

**The Township of Springwater
Application for Special Event Permit
Schedule "A" to By-law 2009-087**

Applicant Information	Fill In the Area Below
Applicant Name:	
Organization:	
Address:	
Postal Code:	
Telephone (Day):	
Telephone (Evening):	
Email:	
Date(s) of Proposed Event:	
Time(s) of Proposed Event:	
Location of Event:	
Property Owner (if different than applicant):	
Property Owner Contact (if different than applicant):	

1. Describe the Proposed Event

2. Does this event require the use of Township Property (i.e. roads, facilities)

Yes No

If yes, explain:

Note: Events that occupy or close Township Roads will require Temporary Road Occupancy or Closure approval.

3. How many people are expected to attend the event:

Note: Major Events of 1,000 people or more require the approval of Council.

4. Does the event involve the use and/or sale of alcohol?

Yes No

Note: Licensed events on Township property must comply with the Springwater Alcohol Risk Management Policy.

5. The OPP Huronia West Detachment have been notified of this event:

Yes No

***Written confirmation from the OPP may be required.**

6. What is the Zoning designation on the subject property?

7. Is the requested use permitted under the designated Zoning?**(If the requested use is not permitted, please contact the Planning Department)****8. Proof of Current Insurance Attached:** Yes No

Regular Event	Event Involving Use/Sale of Alcohol
Provide proof of current liability insurance in the minimum amount of two million dollars (\$2,000,000.00).	Provide proof of current liability insurance in the minimum amount of five million dollars (\$5,000,000.00).

Note: The Certificate of Insurance shall identify the address of the event as being the insured property.**9. Are you planning a fire or any burning?** Yes No

If so, a burn permit is required.

10. Are you planning to discharge fireworks? Yes No

If so, a fireworks permit is required.

11. Will there be food vendors at the event? Yes No

If so, Refreshment License required.

Note: Each vendor is required to obtain a Refreshment Vehicle License.

Permit Requirements

Applicants may be required to post a performance bond up to ninety (90) days after the conclusion of the event.

Applicant Signature:

Date:

For Internal Use Only:

Department	Comments/Conditions	Signature
Administration		
Fire		
Parks and Recreation		
Building		
Public Works		
By-Law		
Treasury		
Planning		

Application is: Approved Denied

Approval Date:

Reason for Denial:

The Corporation of the Township of Springwater
Schedule "B" to By-law 2009-087

Special Events By-Law – Schedule of Fees

Type of Event	Number of Attendees	Permit Fee
Special Events	Up to 1,000	\$100.00
Major Event	1,000 or more	\$500.00
Not for Profit Event	Up to 1,000	No Fee
Not for Profit Event	Over 1,000	\$500.00 (At Council's discretion)