CITY OF STRATFORD
Special Event Application

Approval by the City of Stratford is required to host an event on municipal property, including but not limited to, parades, walk-a-thons, road races, concerts, fairs, gatherings or other events on city streets or sidewalks, trails, parks, etc., or that involve temporary road closures. It is the responsibility of the organization to obtain approval for their event.

New for 2019, approval will be issued in the form of a **Special Event Permit** issued by the City of Stratford's Community Services Department.

Overview:

All Special Event Applications must be submitted a **minimum of 12 weeks prior to the event date** with all required attachments to the City's Events Coordinator at hdenny@stratford.ca or in person at the Stratford Agriplex (357 McCarthy Road, Stratford, ON N5A 7S7). Late applications may be subject to a fee (see page 9 for details). The Events Coordinator will act as a liaison to internal departments and will advise on whether or not approval has been granted.

NOTE: If your event takes place in **Market Square,** please use this application instead.

Checklist:

The following documents are required with application:

- ❑ All fields completed Special Event Application (all pages 2-14)
- ❑ Site plan or route map
- ❑ List of streets to be closed and/or that will be affected by this Event, if applicable

The following may be required at a later date:

- ❑ Required fee, if applicable (see page 9)
- ❑ Certificate of Insurance completed by Insurer (template available on the City's website)
- ❑ Confirmation of approval from Board of Parks Management for events taking place in parks system, if applicable
- ❑ List of goods and services, if applicable
- ❑ Liquor Permit issued by the Alcohol Gaming Commission of Ontario through their website, signed copy of the Municipal Alcohol Policy available on the City's website, and a security plan for all alcohol-related events
- ❑ List of Floats and Displays, including number of, type of, and vehicles involved, if applicable.

A complete list of requirements for the event will be outlined by the City's Events Coordinator upon issuance of Tentative Approval.

Event Overview: *Office Use Only:* **SE App#** _____

Name of Event: _____

Name of Group organizing the Event: _____

Contact Person Name: _____

Contact Phone Number: _____

Contact Mailing Address: _____

Contact Email Address: _____
Please note that unless otherwise requested, all communication will be sent via email.

Location of Event: _____
Note: Events taking place in the Park System must first have approval of the Board of Parks Management by contacting the Community Services Department at 519-271-0250 ext. 244. Events taking place at or effecting Sports Fields must contact the Community Services Department at 519-271-0250 ext. 252.

Date of Event: _____

Event Load-in Time: _____ Event Load-out Time: _____

Event Start Time: _____ Event End Time: _____

Estimated Number of People Attending/Participating in this Event: _____

Is this a recurring event? ☐ Yes ☐ No

Type of Event:

☐ Bicycle Event	☐ Ceremony	☐ Fair	☐ Fireworks
☐ Filming	☐ Musical Concert	☐ Parade/March	☐ Public Gathering
☐ Walk/Run Event	☐ Sports/Athletic	☐ Other: _____	

Are street closures involved? ☐ Yes ☐ No

If yes, specify street names and times of closures: _____
Attach a separate sheet for street names if there is more than one street closure involved.

Proposed Starting Location: _____

Proposed Finishing Location: _____

Are Floats or Displays part of this Event: ☐ Yes ☐ No

If yes, include a description on a separate sheet that lists the number and types of floats or displays and vehicles involved.

Sitemap / Route Map: A sitemap or route map must be included with the application.

Available Templates:

Sidewalk Loop around River from Upper Queen's Park
Walking Path Loop around River from Upper Queen's
Blank Loop around River

Design a custom sitemap using the City's Interactive Map here or use an alternative software.

Requirements:

- ☐ **Indicate all event elements including but not limited to temporary structures such as tents and stages, portable washrooms, as well as barricades, entrances and exits, and fencing on the map.**
- ☐ The map should clearly show the proposed route and locations for traffic barricades for any street closures. **For temporary street closures, other than parades, the map must clearly show the 6-metre access lane for the Fire, Police and Emergency vehicles that will remain unobstructed during the event.**

Is the required map included with the application? ☐ Yes ☐ No

It is recommended that access to homes and business should not be restricted during the event. If you are requesting a street closure that will restrict residents or businesses from accessing their properties during the event, measures must be taken to ensure they are able to access their property. Organizers shall make every effort to avoid conflict with Public Transit Services such as bus stops that would result in a detour. The current Transit Route Map is available here.

Will access to homes or businesses be affected by event? ☐ Yes ☐ No

If yes, a notice must be circulated to the affected homes and businesses indicating how access will be maintained to their property during the event and who to contact from the organization with any concerns regarding the closures.

