

## FESTIVAL AND EVENT CHECKLIST

### A. APPLICANT INFORMATION

<input type="checkbox"/> Festival and Event Application Form
<input type="checkbox"/> Festival and Event Checklist
<input type="checkbox"/> Festival and Event Terms and Conditions for Rental Agreement

### B. INSURANCE

Proof of liability insurance in the amount of at least \$5 million must be submitted a minimum of 14 days prior to the event start date. "The City of Sarnia" must be named as an "additional insured".		
Have you attached confirmation of insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will proof of insurance be forwarded by insurance provider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain:		

### C. ROAD CLOSURE(S)

Check the box below if the event requires the closure of any municipal roads.
<input type="checkbox"/> If yes, please indicate and clearly label on an attached map/site plan which road closures are being requested, and the dates and times of each.

### D. LICENSED (ALCOHOL)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
Letter of Municipal Significance <input type="checkbox"/>	Special Occasion Permit <input type="checkbox"/>

### E. NOISE BYLAW

Event organizers must ensure noise levels comply with the terms set out in the municipality's noise bylaw. If the event runs past 8:00pm, a noise exemption is required. The CAO can approve events that run until 11:00pm, and City Council approves events running past 11:00pm.		
Pre-recorded music <input type="checkbox"/>	Live band <input type="checkbox"/>	
Speeches <input type="checkbox"/>	Dancing on-site <input type="checkbox"/>	
Other		
<b>CAO Approved</b> <input type="checkbox"/>	Letter Sent <input type="checkbox"/>	
<b>Council Approved</b> <input type="checkbox"/>	Notification and Letter <input type="checkbox"/>	Newspaper Ad <input type="checkbox"/>

## F. TENTS AND BUILDING PERMITS

Locates must be obtained from the Engineering Department before proceeding with any staking into the ground if the proposed event tents require longer than six inch stakes. Please ensure that any anchor points do not pose a tripping hazard. Tents exceeding 645 sq. ft. require a Building Permit, including the submission of flame resistance certificates, and a map. Tents exceeding 320 sq. ft. must meet flame resistance requirements of the Ontario Fire Code.

Size of tents **exceeding 320 sq. ft.:**

Location (**mark on site map**)

## G. SITE PLAN

Please attach a map (hand drawn is acceptable) of all areas to be used, outlining all proposed event features.

## H. SET-UP

Please check off any requests listed below. Requests outside of this list must be discussed with the Recreation Coordinator – Events.

Washrooms opened for extended hours

Extra garbage and recycling bins (Please insert number: \_\_\_\_\_) **Please note that this is only available to park users.**

## I. FOOD AND VENDOR FORMS

Will food be served to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be merchandise sold at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes was answered for any of the questions listed above, a Lambton Public Health Food Form and Fire Department Vendor Form may need to be filled out. **All forms are required a minimum of 14 days prior to the event start date.**

## J. ELECTRICAL SAFETY AUTHORITY (ESA)

When applicable, the City of Sarnia will require proof of a permit and inspection completed by the Electrical Safety Authority. **In the cell below, please write the permit number and list all electrical equipment that will be used at the event.** Electrical equipment may include inflatables, mobile food trucks, large portable generators, sound systems, etc. For more information regarding ESA requirements at special events, please visit: <https://www.esasafe.com/business/special-events>

**Please forward completed checklist to:**

By email: [rachel.veilleux@sarnia.ca](mailto:rachel.veilleux@sarnia.ca) Rachel Veilleux, Recreation Coordinator II  
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