



PUBLIC EVENT APPLICATION CHECKLIST

This checklist can be used for your reference to ensure all documentation and processes are completed according to timelines (you are not required to submit this checklist to the Town of Halton Hills). Be sure to include all available supporting documents or approvals, before submitting your application package by the deadline submission to the Recreation and Parks office at the Town of Halton Hills.

Public Event Application - Submission	Committee Contact	Documents Required	Time Line	Completed
<p>Will your event take place on a road or sidewalk? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you require the road to be closed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Inform Halton Regional Paramedic Services of road closure/event details (<i>even if not requesting their services</i>)</p>	<p>Infrastructure Services Matt Roj 905-873-2601 ext. 2215 Or Roumen Kotev 905-873-2601 ext. 2316</p> <p>Halton Regional Police Constable Troy Wideman 905-825-4747 ext. 2464 Please contact prior to submitting the form.</p> <p>Email info to paramedicservices@halton.ca and fax info to the ambulance dispatch centre in Mississauga at 905-890-7937</p>	<p>Street and/or Sidewalk Event Request Form http://www.haltonhills.ca/forms/pdf/RoadClosureApplication.pdf *Route/Map is required</p> <p>Transportation Master Plan (reference) http://www.haltonhills.ca/initiatives/tmp.php</p> <p>Pay Duty Officer Form https://www.haltonpolice.ca/services/payduty/index.php</p>	<p>3 months prior to event</p> <p>Meeting with Police – 3 months prior to event</p> <p>Paid Duty Request Form – submit no later than 1 month prior to event</p> <p>Prior to event</p>	



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<p>Will alcohol be served at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If having beer garden, police services may need to be arranged</p>	<p>Alcohol Gaming Commission www.agco.on.ca</p> <p>Halton Regional Police Constable Troy Wideman 905-825-4747 ext. 2464</p>	<p>Application for a Special Occasion Permit (SOP) http://www.agco.on.ca/forms/en/1575a.pdf</p> <p>Click for Municipal Alcohol Policy: http://haltonhills.ca/forms/pdf/ALCOHOL-MANAGEMENT-POLICY.pdf</p> <p>Click for Municipal Alcohol Policy Procedures Complete and submit the following:</p> <p>Appendix C Municipal Alcohol Policy Server Info Form</p> <p>Appendix D Activity Agreement Form</p> <p>Appendix E Agreement for SOP Holders</p> <p>Appendix F Signage</p> <p>If you require copies of the mandatory alcohol serving area signage, please contact the Community Development Coordinators at ext. 2269 or 2273</p> <p>Pay Duty Officer Form https://www.haltonpolice.ca/services/payduty/index.php</p>	<p>Please visit the website for further details and specific deadlines.</p> <p>A copy of the SOP must be submitted to the Recreation and Parks Department 5 days prior to the event to release of the Town Facility Permit.</p> <p>Once you submit the Municipal Alcohol Policy Forms, contact the Community Development Coordinator for signage to be posted at the event.</p> <p>Meeting with Police – 3 months prior to event</p> <p>Paid Duty Request Form – submit no later than 1 month prior to event</p>	
<p>Will you have a fireworks or pyrotechnical display? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Fire Services Armando Cabral 905-873-2601 ext. 2101</p>	<p>Exhibition Fireworks Display Permit Application: http://www.haltonhills.ca/forms/pdf/2015ExhibitionFireworksDisplayPermitApplication.pdf</p>	<p>As soon as possible</p>	



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<p>Will you be serving or selling food or beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Halton Regional Health Department Peter Kastoris Peter.kastoris@halton.ca 905-825-6000 ext. 7421</p> <p>Corporate Services-Licensing Valerie Petryniak 905-873-2601 ext. 2350</p>	<p>Halton Regional Health Dept Special</p> <p>Events Co-ordinators Requirements:</p> <ul style="list-style-type: none"> • Co-ordinators Application • Vendor List Site Plan • Vendors Submit Food Vendor Application & Proposed Vendor Application & Proposed Menu <p>Halton Regional Health Dept Special Events Food Vendor Requirements:</p> <ul style="list-style-type: none"> • Food Vendor Application Form • Proposed Food Menu • Food Source Log <p>Please go to this link: http://www.halton.ca/cms/one.aspx?portalId=8310&pageId=36800</p> <p>Food vendors participating in a public event must be licensed as a Commercial Refreshment Vehicle (CRV) and pay a license fee of \$100 per event.</p> <p>Exemptions:</p> <p>Non-for-profit groups, minor sport organizations and Food Businesses currently licensed with the Town of Halton Hills may be exempt from this fee. Contact Valerie Petryniak for more information.</p> <p>Applications can be found online: http://haltonhills.ca/licenses/business.php/</p>	<p>Event Co-ordinators Package submission deadline is 8 weeks prior to event.</p> <p>Food Vendor Package submission deadline is 4 weeks prior to event.</p> <p>Applications and payment due 4-6 weeks in advance of event.</p>	
<p>Will you be selling merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Corporate Services-Licensing Valerie Petryniak 905-873-2601 ext. 2350</p>			
<p>Will you require hydro at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>ESA www.esasafe.com or 1-877-372-7233</p>	<p>Application for Inspection by ESA.</p> <p>Town of Halton Hills requires inspection to take place the day prior to the event start date and inspection to take place after 4PM.</p>	<p>48hrs prior to event</p>	
<p>Will you require Town equipment or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273</p>	<p>Loan of Equipment \$250.00 Deposit (if applicable)</p> <p>Completed Loan of Town Equipment form: http://www.haltonhills.ca/Forms/pdf/Loan-of-Town-Equipment-REC.pdf</p>	<p>ASAP, first come, first serve – deposit maybe required when submitting form</p>	



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<p>Will you be having live entertainment or using amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Corporate Services-Bylaw Kelly Withers 905-873-2601 ext. 2330</p>	<p>Application for Noise Exemption (if required): http://www.haltonhills.ca/forms/pdf/noiseexemption.pdf</p>	<p>8 weeks prior</p>	
<p>Will there be carnival or amusement rides? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Corporate Services-Licensing Valerie Petryniak 905-873-2601 ext. 2350</p>	<p>License: Amusement and Recreation Premise http://www.haltonhills.ca/forms/pdf/License-Amusement-and-Recreation-Premise-CL.pdf</p> <p>*the Town encourages events to take a damage deposit from vendors/midway</p>		
<p>Will there be bouncy castles/inflatable devices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273</p>	<p>Inflatable Devices Information Sheet</p>		
<p>Will you have a petting zoo or animals?</p>	<p>Halton Regional Health Department Peter Kastoris Peter.kastoris@halton.ca 905-825-6000 ext. 7421</p>	<p>Requirements for Operators of Petting Zoos, Animal Rides, Animal Exhibits, and Open Farms: http://www.halton.ca/cms/One.aspx?portalId=8310&pageId=37392</p>	<p>Applications to be submitted 4 weeks prior to the event</p>	
<p>Will there be any fundraiser activities, e.g. toonie toss, or raffle? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Alcohol Gaming Commission of Ontario http://www.agco.on.ca</p> <p>Corporate Services-Licensing Valerie Petryniak 905-873-2601 ext. 2350</p>	<p>Applications vary – visit AGCO website for further information.</p>	<p>Deadlines vary – visit AGCO website for further information.</p>	
<p>Will you have any promotional signage? (promotional, way finding, event parking) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Road Signage: Infrastructure Services Matt Roj 905-873-2601 ext. 2215 Or Roumen Kotev 905-873-2601 ext. 2316</p> <p>Park Signage: Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269</p>	<p>Signs on Road Allowances: http://haltonhills.ca/forms/pdf/CommunityEventSigns2016.pdf</p> <p>Signs on Park Property: http://www.haltonhills.ca/forms/pdf/COMMUNITY-EVENT-SIGNS-ON-TOWN-PROPERTY.pdf</p> <p>Marquee Request Form (facility specific): -Gellert Community Centre & Park -MoldMasters Arena -Acton Arena http://www.haltonhills.ca/forms/pdf/Marquee-Request-Gellert2012.pdf</p>	<p>ASAP and at least 30 days in advance. First come, first serve – payment required when submitting form.</p>	



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<p>Will you be installing tents, canopies, stages or similar structures? <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Infrastructure Services – Building Jennifer Tysoe 905-873-2601 ext. 2924 Fire Services Armando Cabral 905-873-2601 ext. 2101</p>	<p>Building Permit Application: http://www.mah.gov.on.ca/Asset12410.aspx?method=1</p> <p>Inspection to take place once tent is installed</p>	<p>Applications must be submitted in full a minimum of 4 weeks prior to event.</p> <p>Book appointment one week prior to event.</p>	
<p>Apply for Open Air Burn Permit</p>	<p>Fire Services Armando Cabral 905-873-2601 ext. 2101</p>	<p>Approval is required for an Open Air Burn Permit and it must adhere to BY-LAW NO. 2002- 0055 – Open Air Permit Process.</p> <p>Open Air Burn Permit Application http://www.haltonhills.ca/forms/pdf/Application%20for%20Burn%20Permit.pdf</p>	<p>Application to be submitted 3 weeks prior to event</p>	
<p>Site plan/map</p>	<p>Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273</p>	<p>Consider first aid station, washrooms/garbage dispensers, emergency exits, parking locations (on and off-site or on-street), fire route access, tents locations, event staging areas, volunteer/parking control locations etc.</p>	<p>Draft due prior to Public Events Committee meeting. Finalized copy due a minimum of 6 weeks prior to the event.</p>	
<p>Event Plan/Program</p>	<p>Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273</p>	<p>Description of type of events taking place and schedule for the overall event activities.</p>	<p>Prior to Public Events Committee meeting</p>	
<p>Risk Management</p> <p>First Aid Halton Regional Paramedic Services (contact even if not requiring their services)</p> <p>Security/Emergency Plan</p>	<p>Email: paramedicservices@halton.ca as well as faxed to the ambulance dispatch centre in Mississauga at 905-890-7937</p> <p>Halton Regional Police Constable Troy Wideman 905-825-4747 ext. 2464</p> <p>Fire Services Armando Cabral 905-873-2601 ext. 2101</p>	<p>EMS/Ambulance event coverage personnel can be requested. For information on pricing, please contact Community Development Coordinator at TOHH directly.</p> <p>Large events and events greater than 200 attendees are required to have first aid coverage.</p> <p>Pay Duty Officer Form: https://www.haltonpolice.ca/services/payduty/documents/Pay_Duty_Contract_January_2016.pdf</p>	<p>Facility/Park Events – 8 weeks prior</p>	
<p>Smoke Free Ontario Act</p>	<p>Region of Halton Health Department 1-886-442-5866</p> <p>Ontario Smoke-Free Ontario Strategy Service 1-866-532-3161</p>	<p>The Province has made it illegal to smoke in public outdoor spaces. This applies to all public events being staged on Town owned or leased properties. It includes all elements of an event such as beer tents, midways, concessions etc. Region of Halton</p>	<p>Sign to be posted at the event.</p>	



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	Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273 to obtain smoke free signage prior to the event.	Health Department enforces the smoking ban. It is the organizers responsibility to post a smoke free sign at the event for the public to be better informed of the Smoke-Free Ontario initiative.		
Accessibility	Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273	Visit Planning Accessible Events that will provide quick tips and suggestions so guests with a disability feel welcome at an event.	Prior to event	
Facility Permit	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273	Public Event Application Form: http://www.haltonhills.ca/forms/pdf/Public_Event_Form.pdf	Town will issue permit once event is approved by Public Events Committee Returning events - Payment must be received a minimum 14 days prior to the event. New events – require 25% deposit at time of issuing permit and 30 days prior to the event, collect the outstanding balance of the permit	
Insurance *All events are required to obtain a minimum of \$2 million liability coverage for their event. Additional coverage may be required for events serving alcohol or high risk activities.	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273	Insurance Certificate: http://www.haltonhills.ca/forms/pdf/FacilityRentalInsuranceCertificate-effectiveSept2013.pdf *key points – name/organization plus address must be the same on the permit and insurance certificate *event organizers must obtain from midway/carnivals and other third party providers must also carry insurance and name the Town of Halton Hills as additional insured	14 days prior to the event	
Sustainability and Event Clean Up	Jacqueline Bryant-Allatt Jacqueline.bryant-allatt@halton.ca	For information regarding the Region of Halton Community Event Waste Clean Up Services or visit the Region of Halton’s website link: http://www.halton.ca/living_in_halton/recycling_waste/waste_collection/	Request form to be submitted 6 weeks prior to event	



Town of Halton Hills
 1 Halton Hills Drive
 Halton Hills ON L7G 5G2
www.haltonhills.ca

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Halton Hills Chamber of Commerce	Tourism Representative Halton Hills Chamber of Commerce membership@haltonhillchamber.on.ca	Discuss ways in which this organization can help you promote your event within the Town of Halton Hills.		
Promotional Events Calendar of THH website		Enter your event free of charge into the Town of Halton Hills Events Calendar http://www.haltonhills.ca/COE/terms-conditions.php	ASAP	

The personal information on this form is collected under the authority of the Municipal Act, as amended. The information is used for the administration and processing of program registration. Questions regarding the collection of this information should be directed to the Town of Halton Hills Records/FOI Coordinator at foi@haltonhills.ca.