



Special Event Application

Failure to provide a complete application or any of the required information may cause a delay in your application, please ensure that all information is submitted at the time of application.

Applications should be submitted at least 6 weeks prior to the event date as it is circulated to Town departments for comments.

Have you provided the following?

	Completed and signed application
	Certificate of Insurance, if applicable
	Copy of the Special Duty Services Agreement from the Niagara Regional Police
	Copy of the AGCO - Special Occasions Permit
	Fire Department Fee - \$77.68
	Building Permit Application and Fee
	Sign Permit Application and Fee
	Signed Letter of Consent from Property Owner
	Damage Deposit, if applicable

Site Plan and/or Route Map - Must be Clear and Legible - including the following, if applicable:

	Access route for emergency vehicles
	Location of emergency exits
	Road Closures
	Barrier Locations
	Depiction and direction of route or path (for parade, walk, race)
	Tent Locations
	Road names
	Designated parking areas and/or off-site parking locations
	Public washrooms
	Fireworks display areas
	Food Truck locations
	Telecommunication towers
	North Arrow

This application may be submitted by:

Mail: 1593 Four Mile Creek Road, P.O. Box 100, Virgil, Ontario L0S 1T0

E-Mail: specialevents@notl.com

In Person: Customer Service Desk, Municipal Offices, located at 1593 Four Mile Creek Road, Virgil, Ontario

Please be advised, should the event include one or more of the following, Council approval may be required:

- ☐ Expected attendance of 250 or more
- ☐ Road closures exceeding 12 hours
- ☐ Service of alcohol on public property
- ☐ Food Trucks



Special Event Application Form

Please note: All events may be advertised on the Town's Online Calendar

Event Name:	
Event Address:	
Supervisor:	
Contact Number:	
Contact number during the event. This number will be posted on the Town's website.	
Expected Attendance:	

Organization Name:	
Applicant:	
Email Address:	
Mailing Address:	
Box, RR # or SS #:	
City/Town & Postal Code	
Phone No.:	

Event Information

Description (Check off all that apply):							
<input type="checkbox"/>	Bicycle Race/Tour	<input type="checkbox"/>	Off-Street Festival	<input type="checkbox"/>	Procession	<input type="checkbox"/>	TV/Movie Production
<input type="checkbox"/>	Car Show/Tour	<input type="checkbox"/>	On-Street Festival	<input type="checkbox"/>	Running Event	<input type="checkbox"/>	Fireworks Display
<input type="checkbox"/>	Concert	<input type="checkbox"/>	Parade	<input type="checkbox"/>	Sporting Event	<input type="checkbox"/>	Wedding
<input type="checkbox"/>	Fundraiser	<input type="checkbox"/>	Picnic/BBQ	<input type="checkbox"/>	Other: (please describe):		

Please provide a detailed explanation of the events occurring:
(i.e., Off-street festival with vendors and food trucks etc.)

Date(s)					
Start Time:			End Time:		
Occurrence:	Daily:	Weekly:	Monthly:	Other:	
No. of days of Event:					
Property Type:	Public:		Private:		
If the Event is on Private Property, and the applicant is not the owner, a signed letter of consent from the property owner is required to be submitted with the application.					
Location of Assembly Area:					
Location of Disbanding Area:					
Number of Event Staff/Volunteers:					
Number of Vendors:					

Municipal, Regional and Provincial Permit Requirements

Municipal Roads

Road blockage or closure, even if temporarily? __ Yes __ No

A plan showing all blockages or closures, is required. Attached __ Yes

Please provide the following:

Road Names	Times	Reason

Will there be a large volume of vehicular or pedestrian traffic?	
If Yes to above, have the Niagara Regional Police been contacted?	
Will a Security Company be used to ensure the safety of event participants?	
Please list any safety precautions that will be utilized for this event.	
<i>*Under no circumstance shall traffic be directed by anyone other than Niagara Regional Police Officer</i>	

Does this event require:

Item	No. needed	Time needed	Location
Traffic Cones			
Barricades			

(Please note: The Town has a limited supply of the above items. Depending on the number of events occurring or work being done in the Town, your request may not be accommodated.)

Regional Roads

Are any effected roads under Regional jurisdiction?

Has the Region's Application for Road Use for Special Events been applied for?	Date:
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Provincial Roads

Are any effected roads under Provincial jurisdiction? (Niagara River Parkway)

Niagara's Parks Application for Special Events	Date:
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Town Facilities

If this event intends to include the use of Town Facilities, reservations will be required. Town Facilities can be reserved by calling the Town Administration building at 905-468-3266 or emailing bookings@notl.com.

Open Flame Pyrotechnics or Non-Consumer Display Fireworks

Will the event include either of the above?

If yes, the following is required:

	\$77.68 Application fee - payable to the Town of Niagara-on-the-Lake
	Authority / Jurisdiction Approval Notification (AHJ – Approval Having Jurisdiction), - which will be duly signed by NOTL Fire & Emergency Services.
	Covering letter from the firework company, which gives a description of the firework display at the event (must include: date, time, location, crew, safety measures, etc.)
	Letter from the property owner giving authorization (allowing a fireworks display to take place by the fireworks company)
	Detailed site plan of firework display on the property (must include: dimensions/markings/direction of fall-out)
	Copy of Liability Insurance Certificate (in the sum of Five (5) Million Dollars)
	Photocopies of individual operatives of fireworks (I.D.)
	Firework Display Product List (must include: list of fireworks being used and sizes)

Service of Alcohol

Application submitted to the Alcohol and Gaming Commission of Ontario (AGCO)?	Date:
Copy Attached?	
Is this event required to be declared Municipally Significant?	
The Niagara Regional Police Application for Special/Community Event Resources Agreement may be required.	

If this event includes the use of a tent(s) and service of alcohol a Fire Department Special Occasion Permit will be required:

	\$77.68 Application fee - payable to the Town of Niagara-on-the-Lake
	A site-plan of the property showing the location and size of the tent(s) along with licensed area.
	A copy of the flame-resistant rating certification requirements, CAN/ULC S-109-M and NFPA701-1977 -“Standard for Flame Tests of Flame-Resistant Fabrics and Films”

Tents

Will this event include a tent or group of tents with a total area of 60 square metres or 645 square feet or larger?

Tent Permit applied for?	Date:
Fee Paid	

Size	No. of Tents	Flame Certificate attached	Noted on Site Plan

NOTE: All tents are to be at least three (3) meters from any building.

Food Trucks & Service of Food

Please review By-law No. 4316AR-13

Business or Operating Name	Phone No. & Email Address	TSSA attached

	\$77.68 Application fee - payable to the Town of Niagara-on-the-Lake
	A site-plan of the property with the location of the Mobile Food Service Equipment along with licensed area (if applicable)
	All vendors are to submit copies of: <ul style="list-style-type: none">• Verification paperwork from a reputable service company for the suppression system, if applicable• Valid TSSA field approval certificate and yearly inspection reports, if applicable• Valid yearly inspection from fuel supplier, if applicable
	Please review the Niagara Region's Requirements for Special Events. Contact Niagara Region Public Health - Environmental Health Division for community sponsored special events as they offer free recycling services in the Region

Signage

Note: A Sign Permit may be required, please contact By-law Services for clarification
If yes, please attach a copy of the proposed sign to this application.

Number to be posted	Size	Duration	Location

All event signage must be removed within 48 hours of the conclusion of the event.

Filming

Number/Type of Vehicles	
Lighting	
Tents (tent permit may be applicable)	
No. of Crew Members	
Will there be a disruption to general public	
If Yes, please explain how	
Have local business or residents been notified	
Do you require parking spaces?	
If Yes, to above the Town will require a fee for loss of revenue.	
If using Town Parks or Public Areas a damage deposit may be collected.	

Note: Please be advised that filming in the Old Town Heritage District (Queen/Picton), between the months of May to October, may not be permitted.

Further Event Information

	Bleachers		Portable Washrooms		Temporary Lighting
	Cranes/Lifts/Platforms		Sound Amplification		Truck/Tractor-Trailer
	Electrical Cabling		Staging		Water Tank or Hose
	Live Animals		Temporary Fencing		
	Portable Seating		Other (please describe):		

Please Note: Sound Amplification is not permitted in Town of Niagara-on-the-Lake Parks.

Proof of Liability Insurance may be required for Live Animals.

Services Requested of the Town:

Item	No. Required	Duration	Location
Garbage Bins			
Parking Spaces			
Picnic Tables			
Public Washrooms			
Reserved Event Parking Signs			
Temporary "No Parking Signs"			

The following is incorporated into, and forms part of the permit agreement for events taking place on Town owned property:

1. The licensee will agree to save The Corporation of the Town of Niagara-on-the-Lake harmless from any and all claims and/or damages arising out of this event and/or road closure and will provide any bond or insurance which may be required in this regard.
2. The licensee will be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure the safety for the travelling public and participants.
3. The licensee will be responsible for any and all costs associated with any damage that has occurred to Town property. (A Damage Deposit may be collected).
4. The licensee must provide Proof of Liability Insurance naming The Corporation of the Town of Niagara-on-the-Lake as additional insured. (\$2 million per occurrence / \$5 million per occurrence if the event includes fireworks or the service of alcohol.)
5. To abide by all Town By-laws, and any conditions listed in the municipal permit authorization letter.

By signing this form, you acknowledge that the information contained on this form, including any attachments, will become public documents.

Applicant Name: _____ Date: _____
(Please print)

(Signature)

Note: This permit is valid only for properties and road allowances under the jurisdiction of the Town of Niagara-on-the-Lake. Other permits may be required depending upon the event location.