



**Major Tourism Special Event  
Application Form  
2020**

## Special Event Application Process and Required Forms

The information requested by the Special Events Application will be used to determine your eligibility for the permit requested. Special Event Permits are required in accordance with bylaw No. 2016-03.

The application deadlines are outlined as follows:

- **New Community events**, lasting one (1) day or less and not requiring the approval or assistance of the external agencies, held on Town Property, the application **be submitted to the Town at least 60 days prior to event;**
- **New Community event or Tourism event**, lasting two (2) or more days and not requiring the approval or assistance of the external agencies, held on Town Property, the application **be submitted to the Town at least 90 days prior to the first day of the proposed event;**
- **New Major Tourism event** lasting one (1) day or more, with one or more of the following situations: held on Ontario Parks Property (i.e. Beach Area 1) and/or with AGCO, OPP requirements (such as a beer garden), with economic benefit to the Town, the application **be submitted to the Town at least 180 days prior to the event;**
- Any **Returning Community events** with no major changes from past years, lasting one (1) day or less, held on Town Property, the application **be submitted to the Town at least 60 days prior event;**
- Any **Returning Major event**, with one or more of the following situations: held on Ontario Parks Property (i.e. Beach Area 1) and/or with AGCO, OPP requirements (such as a beer garden), with economic benefit to the Town, the application **be submitted to the Town at least 90 days prior to the first day of the event;**

Approved permits must be posted at the event site for the entire duration of the event. Events not compliant with this may be subject to fines and/or removal of event materials at organizers cost.

### Application Fees:

Non-profit event - \$50.00

For profit (<5,000 attendees) - \$300.00

For profit (5,000 – 14,999 attendees) - \$450.00

For profit (15,000+ attendees) - \$600.00

If your organization would like to apply for event funding through a Town of Wasaga Beach grant, please contact the undersigned. Please note: grant applications must be provided by August 31<sup>st</sup> of the year prior to the event.

Please answer all questions, indicate N/A if the question does not apply to your event.

For more information or assistance in completing the form, please contact:

Special Events

30 Lewis St.

Wasaga Beach, ON

L9Z 1A1

705.429.3321 x 2202

[events@wasagabeach.com](mailto:events@wasagabeach.com)

## Event Basics

Event: \_\_\_\_\_

Run by: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Rain Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Locations: \_\_\_\_\_

## Organizational Information

Organization Name: \_\_\_\_\_

Is your organization registered as Not for Profit?

YES

NO

If NO, please list the recipient(s) of any proceeds \_\_\_\_\_

If YES, please provide number \_\_\_\_\_

Organization Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Website: \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

(For internal office use only)

Organization Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Organization Day of Event Contact Person: \_\_\_\_\_

Organization Day of Event Contact Cell: \_\_\_\_\_

## Event at a Glance

Please provide a description of your event, including entertainment & how it will benefit our community. Please make reference to your marketing strategies, i.e. print, TV, radio, etc..., list of sponsors and if any revenue is anticipated to be generated by the activity, note the individuals or entity that will benefit. Use additional pages as Necessary.

The event is a (please check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> PARADE/RUN/WALK/BIKE OR AUTO PROCESSION * please complete <b>(A)</b> Section | <input type="checkbox"/> SPORTING EVENT          |
| <input type="checkbox"/> FESTIVAL   | <input type="checkbox"/> BEACH EVENT             |
| <input type="checkbox"/> CONCERT  | <input type="checkbox"/> WEDDING/RECEPTION/DANCE |
| <input type="checkbox"/> BLOCK/STREET PARTY   | <input type="checkbox"/> SHOW/EXHIBITION         |
|   | <input type="checkbox"/> OTHER _____             |

The event is:

- |   |  |
|---|--|
| <input type="checkbox"/> Private (invitation only)  | <input type="checkbox"/> Ticketed – Cost \$_____ |
| <input type="checkbox"/> Open to the General Public | <input type="checkbox"/> 19+                     |

Will you need special arrangements/invitations for dignitaries?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|------------------------------|-----------------------------|

If Yes, Please provide additional details such as who, when, where, etc.:

Anticipated number of attendees (including spectators and participants) \_\_\_\_\_

How many times has this event been hosted in Wasaga Beach? \_\_\_\_\_

Has this event been hosted elsewhere?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, please list the number of times and the locations:

Please indicate the various event activities (license & other permits may be required):

- |  |  |
|--|--|
| <input type="checkbox"/> ALCOHOL* Please complete <b>(B)</b> Section               | <input type="checkbox"/> TENTS   |
| <input type="checkbox"/> BLEACHERS   | <input type="checkbox"/> VENDORS (NON FOOD/BEVERAGE)* Please complete <b>(C)</b> Section |
| <input type="checkbox"/> MECHANICAL RIDES/DEVICES                                  | <input type="checkbox"/> ROAD CLOSURE* Please complete <b>(E)</b> Section                |
| <input type="checkbox"/> BANNERS/SIGNS   | <input type="checkbox"/> PARKING LOT   |
| <input type="checkbox"/> FOOD VENDING/SAMPLING* Please Complete <b>(D)</b> Section | <input type="checkbox"/> FUNDRAISING   |
| <input type="checkbox"/> SHUTTLES/SATELLITE PARKING                                | <input type="checkbox"/> FIREWORKS* Permit required                                      |
| <input type="checkbox"/> BEACH ACTIVITY  | <input type="checkbox"/> OTHER: _____  |
| <input type="checkbox"/> LIVE MUSIC/BANDS* Please see <b>(F)</b> section           |  |
| <input type="checkbox"/> STAGING* Permit may be required                           |  |

## Location

Where will the event be hosted?

Locations	Notes	Requested Area	Required Date(s)	Required Time(s)	Event Space Rental Fees <i>*For complete fees see Consolidated Rates and Fees Bylaw</i>
Playland Park Square – 40 Mosley Street					For Profit \$5.00 per space/day NFP \$2.50 per space/day
Wasaga Beach Provincial Park - Beach Areas 1 - 6, Allenwood & New Wasaga	Ontario Parks Approval & Agreement may be required				Various – depending on scope of event and space requirements
RecPlex –Hall 1 (A & B), Oakview Room, Parking Lot, Bandshell, Oakview Gazebo	Manager of Recreation, Events & Facilities approval & booking required				Various – depending on NFP status and equipment used
Wasaga Stars Arena – Hall & Ice Surface	Manager of Recreation, Events & Facilities approval & booking required				Various – depending on NFP status and equipment used
Wasaga Sports Park – 5 Ball diamonds, 4 Senior Soccer, 6 Mini Soccer Pitches	Manager of Recreation, Events & Facilities approval & booking required				Various – depending on NFP status and equipment used
Stonebridge Town Centre	Gazebo				
Parade Locations – Please indicate assembly, disassemble areas & route					
Other					

## (A) Parade/Run/Walk/Bike or Auto Procession

Please complete the following and attach map of route

Assembly area/time: \_\_\_\_\_

Disassembly area/time: \_\_\_\_\_

Route:

## (B) ALCOHOL

The Town of Wasaga Beach will not apply for a Special Occasion Permit (SOP) on behalf of any event organizer. SOP applications can be obtained at the LCBO. Please review the Municipal Alcohol Policy with a Town representative. All indoor and outdoor events with alcohol service must comply. This document is available from the Special Events office or the Recreation Department. Servers and events organizers must comply with the Municipal Alcohol Policy.

Will it be sold?

YES

NO

SAMPLED

Size of service area is: \_\_\_\_\_

Liquor will be provided on the following:

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Alcohol being served is (please check all that apply):

DRAFT BEER

WINE

CANNED BEER

LIQUOR

BOTTLED BEER

SPIRITS

## (C) VENDORS

A vendor is anyone who is serving, selling or sampling food, beverages or merchandise. Restrictions and/or a municipal business license may apply, please check with the Special Events Office.

Non Food Vendors' onsite are:

SELLING MERCHANDISE

GIVING OUT FREE SAMPLES

SELLING EVENT BRANDED  
MERCHANDISE

FOOD \* Please complete **(D)** Section

SELLING DRINKS/WATER

Please provide as much information as possible regarding the number, type etc. of vendors that will be in attendance at the event.

## (D) FOOD

All special event food vendors must obtain Simcoe Muskoka District Health Unit approval to operate at Special Events. Please visit [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org) and click on Tops-Food Safety-Special Event Planning and download the SMDHU Event Permit Application. Please submit to the Simcoe Muskoka District Health Unit Collingwood office, at minimum 30 days prior to the event for review and processing.

**Food handler training requirement:** Every operator of a food service premise shall ensure that there is at least one food handler or supervisor on the premise who has completed food handler training during every hour in which the premise is operating.

Food will be:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> SOLD       | <input type="checkbox"/> SERVED COLD                  |
| <input type="checkbox"/> SAMPLED    | <input type="checkbox"/> PREPARED, COOKED OR REHEATED |
| <input type="checkbox"/> CATERED    | OUTDOORS* Cooking system may                          |
| <input type="checkbox"/> SERVED HOT | require inspection                                    |

## (E) ROAD CLOSURE

Please provide specific details regarding which roads, lanes need to be closed including dates and timelines.

## (F) SOCAN FEES

The Society of Composers, authors & music publishers of Canada under federal license area authorized to charge a fee under tariff 8 for using pre-recorded music. SOCAN fees will be charged where applicable. For more information, please visit [www.socan.ca/contact](http://www.socan.ca/contact).

## Parking and Transportation

How will people get to/from the event?

- |   |  |
|---|--|
| <input type="checkbox"/> SHUTTLES                     | <input type="checkbox"/> PERSONAL VEHICLES |
| <input type="checkbox"/> OTHER, PLEASE EXPLAIN: _____ |  |

Where will the event attendees/participants park? \_\_\_\_\_

Do you require special parking permission?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|------------------------------|-----------------------------|

If YES, please explain and provide number of passes required \_\_\_\_\_

## Town Equipment Requirements

Item (quantity available)	Size	Quantity Required	Rental Fee <i>*For complete fees see Consolidated Rates and Fees Bylaw</i>	Notes	Office use only*
Festival Stage (1)	SL100 - up to 24' x 40'		FP - \$1500/1 <sup>st</sup> day + \$500/2+days NFP - \$750/1 <sup>st</sup> day + \$250/2+ days	Variety of configurations, lighting & sound not included	
Risers (3)	8' x 4'			Plywood risers, 1 foot off the ground with ramp	
PA System (1)				Includes 1 microphone and 2 speakers *wired	
4' Fencing (50)	4'h x 7'w		FP - \$5/panel/day NFP - \$2.50/panel/day	Steel event fencing	
6' Fencing (50)	6'h x 8'w		FP - \$5/panel/day NFP - \$2.50/panel/day	Steel event fencing	
Large Tent (1)	30' x 60'		FP - \$1000/day + \$300/2+days NFP - \$500.00/day + \$150/2+ days	includes sides and set up	
Event Tent (12)	10' x 10'		FP - \$20/each/day NFP - \$10/each/day	blue pop up tents – no sides	
Tables (15)	6'		FP - \$7/each/day NFP - \$3.50/each/day	Rectangular	
Plastic Chairs (300)			FP - \$1/each/day NFP- \$0.50/each/day	White / Green	
Garbage Cans				Must provide own bags & removal	
Recycling bins				Must provide own bags & removal	
Traffic Barrels				Large, orange & black construction cones	
Barricades				Sawhorse barricades	
Pylons				Small orange pylons	
Street Cleaning			As per Sch. M	To arrange with P.W.	
Parking Lot Cleaning			As per Sch. M	To arrange with P.W.	
Access to Potable water			As per Sch. M	Metered access to Fire Hydrant	
4 yard garbage bin				To arrange with P.W. limited availability	
Beach Raking				To arrange with P.W.	

- NOISE BYLAW EXEMPTION \*in accordance with Bylaw #2016-97
- SIGNAGE \*up to 7 days in advance, reasonable signage approval Bylaw Department required
- LOTTERY LICENSE \* only by pre-licensed groups
- FIREWORKS BYLAW EXEMPTION \*in accordance with Bylaw #2007-28

### **External Equipment Requirements**

If you are using your own suppliers for the following items – please supply details on additional pages as necessary

- STAGING\*
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- GENERATOR (See Electrical Safety below)
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- BLEACHERS
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- EVENT TENT(S)\*:
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- TABLES:
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- CHAIRS:
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- GARBAGE CANS
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- RECYCLING BINS
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- EVENT FENCING:
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_
- OTHER: \_\_\_\_\_
  - Supplier \_\_\_\_\_
  - Size \_\_\_\_\_
  - Quantity \_\_\_\_\_

\* building permit may be required

### **Electrical Safety**

Under the provisions of the Ontario Electrical Safety Code (OESC), an Application for Inspection must be filed with the Electrical Safety Authority for any electrical equipment installed in Ontario, temporary or otherwise. This includes all Television, Film, Commercial, Live Performance, Carnivals, or Event Productions including but not limited to Live Productions regardless of site or location. Failure to comply could result in unsafe working sites, production downtime and/or fines. The Town of Wasaga Beach will not apply for any permit on behalf of any event organizer.

Have you completed the Entertainment Industry Application for Electrical Inspection?

- YES
- NO

## Security & Emergency Services

Security is often required for large-scale events and specifically when alcohol is being served/sold. It is often required when materials/equipment is left overnight and when live entertainment is provided. We suggest consulting with the Huronia West Detachment of the Ontario Provincial Police (OPP) to determine if paid duty officers are required for your event. Event applications are often dependant on OPP approval. For more information, please contact the Ontario Provincial Police at 705.429.3575. **\*YOU WILL REQUIRE AGCO & OPP APPROVAL OF YOUR OPERATIONAL PLAN IF YOU PLAN ON HAVING A LICENSED EVENT.**

Please describe you security and public safety plan, continue on separate sheet, if necessary:

Uniformed presence provided by:

- POLICE\*  PRIVATE SECURITY

Time frame of uniformed presence:

**\*Please note:** OPP paid duty request form must be completed and submitted to the Huronia West Detachment, please contact 705.429.3575 for more information. **Paid duty requests submitted less than two (2) weeks prior to the event will NOT be considered.**

Will you require Paramedic Services onsite?

- YES \*request through Simcoe County  Private EMS Group Hired  NO

**\*Please contact County of Simcoe Paramedic Services at 705.726.9300 x 1091. Please notify Simcoe Paramedic regardless of a paid duty request.**

Will you require Fire Personnel onsite?

- YES  NO

Will you have a lost child/emergency station?

- YES  NO

Please attach a copy of your Emergency Plan and 24hour Emergency Contact Numbers to this application. All events must have an Emergency Plan submitted to the Town of Wasaga Beach at least **30 days prior** to event.

## Restrooms & Waste Disposal

Additional facilities should be provided where local knowledge of event attendance deems it necessary.

Will you require portable restrooms?

YES

NO

If YES, have you in contact with a company?

YES

NO

If YES, please provide the following information:

Name of Company: \_\_\_\_\_

Delivery date: \_\_\_\_\_

Please list the number and location of portable restrooms:

Number

Location

\_\_\_\_\_

\_\_\_\_\_

Please indicate the number of trash receptacles you require: \_\_\_\_\_

Please note: Event organizers are required to arrange their own garbage removal after the event is completed. If utilizing the 4 yard bin rental from the Town, additional fees may apply.

## Accessibility

Have you reviewed Ontario's Accessible Festivals & Events Guide and the Town's Planning Accessible Meetings and Events policy?

YES

NO

Will you have any of the following?

RAMPS/WALKWAYS ON THE BEACH

DESIGNATED VIEWING AREAS

ACCESSIBLE SHUTTLES

ACCESSIBLE TOILETS

## Site Diagrams

Please request the site diagrams templates pertaining to the municipal locations you will be utilizing; some maps are included in the Special Events Tool Kit or access Simcoe County Maps via [www.simcoe.ca](http://www.simcoe.ca). Use these to create your own event specific site diagrams. Include all physical components of your event and aim to provide this diagram "to scale."

Site diagram(s) attached:

YES

NO

## Insurance/Liability

Insurance for all events is mandatory; the municipality must receive a copy of insurance with the Town named as an additional insured. If your event takes place on Ministry of Natural Resources & Forestry property\*, they too must be named as additional insured. **Certificates must be submitted no later than 30 days prior to event.** \*MNRF may require additional liability coverage amount

Non-Alcohol event (\$2,000,000 liability)

Alcohol at event (\$5,000,000 liability)

## Public Contact & Marketing Information

The Town would like to be able to provide the public with contact information regarding the event. This information will be used to market your event.

Do you wish to have your event included in FREE marketing opportunities with the Town?

- YES \*Please provide electronic poster                       NO

Public Contact Name: \_\_\_\_\_

Public Contact Phone: \_\_\_\_\_

Public Contact Email: \_\_\_\_\_

Event Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

YouTube: \_\_\_\_\_

Other: \_\_\_\_\_

Please describe other means of advertising, including posters, print media, etc.:

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Public Event Description & Information:

## Special Event Checklist

Please check complete and sign the following:

- Event Application Form Complete
- Route Map/Site Map attached
- Signed copy of Municipal Alcohol Policy Application attached, if required
- Copy of Liquor License attached, if required
- Business License Application Form attached, if required.
- Copy of Simcoe Muskoka District Health Unit Food Permit attached, if required
- The applicant will ensure that all indoor and outdoor food and beverage service areas and licensed areas (including but not limited to covered or uncovered outdoor patios and beer gardens) are smoke-free in accordance with the requirements of the provincial *Smoke-Free Ontario Act*. Fines commence at \$250.00 plus applicable court costs and victim fine surcharge.
- Operations Plan attached
- Emergency Plan attached
- Safety Plan attached
- Certified Certificate of Insurance attached
  - Town of Wasaga Beach listed as additional insured
  - Ministry of Natural Resources listed as additional insured, if required
- Description of Event attached
- Copy of poster or other marketing materials attached
- Application Fee attached?

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Signature

---

Date

## Contact Numbers & Information

Name	Phone	Fax	Email	Website
Simcoe Muskoka District Health Unit "Health Connection"	1.877.721.7520	705.445.6498		<a href="http://simcoemuskokahealth.org">simcoemuskokahealth.org</a>
Wasaga Beach Provincial Park (Ontario Parks)	705.429.2516	705.429.7983		<a href="http://ontarioparks.com/park/wasagabeach">ontarioparks.com/park/wasagabeach</a>
Simcoe County Paramedic Services	705.726.9600 x 1091			<a href="http://simcoe.ca">simcoe.ca</a>
Huron West OPP	705.429.3575	705.429.3616		<a href="http://opp.ca">opp.ca</a>
Electrical Safety Authority	1.877.372.7233	800.667.4278		<a href="http://www.esasafe.com">www.esasafe.com</a>
Fire Station #1	705.429.5281	705.429.0432	<a href="mailto:firechief@wasagabeach.com">firechief@wasagabeach.com</a>	<a href="http://wasagabeach.com">wasagabeach.com</a>
Bylaw Department	705.429.2511	705.429.1151	<a href="mailto:mleo@wasagabeach.com">mleo@wasagabeach.com</a>	<a href="http://wasagabeach.com">wasagabeach.com</a>
Public Works	705.429.2540	705.429.8226	<a href="mailto:operationsmanager@wasagabeach.com">operationsmanager@wasagabeach.com</a>	<a href="http://wasagabeach.com">wasagabeach.com</a>
Recreation – RecPlex	705.429.3321	705.429.3327	<a href="mailto:facilitybookings@wasagabeach.com">facilitybookings@wasagabeach.com</a>	<a href="http://wasagabeach.com">wasagabeach.com</a>
Recreation – Arena	705.429.0412	705.429.0413		
Parks	705.429.0415		<a href="mailto:parksforeman@wasagabeach.com">parksforeman@wasagabeach.com</a>	<a href="http://wasagabeach.com">wasagabeach.com</a>
Special Events Office	705.429.3844 x 2202	705.429.7603	<a href="mailto:events@wasagabeach.com">events@wasagabeach.com</a>	<a href="http://wasagabeach.com">wasagabeach.com</a>
Alcohol & Gaming Commission of Ontario	1.800.522.2876	416.326.5555	<a href="mailto:Customer.service@agco.ca">Customer.service@agco.ca</a>	<a href="http://agco.on.ca">agco.on.ca</a>

Thank you for your application.

The Town of Wasaga Beach has the right to refuse an application or issue a permit.



705.429.3844 x 2202



705.429.7603



[events@wasagabeach.com](mailto:events@wasagabeach.com)



[WasagaEvents](https://www.facebook.com/WasagaEvents)



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