

The Application

The Municipality of Chatham-Kent requires that all applicants read *The Application Process for Events on Municipal Property* and all applicable appendices to ensure that their event meets all municipal requirements.

Organization hosting the event: _____ (the "Group")

(The Organization Name must match the Insured Name located on the Certificate of Insurance)

Name of Event: _____ (the "Event") Hours of Event Operation: _____ am/pm

Date(s) of Event: _____

Set up & Removal date and times: M / D / Y - _____ am/pm & M / D / Y - _____ am/pm

Event Contact Person: _____

Email: _____ Phone : _____

Mailing Address & Postal Code: _____

Event Location/Venue: _____

Venue booked-Rental permit # _____ Applicable contracts signed & the rental fee paid?

Certificate(s) of Insurance provided or Municipal User Group Insurance paid?

Are you incorporated? Have you provided your Letters of Incorporation?

Is this already an Annual Event or Are you expecting this to become an annual event?

(You can place a hold on the location and date for the next year immediately- in January you will be required to pay any fees to formalize your booking)

Are you expecting to exceed the Noise By-Law (#41-2004) of 11:00 pm? If so, until when? _____ am/pm

Estimated Attendance? # _____ Garbage bins needed? # _____ Is this a for profit event?

Do you require access to on-site washrooms? Have you arranged to pick up washroom key?

Is your event scheduled before the May long weekend or after the Sept. long weekend? **(Washrooms fees may apply)**

Describe your event & include any special notes: **(Please attach any additional information regarding your event details)**

Event Includes: **(Check all that apply, each box has an accompanying form, complete & return all appropriate forms 8 weeks in advance.)**

Alcohol – Refer to Municipal Alcohol Policy (MAP) & complete Appendix C

SOP attached to application

Emergency Procedure Form

Food Vendor Contact Form

Designated Smoking Area Form

Animal Attractions Form

Parade / Walk / Run / Relay (PWRR) FORM **(Includes roadways and parks)**

Street or Parking Lot Closure Form

Music / SOCAN / Re:Sound Form

Lottery Form

Amusement Devices & Rides Certificates

Tents – Fire Safety Plan Form

Fireworks- Application for display Fireworks Event Permit Form &

Firework Consent Letter

Filming Permit Form

Temporary Electrical Contact Sheet- ESA Permit Number: _____

Notice of Collection

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), on this form is collected under the authority of MFIPPA, the Municipal Act, and all other relevant legislation. Personal information will be used to assist municipal staff in making a decision on this project. Names, addresses and comments may be included in material available to the public. Questions regarding this collection should be forwarded to The Municipal Clerk.

Event Agreement

In consideration of the right to use Municipal property the undersigned agrees as follows:

I have been provided, read, and will abide by all terms, conditions and regulations contained in the Application Process for Events on Municipal Property and the applicable appendices, policies, and procedures. **I am aware that failure to comply could lead to cancellation of the Event Permit at any time.**

By signing this application, I hereby authorize the Municipality of Chatham-Kent to conduct a credit search/check on the applicant, organization and/or the designated person in charge of the Event, if deemed necessary.

I hereby represent that the information included in the application submitted for the Event is accurate and acknowledge that the application forms a part of this Event Agreement.

A scanned copy of this Event Agreement, exchanged by email or fax, shall constitute an "original agreement".

Hold Harmless Agreement

The Group hereby agrees to indemnify and hold the Municipality of Chatham-Kent and the Chatham-Kent Police Service harmless from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any act or omission by the above named, their officers, agents, employees, volunteers, invitees or others for whom they are responsible at law arising out of any cause whatsoever, either direct or indirect, through their use and/or operation of Municipal property in connection with the Event excluding only such liability as may arise solely from the negligence of the Municipality and/or Police Service, or their employees, officers, or agents.

Note: Internal municipal departments, staff, and Committees of Council are not required to sign the Hold Harmless agreement outlined above. However, if one of these groups is partnering with an external organization, that external organization **must** complete the Hold Harmless Agreement.

Insurance Certificate

During the period of the term of this agreement the Group shall maintain a policy of Commercial General Liability insurance (including bodily injury and property damage), including liquor liability coverage if applicable, in the amount of Two Million Dollars (\$2,000,000) containing an endorsement showing "The Corporation of the Municipality of Chatham-Kent" as an additional insured and having a cross-liability clause in a form satisfactory to the Municipality of Chatham-Kent. Proof of insurance shall be provided to the Municipality of Chatham-Kent with this application.

Signature of Applicant **or** Authorized Representative

Signature of Witness

Print Name & Title of Applicant or authorized representative

Print Name of Witness

Date: _____

Date: _____

(If Incorporated please have a person with signing authority sign the application and provide their title within that organization)

If the Event includes alcohol, the Special Occasion Permit (SOP) holder must read and sign: Municipal Alcohol Policy Certification

1. The Special Occasion Permit Holder (the "Permit Holder") has received and reviewed a copy of the Municipal Alcohol Policy (MAP).
2. The Permit Holder understands and agrees to adhere to the terms and conditions of this Policy and the provisions of the Liquor License Act of Ontario and the regulations there under.
3. The Permit Holder understands that if an infraction of the Policy occurs, the Municipality of Chatham-Kent may warn or suspend the Group from S.O.P. permit privileges to use Municipal facilities for one year.
4. The Permit Holder understands that they can be held liable for injuries and damage arising from failure to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. The Permit Holder understands that the Police and/or a Liquor License Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation. Assistance to the Fire Marshall can lay charges for failing to comply with the Ontario Fire Code. The Alcohol and Gaming Commission will also lay charges for failing to comply with any other legislation.

Special Occasion Permit Holder signature

Date