

County of Brant
Special Event Request Application

Special Event Application Number:

This application must be submitted to the Special Events Coordinator **a minimum of 90 days prior** to the special event identified in this application. Please complete this form providing as much information as possible. The information provided will assist in determining the feasibility of approving this application as well as determining special requirements that may be necessary. The County of Brant Special Event Advisory Team (SEAT) will receive this application as submitted. Incomplete applications, applications deemed too vague or of indeterminate meaning will be returned. Further information and/or clarification may be required before determining the feasibility of approving this request. **Requirements of all special events include (but are NOT limited to) adherence to: all statutes of federal, provincial and municipal law including those of the Corporation of the County of Brant as well as Alcohol & Gaming Commission of Ontario; policies of the Brant County Health Unit; providing a minimum of 2 million dollars in General Liability Insurance (County of Brant reserves the right to require additional insurance if deemed necessary) with the County of Brant listed as additional insured; all regulations for use of County of Brant property.** A legal/registered signing authority must provide their signature on this application indicating acceptance of any and all conditions of approval. Once the County of Brant Special Event Advisory Team receives this application and reviews the information contained, a request may be made of the applicant to appear before the Special Event Advisory Team for an 'in-person' discussion of the event. When all conditions are deemed met, the application will be reported to the Corporate Development Committee and if appropriate, subsequently to the Council of the County of Brant. Approval of this application will be communicated by the County of Brant Special Events Coordinator using the contact information provided in this application.

Mail Completed Application: County of Brant Economic Development and Tourism, 31 Mechanic St, Suite. 205, Paris, ON N3L 1K1

E-mail the Completed Application to: specialevents@brant.ca

Section 1: General Event Information:

- a. Does this event currently have a minimum 2 million dollar general liability insurance policy? **(This is a mandatory requirement for all Special Event Applications approved by the County of Brant)**

Yes No

- b. Is this event re-occurring?

Yes No If yes, explain:

Event Name:

c. Date and Attendance Information:

Event date(s):

Requested Hours:

Estimated Attendance:

Set-up date (if applicable):

Requested Hours:

Estimated Staff/ Attendance:

Tear down date(s):

Requested Hours:

Estimated Attendance:

d. Event Description:

e. Is this event paid admission?

Yes

No

If no, explain:

f. Is this event open to the public?

Yes

No

If no, explain:

g. What municipal property is this event requesting use of:

Road

Trails

Community Centre

Park

Arena

Parking Lot

Sidewalk

Other

- h. Is this event a competitive/ timed race, routed on County Roads?
Yes No If yes, explain:

Section 2: Organizational Information

- a. Organizers Name:
(Complete using full legal name of the organization that will be running the event)

- b. Is this organization registered as a 'not-for-profit'?

Yes No

If yes, provide the 'not-for profit' organization number:

If no, please list recipient(s) of any event proceeds:

- c. General Public Contact Information
(The County of Brant may need to provide contact information &/or spokesperson for use in answering any public inquiries regarding this event. This information may be made public.)

Contact Name:

Contact Telephone:

Fax:

E-mail:

Website:

Section 3: Event Specific Logistics and Information

a. **Facility Requests(s)**

(Be specific in describing which facilities and resources this event will require. Example: Lions Park, Picnic area 1 and 2, Amphitheatre between the hours of 3pm-8pm)

b. **Event Location (primary choice):**

Event Location (secondary/backup choice in the event of a conflict)

c. **Road / Parking / Lane Closure Impact:**

Does this event require road closure(s) and/or restriction(s)?

Yes No

Road Impact:

If yes, list specifically those roads and particulars of the closure(s) / restriction(s) including times of closures / restrictions. Please provide a map showing potentially impacted areas / of requested road closures with this application.

Parking Details:

If yes, provide details of the parking plan for the event, including location, estimated volume, manned with attendees or not etc.

d. County Resource(s) Request:

For each County resource please mark yes or no if required and provide explanation of requirement. Note: All items are subject to availability and staff resources. Applicants may be required to organize pick up and/or return the items. Borrowed items should be returned in the same condition as received or additional charges will be applied. Additional fees may be applicable for above requests and for delivery, set-up and take down. Requests for fee adjustments must be included in this application in the appropriate County facilities and/or resources section.

