



# Special Event Permit Application

Permit Number: \_\_\_\_\_

## Applicant Information

This individual must have the authority to bind the person or Organization making the application.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Event Organizer

This individual is the onsite logistical contact to whom the permit will be issued.

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Event Description

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start and End Times: \_\_\_\_\_

## Operations Plan

Each application must include a detailed Operation Plan identifying the following where applicable:

- Brief outline of the event including any perceived benefits to the municipality
- Site Plan of the property used for the event identifying the following where applicable:
  - Areas where food preparation, sale, and/or consumption will take place
  - Areas for vehicle parking
  - Areas for sanitary services
  - Areas where alcohol will be served and where alcohol will be consumed
  - Location of fire routes (minimum 6 meters)
- Size and description of any tents or other structures that will be used during the event
- Arrangements being made regarding: the safe handling of food, provision of medical services, toilets/sanitary services, garbage collection and disposal, and security and crowd control
- Route Map including directional indicators, staging areas, detour routes and parking areas
- Course Management Plan including rest stops, comfort stations and volunteer locations
- Traffic Control Plan including diagrams and map locations of any potential road closures
- Event Signage details including photo examples, dimensions, locations, and posting and removal dates
- Sources of noise and amplified sound and the means being used to reduce noise associated with the event
- Maximum number of event participants and means of controlling this number

For more information, please refer to the attached Operations Plan examples or contact the Community Services Department.

## Traffic Control

Check all that apply:

- Not Required (all participants will follow the rules of the road)
- Traffic Management Required
- Road Closures (must be performed and managed by OPP)

Road(s) Being Closed: \_\_\_\_\_  
\_\_\_\_\_

Closure Date(s) and Times: \_\_\_\_\_  
\_\_\_\_\_

## Traffic Control Declaration

Please complete this section and include a detailed traffic control plan along with the application form if traffic control and/or road closures are required.

Name and Title of Traffic Controller: \_\_\_\_\_

Name of OPP Detachment: \_\_\_\_\_

I hereby agree to perform the traffic control responsibilities as stated in the current version of Book 7 of the Ontario Traffic Control Manual.

I have read and agree to the enclosed detailed traffic control plan and I have reviewed the detour route within the plan.

Traffic Controller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: All road closures and traffic management that significantly restricts road use require approval from Town of The Blue Mountains Council. All requests must be received with a completed Special Event Application form at least 90 days in advance of the event date.**

## Additional Requirements

Check and provide additional information for all that apply to the event:

- Grey County Special Event Permit (required when Grey County roads are being used)  
519-376-2205 or [roads@grey.ca](mailto:roads@grey.ca) Grey County Permit Number: \_\_\_\_\_
- Building Permit (required for tents exceeding an area of 60m<sup>2</sup>)  
519-599-3131 Ext.239 or [build@thebluemountains.ca](mailto:build@thebluemountains.ca) Permit No: \_\_\_\_\_
- Exemption from Noise By-law (required when using amplified sound systems)  
519-599-3131 Ext.254 or [directorcs@thebluemountains.ca](mailto:directorcs@thebluemountains.ca)
- Propane Handlers Certificate (required when using propane filled equipment)
- Health Unit Permit (required when prepared food is being served at the event)  
(519) 376-9420 or [publichealth@publichealthgreybruce.on.ca](mailto:publichealth@publichealthgreybruce.on.ca)

## Insurance Requirements

The Town requires a Certificate of Insurance from the Applicant's/Organizations' insurance provider that:

- Names the Town as additionally insured
- References the name, date and location of the event
- References the name of the Applicant/Organization
- Provides coverage in the amount of no less than \$5,000,000 dollars for comprehensive general liability, for injuries, damages, torts, claims, and actions caused by or resulting from the Special Event and does not exclude or limit coverage to any portion of the event described in this application

Certificate requests should be made directly to the Applicant's/Organizations' insurance provider and include the following information:

**The Corporation of the Town of The Blue Mountains**  
**32 Mill Street PO Box 310**  
**Thornbury, ON N0H 2P0**

The Organization shall, at its expense, obtain and keep in force prior to approval of this Permit to ten days after the special event, commercial general liability insurance including the above noted requirements and underwritten by an insurer licensed to conduct business in the Province of Ontario.

The Special Event Permit Application **will NOT** be processed until a Certificate of Insurance is provided to the Town and the Director of Community Services reserves the right to stipulate higher or lower insurance requirements based on the specifications of the event.

## Application Fees

**Small Scale Events** **\$0**  
Events that require very little consultation with Town Staff and minimal traffic control requirements or events organized by not for profit or charitable organizations.

**Medium Scale Events** **\$500**  
Events that require logistical meetings with Town Staff, and/or extensive road use, and/or traffic control requirements.

**Large Scale Events** **\$1,000**  
Events that require logistical meetings with Town Staff, extensive road use, traffic control and/or escort requirements and involve more than 500 participants.

The Special Event Permit Application **will NOT** be processed until the appropriate payment is received.

## Additional Application Reviews

If additional reviews are required for any Special Event Application, where event routes and/or traffic control requirements are altered, a fee of \$100 will be applied to EACH additional review.

## Event Cancellations

Event applications can be cancelled at any point leading up to the event, however, one of the following cancellation fees may apply:

Medium Scale Events cancellation fee is \$100

Large Scale Events cancellation fee is \$200

# Approvals

The application will be circulated internally by Town Staff to obtain the following approvals. Additional information and/or site meetings may be required for select events as determined by Staff.

**Blue Mountains Fire Department**

AJ Lake, Deputy Fire Chief

\_\_\_\_\_

Date: \_\_\_\_\_

**Blue Mountains OPP Detachment**

Chris Maecker, Sergeant

\_\_\_\_\_

Date: \_\_\_\_\_

**Grey County Paramedic Services**

Jeff Adams, Operations Manager

\_\_\_\_\_

Date: \_\_\_\_\_

**Manager of Roads and Drainage**

Jim McCannell

\_\_\_\_\_

Date: \_\_\_\_\_

**Acting Director of Community Services**

Ryan Gibbons

\_\_\_\_\_

Date: \_\_\_\_\_

## Additional Terms and Conditions

By signing below, the applicant agrees to the following:

- I will ensure that the Organization is aware that by providing the required certificate of insurance, the Organization:
  - approves of this special event permit application; and
  - authorizes me to act on behalf of the Organization as the Applicant
- I am aware of the procedures necessary and risks involved with organizing the special event
- For events taking place on Town owned roads, I acknowledge that Town of The Blue Mountains roads are not in a new condition and may have imperfections including but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washouts that could contribute to a possible injury to a participant of the event
- I am responsible to ensure that all event participants adhere to all applicable conditions of the special event permit
- That all attachments form part of the special event application
- That I/the Organization shall have a reasonable amount of first aid available onsite during the event
- That I have the authority to bind the Organization
- The Town reserves the right to reject any or all future special event applications from persons or Organizations who have not met the conditions or any special event permit issued by the Town
- That if the terms and conditions of the permit are not fulfilled the event will not take place

The information contained in this application, and all attachments, is true to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Permit Approved Date: \_\_\_\_\_

Permit Not Approved Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_