



CORPORATION OF THE TOWN OF COBOURG

MUNICIPAL EVENTS PROCEDURES AND APPLICATION

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SECTION 1: PURPOSE

- 1.1 A permit is required for ALL outdoor community special events on town-owned property roads/road allowance, parks, parking lots, open spaces, walkways, piers etc. and, the event includes any of the following elements: food being given or sold to the public, alcohol, fireworks, sound amplification, tents, amusements rides, use of electricity, fencing and projected attendance of over 150 people etc.
- 1.2 The purpose of the Municipal Event Procedures and Application is to establish guidelines and procedures for the application process and management of special events in the Town of Cobourg. It outlines the operation of events on Town of Cobourg property (excluding the Cobourg Community Centre), streets and roadways.
- 1.3 The procedures will help the event organizer to determine the requirements that are to be in place to effectively plan and execute a successful special event.

SECTION 2: APPLICATION PROCESS

- 2.1 The Manager of Culture will serve as the primary point of contact for processing your Event Application within the Town of Cobourg.
- 2.2 The permit process begins for your event when you submit your COMPLETED Municipal Event Application including site plan by the application deadline date below along with the appropriate permit fee to the Manager of Culture, Events & Tourism at 103 Third St. , Cobourg, Ontario or by email at jchapmandavis@cobourg.ca

APPLICATION DEADLINES

Municipal Event Applications for Special Event Permits must be signed, completed, and returned with all paperwork and additional required permits by application deadlines.

• **At least 60 days or at least (2) months in advance for events with an attendance less than 500 or any returning major event.**

• **At least 90 days or at least 3 (months) in advance for events with an expected attendance of 5000 or more or new tourism events**

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

- 2.3 The application will then be processed and reviewed by the Community Events Committee comprised of members from:
 - Cobourg Police Service
 - Cobourg Fire Department
 - Public Works Department (Roads and Engineering)
 - Community Services (Manger of Culture, Parks, Tourism and Marina)

The committee is also connected to the following additional areas for expertise: Northumberland Emergency Medical Services (EMS), Town Hall Clerk's office, Haliburton, Kawartha Pine Ridge District Health Unit, and any other area of expertise as required.

- 2.4 Event organizers may be notified if the event requires additional information or modification and if additional charges may be applicable.
- 2.5 If the event has over 1000 people in attendance Town staff will request a site visit with the event organizer and various departments two weeks prior to the event.
- 2.5 A permit will be sent once the event is approved and all aspects of the event application have been met.
- 2.6 A GIS map is required for all events to assist with the site plan layout and tent permits please visit <https://public-townofcobourg.hub.arcgis.com/>
- 2.7 Insurance is mandatory for all events.

SECTION 3: GENERAL POLICIES AND PROCEDURES

- 3.1 All municipal, provincial, and federal regulations, bylaws and legislation must be adhered to by the event organizer. The event organizer is required to provide evidence, if asked of all necessary licenses/permits required to operate the event.
- 3.2 The event organizers must adhere to all special event policies and procedures.
- 3.3 Accessibility means giving people of all abilities opportunities to participate fully in everyday life. The town expects that all events in Cobourg will strive to be accessible and compliant with the Accessibility of Ontarians with Disabilities Act, 2005. A free online manual "Planning Accessible Events: So, Everyone Feels Welcome" is available from Service Ontario Publications. Service Ontario can be contacted through its website, www.publications.serviceontario.ca, or by phone, 1-800-668-9938. The booklet is intended for community members who plan events, such as bazaars, festivals, community meals and meetings. It includes information on no-cost or low-cost actions that can help reduce barriers for people with disabilities and make events more inclusive.
- 3.4 The Town of Cobourg may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect Town property or maintain the enjoyment of the park(s), beach, and roads for the public.
- 3.6 Any damage to the park and/or facilities as well as missing barricades/ pilons will be borne by the event organizer.
- 3.8 Event organizers must adhere to the Smoke-Free Ontario Act (effective January 1, 2015) and the Smoking Prohibited By-law 019-2015.
- 3.9 Event organizers are encouraged to promote Active Transportation to their events and provide bicycle parking and promote public transit to their event sites.