Electrical:	Yes	No
Details/Notes:		

Running Water Access:	Yes	No
Details/Notes:		

Garbage and Recycling Bins:	Yes	No
Details/ Notes:		

Washroom Access:	Yes	No
Details/Notes:		

Other:	Yes	No
Details/Notes:		

e. Specific Components

For each component below, please mark Yes or No if applicable for this event and provide explanation of requirements.

Alcohol Licensed Area	Yes	No
Details/Notes:		

Rides (mechanical or air filled)	Yes	No
Details/Notes:		

Fireworks and/or Pyrotechnics	Yes	No
Details/Notes:		

Fundraising Activities (i.e. Lotteries, 50/50 draw, auctions – please specify)	Yes	No
Details/Notes:		

Tented Areas	Yes	No
Contact Building Department 519-442-6324; please list tent size details and include fire safety plan		
Details/Notes:		

Non-Food Commercial Vendors (Peddlers License)	Yes	No
Details/Notes:		

<p>Food Vendors (Organizers are required to complete a Brant County Health Unit Special Event Application) Details/Notes:</p>	<p>Yes</p>	<p>No</p>
<p>Live Entertainment Include entertainment (ie. Dance, Music, Theatrical etc.) Details/Notes:</p>	<p>Yes</p>	<p>No</p>
<p>Amplified Sound (Must include times of amplified sound) Details/Notes:</p>	<p>Yes</p>	<p>No</p>
<p>Portable Staging Details/Notes:</p>	<p>Yes</p>	<p>No</p>
<p>Petting Zoo / Animal Contact Details/Notes:</p>	<p>Yes</p>	<p>No</p>
<p>Open Air Burning Details/Notes:</p>	<p>Yes</p>	<p>No</p>
<p>Accessible Accommodation (If yes, please provide all details of accommodation. If no, please explain why no accommodations are being provided) Details/Notes:</p>	<p>Yes</p>	<p>No</p>

f. **Emergency Services**

Please mark Yes or No if required for this event and provide explanation of requirements.

Ambulance Services

Yes

No

Details/Notes:

Fire Department

Yes

No

Details/Notes:

Emergency Site Plan

Please provide details (provide an additional page if required) of the event's management plan(s) in the event of an emergency. Please mention such items as: plan for on-site emergency personnel during the event, with a description of their location; specific details concerning where/how emergency vehicles are to access the event area should emergency personnel and vehicles be required; other items that may be of assistance in providing emergency assistance.

Section 4: Application Signature(s) and Authorizing Notice.

Insurance and Indemnification:

A Valid Certificate of Insurance naming the ‘Event Organizer’ listed in this application as the “named insured”, and evidencing liability insurance coverage for all activities listed in this application, issued by an insurer licensed to do business in Ontario, with limits of not less than:

- \$2,000,000.00 per occurrence; or
- \$5,000,000.00 per occurrence if your event includes any of the following activities:
 - Sale of alcoholic beverages (beer garden, etc.)
 - Activities involving licensed motor vehicles (demolition derby, etc.)
 - Activities on the water
 - Fireworks
 - Inflatables (including “zorbs” or “sumo suits”)
 - Amusement rides
 - Activities involving animals (petting zoo, dog agility, etc.)
 - Activities where the renter brings in a stage or production equipment
 - Activities where the renter brings in a large tent or canopy

And naming “The Corporation of the County of Brant” as an additional insured with respect to any liability arising from this event, **MUST BE SUBMITTED WITH THIS COMPLETED APPLICATION.** The policy must include a cross liability and severability of interest clause and be endorsed to provide 30 day’s notice of expiration, cancellation, revocation or material amendment. The applicant must submit this application to their insurer when requesting the Certificate of Insurance to ensure that liability coverage is in effect for all proposed event activities. The County of Brant reserves the right to request additional insurance based on information arrived at during the review of this application.

By signing this application the Event Organizer listed in this application has agreed to defend, indemnify and save harmless THE CORPORATION OF THE COUNTY OF BRANT, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Event Organizer, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this event. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Event Organizer in accordance with this Application, and shall survive the conclusion of the Event.

- a. Application Completed By:
- b. Application Submission Date:
- c. Application Submitted by:
Post E-mail In Person

The person signing this application (section 4E) verifies to the best of his/her knowledge; the information provided is truthful and accurate.

The person signing this application (section 4E) is a valid signing authority for the special event.

The applicant has read and understands the Special Event Manual and will comply with all application requirements.

- d. Applicant Name: (please print your name clearly):

e. Applicant Signature:

Date: