

**CORPORATION OF THE TOWN OF COBOURG
MUNICIPAL EVENTS PROCEDURES
AND APPLICATION**



CORPORATION OF THE TOWN OF COBOURG

MUNICIPAL EVENTS PROCEDURES AND APPLICATION

SECTION 1: PURPOSE

- 1.1 A permit is required for outdoor community special events on town-owned property roads/road allowance, parks, parking lots, open spaces, walkways, piers etc. and, the event includes any of the following elements: food being given or sold to the general public, alcohol, fireworks, sound amplification, tents, amusements rides, use of electricity, fencing and projected attendance of over 150 people etc.
- 1.2 The purpose of the Municipal Event Procedures and Application is to establish guidelines and procedures for the application process and management of special events in the Town of Cobourg. It outlines the operation of events on Town of Cobourg property (excluding the Cobourg Community Centre)*, streets and roadways.
- 1.3 The procedures will help the event organizer to determine the requirements that are to be in place in order to effectively plan and execute a successful special event.

SECTION 2: APPLICATION PROCESS

- 2.1 The Events Coordinator will serve as the primary point of contact for processing your Event Application within the Town of Cobourg.
- 2.2 The permit process begins for your event when you submit your **COMPLETED Municipal Event Application** including site plan by the application deadline date below along with the appropriate permit fee to the Events Coordinator at 740 Division Street, Building 7, Cobourg, Ontario or by email at lscott@cobourg.ca.

APPLICATION DEADLINES

Municipal Event Applications for Special Event Permits must be completed and returned with all paperwork and additional required permits by application deadlines.

- **At least 60 days or at least (2) months in advance for events with an attendance less than 500 or any returning major event**
- **At least 90 days or at least 3 (months) in advance for events with an expected attendance of 5000 or more or new tourism events**

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

- 2.3 The application will then be processed and reviewed by Community Events Committee comprised of members from:
- Cobourg Police Service
 - Cobourg Fire Department
 - Public Works Department (Parks, Roads, marina and Engineering)
 - Events Coordinator

The committee is also connected to the following additional areas for expertise: Northumberland Emergency Medical Services (EMS), Cobourg Tourism, Town Hall Clerk's office, Kawartha Pine Ridge District Health Unit, and any other area of expertise as required.

- 2.4 Event organizers may be notified if the event requires additional information or modification and if additional charges may be applicable.
- 2.5 If the event will have over 2500 people in attendance the event coordinator may request a site visit with the event organizer and various departments two weeks prior to the event.
- 2.5 A permit will be sent once the event is approved and all aspects of the event application have been met.
- 2.6 Should the Event Organizer require a GIS map to assist with the site plan layout and tent permits please contact the Event Coordinator at 905-372-9971 ext. 4150.
- 2.7 Insurance is mandatory for all events.

SECTION 3: GENERAL POLICIES AND PROCEDURES

- 3.1 All municipal, provincial and federal regulations, bylaws and legislation must be adhered to by the event organizer. The event organizer is required to provide evidence, if asked of all necessary licenses/permits required to operate the event.
- 3.2 The event organizers must adhere to all special event policies and procedures.
- 3.3 Accessibility means giving people of all abilities opportunities to participate fully in everyday life. The town expects that all events in Cobourg will strive to be accessible and compliant with the Accessibility of Ontarians with Disabilities Act, 2005. A free online manual "**Planning Accessible Events: So Everyone Feels Welcome**" is available from Service Ontario Publications. Service Ontario can be contacted through its website, www.publications.serviceontario.ca, or by phone, 1-800-668-9938. The booklet is intended for community members who plan events, such as bazaars, festivals, community meals and meetings. It includes information on no-cost or low-cost actions that can help reduce barriers for people with disabilities and make events more inclusive.

- 3.4 The Town of Cobourg may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect Town property or maintain the enjoyment of the park(s), beach and roads for the public.
- 3.6 Any damage to the park and/or facilities as well as missing barricades/ pylons will be borne by the event organizer.
- 3.8 Event organizers must adhere to the Smoke-Free Ontario Act (effective January 1, 2015) and the Smoking Prohibited By-law 019-2015.
- 3.9 Event organizers are encouraged to promote Active Transportation to their events and provide bicycle parking and promote public transit to their event sites.

SECTION 4: ROAD CLOSURES

- 4.1 All road closures must be approved by Council. Road closures requests will be reviewed by Public Works in accordance with the Ontario Traffic Manual Temporary Conditions OTM Book 7 (as amended).
- 4.2 Regulatory signs required for a special event shall only be installed by Town staff.
- 4.3 Emergency access must be provided at all times. The unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be at least three (3) – six (6) metres. See chart in the application.
- 4.4 Sidewalks will remain open to the public throughout the closure except for safety reasons.
- 4.5 If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them.
- 4.6 The requests for road closure may be subject to event/site specific conditions or alternative routes at the discretion of the Community Events Committee.
- 4.7 If additional barricades/ pylons are requested it is at the discretion of the Public Works department to have the event organizer pick up and sign out the barricades. These items are subject to availability. Any items signed out and not returned or returned damaged will be invoiced accordingly to the event organizer.

SECTION 6: WASTE MANAGEMENT/ RECYCLING

- 6.1 As an event organizer you are responsible for the clean-up of your event site. The Town of Cobourg will provide all normal maintenance services to its current routine standards. Any additional maintenance required by the special event organizers prior to or during the event should be requested and additional fees may apply.
- 6.2 The event organizer is encouraged to recycle and behave in an environmentally friendly manner. The County of Northumberland has special event recycling containers available for your event. Call 1-800-354-7050.

SECTION 7: TENT PERMITS/FENCING/STAKING

- 7.1 A Tent or group of tents less than 60m² (645 sq ft) in aggregate ground area, not attached to a building or within 3m (10ft) of other structures do not require a Building Permit.
- 7.2 A Building Permit is required for a tent or group of tents greater than 60 m² (645 sq. ft) (Ontario Building Code Section 2.4.1.1. (5) (a)) and up to 225m² (2420 sq ft) in aggregate ground area. **NOTE: As an example of a group of tents, more than six (6) – 10 x 10 canopies grouped together with less than 3, (10') spacing between them would be considered a group of tents in excess of 60m² (645sq ft) and therefore required a building permit. Additionally a group of not more than six (6) 10 x 10 canopies must be separated from another group of not more than six (6) canopies by not less than 3m (10') to negate the requirement of the permit.**
- 7.3 The Ontario Fire Code (OFC), the Ontario Electrical Safety Code and the Technical Standards and Safety Authority also contact regulations and requirements for tents where there are cooking appliances, electricity, propane or other fuel sources. Please refer to the **Temporary Tent Permit Package**.
- 7.4 For tents 60m² to 225m² the requirements are outlined in the **Temporary Tent Permit Package** and for Tents greater than 225m² (2420ft²) please follow the requirements as outlined the **Temporary Tent Permit Package**.
- 7.6 All applicable "Fire Department Tent Requirements" listed in the Temporary Tent Package shall be noted in tent drawings.
- 7.7 All requests for installation of any object that penetrates the ground including fence posts, sign installation etc must be approved. Locates for gas, electric, and all other services in or near the area may be requested and must be obtained prior to any installation.

Public Works (Sanitary and Storm Sewers)
For any hydro/water/sewer services in Parks

905-372-9971
905-372-8641

SECTION 8: FIREWORKS

- 8.1 By-law No 096-2010 prohibits setting off fireworks in Town of Cobourg parks/beach without prior approval from the Chief Fire Official
- 8.2 Display fireworks are permitted at Waterfront Parks and require a permit. These are the large scale fireworks that may only be purchased by licensed technicians. This type of display also requires liability insurance and onsite inspection from the fire department in accordance with the Ontario Fire Code and the Cobourg Firework Bylaw (#096-2010).
- 8.3 Display Permit applications are available online at www.cobourg.ca under Events Support or by contacting the Cobourg Fire Department at 905-372-9789.

SECTION 9: FOOD SERVICE/ REFRESHMENT VEHICLES

- 9.1 Any food service or vendor involved in any charitable and/or commercial function or event at which food is prepared, served, provided and/or offered to the public must comply with the following requirements:
 - a. Appropriate Special Events Food Vendor Forms from the Health Unit need to be completed and permission may be required. Please contact the Haliburton Kawartha Pine Ridge Health Unit at 905-885-9100.
 - b. All events organizers and their vendors must abide by the Refreshment Vehicle By-law 043-2015 that can be obtained online at www.cobourg.ca
Event organizers are required to request the following from their Refreshment Vehicle owners (see Refreshment Vehicle By-law# 043-2005 Section 7 and section 3.4 (b) (c) (d) (e) and sign off and **complete Addendum A** attached.
 - **Criminal Record Check of the owner dated in the current year**
 - **Approval or proof of inspection from the fire department (this will also be done onsite)**
 - **Approval from a Municipal Health Unit**
 - **Valid liability Insurance**

Should event organizers require an example of a vendor application the municipality would be happy to email a copy.