SECTION 4: ROAD CLOSURES

- 4.1 All road closures must be approved by the Manager of Culture. Road closure requests will be reviewed by Public Works in accordance with the Ontario Traffic Manual Temporary Conditions OTM Book 7 (as amended).
- 4.2 Regulatory signs required for a special event shall only be installed by Town staff.
- 4.3 Emergency access must always be provided. The unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be at least three (3) – six (6) metres. See chart in the application.
- 4.4 Sidewalks will remain open to the public throughout the closure except for safety reasons.

- 4.5 If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them.
- 4.6 The requests for road closure may be subject to event/site specific conditions or alternative routes at the discretion of the Manager of Culture.
- 4.7 If additional barricades/ pylons are requested it is at the discretion of the Public Works department to have the event organizer pick up and sign out the barricades. These items are subject to availability. Any items signed out and not returned or returned damaged will be invoiced accordingly to the event organizer.

SECTION 5: WASTE MANAGEMENT/RECYCLING

- 5.1 As an event organizer you are responsible for the clean-up of your event site. The Town of Cobourg will provide all normal maintenance services to its current routine standards. Any additional maintenance required by the special event organizers prior to or during the event should be requested and additional fees may apply.
- 5.2 The event organizer is encouraged to recycle and behave in an environmentally friendly manner. For more information on recycling in Northumberland County visit <https://www.northumberland.ca/en/living-here/recycling.aspx>

SECTION 6: TENT PERMITS/FENCING/STAKING

- 6.1 A Tent or group of tents less than 60m² (645 sq ft) in aggregate ground area, not attached to a building or within 3m (10ft) of other structures do not require a Building Permit.
- 6.2 A Building Permit is required for a tent or group of tents greater than 60 m² (645 sq. ft) (Ontario Building Code Section 2.4.1.1. (5) (a)) and up to 225m² (2420 sq ft) in aggregate ground area. NOTE: As an example of a group of tents, more than six (6) – 10 x 10 canopies grouped together with less than 3, (10') spacing between them would be considered a group of tents more than 60m² (645sq ft) and therefore required a building permit. Additionally, a group of not more than six (6) 10 x 10 canopies must be separated from another group of not more than six (6) canopies by not less than 3m (10') to negate the requirement of the permit.
- 6.3 The Ontario Fire Code (OFC), the Ontario Electrical Safety Code and the Technical Standards and Safety Authority also carry regulations and requirements for tents where cooking appliances, electricity, propane, or other fuel sources are present.
- 6.4 For tents 60m² to 225m² the requirements are outlined in the Temporary Tent Permit Package and for Tents greater than 225m² (2420ft²) please follow the requirements as outlined in the Temporary Tent Permit Package.
- 6.6 All applicable tent requirements listed in the application on [Cloud Permit](#) shall be noted on the tent drawings.
- 6.7 All requests for installation of any object that penetrates the ground including fence posts, sign installation etc. must be approved. Locates for gas, electricity, and all other services in or near the area may be requested and must be obtained prior to any installation. Town of Cobourg staff will request Locates on your behalf.

SECTION 7: FIREWORKS

- 7.1 By-law No 096-2010 prohibits setting off fireworks in Town of Cobourg parks/beach without prior approval from the Chief Fire Official.
- 7.2 Display fireworks are permitted at Waterfront Parks and require a permit. These are the large-scale fireworks that may only be purchased by licensed technicians. This type of display also requires liability insurance and onsite inspection from the fire department in accordance with the Ontario Fire Code and the Cobourg Firework Bylaw (#096-2010).
- 7.3 Display Permit applications are available online at [Cloud Permit](#) or by contacting the Cobourg Fire Department at 905-372-9789.

SECTION 8: FOOD SERVICE | REFRESHMENT VEHICLES

- 8.1 Any food service or vendor involved in any charitable and/or commercial function or event at which food is prepared, served, provided and/or offered to the public must comply with the following requirements:
 - a. Appropriate Special Events Food Vendor Forms from the Health Unit need to be completed and permission may be required. Please contact the Haliburton Kawartha Pine Ridge Health Unit at 905-885-9100.
 - b. All events organizers and their vendors must abide by the Refreshment Vehicle By-law 043-2015 that can be obtained online at www.cobourg.ca Event organizers are required to request the following from their Refreshment Vehicle owners (see Refreshment Vehicle By-law# 043-2005 Section 7 and section 3.4 (b) (c) (d) (e) and sign off and complete Addendum A of the Special Events Food Vendor Forms.
 - Approval or proof of inspection from the fire department (this will also be done onsite)
 - Approval from a Municipal Health Unit
 - Valid liability Insurance

Should event organizers require an example of a vendor application the municipality would be happy to email a copy.
- 8.2 Event organizers and/or agents must comply with any third-party agreements in place at the Town of Cobourg facilities and beach canteen. THEREFORE, no food can be sold in Victoria Park unless an agreement is approved by the beach canteen owner.
- 8.3 All Mobile Food Service Equipment will be inspected and approved in accordance with the Technical Standards and Safety Authority requirements (www.tssa.org) and the Ontario Fire Code.
- 8.4 The event organizer is required to submit the full contact list of Mobile Food or vendors at their event, and all will be inspected prior to the event starting. All Vendors are required to submit their application at cloudpermit.ca Inspection Certificate Director's Order FS-056-06 Mobile Food Service Equipment. A current "Field Approval Notice" issued by TSSA must always be made available onsite. If a vendor does not comply with the standards, they will be shut down for the duration of the event.
- 8.5 Event organizers are encouraged to adopt the Blue Communities Project Plan and offer Water refill stations at events.

SECTION 9: ALCOHOL SALES/SERVICE

- 9.1 A Special Occasion Permit must be obtained at any Liquor Control Board of Ontario Outlet and must be posted at the event with occupancy numbers and shall be provided with the Town's Permit application. All guidelines provided by the Alcohol and Gaming Commission of Ontario (AGCO) must be adhered to. Please contact AGCO at 416-326-8700 or email licensing@agco.on.ca
- 9.2 The Corporation of the Town of Cobourg owns and manages facilities and land where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion permit (SOP). Permit Holders and event organizers must follow and comply with the guidelines of the Municipal Alcohol Policy By-law 105 -2013. Event organizers must submit all of the following documents for an Event Permit to be issued.

Copy of the Permit
List of Bartenders, ticket sellers etc with Smart Serve
A copy of the Signed Municipal Alcohol Policy
Request Letter informing the Town Clerk (see below)
Site Plan

- 9.3 If the event organizer requires a letter from the Municipal Clerk's office deeming a special event a "community festival" or festival of municipal significance please make a request in writing by email to: clerks@cobourg.ca (and copy jchapmandavis@cobourg.ca Jackie Chapman-Davis, the Manager of Events, Culture and Tourism):

Clerk's Office | 55 King Street West Cobourg, Ontario K9A 2M2

- 9.4 A Refreshment Tent permit fee of \$150 applies as per the Fees and Surcharges By-law.

SECTION 10: INSURANCE REQUIREMENTS

- 10.1 Every applicant shall obtain insurance of no less than \$5,000,000.00 (WITH Corporation of the Town of Cobourg named as additional insured), per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the Town as an additional insured and shall protect the Town for all claims for all damage, injury or death arising out of any act or omission on the part of the event organizer, its servants or agents. The policy shall be endorsed to provide that the policy shall not be altered, canceled, or allowed to lapse without written notice to the Town. Proof of insurance is required two weeks prior to the event start date. \$2 million for food vendors; \$2 million for vendors selling or a booth that is not food.
- 10.2 The Corporation of the Town of Cobourg reserves the right to set higher insurance limits on the event if required.