If part of this event takes place on city streets, streets will need to be closed to vehicular traffic for public safety reasons. Barricades are required to block vehicles and may be requested from the Public Works Department however the Organizer is responsible for picking up and returning the barricades. All barricades shall be indicated on the sitemap.

Are barricades required for the event? ☐ Yes ☐ No

If yes, how many:_____ Pickup/Delivery Details: _____

Ministry of Transportation (MTO) approval is required if the event includes part of **Erie Street, Huron Street or Ontario Street**. The City will contact the MTO on the event's behalf if one or more of these 3 streets are involved with the event. As the MTO requires advance notice, it is important that the application is submitted **a minimum of 12 weeks** prior to the event.

The MTO and/or the City reserve the right to deny or cancel use of Erie Street, Huron Street or Ontario Street, or any other street at their discretion.

Police Escort: If this event requires a Police escort because the route involves city streets contact the Stratford Police Services a minimum of six (6) weeks prior to the event at 519-271-4147 or mataylor@stratfordpolice.com.

Is event requesting a police escort? ☐ Yes ☐ No

If yes, what is the request for: _____
(eg. lead, tail, assistance with blocking intersection etc.)

Waste Management: Event organizers shall be responsible for removing the bagged materials from both the recycling carts and garbage bins and placing them in a designated location as necessary. The City will be responsible for the collection of bagged recyclable materials from the designated location after the event.

Is the event requesting recycle carts? ☐ Yes ☐ No

If yes, how many carts?_____ What type of materials? _____

For any questions or additional information, contact the City's Recycling Coordinator at 519-271-0250 ext. 279 or ksimpson@stratford.ca

Note: The City of Stratford discourages the distribution and sale of commercially-packaged bottled water at all events on municipal property. Please consider providing tap water to participants and encouraging the use of refillable containers.

Is the event requesting additional garbage bins? ☐ Yes ☐ No

If yes, how many bins?_____ What type of materials? _____

For any questions or additional information, contact the City's Parks Department at 519-271-0250 ext. 246.

Tents: If tents are involved with this event, contact the City's Building Division at 519-271-0250 ext. 345 or building@stratford.ca to inquire about tent permits and anchoring.

Note: Tent pegs, stakes or poles are not to be driven into city streets, sidewalks or other municipal property. If this event is being held in Market Square, tents can only be located in the area of Market Square specifically identified for tents where tent anchors are provided. If it is required by the City that additional tent anchoring is required for larger tents, the additional tents will need to be anchored as further advised by the City.

Will tents be used for this event? ☐ Yes ☐ No

If yes, describe the type, size, number and how they will be secured: _____

_____

_____

Stages: A permit is required for a stage that is greater than 60 cm (2 feet) above grade and is not on wheels.

Is a stage(s) required for this event? ☐ Yes ☐ No

If yes, is the stage greater than 60 cm (2 feet) above grade? ☐ Yes ☐ No

Is the stage on wheels? ☐ Yes ☐ No

Contact the City's Building and Planning Department at 519-271-0250 ext. 345 or building@stratford.ca

Parking Plan: If the event expects more than 500 participants to attend, a parking plan is required by the City. The plan should include:

- ☐ Parking locations for event participants to use
- ☐ Number of spots available at each of these locations
- ☐ Shuttle Service or another form of transportation from alternate parking locations to event if applicable
- ☐ Type of advertising or communications to event participants of alternate parking locations

Does the event anticipate more than 500 participants attending? ☐ Yes ☐ No

Is a parking plan attached? ☐ Yes ☐ To Follow

Food: Huron Perth Public Health (HPPH) must be notified when food will be served at an event. The HPPH will provide the Organizers with information to run a safe event. More information can be found here.

Will food be sold or served or consumed as part of the event? ☐ Yes ☐ No

If yes, describe food and confirm if there is a cost: _____

Alcohol: If the event includes the serving and consumption of alcohol, a provincial Liquor Permit must be obtained from the Alcohol and Gaming Commission of Ontario (AGCO). To apply for a liquor permit, go to www.agco.ca/iagco. The AGCO will outline conditions that must be met for liquor licence to be issued, which may include approval from City Council.

The City's Municipal Alcohol Policy (MAP) must also be adhered to and a signed copy submitted with the application. The policy can be accessed here.

A Security Plan is also required for outdoor events including alcohol on municipal property.

Will alcohol be served or consumed as part of the event? ☐ Yes ☐ No

Is a copy of the liquor permit attached? ☐ Yes ☐ To Follow

Is a signed copy of the MAP attached? ☐ Yes ☐ To Follow

Is a security plan attached? ☐ Yes ☐ To Follow

Certificate of Insurance: A Certificate of Insurance is required for all events that names 'The Corporation of the City of Stratford' as an additional insured for the event in the minimum amount of $2 million dollars per occurrence. Additional insurance is required for events that involve inflatables, ATVs, alcohol, and/or MTO-owned highways. Exact requirement will be confirmed by the City's Events Coordinator. A blank insurance form template is available here.

Is Confirmation of Insurance Coverage attached? ☐ Yes ☐ To Follow

Business Licensing: By-law 187-2004 states in part: No person shall carry on, conduct, operate, maintain, keep or engage in any business as provided for in this By-law within the City without first obtaining a licence to do so from the City:

- Adult Entertainment Establishments and Performers
- Auctioneers
- Body Piercing Parlours
- Body Rub Parlours and Attendants
- Circus
- Old Gold, Other Precious Metals and Old Jewellery Sales
- Outdoor Cafes
- Refreshment vehicles and bicycle ice cream vehicles
- Indoor and/or Outdoor Vendors
- Hawker-Pedlar (Flea markets, craft/antique/trade shows, door to door sales)
- Tattoo Parlours

If the event includes any of the above-noted activities, contact the City Clerk's Office at 519-271-0250 ext. 239 to obtain a business licence application. The application is available here.

Are goods, food, products or services being sold at this event? ☐ Yes ☐ No
If yes, please attach a list of the items being sold.

Fireworks and/or Fire: If event includes plans to set off fireworks or any involvement with fire, a permit from the Stratford Fire Department is required. Fireworks By-law 73-2006 sets out the requirements for fireworks and obtaining a permit.

Are fireworks or fire planned as part of event? ☐ Yes ☐ No

If yes, provide details: _____

If yes, contact the Stratford Fire Department 519-271-3212 (non-emergency telephone) to apply for a fireworks permit.

Off-Road Vehicles: All motorized vehicle(s) operated in conjunction with the event must be licensed and insured by the owner. Off-road vehicles (ATVs) are prohibited on City streets.

Are off-road vehicles or ATVs planned as part of this event? ☐ Yes ☐ No

If yes, provide details: _____

Street/Sidewalk Markings: If route markings or locations are to be sprayed, painted or chalked onto city streets, sidewalks or any other municipal property, prior approval must be obtained. In all cases, only washable paint or chalk may be used and must be removed by the event organizers immediately following the event. Failure to do so will result in the organizer being billed for clean-up costs.

Will paint, chalk or other markings on city streets, sidewalks or other municipal property be used for this event? ☐ Yes ☐ No

If yes, describe the type of markings, the product to be used, and how will the markings be

removed at the end of the event: _____

_____

Noise Control By-law Exemption: If event plans to include music or amplified sound past certain hours or on Sundays or holidays, contact the Clerk's Office. An exemption from the Noise Control By-law may be required.

Letters must be circulated to all residents and businesses within at least 120m of the event indicating when the event is taking place and what Noise Control By-law exemption has been requested from the City. Include a deadline for recipients to respond to the letter with any concerns they may have. After the deadline has passed, provide a letter to the Clerk's Office indicating what responses, if any, were received and attach any written responses received.

Once this information has been received by the Clerk's Office the Noise Control By-law exemption request will be considered by City Council. **Allow 8-10 weeks** for consideration prior to the event.

Are you requesting an exemption from the Noise Control By-law? ☐ Yes ☐ No

If yes, please complete the following:

Date(s) and Time(s) of Exemption Request: _____

_____

Reason for Exemption (eg. Amplified Music, Fireworks): _____

_____

Proposed Date of Circulation of Letters to 120m List: _____

Deadline for Comments from Circulation: _____

SOCAN and Re:Sound: If the event includes live or recorded music, you are required to pay a licence fee to SOCAN and to Re:Sound. SOCAN and Re-Sound collect tariffs for the public performance of live and recorded music in Canada. These tariffs are then distributed to music creators. Contact SOCAN and Re:Sound to obtain the applicable tariff schedule for the event: www.socan.ca/sp/en/resources/tariffs.isp and www.resound.ca/en/index.htm

Will live or recorded music be part of event? ☐ Yes ☐ No

If yes, provide the Account Numbers:

SOCAN Account #:_____ Re:Sound Account #:_____

Hydration Station: The City of Stratford's Hydration Station is a free service available for large, outdoor community events that are open to the public and that meet specific criteria. Visit www.stratfordcanada.ca/water for more information and for a list of requirements.

Are you requesting to have the Hydration Station at your event? ☐ Yes ☐ No

Valet Bicycle Racks: Four Valet Bicycle Racks are available for use at events within City limits. Organizers are responsible for picking up and returning the racks from the Public Works Yard. A deposit is required. View the Valet Bicycle Rack brochure for additional details.

Are you requesting to use the Valet Bicycle Racks? ☐ Yes ☐ No

If yes, how many Valet Bicycle Racks are requested? _____

Accessibility: The City of Stratford encourages barrier-free events. The suggestions are not a requirement but may help to plan the event to reduce barriers to accessibility and ensure the event is accessible and enjoyable for all who wish to participate. Creating a successful event means ensuring all who would like to participate can do so without any limiting barriers. Accessibility is not only for persons with disabilities but also for seniors and families using strollers and for all those attending the event. Remember, not all disabilities can be seen.

Getting There

- Are there accessible parking spots close to the event?
- Are all entrances and exits to the event designed to allow access to persons using a wheelchair or other mobility device?

Facilities

- Have you provided, if applicable, accessible portable washrooms?
- Are the accessible portable washrooms located in an accessible area?
- Have you provided, if applicable, accessible hand washing stations? Remember, those with accessible needs may be unable to use a foot pedal wash station.
- If the event has seating have you designated an area for persons using wheelchairs and other mobility devices?
- Are any cables covered to allow wheelchairs, strollers, etc. to maneuver easily?
- Have you considered a reduced rate for companions who are accompanying those with accessible needs?

Service Animals

- Are Service Animals permitted at the event venue?

Signage

- Does signage for the event have large letters, plain language and is free of glare?

Emergencies

- Is event personnel trained to respectfully assist persons with accessible needs and respond to accessibility issues as they arise?
- Do you have personnel and/or staff trained to assist those with accessible needs in case of an emergency?
- In the event of an emergency are there auditory and visual alarms?
- Do you have an evacuation plan that addresses the evacuation of persons with special needs?

Special Event Application Fees

Special Event Applications are subject to the following fees:

i. No charge for parades and special events if the completed application is received more than three months prior to the date of the event;
ii. $150 for expedited service where the event is less than three months prior to receipt of the completed application;
iii. If a change order is requested less than three (3) weeks prior to the event and circulation is required, a $150 expedited service fee will apply;

Veterans and Military parades and Canada Day and Santa Claus parades are exempt from paying the fee for Parade and Street Event applications. Applicable fees are payable to the City of Stratford Community Services Department at the time of application. Fees are non-refundable.

Cancellation: The City of Stratford and/or Stratford Police Services may cancel or reroute any parade or event as deemed necessary.

ACKNOWLEDGEMENT:

I/We agree to the following conditions:

1. **To obtain all approvals necessary from the City for this event.**
2. **To indemnify and save harmless The Corporation of the City of Stratford from any and all claims and/or damages arising out of this event and to provide any bond or insurance required in this regard.**
3. **To provide proof of insurance in the amount of no less than $2,000,000 per occurrence. Exact amount to be confirmed by City's Events Coordinator.**
4. **To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the travelling public and participants.**
5. **To accept the responsibility for notifying the public and affected property owners.**
6. **To ensure that all areas used for the event are cleaned up and garbage and**

recyclables are removed immediately after the event.

7. **To assume the cost of repair for any damage incurred as a result of the event and any cost for clean-up performed by/on behalf of the City.**
8. **That no markings will be sprayed, painted or placed on any city streets, sidewalks or other municipal property without prior approval of the City.**
9. **To maintain all equipment and facilities supplied by the City in good working order and repair and if such equipment and facilities, when returned to the City are not in as good condition as they were at the commencement of the Event, reasonable wear and tear excepted, the City may make such repairs as may be necessary and charge the cost to the Event Organizer.**
10. **To pay all subcontracts, suppliers and employees in accordance with the normal business practice of the trade in a timely and proper fashion.**
11. **That approval to use Market Square for this event does not grant exclusive use of Market Square and that the public continues to have access to the use of the space.**
12. **I/We have authority to bind the Event Organizer and its authorized agents.**

Signature:_____Date: _____

Print Name:_____

Contact the Community Services Department at hdenny@stratford.ca with any Special Event inquiries.

NOTICE OF COLLECTION

Personal information collected on this form is collected under the *Municipal Act, 2001* and will be used by City staff, Stratford Police Services, Huron Perth Public Health and the Ministry of Transportation where applicable, for the purpose of reviewing the application and other administrative purposes. Names, addresses and comments will be included in material made available to the public upon request. Questions regarding this collection and use should be forwarded to the City Clerk, P.O. Box 818, Stratford ON, N5A 6W1 or by telephone 519-271- 0250 ext. 329 during business hours.

If you require this form in an alternate format, contact Community Services at 519-271-0250 ext. 270 or TTY 519-271-5241.