- 9.2 Event organizers and/or agents must comply with any third party agreements in place at the Town of Cobourg facilities and beach hut. THEREFORE, no food can be sold in Victoria Park unless an agreement is approved by the Beach Hut owner.
- 9.3 All Mobile Food Service Equipment will be inspected and approved in accordance with the Technical Standards and Safety Authority requirements (www.tssa.org) and the Ontario Fire Code.
- 9.4 The event organizer is required to submit the full contact list of Mobile Food or vendors at their event and all will be inspected prior to an event starting. All Vendors are required to submit the Attachment #1 - Inspection Certificate Director's Order FS-056-06 Mobile Food Service Equipment. A current "Field Approval Notice" issued by TSSA must also be made available onsite at all times. If a vendor does not comply with the standards they will be shut down for the duration of the event.
- 9.5 Event organizers are encouraged to adopt the *Blue Communities* Project Plan and offer Water refill stations at events.

SECTION 10: ALCOHOL SALES/ SERVICE

- 10.1 A Special Occasion Permit must be obtained at any Liquor Control Board of Ontario Outlet and must be posted at the event and shall be provided with the Town's Permit application. Any and all the guidelines provided by the Alcohol and Gaming Commission of Ontario must be adhered to. Please contact AGCO at 416-326-8700 or email licensing@agco.on.ca
- 10.2 The Corporation of the Town of Cobourg owns and manages facilities and land where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion permit (SOP). Permit Holders and event organizers must follow and comply with the guidelines of the Municipal Alcohol Policy By-law 105 -2013. Event organizers must submit all of the following documents for an Event Permit will be issued.
- Copy of the Permit
 - List of Bartenders, ticket sellers etc with Smart Serve
 - A copy of the Signed Municipal Alcohol Policy
 - Request Letter informing the Town Clerk (see below)
 - Site Plan
- 10.3 If the event organizer requires a letter from the Municipal Clerk's office deeming a special event a "community festival" or festival of municipal significance please make a request in writing to (and copy the events coordinator):

Clerk's Office
55 King Street West
Cobourg, Ontario
K9A 2M2

- 10.4 A Refreshment Tent permit fee of \$100 applies as per the Fees and Surcharges By-law.

SECTION 11: INSURANCE REQUIREMENTS

- 11.1 Every applicant shall obtain insurance of no less than \$5,000,000.00 (*with Corporation of the Town of Cobourg named as additional insured*), per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the Town as an additional insured and shall protect the Town for all claims for all damage, injury or death arising out of any act or omission on the part of the event organizer, its servants or agents. The policy shall be endorsed to provide that the policy shall not be altered, canceled or allowed to lapse without written notice to the Town. **Proof of insurance is required with the event application.**
- 11.2 The Corporation of the Town of Cobourg reserves the right to set higher insurance limits on the event if required.

SECTION 12: SOCAN

- 12.1 If live or recorded music of any kind is included in your special event, event organizers are required to pay a license fee to SOCAN. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. Visit the www.socan.ca or call 1-800-557-6226 to determine the applicable license and fee.

SECTION 13: NOISE POLICY

- 13.1 Noise is regulated by the current Town of Cobourg Noise By-law 011-2011 and Cobourg Police Service.
- 13.2 Concerts must cease by 11p.m.

SECTION 14: FEES AND SURCHARGES

- 14.1 All user fees, equipment and service fees where applicable (picnic tables, extra barricades, policing, parking passes and lots) are subject to provisions of the Town of Cobourg's Fees and Surcharges By-law, as amended each year.
- 14.2 The permit fee must be received before the application will be approved by Council. Special Event permit fees are:

- **Under 100 in attendance** **\$50.00**
- **From 101 to 500 in attendance** **\$75.00**
- **Over 500 people in attendance** **\$100.00**

14.3 Should any equipment be damaged by the permit holder the costs will be invoiced to the event organizer.

SECTION 15: SIGNAGE AND BANNERS

15.1 Permission is required to erect any sign or banner on municipal property.

- a) A letter requesting what and where the signage you will be placing on or above roads must be attached to this application and will be approved by the Engineering Department.
- b) Request for the Gateway signs can be made through the Events Coordinator.
- c) Requests for Lawn signs can be made through the Building department in accordance with the Sign by-law 096-2012. Please contact 905-373-4301.
- d) An additional fee may apply.

SECTION 16: EVENTS AROUND VICTORIA HALL

16.1 There are procedures in regards to all Events that take place on the property of Victoria Hall or using services/supplies provided from Victoria Hall or staff (i.e. power, tables, washrooms, sidewalks). Event organizers are required to complete the paperwork (available at www.cobourg.ca under Event Support) and contact the Building Supervisor at 905-372-4301 to arrange a walkthrough.

SECTION 17: EVENTS AROUND COBOURG COMMUNITY CENTRE

17.1 There are procedures in regards to all Events that take place and services required on the property around the Cobourg Community Centre (i.e. power, tables, washrooms, sidewalks). Event organizers are required to contact the Sports and Events Coordinator at the Cobourg Community Centre, 905-372-7371 to make the arrangements.

SECTION 18: ELECTRICAL INSPECTION

18.1 Event organizers may be required to complete inspection documents associated with the Ontario Electrical Safety Code (Ontario Regulation 164/99) before commencing work at a festival or event. It is very important to ensure that

individuals working at or attending festivals are safe from any potential fire or shock hazard. www.esasafe.com

- 18.2 Event organizers are required to contact an ESA Inspector at least 14 days prior to an event so that proper permits are in place prior to an event load-in.
- 18.3 An qualified electrician is required for all power set-up and tie-in to municipal power at parks and other facilities.

SECTION 19: EMERGENCY PLANNING & FIRE SAFETY

- 19.1 In order to be prepared for any emergency situation or disaster you must include the Emergency Plan information as listed in the application form. For events over 5000 people a separate emergency Plan may be required by the Fire Department.
- 19.3 For any type of event, fire prevention measures must be included to avoid personal injuries and property damage. If the event is to include the use of tents where people will assemble specific fire safety planning and measures are required (SEE TEMPORARY TENT PACKAGE

Specific guidelines are available in the corresponding section of the fill-in portion of this Event package

- 19.4 If the event is to include food vendors specific requirements apply to equipment in general set-up. Please see application.
- 19.5 If the event is to be held within an enclosed/ fenced area, then specific requirements apply to occupant load restrictions, exits etc. Please see application.
- 19.6 If the event requires road closure and/or enclosed/fenced areas then an unobstructed fire lane must be left open for emergency vehicle Access

SECTION 20: PARKING DURING SPECIAL EVENTS

- 20.1 The event organizer is responsible for:
 - a) Ensuring there is sufficient parking for event attendees including additional accessible parking during major events.
 - b) Arranging off-site parking if there is no available parking on site. Requests must be made on the event application and additional parking lots must be approved by the Manager of Engineering.
 - c) Arranging shuttle service for off-site parking if required

- d) Any parking fee charged in municipal lots or property must be approved by the Manager of Engineering 30 days prior to an event.
- 20.2 Any events that require the closure of a full parking lot will be charged accordingly for the loss of parking associated with the requested lot.
- 20.3 Special Event parking passes are available at a cost of \$15.00. Please request on the event application.
- 20.4. Parking of cars, trucks, food stock trailers or sleeping quarter are not allowed in Victoria Park. Any vehicles in Victoria Park without permission from the Event organizer of Corporation of the Town of Cobourg will be towed from Victoria Park at the owner's risk and expense.
- 20.5 Event organizers are encouraged to promote Active Transportation and consider providing bicycle parking or promotion of public transit to and from an event.

SECTION 21: SITE PLANS/SITE WALK THROUGH

- 21.1 Please request the site diagrams templates (GIS maps) from the Events Coordinator pertaining to the municipal locations you will be utilizing. All physical components of your event should be included (see list in application). Event Organizers should aim to provide the site diagram to scale. **THE SITE PLAN MUST BE SUBMITTED WITH THE APPLICATION OR NO LESS THAN 30 DAYS BEFORE THE EVENT**
- 21.2 Event organizers should be prepared for site walkthroughs a few days in advance of events with either the Community Events Committee or Fire Department. Where possible walkthroughs will be conducted two weeks out from the event and a week prior to a larger scale event starting. This will allow for any changes as required.