SECTION 11: SOCAN

- 11.1 If live or recorded music of any kind is included in your special event, event organizers are required to pay a license fee to the Society of Composers, Authors, and Music Publishers of Canada (SOCAN). Visit the www.socan.ca or call 1-800-557-6226 to determine the applicable license and fee.

SECTION 12: NOISE POLICY

- 12.1 Noise is regulated by the current Town of Cobourg Noise By-law 011-2011 and Cobourg Police Service.
- 12.2 Concerts must cease by 11p.m.

SECTION 13: FEES AND SURCHARGES

- 13.1 All user fees, equipment and service fees where applicable (picnic tables to a maximum of 24, extra barricades, policing, parking passes and more indicated with a \$) are subject to provisions of the Town of Cobourg's Fees and Surcharges By-law, as amended each year:
<https://www.cobourg.ca/en/business-and-development/Fees-and-Charges.aspx>
- 13.2 The permit fee must be received before a permit is issued.
Special Event permit fees are:
- Under 50 people \$56.55
 - 50 to 300 people \$113.30
 - 301 to 1000 people \$180.25
 - Over 1000 people \$515
- 13.3 Should any equipment be damaged by the permit holder the costs will be invoiced to the event organizer.

SECTION 14: SIGNAGE AND BANNERS

- 14.1 Permission is required to erect any sign or banner on municipal property.
- a) A letter requesting what and where the signage you will be placing on, or above roads must be attached to this application and will be approved by the Engineering Department.
- b) Requests for the Gateway signs can be made through the Manager of Culture, Events & Tourism.
- c) Requests for ALL event signs, including lawn signs can be made through the building department in accordance with the Sign by-law 096-2012.
Visit [Cloud Permit](#) for more information.
- d) An additional fee may apply.

SECTION 15: EVENTS AROUND VICTORIA HALL

- 15.1 There are procedures regarding all Events that take place on the property of Victoria Hall or using services/supplies provided from Victoria Hall or staff (i.e. power, tables, washrooms, sidewalks). Event organizers are required to complete the Municipal Event Application for an event on Victoria Hall property.

SECTION 16: EVENTS AROUND COBOURG COMMUNITY CENTRE

- 17.1 There are procedures regarding all Events that take place and services required on the property around the Cobourg Community Centre (i.e. power, tables, washrooms, sidewalks). Event organizers are required to contact the Cobourg Community Centre, 905-372-7371 to make the arrangements.

SECTION 17: ELECTRICAL INSPECTION

- 17.1 Event organizers may be required to complete inspection documents associated with the Ontario Electrical Safety Code (Ontario Regulation 164/99) before commencing work at a festival or event. It is very important to ensure that individuals working at or attending festivals are safe from any potential fire or shock hazard. www.esasafe.com
- 17.2 Event organizers are required to contact an ESA Inspector at least 14 days prior to an event so that proper permits are in place prior to an event load-in.
- 17.3 A qualified electrician is required for all power set-up and tie-in to municipal power at parks and other facilities.

SECTION 18: EMERGENCY PLANNING & FIRE SAFETY

- 18.1 In order to be prepared for any emergency or disaster you must include the Emergency Plan information as listed in the application form. For events over 500 people a separate emergency Plan will be required by the Fire Department.
- 18.3 For any type of event, fire prevention measures must be included to avoid personal injuries and property damage. If the event is to include the use of tents where people will assemble specific fire safety planning and measures are required.

Specific guidelines are available in the corresponding section of the fill-in portion of this Event package.
- 18.4 If the event is to include food vendors specific requirements apply to equipment in general set-up. Please see the online application above.
- 18.5 If the event is to be held within an enclosed/ fenced area, then specific requirements apply to occupant load restrictions, exits etc. Please see the application.
- 18.6 If the event requires road closure and/or enclosed/fenced areas then an unobstructed fire lane must be left open for emergency vehicle Access.

