

# OUTDOOR FESTIVAL & EVENT APPLICATION FORM

## A: CLIENT / ACCOUNT DETAILS

\*The Primary Contact listed must have signing authority for the organization. All events will be required to sign the Festival & Event Rental Contract once issued. General [rental/facility](#) information is online.

I am applying on behalf of... <i>(check one)</i>	An organization: <input type="checkbox"/>	Myself as an Individual: <input type="checkbox"/>
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If an <u>organization</u> , does it have non-profit/ charitable status? <i>(may qualify for 50% discount on select fees)</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Charitable number:		

**Organization Full Legal Name:**

<b>Primary Contact</b>	First Name:	Last Name:	Title/Position:
	Phone:	Email:	
	Full Address <i>(org. or personal)</i> :		
	City:	Province/Country:	Postal Code:

<b>Secondary Contact</b>	First Name:	Last Name:	Title/Position:
	Phone:	Email:	

## B: EVENT DETAILS

**Event Name:**

On-Site Supervisor: <i>(name/phone)</i>	Confirm this is a Public Event. <i>(not private or invite-only)</i>	Yes, public: <input type="checkbox"/>
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Event Type: Concert <input type="checkbox"/> Festival <input type="checkbox"/> Walk/Run <input type="checkbox"/> Sports <input type="checkbox"/> Tradeshow <input type="checkbox"/> Other:	Activities and Vendors <i>(list all in detail)</i> :
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Estimated Attendance:	Event Location <i>(i.e. park)</i> :
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Details	Date(s)	Start Time	End Time	Facility/Facilities (i.e. pavilion)
Set-Up				
Event <i>(each day)</i>				
Tear Down				

## GENERAL INFORMATION:

Applicants will receive a **Firmed Rental Contract** upon application approval that will outline any additional documentation/permits and fees, based on the details provided in this application. Signed Contract will be required.

General [rental and facility](#) information is online. Fees will be charged as outlined in the [Fees for Service By-Law](#). [Event hosting](#) information is online. Refer to the [Guide to Success: Hosting and Event on Municipal Property](#) document for more details, and to help guide you through this questionnaire.

Additionally, if any damage or unscheduled staff overtime is incurred additional fees may apply. Staff will survey the location following the event and provide photos of any damage.

\*The event organizer or the organization must have the below in place prior to the event start date.

Estimated Attendance:	Dumpster:	Portable Toilets:	Security:	Tents / Supplies:
Less than 500	Not Required	Not Required	Not Required	Must be provided by the organizer (i.e. garbage bags, caution tape, signage)
500-999	Recommended	Recommended	Not Required	
1000-4999	Required	Required	Required	
5000+	Required	Required	Required	

## C: TABLES AND CHAIRS

\*Additional items must be supplied by the event organizer. Tables and chairs are available at the following parks ONLY. Picnic tables that are on-site are available for use. They will not be transported between parks.

- Canatara Park – 20 tables, 25 chairs
- Centennial Park – 20 tables, 50 chairs
- Mike Weir Park – 15 tables, 20 chairs
- Kenwick Park – 15 tables, 20 chairs
- Clearwater Park – 15 tables, 20 chairs

Will you require <b>tables</b> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Many:
Will you require <b>chairs</b> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Many:

## D: GARBAGE BINS / DUMPSTERS

\*Additional items must be supplied by the event organizer. The following amenities are available based on the location & size of the event at no extra cost, subject to availability.

Events estimating:

- Less than 500 people – Max. 10 garbage bins
- 500-999 people – Max. 15 garbage bins
- 1000-4999 people – Max. 20 garbage bins
- 5000+ people - Max. 35 garbage bins

Will you require <b>garbage bins</b> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Many:
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## E: LOCATION / FACILITY ACCESS TIME

\*Park staff are scheduled between 6:30 a.m. to 10:30 p.m. from May to September. If access to the location is required outside of these times, this must be requested at least 2 weeks prior to your event. Unscheduled overtime incurred as a direct result of your event will result in additional fees (Costs Recovered = \$30/hour). Staff cannot be scheduled to work later than 1am.

Will you require <b>early or late access time</b> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, what time(s):

**HELPFUL INFORMATION:** Refer to the [Guide to Success: Hosting and Event on Municipal Property](#) document for more details, and to help guide you through this questionnaire.

\*Rallies/Marches are not subjected to this policy (see guide to success).

#### 4.6 LEGAL AND INSURANCE

\*High Risk Events will require an Indemnity Agreement at an additional cost. Organizations will be required to submit a Certificate of Insurance (not purchase through the City).

Will you provide a Certificate of Insurance (COI) or purchase liability insurance from the City?	Provide (COI) <input type="checkbox"/>	Purchase (City) <input type="checkbox"/>	
Is this a high-risk event? <i>(i.e. alcohol, street/parking lot closures, parades, fireworks, air shows, horse and carriage rides)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>

#### 4.7 ADMISSION FEES AND TICKETED EVENTS

Does the event organizer intend to solicit funds on municipal property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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#### 4.8 NOISE BY-LAW EXEMPTIONS

\*Noise By-Law Exemption will be required at an additional cost. Police presence may be required at an additional cost (5.2).