SECTION 22: SECURITY

- 22.1 Security/pay duty officers may be required for large-scale events and specifically when alcohol is being served. It is often required when materials and equipment are left onsite overnight. All event applications are dependent on Cobourg Police Service approval.

SECTION 23: CONTACT LIST

When asking for information from the Town of Cobourg and submitting your application your first contact will be the Events Coordinator. You may be required to contact other Municipal Departments or businesses are contact names and phone numbers.

Events Coordinator
Attention: Lara Scott,
Phone: 905-372-9971 ext. 4150
lscott@cobourg.ca

Parks Department
Attention: Teresa Behan
Phone: 905-372-8641
tbehan@cobourg.ca

Cobourg Police Services
Deputy Chief Paul Vandegraaf
Phone: 905-372-6821
Fax: 905-372-8325
Paul.vandegraaf@cobourgpolicy.com

Cobourg Fire Department
Captain Aaron Blair
Katherine Chapman, Emergency Planner
Phone: 905-372-9789
ablair@cobourg.ca

Building and Planning Department
Attention: Glenn McGlashon
Phone: 905-372-1005
Fax: 905-372-1533
Gmcglashon@cobourg.ca

Lakefront Utilities Services Inc.
Phone: 905-372-2193
Fax: 905-372-2581
lusi@lusi.on.ca

Public Works Division
Attention: Ted Sokay
Phone: 905-372-9971
Fax: 905-372-0009
tsokay@cobourg.ca

Tourism Department
Attention: Erin Wakely
Phone: 905-372-7371
ewakely@cobourg.ca

Arena/CCC
Attention: Harry Jeschke/Ashley Haynes
Phone: 905-372-7371
Fax: 905-372-7421
Hjeschke@cobourg.ca/ahaynes@cobourg.ca

Haliburton, Kawartha Pine Ridge
District Health Unit
200 Roseglen Rd
Port Hope, Ontario L1A 3V6
905-885-9100

St John's Ambulance
700 D'Arcy St
Cobourg, Ontario
K9A 5T3
Phone 905-372-0564

Northumberland Hills Hospital
1000 DePalma Drive
Cobourg, Ontario
K9A 5W6
Phone: 905-372-6811

SOCAN
Society of Composers, Authors, and Music
Publishers of Canada
1-800-557-6226
www.socan.ca

Northumberland County – Road
Administration Offices
555 Courthouse Road
Cobourg, Ontario
905-372-3329

Alcohol and Gaming Commission of Ontario
1-416-326-8700
licensing@agco.on.ca

Northumberland County
Recycling Unit
1-800-354-7000

TSSA
Technical Standards and Safety Authority
www.tssa.org
1-705-761-1802

ESA
Electrical Safety Authority
www.esasafe.com
1-877-372-72



Date of Application

Permit Number

APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Cobourg
740 Division Street, Building 7
Cobourg, Ontario
Phone (905)372-9971 ext. 4150 lscott@cobourg.ca

Applications submitted late or incomplete may not receive approval and may not be issued a permit

EVENT BASICS

Event Name _____

Location of Event Site: _____

Run by: _____ Email: _____

Applicant Name: _____ Contact # (day of) _____

Type of Event:

- Festival
- Tournament
- Parade
- Run/Walk-a-thon/Bicycle Race
- Music Event
- Pier/marina booking
- Family Picnic/Demonstration/Other _____

Actual Event Date(s): _____ Time of Event: _____

Set- Up Date: _____ Start Time _____

Tear Down Date: _____ End Time _____

Estimated Attendance: _____ Admission Fees: _____

Event Description

ORGANIZER/ APPLICANT INFORMATION

Name of Organization _____

Primary Contact Person: _____

Mailing Address: _____

Town/City: _____ Province: _____
Postal Code: _____ email: _____
Daytime Phone Number: _____ Cell: _____
Alternate Contact Person: _____ Phone: _____
Is your group a non-profit/charitable organization? YES NO
If yes, does it have a charitable Donation # _____

SITE PLAN

Site Plan Attached YES NO

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all Tents, temporary or permanent structures (please note locates need to be done)
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency exits
- fire extinguishers, propane storage
- location of command post or office, medical and first aid station' emergency vehicle access points and all exits and entrances (both emergency and for the public)
- fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- food/refreshment tent vendors, restrooms, refreshment tents

IF THE SITE PLAN IS NOT SUBMITTED WITH THE PACKAGE THE DEADLINE IS THIRTY DAYS BEFORE THE EVENT OTHERWISE A PERMIT WILL NOT BE ISSUED.