SECTION 19: PARKING DURING SPECIAL EVENTS

- 19.1 The event organizer is responsible for:
 - a) Ensuring there is sufficient parking for event attendees, including additional accessible parking during major events.
 - b) Arranging off-site parking if there is no available parking on site. Requests must be made on the event application and additional parking lots must be approved by the Director of Public Works or Designate.
 - c) Arranging shuttle service for off-site parking if required
- 19.2 Any events that require the closure of a full parking lot will be charged accordingly for the loss of parking associated with the requested lot.
- 19.3 Special Event parking passes are available at no charge up to 18 passes per event. Owner, make, model, and license plates must be submitted to amps@cobourg.ca no later than two weeks before the event. Additional passes are available at the regular parking rate. Please request on the event application.

- 19.4. Parking of cars, trucks, food stock trailers or sleeping quarters are not allowed in Victoria Park. Any vehicles in Victoria Park without permission from the Event organizer of Corporation of the Town of Cobourg will be towed from Victoria Park at the owner's risk and expense.
- 19.5 Event organizers are encouraged to promote Active Transportation and consider providing bicycle parking or promotion of public transit to and from the event.

SECTION 20: SITE PLANS | SITE WALK-THROUGH

- 20.1 Please request the site diagrams templates (GIS maps) from the Community Events Coordinator pertaining to the municipal locations you will be utilizing. All physical components of your event should be included (see list in application). Event Organizers should aim to provide the site diagram to scale.
THE SITE PLAN MUST BE SUBMITTED WITH THE APPLICATION NO LESS THAN 30 DAYS BEFORE THE EVENT
- 20.2 Event organizers should be prepared for site walk-throughs a few days in advance of events with either the Community Events Committee or Fire Department. Where possible walk-throughs will be conducted two weeks out from the event and a week prior to a larger scale event starting. This will allow for any changes as required.

SECTION 21: SECURITY

- 21.1 Security/pay duty officers may be required for large-scale events and specifically when alcohol is being served. It is often required when materials and equipment are left on site overnight. All event applications are dependent on Cobourg Police Service approval.

SECTION 22: CONTACT LIST

When asking for information from the Town of Cobourg and submitting your application your first contact will be the Community Events Coordinator. You may be required to contact other Municipal Departments or businesses by using contact names and phone numbers below.

Community Events/Experience Cobourg

Jackie Chapman Davis
905-372-4301x4363
jchapmandavis@cobourg.ca

Cobourg Police Services

Chief Paul VandeGraaf
905-372-6821
Paul.vandegraaf@cobourgpolicice.com

Building Department

David Hancock
905-372-1005 | Fax: 905-372-1533
dhancock@cobourg.ca

Public Works Division

Murray Clapperton
905-372-9971 | Fax: 905-372-0009
cbryan@cobourg.ca

Parks Department

Stu Dafoe
905-372-8641
sdafoe@cobourg.ca

Cobourg Fire Department

Chief Ellard Beaven
905-372-9789
ebeaven@cobourg.ca

Lakefront Utilities Services Inc.

905-372-2193 | Fax: 905-372-2581
lusi@lusi.on.ca

Arena/CCC

Jason Johns
905-372-7371 | Fax: 905-372-7421
jjohns@cobourg.ca

Haliburton, Kawartha Pine Ridge District Health Unit

200 Roseglen Rd. Port Hope, ON
905-885-9100

St John's Ambulance

700 D'Arcy St. Cobourg, ON K9A 5T3
905-372-0564

SOCAN

Society of Composers, Authors, and Music
Publishers of Canada
1-800-557-6226

www.socan.ca

Alcohol and Gaming Commission of Ontario

1-416-326-8700

licensing@agco.on.ca

TSSA

Technical Standards and Safety Authority
1-705-761-1802

www.tssa.org

Northumberland Hills Hospital

1000 DePalma Dr. Cobourg, ON K9A 5W6
905-372-6811

Northumberland County – Road Administration Offices

55 Courthouse Rd. Cobourg, ON
905-372-3329

Northumberland County Recycling Unit

1-800-354-7000

ESA

Electrical Safety Authority
1-877-372-72

www.esasafe.com



APPLICATION FOR SPECIAL EVENT PERMIT

DATE OF APPLICATION
PERMIT NUMBER

Please return completed application form with permit fee and paperwork to:

Jackie Chapman Davis

Manager of Culture, Town of Cobourg

103 Third Street (Cobourg Marina) Cobourg, Ontario

905-372-4301 ext. 4363 | jchapmandavis@cobourg.ca

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

Event Name: _____

Location of Event Site: _____

Organization Name: _____

Applicant Name: _____

Contact # (day of) _____ Email: _____

Type of Event

Festival

Tournament

Parade

Run/Walk-a-thon/Bicycle Race

Music Event

Marina Booking

Family Picnic/Demonstration/Other: _____

Actual Event Date(s): _____ Time of Event: _____

Set- Up Date: _____ Set Up Time: _____

Tear Down Date: _____ Tear Down Time: _____

Estimated Attendance: _____ Admission Fees: _____

Event Description

Organizer / Applicant Information

Name of Organization: _____

Primary Contact Person: _____

Mailing Address: _____ Postal Code: _____

Email: _____

Daytime Phone Number: _____ Cell: _____

Alternate Contact Person: _____ Phone: _____

Is your group a non-profit/charitable organization? YES NO

If yes, does it have a charitable Donation # _____

Site Plan

Site Plan Attached: YES NO

A Detailed GIS Map Site Plan must be included with your package.

The following, should they be relevant, must be included on your Site Plan.

Location of all Tents, temporary or permanent structures (please note locates will be submitted and marked by town staff)

Location of barricades and road closures (road, parking, bicycle parking, parking lots)

Emergency exits

Location of fire extinguishers, propane storage.

Location of command post or office, medical and first aid station' emergency vehicle access points and all exits and entrances (both emergency and for the public)

Fencing, staging, bleachers, stages, inflatables, petting zoos, etc.

Food/refreshment tent vendors, restrooms, refreshment tents

IF THE SITE PLAN IS NOT SUBMITTED WITH THE PACKAGE THE DEADLINE IS THIRTY DAYS BEFORE THE EVENT OTHERWISE A PERMIT WILL NOT BE ISSUED.

Parks

Beach Booking

Lions Pavilion Booking

Legions Fields

Bandshell Booking

Donegan Park

Victoria Park

Rotary Harbourfront Park

Other: (please list) _____

SPECIFIC REQUIREMENTS (extra picnic tables MAX. 24, garbage, etc.) Please be specific and include them in the Site Plan. Extra Charges will apply.

Other Event Details

	Yes	Location	Company Contact or Vendor information
Extra Picnic Tables (Max. 24)			
Power Required			
Electrician Booked			
Water Access Required			
Fireworks			
Sanitation Facilities Please mark on site plan			
Food Vendors/BBQ See Refreshment Vehicle by-law and refer to Section 9 of package			
Animals (Petting Zoo)			
Amusement Rides			

Noise

Does your event require an exemption from the noise by-law? YES NO

If yes please describe:

Alcohol

Does your event require an exemption from the noise by-law? YES NO

Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The Ontario Liquor Act rules and regulations are available at www.lcbo.com

I/we have read, understand, and will comply with the Corporation of the Town of Cobourg Municipal Alcohol Policy

SIGNATURE

DATE

Road Closures | Public Works

Does your event require an road closure? YES NO

ROAD	SET-UP TIME	EVENT START TIME	FINISH TIME	TEAR DOWN

Emergency Vehicle Access requirements

FOR SITE PLAN AND EVENT SET-UP-A Road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be **at least three (3) – six (6) metres**. Please mark on all site plans.

If the Road Width is	6 m or less	6 m & < 6.5 m	6.5 m & < 7 m	7 m & < 7.5 m	7.5 m & < 8 m	8 m & < 8.5 m	8.5 m +
Fire Lane Width	3 m	3.5 m	4 m	4.5 m	5 m	5.5 m	6 m

Barricades/Pylons needed if not a road closure: YES NO

Location: _____ How many? _____

Additional Accessible parking Signs: YES NO Location: _____

Parking | Parking Lots

Parking lots required for Site Festival set-up: (Please mark on site map if applicable) Please note charges will apply.

Bicycle Parking: YES NO Location: _____

Additional Handicap Parking: YES NO Location: _____

Special Event Parking Passes: YES NO How many?: _____
(Based on Availability & Current Parking Rates)

Parade/Walk Information

Assembly Area _____ Time _____

Dismissal Area _____ Time _____

Parade Start Time: _____

Route Map Attached: YES NO

Emergency Management

All Sections MUST be completed before an event will be approved and an event permit issued.

Designated Emergency Person/Liaison (onsite): _____

Cell Number: _____

Alternate Contact Person: _____ Cell: _____

Where will liaison meet Emergency Services (police, fire, EMS) in the event of an emergency?

	Yes	No	Location	On site person and cell
Command Trailer or event office on site.				
First Aid or Private Medical Provider on site.				
Security Plan? Private Security Firm?				
Lost Child/Missing Person protocol?				
Emergency Access left open and marked?				
Staff training in Emergency protocols?				
Paid Duty Officers				
Extra Fire Extinguishers				
First Aid Kit at Event office command trailer?				
Evacuation Plan				

How will your event staff react to severe weather?

How will you alert visitors to the site to evacuate the site?

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire etc.) Please provide details:

What training will you provide to your volunteers/staff/participants regarding emergencies?

FOR EVENTS OVER 500 PEOPLE A SEPARATE EMERGENCY PLAN NEEDS TO BE SUBMITTED.

Fire

TENT REQUIREMENTS

Will you have tents at your event? YES NO

If YES, to apply for your temporary tent permit visit, <https://ca.cloudpermit.com/login>

FOOD VENDOR AND REFRESHMENT VEHICLE REQUIREMENTS

ONLINE as required by the Refreshment Vehicle By-law 043-2015 must be submitted to the Event Coordinator two (2) weeks prior to your event for each food vendor. Incomplete information will result in the food vendor not being permitted to operate at the festival.

Will you have food vendors at your event? YES NO

General Requirements for Outdoor Cooking:

Refreshment Vehicles (as defined in by-law 043 – 2015 or the most current by-law)

- Cooking appliances that produce grease laden vapours and smoke must be equipped with an approved fixed fire extinguishing system and commercial exhaust hood system as per N.F.P.A. #96 (National Fire Protection Association) – Standard for the Removal of Grease Laden Vapors and Smoke from Commercial Cooking Equipment.
- Where a fixed extinguishing /hood system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
- Every refreshment vehicle shall be equipped with a portable fire extinguisher with a minimum 2A/10BC rating. Where an approved fixed extinguishing system is required, a portable “K” class fire extinguisher shall be provided.

- A valid Inspection Certificate (Director's Order #FS-056-06) and/or Field Approval Notice issued by the Technical Standards and Safety Authority (TSSA) shall be provided. TSSA is the authority having jurisdiction over propane/natural gas equipment. The local TSSA inspector shall be notified prior to the operation of every refreshment vehicle by calling 1.705.761.1802.

Have you contacted TSSA to inform them of your event? YES NO

*A minimum of 14 days prior to the event is required

- A valid Certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided. ESA is the authority having jurisdiction over all electrical installations, including portable generators. Inquiries regarding applicable permits shall be made directly to the ESA at 1-877-372-7233.

