



# Special Event Application

Charitable Number:

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 must be submitted at least 8 weeks prior to the event date for events where fewer than 500 attendees are expected and no road closures or restricted access to municipal parks are required. All other events must be submitted a minimum of 24 weeks prior to the event date, as applications are circulated to multiple Town departments for review.

## Have you provided the following?

	Completed and signed online application and submission of the \$100.00 fee
	Certificate of Insurance, if applicable
	Copy of the AGCO - Special Occasions Permit
	Fire & Emergency Services Department Fee - \$77.68 per hour
	Building Permit Application and Fee (if applicable)
	Sign Permit Application and Fee (if applicable)
	Signed Letter of Consent from Property Owner
	Damage Deposit, if applicable

## Site Plan and/or Route Map.

Please ensure it is clear and legible and includes 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

Email: [specialevents@notl.com](mailto:specialevents@notl.com)

In Person: Customer Experience Desk, Town Hall, located at 1593 Four Mile Creek Road, Virgil

\* Please be advised that, in accordance with by-law 2026-005, and section 5.3 of the Special Event Policy, council approval is required for events that meet any of the following criteria:

- Requiring the closure of, or restricted access to, any of the following public spaces:
  - Queen Street
  - Queen's Royal Park
  - Simcoe Park
- Occurring over three (3) or more consecutive calendar days
- Requiring exemptions or permissions beyond those delegated to staff under this Policy or other municipal by-laws
- Having resulted in by-law infractions and/or convictions under the Provincial Offences Act within the previous three (3) years



# Special Event Application Form

**Please note:** To have your event advertised on the Town's Community Events Calendar, you must complete the request form available on our website.

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 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? Please choose      Yes      No

A plan showing all blockages or closures, is required. Attached \_ Yes      No

Please provide the following:

Road Names	Times	Reason

Will there be a large volume of vehicular or pedestrian traffic?	
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>*The Town may require the organizer to arrange for additional safety and security measures.</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 Community Centre at 905-468-4386 or emailing [bookings@notl.com](mailto:bookings@notl.com).

\* For details regarding which uses of Town-owned facilities require a Special Event Permit, please visit our website or email [specialevents@notl.com](mailto:specialevents@notl.com)

# Open Flame Pyrotechnics or Non-Consumer Display Fireworks

Will the event include either of the above?

If yes, the following documentation must be submitted to the Fire Department:

- \$79.44 per hour 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 the 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 the 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 a list of fireworks being used and sizes)

\* For any questions, please contact [fire@notl.com](mailto:fire@notl.com)

## Service of Alcohol

Application submitted to the <a href="#">Alcohol and Gaming Commission of Ontario</a> (AGCO)?	Date:
Copy Attached?	
Is this event required to be declared Municipally Significant?	
The Niagara Regional Police Service Application for <a href="#">Special/Community Event Resources</a> is required	

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

	\$79.44 per hour 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? Visit our website for application	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

	\$79.44 per hour 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"> <li>• Verification paperwork from a reputable service company for the suppression system, if applicable</li> <li>• Valid TSSA field approval certificate and yearly inspection reports, if applicable</li> <li>• Valid yearly inspection from fuel supplier, if applicable</li> </ul>
	Please review the <a href="#">Niagara Region's Requirements for Special Events Applications and Guidance for Special Events and Farmer's Markets</a> . Additionally, contact Niagara Region Public Health's Environmental Health Division, as they offer free recycling services.

## **Signage**

Note: A Sign Permit may be required. Please contact the Town's By-law Division 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 and 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 in an amount not less than \$5,000,000, naming The Corporation of the Town of Niagara-on-the-Lake as an additional insured.
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.