PARKS

Please mark all that apply:

- Beach booking
- Lions Pavilion Booking
- Legions Fields
- Bandshell booking
- Donegan Park
- Victoria Park
- Rotary Harbourfront Park
- Other Park Please list: _____

SPECIFIC REQUIREMENTS (extra picnic tables/garbage etc) Please be specific and include on the Site Plan. Extra Charges may apply

OTHER EVENT DETAILS

Check off all that apply and provide contact information where required.

	Yes	No	N/A	Location	Company Contact or Vendor information
Extra Picnic Tables					
Power Required					
Electrician Booked					
Water Access Required					
Fireworks					
Sound Amplification					
Sanitation Facilities <i>Please mark on site plan</i>					
Food Vendors/BBQ <i>See Refreshment Vehicle by-law and refer to Section 9 of package</i>					
Animals (Petting Zoo)					
Amusement Rides					

ALCOHOL

Alcohol at event **YES**__ **NO** ____ *Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The Ontario Liquor Act rules and regulations are available at www.lcbo.com*

I/we have read, understand and will comply with the Corporation of the Town of Cobourg

Municipal Alcohol Policy _____ **SIGNATURE**

ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? **YES** **NO**

Road (s)	Set-up Time	Event Start Time	Finish time	Tear Down

Emergency Vehicle Access requirements

FOR SITE PLAN AND EVENT SET-UP - A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be **at least three (3) - six (6) metres**. Please mark on all site plans

If the Road Width is	6 m or less	6 m & < 6.5 m	6.5 m & < 7 m	7 m & < 7.5 m	7.5 m & < 8 m	8 m & < 8.5 m	8.5 m +
Fire Lane Width	3 m	3.5 m	4 m	4.5 m	5 m	5.5 m	6 m

Barricades/Pylons needed (if not a road closure) YES NO N/A

Location: _____

How many? _____

Additional Accessible parking Signs YES NO N/A

Location: _____

PARKING/PARKING LOTS

Parking lots required for Site Festival set-up: **(Please mark on site map if applicable)**

Please note charges may apply.

Satellite Parking Location: _____

Bicycle Parking YES NO Location: _____

Additional Handicap Parking YES NO Location: _____

	YES	NO	How many?	\$15.00 each
Special Event Parking Passes				

PARADE/ WALK INFORMATION

Parade/walk Assembly Area _____ Time _____

Parade/Walk Dismissal Area _____ Time _____

Parade Start Time: _____

Route Map Attached YES NO

EMERGENCY MANAGEMENT

All Sections **MUST** be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (onsite): _____

Cell Number: _____ Other (PIN) _____

Alternate Contact Person: _____ Cell: _____

Where will liaison meet Emergency Services (police, fire, EMS) in the event of an emergency?

	Yes	No	Location	Onsite person and cell
Command Trailer or event office onsite?*				
First Aid or Private Medical Provider? <i>(list location on site plan)*</i>				
Security Plan? Private Security Firm?				
Lost Child/Missing Person protocol? <i>(list location on site plan)*</i>				
Emergency Access left open and marked?				
Staff training in Emergency protocols?				
Pay Duty Officers				
Extra Fire Extinguishers/ First Aid Kit at Event office/command trailer?				
Defid locations available?* <i>(list location on site plan)</i>				
Evacuation Plan				

***PLEASE MARK NECESSARY INFORMATION ON SITE MAP.**

How will your event staff react to severe weather? _____

How will you alert visitors to site to evacuate the site? _____

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire etc.) Please provide details:

What training will you provide to your volunteers/staff/participants regarding emergencies? _____

FOR EVENTS OVER 10000 PEOPLE A SEPARATE EMERGENCY PLAN NEEDS TO BE SUBMITTED.

FIRE

TENT REQUIREMENTS

Please refer and complete the **Temporary Tent Permit Package**

Will you have tents at your event? YES NO

Please list the sizes: _____

FOOD VENDOR AND REFRESHMENT VEHICLES REQUIREMENTS

Please complete the attached **Addendum** as required by the Refreshment Vehicle By-law 09-2015 and include with your application.

Will you have food vendors at your event? YES NO

List of Food Vendors Attached as per Addendum YES NO N/A _____

General Requirements for Outdoor Cooking:

- Tents and canopies used to shelter cooking equipment shall be flame retardant
- A minimum clearance of 3m (10') shall be maintained between all cooking equipment and all other tents and combustible structures
- A minimum clearance of 10m (33') shall be maintained between all cooking equipment and the Victoria Park bandshell.
- All cooking equipment shall be kept a safe distance from overhanging trees and other foliage
- A portable fire extinguisher with a minimum @2/10B/C rating shall be provided for all cooking operations.

In accordance with Clause 3(2) (c) of Town of Cobourg By-law #86-2009, the following requirements must be satisfied for licensing purposes:

- Every refreshment vehicle shall be equipped with a portable fire extinguisher with a minimum 2A/10B/C rating. Where an approved fixed extinguishing system is required, a portable "K" class fire extinguisher shall be provided.
- Where a fixed extinguishing /hood system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
- A valid Inspection Certificate (Director's Order #FS-056-06) and/or Field Approval Notice issued by the Technical Standards and Safety Authority (TSSA) shall be provided. TSSA is the authority having jurisdiction over propane/natural gas equipment. The local TSSA inspector shall be notified prior to the operation of every refreshment vehicle by calling 1.705.761.1802.

Have you contacted TSSA to inform them of your event? YES NO N/A _____

**A minimum of 14 days prior to the event is required*

- A valid Certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided. ESA is the authority having jurisdiction over all electrical installations, including portable generators. Inquiries regarding applicable permits shall be made directly to the ESA at 1.877.372.7233.

Have you contacted ESA to inform them of your event? YES ____ NO ____ N/A ____

**A minimum of 14 days prior to the event is required*

ENCLOSED/FENCED AREA REQUIREMENTS

Will this event be enclosed or fenced off with or without controlled access? YES __ NO __
PLEASE REFER TO BELOW WHEN COMPLETING SITE PLANS

Occupant Loads

- Maximum capacities for all outdoor enclosed areas are determined by dividing the net site area by 1.11 square metres or 12 square feet per person.

Note: Net site area = total site area minus area designated for tents, stages, concessions, and any other permanent or semi-permanent structures.

- Approved occupant loads shall be posted at each point of entry. A suitable means to keep track of actual occupant loads on an ongoing basis during the event should be implemented.

Exit Requirements

- Exits are required as follows:
 - 1,000 or less persons - minimum of two (2) exits
 - 1,000 to 4,000 persons - minimum of three (3) exits
 - 4,000 or more persons - minimum of four (4) exits
- Exits shall be spaced at equal intervals throughout the site maintaining a maximum travel distance of 60 m (200 ft) to any one exit.
- Exits are required to be a minimum of 1.2 m (4 feet) in width.
- Exits and Occupant Load shall be clearly identified by approved signage.
- At least one access point for emergency vehicles shall be maintained at a minimum width of 3.5 metres (11.5 feet).
- Any required exit established for emergency egress only shall meet the follow;
 - Must be readily accessible and unobstructed
 - Must open freely in the direction of exit travel without the use of tools or specialized knowledge (i.e. provide panic hardware or equivalent if external security is required)

NOTE: Additional exits may be required if deemed necessary by authority having jurisdiction.

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Temporary Tent application and supporting documents
- Detailed Site Plan
- Detailed Route Map (parade or walk)
- Map of Road Closures
- L.C.B.O Special Occasion Permit
- Refreshment Vehicle Addendum completed
- Municipal Alcohol Policy Paperwork
- Insurance Certificate (Town of Cobourg listed as additional insured?)
- Application Fee attached
- Application Signed?

I/We the Event organizer _____, on behalf _____, the party requesting the use of the Corporation of the Town of Cobourg facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the Corporation of the Town of Cobourg and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the Town of Cobourg facility/park/road or other and in accordance with the provisions contained in this policy.

Applicant's Signature: _____ **Date** _____

ELECTRONIC SIGNATURE: _____ **Date** _____

FOR INTERNAL USE ONLY

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.

Permit Issue Date: _____

Authorized Signature _____

Insurance Certificate	YES	NO
Permit Fee	YES	NO
Delegation of Authority	YES	NO
Report to Council	YES	NO
Permit ISSUED		