Will the event begin prior to 8:00 a.m.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the event end past 11:00 p.m.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### 4.9 ROAD AND MUNICIPAL PARKING LOT CLOSURES

\*Site Plan is required with this application, detailing to scale the closure and items. Closures, cones, and barricades are subject to additional costs. Indemnity Agreement will be required at an additional cost. Police presence may be required at an additional cost (5.2).

Will the event be hosted on a municipal roadway and/or parking lot?	Roadway <input type="checkbox"/>	Parking Lot <input type="checkbox"/>	Neither <input type="checkbox"/>
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If Roadway, how many intersections will be barricaded:

If <u>Roadway or Parking Lot</u> , how many barricades and cones are needed?	Barricades:	Cones:
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#### 5.0 PARADES AND PROCESSIONS

\*Indemnity Agreement will be required at an additional cost. Road Closures are subject to additional costs. Police presence may be required at an additional cost (5.2).

Will this be an organized parade or processional?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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#### 5.1 LICENSED (ALCOHOL)

\*Special Occasion Permit (SOP) will be required from the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#), along with other documentation. Indemnity Agreement will be required at an additional cost. Police presence may be required at an additional cost (5.2).

Will alcohol be sold or served at this event? <i>(If no, skip to next section)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will attendees be able to open and consume alcohol at the event?	Yes <input type="checkbox"/> <i>(open/consumable at event)</i>	No <input type="checkbox"/> <i>(not consumable at event)</i>
Who will be selling or serving alcohol?	Licensed Business <input type="checkbox"/> <i>(i.e. brewery, winery)</i>	Third Party <input type="checkbox"/> <i>(i.e. service club, organizing team)</i>

### 5.3/5.4 FOOD AND BEVERAGES

\*[Lambton Public Health \(LPH Forms\)](#) and Fire Vendor Forms may be required.

Will food and/or beverages be served onsite? <i>(If no, skip to next section)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the food and/or beverages be pre-packaged? <i>(i.e. granola bars, chips, bottles of water)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the food and/or beverages be cooked/prepared? <i>(i.e. onsite at the event, or offsite by a caterer or restaurant)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If prepared onsite, will there be any use of gas, propane, or electricity?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>

### 5.4 FIREWORKS/OPEN FLAMES

\*Indemnity Agreement will be required at an additional cost.

Will this event include fireworks/open flames?	Fireworks <input type="checkbox"/>	Open Flames <input type="checkbox"/>	None <input type="checkbox"/>
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### 5.5 TENTS AND BUILDING PERMITS

\*[Tent Building Permit](#) may be required at an additional cost.

Will there be any tents erected at the event? <i>(If no, skip to next section)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, how many:	If yes, what size for each (ft):		
Will any tents be erected in a group? <i>(less than 10ft apart from each other)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how many will be grouped:

### 5.6 FENCING, DIGGING OR STAKING

\*Any objects to be penetrating the ground require City approval. Locates may be required at an additional cost.

Will any objects require staking into the ground? <i>(i.e. tent poles/pegs, fence posts)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, will they need to be more or less than six (6) inches into the ground?	More than 6 inches <input type="checkbox"/>	Less than 6 inches <input type="checkbox"/>

### 5.7 CIRCUS/MIDWAY

\*[Business License](#) may be required at an additional cost. Indemnity Agreement may be required at an additional cost.

Will this event include a circus and/or midway?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### 5.8 LOTTERY LICENSES

\*Raffles that are free to enter, and silent auctions are exempt (skip to next section). [Lottery License](#) will be required at an additional cost.

Will this event include any raffles (prizes up to \$50,000), break open ticket (Nevada) events, and/or media bingo?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### 5.9 POTABLE WATER CONNECTION

\*Connections are subject to approval and an additional cost.

Is potable water via fire hydrant connection requested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>6.0 ANIMALS AND PETTING ZOOS</b>		
*Animal Exhibit Management Plan is required with this application, detailing the containment and mitigation of animal waste. Indemnity Agreement will be required at an additional cost.		
Will the event include any petting zoos, animal rides, animal exhibits, open farms, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>6.1 SIGNAGE AND BANNERS</b>		
Will the event be promoted via signage within the City of Sarnia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>6.2 HEALTHY AND SAFETY REQUIREMENTS</b>		
*Washrooms, First Aid, and Tobacco/Cannabis/E-Cigarette may have additional requirements.		
Will this event require washroom access? <i>(subject to the location/availability)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will this event include port-a-johns/hand-washing stations, dumpsters, and security? <i>(requirement for events over 1000 people)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will this event include First Aid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>6.3 ELECTRICAL</b>		
*Electrical Safety Authority (ESA) Permit and Inspection may be required at an additional cost.		
Will you be working with any electricians or electrical contractors to supply power, cords, or any other electrical equipment to the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the event have any vendors who plan to use hydro? <i>(i.e. food vendors, merchants)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the event have any major electrical equipment greater than twelve (12) kilowatts? <i>(i.e. large portable generators, sound systems)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>6.4 MUSIC</b>		
*Entandem Music License may be required at an additional external cost.		
Will music be played at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, will the music be played live or recorded?	Live <input type="checkbox"/>	Recorded <input type="checkbox"/>
<b>COMMENTS / QUESTIONS</b>		
Any additional comments and/or questions regarding your event application:		

## SIGNATURE:

<input type="checkbox"/> I hereby certify that the information provided above is accurate and complete.	
<b>Date:</b>	<b>Signature:</b>