Have you contacted ESA to inform them of your event? YES NO

*A minimum of 14 days prior to the event is required

Refreshment Tents / Stands & Open-Air Food Vendors

- Deep-fat fryers shall be equipped with an approved fixed fire extinguishing system.
- Where a fixed extinguishing system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
- Every refreshment tent / stand & open-air food vendor shall be provided with a portable fire extinguisher with a minimum 2A/10BC rating. Where an approved fixed extinguishing system is required, a portable "K" class fire extinguisher shall be provided.
- TSSA and ESA requirements as stated above, may be applicable.
- Tents and canopies used to shelter cooking equipment shall be flame retardant and shall not exceed 120 square feet in area. (i.e. 10' by 12).
- A minimum clearance of 3m (10') shall be maintained between all cooking equipment and all other non-flame-retardant tents, combustible structures and large tents for assembly occupancy.
- A minimum clearance of 10m (33') shall be maintained between all cooking equipment and designated heritage buildings, including the Victoria Park band shell, Fire Hall Theatre, Market Building and Victoria Hall.
- All cooking equipment shall be kept a safe distance from overhanging trees and other foliage.

ENCLOSED/FENCED AREA REQUIREMENTS

Will this event be enclosed or fenced off with or without controlled access? YES NO

*all fencing is the responsibility of the event organizer to rent and install

PLEASE REFER TO BELOW WHEN COMPLETING SITE PLANS

Occupant Loads

- Maximum capacities for all outdoor enclosed areas are determined by dividing the net site area by 1.11 square metres or 12 square feet per person.

Note: Net site area = total site area minus area designated for tents, stages, concessions, and any other permanent or semi-permanent structures.

- Approved occupant loads shall be posted at each point of entry. A suitable means to keep track of actual occupant loads on an ongoing basis during the event shall be implemented.

EXIT REQUIREMENTS

- Emergency Exits are required as follows.
 - 1,000 or less persons - minimum of two (2) exits.
 - 1,000 to 4,000 persons – minimum of three (3) exits.
 - 4,000 or more persons – minimum of four (4) exits.
- Emergency Exits shall be spaced at equal intervals throughout the site maintaining a maximum travel distance of 60 m (200 ft) to any one exit.
- Emergency Exits are required to be a minimum of 1.2 m (4 feet) in width and must be affixed with a wheel on the bottom of the panel.
- Emergency Exits and Occupant Load shall be clearly identified by approved signage.
- At least one access point for emergency vehicles shall be maintained at a minimum width of 3.5 metres (11.5 feet).
- Any required exit established for emergency egress shall meet the follow.
 - Must be readily accessible and unobstructed
 - Must open freely in the direction of exit travel without the use of tools or specialized knowledge (i.e. provide panic hardware or equivalent if external security is required)

NOTE: Additional emergency exits may be required if deemed necessary by authority having jurisdiction.

Checklist

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

Temporary Tent application online at: <https://ca.cloudpermit.com/login>

Detailed GIS Site Plan

Detailed Route Map (parade or walk)

Map of Road Closures

L.C.B.O Special Occasion Permit

Refreshment Vehicle Addendum(s) to be submitted two (2) weeks prior to event.

Municipal Alcohol Policy Paperwork

Insurance Certificate (Town of Cobourg MUST be listed as additional insured)

Signed Event Application

I/We _____, the Event organizer, on behalf of _____,
the party requesting the use of the Corporation of the Town of Cobourg facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the Corporation of the Town of Cobourg and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the Town of Cobourg facility/park/road or other and in accordance with the provisions contained in this policy.

Applicant's Signature: _____ Date _____

FOR INTERNAL USE ONLY

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.

Permit Issue Date: _____

Authorized Signature _____

INSURANCE CERTIFICATE	Y	N
PERMIT FEE: [invoice]	Y	N
DELEGATION OF AUTHORITY	Y	N
REPORT TO COUNCIL	Y	N
PERMIT ISSUED	Y	N