



Town of Halton Hills  
 1 Halton Hills Drive  
 Halton Hills ON L7G 5G2  
[www.haltonhills.ca](http://www.haltonhills.ca)

## PUBLIC EVENT APPLICATION CHECKLIST

<b>EVENT NAME:</b>	<b>EVENT LOCATION:</b>	<b>EVENT DATES:</b>
<b>EVENTS STAFF CONTACT:</b>	<b>COMMUNITY DEVELOPMENT COORDINATOR CONTACT:</b>	<b>LAST UPDATED:</b>

ITEM	REQUIREMENT or ACTION	DETAIL	DUE DATE/ days prior to event.	RESOURCES/CONTACT
Will your event take place on a road or sidewalk? <input type="checkbox"/> Yes <input type="checkbox"/> No	Street and/or Sidewalk Event Request Form	<a href="http://www.haltonhills.ca/forms/pdf/RoadClosureApplication.pdf">http://www.haltonhills.ca/forms/pdf/RoadClosureApplication.pdf</a> *Route/Map is required	3 months prior to event	Infrastructure Services Matt Roj 905-873-2601 ext. 2215 Or Roumen Kotev 905-873-2601 ext. 2316
Will you require the road to be closed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Halton Regional Police <b>Please contact prior to submitting the form.</b>	Paid Duty Officer Form <a href="https://www.haltonpolice.ca/services/paid-duty/index.php">https://www.haltonpolice.ca/services/paid-duty/index.php</a>	Meeting with Police – 3 months prior to event  Paid Duty Request Form – submit no later than 1 month prior to event	Halton Regional Police Service Community Mobilization Officer Dennis Dimitroff 905-825-4747 ext. 2137 Or Hardial Singh 905-825-4747 ext. 2137
Halton Regional Paramedic Services	Inform of road closure/event details <b>(even if not requesting their services)</b>	Provide Community Development staff with road closure application – Community Development Coordinator sends notice to residents (Newspaper ad(s)) and emergency services.	3 months prior to event	Email info to <a href="mailto:paramedicservices@halton.ca">paramedicservices@halton.ca</a> and fax info to the ambulance dispatch centre in Mississauga at 905-890-7937
Will alcohol be served at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	A copy of the SOP	Alcohol Gaming Commission <a href="http://www.agco.on.ca">www.agco.on.ca</a>  Application for a Special Occasion Permit (SOP) <a href="http://www.agco.on.ca/forms/en/1575_a.pdf">http://www.agco.on.ca/forms/en/1575_a.pdf</a>  *The application process could take up to	A copy of the SOP must be submitted to the Recreation and Parks Department 1 month prior to event	Once you submit the Municipal Alcohol Policy Forms, contact the Community Development Coordinator for signage to be posted at the event.

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		8 weeks  Click for Municipal Alcohol Policy: <a href="http://haltonhills.ca/forms/pdf/ALCOHOL-MANAGEMENT-POLICY.pdf">http://haltonhills.ca/forms/pdf/ALCOHOL-MANAGEMENT-POLICY.pdf</a>  Click for <a href="#">Municipal Alcohol Policy Procedures</a> Complete and submit the following:  Appendix C Municipal Alcohol Policy Server Info Form  Appendix D Activity Agreement Form  Appendix E Agreement for SOP Holders  Appendix F Signage  If you require copies of the mandatory alcohol serving area signage, please contact the Community Development Coordinators at ext. 2269 or 2273		
Will your event have a beer garden?	Contact Halton Regional Police	Pay Duty Officer Form <a href="https://www.haltonpolice.ca/services/pay-duty/index.php">https://www.haltonpolice.ca/services/pay-duty/index.php</a>	Meeting with Police – 3 months prior to event  Paid Duty Request Form – submit	Halton Regional Police Service Community Mobilization Officer Dennis Dimitroff

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<input type="checkbox"/> Yes <input type="checkbox"/> No			no later than 1 month prior to event	905-825-4747 ext. 2137 Or Hardial Singh 905-825-4747 ext. 2137
Will you have a fireworks or pyrotechnical display? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide Exhibition Fireworks Display Permit to Community Development Coordinator	Exhibition Fireworks Display Permit Application: <a href="http://www.haltonhills.ca/forms/pdf/2015ExhibitionFireworksDisplayPermitApplication.pdf">http://www.haltonhills.ca/forms/pdf/2015ExhibitionFireworksDisplayPermitApplication.pdf</a>	At the time of your Public Event Application submission	Fire Services Armando Cabral 905-873-2601 ext. 2101
Will you be serving or selling food or beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No		Halton Regional Health Dept Special <b>Events Co-ordinators Requirements:</b> <ul style="list-style-type: none"> <li>Co-ordinators Application Vendor List Site Plan</li> <li>Vendors Submit Food Vendor Application &amp; Proposed Vendor Application &amp; Proposed Menu</li> </ul> Halton Regional Health Dept Special Events <b>Food Vendor Requirements:</b> <ul style="list-style-type: none"> <li>Food Vendor Application Form</li> <li>Proposed Food Menu</li> <li>Food Source Log</li> </ul>	Event Co-ordinators Package submission deadline is 8 weeks prior to event.  Food Vendor Package submission deadline is 4 weeks prior to event.	Halton Regional Health Department Peter Kastoris <a href="mailto:Peter.kastoris@halton.ca">Peter.kastoris@halton.ca</a> 905-825-6000 ext. 7421

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		<p>Please go to this link:  <a href="http://www.halton.ca/cms/one.aspx?portalId=8310&amp;pageId=36800">http://www.halton.ca/cms/one.aspx?portalId=8310&amp;pageId=36800</a></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><b>Exemptions:</b></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:  <a href="http://haltonhills.ca/licenses/business.php/">http://haltonhills.ca/licenses/business.php/</a></p>	<p>Applications and payment due 4-6 weeks in advance of event.</p>	<p>Corporate Services-Licensing          Valerie Petryniak          905-873-2601 ext. 2350</p>
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Will you be selling merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No			Applications and payment due 4-6 weeks in advance of event.	Corporate Services-Licensing Valerie Petryniak 905-873-2601 ext. 2350
Will you require hydro at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval from ESA (if required)	If your event requires hydro and it is outside the existing outlets you are required to complete an ESA application and inspection.  Speak with your Community Development Coordinator to clarify when ESA is involved.	48hrs prior to event  Town of Halton Hills requires inspection to take place the day prior to the event start date and inspection to take place after 4PM.	

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Will you require Town equipment or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No	LOE Request form submitted to CDC's	Loan of Equipment \$250.00 Deposit (if applicable)  Completed Loan of Town Equipment form: <a href="http://www.haltonhills.ca/Forms/pdf/Loan-of-Town-Equipment-REC.pdf">http://www.haltonhills.ca/Forms/pdf/Loan-of-Town-Equipment-REC.pdf</a>	ASAP, first come, first serve – deposit maybe required when submitting form	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273
Will you be having live entertainment or using amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved noise exemption	Application for Noise Exemption (if required): <a href="http://www.haltonhills.ca/forms/pdf/noiseexemption.pdf">http://www.haltonhills.ca/forms/pdf/noiseexemption.pdf</a>	8 weeks prior to event	Corporate Services-Bylaw Kelly Withers 905-873-2601 ext. 2330
Will there be carnival or amusement rides? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide license	License: Amusement and Recreation Premise  <a href="http://www.haltonhills.ca/forms/pdf/License-Amusement-and-Recreation-Premise-CL.pdf">http://www.haltonhills.ca/forms/pdf/License-Amusement-and-Recreation-Premise-CL.pdf</a>  *the Town encourages events to take a damage deposit from vendors/midway <a href="#">Inflatable Devices Information Sheet</a>	8 weeks prior to event	Corporate Services-Licensing Valerie Petryniak 905-873-2601 ext. 2350
Will there be bouncy castles/inflatable devices? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide insurance to cover inflatable devices  *additional insurance is required		2 weeks prior to event	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273

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Will you have a petting zoo or animals?	Approval	Requirements for Operators of Petting Zoos, Animal Rides, Animal Exhibits, and Open Farms:  <a href="http://www.halton.ca/cms/One.aspx?portalId=8310&amp;pageId=37392">http://www.halton.ca/cms/One.aspx?portalId=8310&amp;pageId=37392</a>	Applications to be submitted 4 weeks prior to event	Halton Regional Health Department Peter Kastoris Peter.kastoris@halton.ca 905-825-6000 ext. 7421
Will there be any fundraiser activities, e.g. toonie toss, or raffle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide license	Applications vary – visit AGCO website for further information.  Deadlines vary – visit AGCO website for further information.  Alcohol Gaming Commission of Ontario <a href="http://www.agco.on.ca">http://www.agco.on.ca</a>	8 weeks prior to event	Corporate Services-Licensing Valerie Petryniak 905-873-2601 ext. 2350
Will you have any promotional signage? (promotional, way finding, event parking) <input type="checkbox"/> Yes <input type="checkbox"/> No	Sign request forms and approval	Signs on Road Allowances: <a href="http://haltonhills.ca/forms/pdf/CommunityEventSigns2016.pdf">http://haltonhills.ca/forms/pdf/CommunityEventSigns2016.pdf</a>  Signs on Park Property: <a href="http://www.haltonhills.ca/forms/pdf/COMMUNITY-EVENT-SIGNS-ON-TOWN-PROPERTY.pdf">http://www.haltonhills.ca/forms/pdf/COMMUNITY-EVENT-SIGNS-ON-TOWN-PROPERTY.pdf</a>	ASAP and at least 30 days in advance. First come, first serve – payment required when submitting form.	<b>Road Signage:</b> Infrastructure Services Matt Roj 905-873-2601 ext. 2215 Or Roumen Kotev 905-873-2601 ext. 2316  <b>Park Signage:</b> Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269

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		Marquee Request Form (facility specific): -Gellert Community Centre & Park -MoldMasters Arena -Acton Arena <a href="http://www.haltonhills.ca/forms/pdf/Marquee-Request-Gellert2012.pdf">http://www.haltonhills.ca/forms/pdf/Marquee-Request-Gellert2012.pdf</a>		
Will you be installing tents, canopies, stages or similar structures? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide permits	Building Permit Application: <a href="http://www.mah.gov.on.ca/Asset12410.aspx?method=1">http://www.mah.gov.on.ca/Asset12410.aspx?method=1</a>  Inspection to take place once tent is installed	Applications must be submitted in full a minimum of 4 weeks prior to event.  Book appointment one week prior to event for inspection.	Infrastructure Services –Building Jennifer Tysoe 905-873-2601 ext. 2924 Fire Services  Armando Cabral 905-873-2601 ext. 2101
Apply for Open Air Burn Permit	Provide permit	Approval is required for an Open Air Burn Permit and it must adhere to BY-LAW NO. 2002- 0055 – Open Air Permit Process.  Open Air Burn Permit Application <a href="http://www.haltonhills.ca/forms/pdf/Application%20for%20Burn%20Permit.pdf">http://www.haltonhills.ca/forms/pdf/Application%20for%20Burn%20Permit.pdf</a>	Application to be submitted 3 weeks prior to event	Fire Services Armando Cabral 905-873-2601 ext. 2101
Site plan and/or map	Provide draft and final copy	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.	Draft due upon submitting your public event application. Finalized copy due 6 weeks prior to the event.	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273
Event Plan and/or		Description of type of events taking place and schedule for the overall event	Draft due upon submitting your public event application.	Recreation and Parks Community Development

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Program		activities.	Finalized copy due 6 weeks prior to the event.	Coordinator 905-873-2601 ext. 2269 or ext. 2273
First Aid	Contact Halton Regional Paramedic Services	EMS/Ambulance event coverage personnel can be requested. For information on pricing, please contact Community Development Coordinator at TOHH directly.  Large events and events greater than 200 attendees are required to have first aid coverage.		Email: <a href="mailto:paramedicservices@halton.ca">paramedicservices@halton.ca</a> as well as faxed to the ambulance dispatch centre in Mississauga at 905-890-7937
Security/ Emergency Plan	Contact Halton Regional Police Services	Pay Duty Officer Form: <a href="https://www.haltonpolice.ca/services/payduty/documents/Pay_Duty_Contract_January_2016.pdf">https://www.haltonpolice.ca/services/payduty/documents/Pay_Duty_Contract_January_2016.pdf</a>	8 weeks prior to event	Halton Regional Police Service Community Mobilization Officer Dennis Dimitroff 905-825-4747 ext. 2137 Or Hardial Singh 905-825-4747 ext. 2137
Smoke Free Ontario Act	Post signage at event	The Province has made it <i>illegal</i> 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 Health Department enforces the smoking ban.		Region of Halton Health Department 1-886-442-5866  Ontario Smoke-Free Ontario Strategy Service 1-866-532-3161

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		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.		Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273 to obtain smoke free signage prior to the event.
Accessibility	Understand and address any accessibility needs	Visit <a href="#">Planning Accessible Events</a> that will provide quick tips and suggestions so guests with a disability feel welcome at an event.	At the time of your public event application submission	Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273
Facility Permit	Signed permit Payment	After submitting your Public Event Application Form: <a href="http://www.haltonhills.ca/forms/pdf/Public_Event_Form.pdf">http://www.haltonhills.ca/forms/pdf/Public_Event_Form.pdf</a>  Town will issue permit once event is approved by Public Events Committee  New events – require 25% deposit at time of issuing permit and 30 days prior to the event, collect the outstanding balance of the permit	A signature is required on the permit (if using a facility/park/town property) at the time of receiving permit  Returning events - Payment must be received a minimum 14 days prior to the event.	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273
Insurance	Certificate of insurance	*All events are required to obtain a <b>minimum of \$2 million liability</b> coverage for their event. Additional coverage may be required for events serving alcohol or high risk activities (i.e. bouncy castles)	2 weeks prior to event	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273

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		Insurance Certificate: <a href="http://www.haltonhills.ca/forms/pdf/FacilityRentalInsuranceCertificate-effectiveSept2013.pdf">http://www.haltonhills.ca/forms/pdf/FacilityRentalInsuranceCertificate-effectiveSept2013.pdf</a>  *key points – name/organization plus address must be the same on the permit and insurance certificate *event organizers must obtain from midway/carnivals/bouncy castles and other third party providers must also carry insurance and name the Town of Halton Hills as additional insured		
Sustainability and Event Clean Up		For information regarding the Region of Halton Community Event Waste Clean Up Services or visit the Region of Halton's website link: <a href="http://www.halton.ca/living_in_halton/recycling_waste/waste_collection/">http://www.halton.ca/living_in_halton/recycling_waste/waste_collection/</a>  Halton Hills Sustainability initiatives – make your event green!	Request form to be submitted 6 weeks prior to event	Jacqueline Bryant-Allatt <a href="mailto:Jacqueline.bryant-allatt@halton.ca">Jacqueline.bryant-allatt@halton.ca</a>  Jennifer Spence, Sustainability Outreach Officer 905-873-2601 ext. 2290
Halton Hills Chamber of Commerce		Discuss ways in which this organization can help you promote your event within the Town of Halton Hills.		Tourism Representative  Halton Hills Chamber of Commerce <a href="mailto:membership@haltonhillschamber.on.ca">membership@haltonhillschamber.on.ca</a>

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Promotional Events Calendar of THH website		Enter your event free of charge into the Town of Halton Hills Events Calendar <a href="http://www.haltonhills.ca/COE/terms-conditions.php">http://www.haltonhills.ca/COE/terms-conditions.php</a>	At the time of your event application approval	
Municipal Assistance		To provide support to individuals, community organizations, groups and businesses that maintains and improves the quality of life for the residents of Halton Hills by providing facilities and services. For more information visit: <a href="http://www.haltonhills.ca/CommunityGroups/MunicipalAssistance.php">http://www.haltonhills.ca/CommunityGroups/MunicipalAssistance.php</a>	Initiative Date: January – April Application Deadline: September 20, 2017 Initiative Date: September to December Application Deadline: April 4, 2017	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273

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