>Application for Exemption to the Noise By-law</p> <p>If you will be having music at your event, you are required to obtain a licence from the Society of Composers, Authors and Music Publishers of Canada.</p>	<p>Municipality of Leamington By-law Enforcement Services 519-326-5761 Ext: 1119</p> <p>The Society of Composers, Authors and Music Publishers of Canada (SOCAN) 41 Valleybrook Drive Toronto ON M3B 2S6 Tel: 1.800.55.SOCAN (76226) www.socan.ca</p>	Noise By-law 431-03 as amended

	Documents Required	Contact	Reference
Will there be a carnival or amusement rides?	<p>Please provide the Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority for the current year for each amusement device in operation.</p> <p>Please provide a certificate of insurance from the vendor in the minimum amount of \$2 million dollars in commercial liability insurance with the Municipality of Leamington named as additional insured on the policy for the days of the event.</p>	Please contact the Technical Standards and Safety Authority for further information at 1-877-682-TSSA (8772)	
Will there be bouncy castles/inflatable devices?	<p>Please provide the safety information for each bouncy castle and inflatable device.</p> <p>Please provide a certificate of insurance from the vendor in the minimum amount of \$2 million dollars in commercial liability insurance with the Municipality of Leamington named as additional insured on the policy for the days of the event.</p>	Please contact the Technical Standards and Safety Authority for further information at 1-877-682-TSSA (8772)	
Will you have a petting zoo /animals?	<p>The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the Ontario SPCA Act.</p> <p>All animal exhibit areas must be shown on the Event Layout Plan, illustrating how the animal exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer intends to contain and mitigate the potential for animal wastes to impact adjacent receptors.</p>	Please contact the Windsor/Essex County Humane Society 519-966-5751	Animal Control By-law 668-06
Will there be fundraising activities (e.g. toonie toss or raffle)?	<p>Only approved charitable organizations are eligible for a lottery licence.</p> <p>Eligibility Review Request</p> <p>Lottery Licence Applications</p>	Municipality of Leamington Legislative Coordinator 519-326-5761 Ext. 1108	Alcohol and Gaming Commission of Ontario www.agco.ca
Will you have any promotional signage?	<p>Applications for Over the Road Banner Display and/or temporary signs are required to be submitted at least 2 weeks in advance of the start date.</p> <p>Banner Application Form</p> <p>Mobile Sign Permit Application Form</p>	Municipality of Leamington By-law Enforcement Services 519-326-5761 Ext: 1119	Regulation of Signs By-law 110-11

	Documents Required	Contact	Reference
Will you be selling merchandise?	Application for Peddler or Mobile Vendor Licence	Municipality of Leamington Legal and Legislative Services, Legislative Coordinator 519-326-5761 Ext. 1108	Transient Trader, Peddler and Mobile Vendors By-law 652-05 as amended
Smoke Free Ontario Act	The Province has made it illegal to smoke in public outdoor spaces. This applies to all public events being held on Town owned or leased property. It includes all elements of an event such as beer tents, midways, concessions, etc.	Windsor Essex County Health Unit 519-258-2146 Ext. 3100	Outdoor Smoking By-law 311-13 as amended Ministry of Health and Long-Term Care Smoke-Free Ontario information
Accessibility	<p>Event Organizers are required to comply with Municipality of Leamington's Policy "Accessibility Standards for Customer Service (Pursuant to Accessibility for Ontarians with Disabilities Act, 2005; Ontario Regulation 429/07)".</p> <p>The Municipality encourages Event Organizers to consider incorporating ways to make their special event more accessible. Access Ontario has created a guide and checklist of event accessible ideas to consider when planning your special event. Accessibility Ontario https://www.ontario.ca/page/accessibility</p>	<p>Municipality of Leamington Accessibility Committee c/o Building Services 519-326-5761 Ext. 1402</p> <p>Access Ontario 1 (647) 502-7047 Accessontario.com</p>	<p>Municipality of Leamington– Accessibility Standards for Customer Service</p> <p>Access Ontario Guide to Planning Accessible Events</p>

Event Layout Plan

The event Layout Plan should include:

- 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)
- An unobstructed fire/emergency response lane(s);
- Licensed areas, if applicable;
- Locations of Fencing and Security Controls;
- Location(s) of any vendor(s);
- Location(s) of fire extinguisher(s);
- Temporary and fixed event facilities, including stages, seating (bleachers and grandstand), bridges, platforms, trailers, tents, amusement rides, and vendor sites;
- Location of waste diversion sites;
- Locations of permanent and temporary washroom facilities;
- First aid stations;
- Areas for food and water;
- Identification of any hazardous/combustible materials i.e. fuel storage, propane, etc.
- Generators and other electrical sources;
- Staging and holding areas;



SPECIAL EVENT APPLICATION

Applications must be received:

- At least **120 days prior** to the event, for **large events**
- At least **90 days prior** to your event, if your event is taking place for the **first time** or **has significantly changed**.
- At least **60 days prior** to your event, if your event is an **annual event** and has **no significant changes**.

****Failure to submit your complete application on time could result in the event not receiving approval.**

Please print clearly or complete electronically. You must **complete all questions** on this form.

Event Name	
Date Application Submitted	

Organization Information

Organization Name	
Address (including Postal Code)	
Telephone Number	
Fax Number	
Website	
Is your group a Charitable or Non-Profit Organization?	

Applicant Information (Contact Person)

Name	
Position in Organization	
Address	<input type="checkbox"/> Same as above
Telephone Number	
Email address	
Day of Event Cellphone	

Description of Event

First Time Event	<input type="checkbox"/> Yes, first time event <input type="checkbox"/> Returning Event Date of last event:	
Type of Event (check all that apply) (See Special Event Guide for more information)	<input type="checkbox"/> Run/Walk/Bike/Triathlon/Motorized Ride <input type="checkbox"/> Festival <input type="checkbox"/> Fair <input type="checkbox"/> Parade <input type="checkbox"/> Public Gatherings, Information or Awareness Sessions, Commemorative Services (includes weddings, demonstrations or rallies) <input type="checkbox"/> Games or Leisure Activities <input type="checkbox"/> Other:	
Event Location		
Event Date(s)		
Set Up Begins	Date:	Time:
Event Begins	Date:	Time:
Event Ends	Date:	Time:
Clean Up Ends	Date:	Time:
Will the event date be changed due to rain/inclement weather?	<input type="checkbox"/> Cancelled <input type="checkbox"/> Rescheduled	

Event Activities

Please indicate the various event activities (check all that apply) Note: additional licences and permits may be required. (See Special Event Checklist for more information)	<input type="checkbox"/> Road Closure(s) <input type="checkbox"/> Over the Road Banner <input type="checkbox"/> Alcohol <input type="checkbox"/> Food sold/served <input type="checkbox"/> Fireworks/ pyrotechnical displays <input type="checkbox"/> Open Air Burning <input type="checkbox"/> Tents/Canopies/Stages/Bleachers <input type="checkbox"/> Loan of Equipment	<input type="checkbox"/> Fences/Stakes or Digging Needed <input type="checkbox"/> Hydro/Generator <input type="checkbox"/> Live Music/Amplified Sound <input type="checkbox"/> Carnival/Amusement Rides <input type="checkbox"/> Bouncy Castles/Inflatable Devices <input type="checkbox"/> Petting Zoo/Animals <input type="checkbox"/> Fundraising/Lottery Games <input type="checkbox"/> Promotional Signs <input type="checkbox"/> Vendors/Merchandise for sale
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Event Participation

Expected Daily Attendance	
The event is	<input type="checkbox"/> Private (invitation only) <input type="checkbox"/> Open to the General Public <input type="checkbox"/> Ticketed <input type="checkbox"/> 19+

Documentation

Documents Required	<input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Event Layout Plan <input type="checkbox"/> Other permits identified through the Special Event Checklist
Additional documents deemed pertinent in the granting of this application may be required at the request of the Municipality of Leamington.	

Hold Harmless Agreement /Indemnification Agreement

I, the undersigned, agree that I shall release, waive and forever discharge the Corporation of the Municipality of Leamington from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that I shall at all times indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Municipality as a result of the Event Organizer's event.

X _____
Signature of Applicant Date of Signature

Declaration

I, the undersigned, do solemnly declare that all information provided in and with this application is factual and correct and agree to abide by and adhere to all relevant by-laws, rules and regulations, matters and things as are, or may be enacted by the Municipality of Leamington, and to any applicable federal or provincial legislation or regulation in effect, enacted, or amended, from time to time, and make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath.

X _____
Signature of Applicant Date of Signature

Personal information on this form is collected under the authority of the Municipal Act 2001 P.S.O. c45. The information will be used for the purpose of determining eligibility and issuance of Special Event permits. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761.

Please complete and submit the application to:
Municipality of Leamington
111 Erie Street North, Leamington, ON N8H 2Z9
Attn: Legislative Coordinator
Tel: 519-326-5761 Email: specialevents@leamington.ca