

ARENA FESTIVAL & EVENT APPLICATION FORM

A: CLIENT / ACCOUNT DETAILS

*The Primary Contact listed must have signing authority for the organization. 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:

Primary Contact	First Name:	Last Name:	Title/Position:
	Phone:	Email:	
	Full Address <i>(org. or personal)</i> :		
	City:	Province/Country:	Postal Code:
Secondary Contact	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> : <input type="checkbox"/>
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Estimated Attendance:	Event Location <i>(i.e. arena)</i> :
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Specify the Arena Season. <i>(fees/availability may differ)</i>	Regular Season <i>(September-March)</i> <input type="checkbox"/> <i>(*Requests due min. 1 year prior)</i>	Off-Season <i>(April-August)</i> <input type="checkbox"/>
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Details	Date(s)	Start Time	End Time	Facility/Facilities <i>(i.e. Rink 1, room)</i>
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.

C: TABLES AND CHAIRS

*Event organizers are responsible for providing their own tables and chairs, as well as set-up and teardown. A limited number of tables/chairs may be available in the arena's for select purposes (lobby table, etc). No more than five (5) tables and chairs may be available for use.

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

D: GARBAGE BINS / DUMPSTERS

*No more than five (5) extra garbage bins may be provided, if available.

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

*Arena staff are scheduled between 6:00 a.m. to 12:00 a.m. 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).

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

GUIDE TO SUCCESS:

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 following portion of the questionnaire.

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

4.5 FACILITY AND SITE PLANS

*Site Plans/Routes are requested for all events to ensure transparency and acceptable facility use.

Confirm you will be submitting a site plan/route with your application.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Confirm which spaces you are requesting and use (*i.e. rooms, dressing room(s), outdoor grass space*):

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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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. Each arena has a contracted food vendor; serving food/beverages will require approval from the contracted food vendor.

Will food and/or beverages be served onsite? <i>(If no, skip to next section)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Who will be servicing the food/beverages: <i>(i.e. catered, food truck, contracted vendor)</i>			
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"/>

5.5/5.6 TENTS AND STAKING

*[Tent Building Permit](#) may be required at an additional cost. *Any objects to be penetrating the ground outdoors require City approval. Locates 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:
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"/>	N/A <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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6.1 SIGNAGE AND BANNERS

Will the event be promoted via signage within the City of Sarnia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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6.2 HEALTHY AND SAFETY REQUIREMENTS

*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"/>
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Will this event include security?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Will this event include First Aid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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6.3 ELECTRICAL

*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"/>
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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"/>
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If yes, specify if you request City hydro access (limited), or other generators.	City <input type="checkbox"/>	Generators <input type="checkbox"/>
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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"/>
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6.4 MUSIC

*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"/>
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If yes, will the music be played live or recorded?	Live <input type="checkbox"/>	Recorded <input type="checkbox"/>
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COMMENTS / QUESTIONS

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.	
Date:	Signature: