



## 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><b>Inform Halton Regional Paramedic Services of road closure/event details (even if not requesting their services)</b></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 <b>Please contact prior to submitting the form.</b></p> <p>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</p>	<p>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</p> <p>Transportation Master Plan (reference) <a href="http://www.haltonhills.ca/initiatives/tmp.php">http://www.haltonhills.ca/initiatives/tmp.php</a></p> <p>Pay Duty Officer Form <a href="http://www.hrps.on.ca/PRC/Pages/RequestAPayDutyOfficer.aspx">http://www.hrps.on.ca/PRC/Pages/RequestAPayDutyOfficer.aspx</a></p>	<p>3 months prior to event</p> <p>Road Events – 2 months prior</p> <p>Facility/Park Events – 4 weeks prior</p> <p>Prior to event</p>	
<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 <a href="http://www.agco.on.ca">www.agco.on.ca</a></p> <p>Halton Regional Police Constable Troy Wideman 905-825-4747 ext. 2464</p>	<p>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></p> <p>Smart Servers – Municipal Alcohol Policy Server Info Form: <a href="http://www.haltonhills.ca/forms/pdf/ALCOHOL-POLICY-SERVER-INFO.pdf">http://www.haltonhills.ca/forms/pdf/ALCOHOL-POLICY-SERVER-INFO.pdf</a></p> <p>Click for Municipal Alcohol Policy: <a href="http://www.haltonhills.ca/forms/pdf/ALCOHOL-MANAGEMENT-POLICY.pdf">http://www.haltonhills.ca/forms/pdf/ALCOHOL-MANAGEMENT-POLICY.pdf</a> If you require copies of the mandatory alcohol serving area signage, please contact: <a href="mailto:alisonh@haltonhills.ca">alisonh@haltonhills.ca</a></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 prior to the event and release of the Town Facility Permit</p>	



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Will you have a fireworks or pyrotechnical display? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Services Armando Cabral 905-873-2601 ext. 2101	Exhibition Fireworks Display Permit Application: <a href="http://www.haltonhills.ca/forms/pdf/ExhibitionFireworksDisplayPermitApplication.pdf">http://www.haltonhills.ca/forms/pdf/ExhibitionFireworksDisplayPermitApplication.pdf</a>	Before Town Facility Permit issued	
Will you be serving or selling food or beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No	Halton Regional Health Department Peter Kastoris <a href="mailto:Peter.kastoris@halton.ca">Peter.kastoris@halton.ca</a> 905-825-6000 ext. 7421	<p><b>Events Co-ordinators Requirements:</b></p> <ul style="list-style-type: none"> <li>Co-ordinators Application</li> <li>Vendor List Site Plan</li> <li>Vendors Submit Food Vendor Application &amp; Proposed Vendor Application &amp; Proposed Menu</li> </ul> <p>Halton Regional Health Dept Special Events <b>Food Vendor Requirements:</b></p> <ul style="list-style-type: none"> <li>Food Vendor Application Form</li> <li>Proposed Food Menu</li> <li>Food Source Log</li> </ul> <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>	All documents need to be submitted to Halton Regional Health between 4-6 weeks in advance of event.	
Will you be selling merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No	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	ESA <a href="http://www.esasafe.com">www.esasafe.com</a> or 1-877-372-7233	<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>	48hrs prior to event	
Will you require Town equipment or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269	<p>Loan of Equipment \$250.00 Deposit (if applicable)</p> <p>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></p>	ASAP, first come, first serve – deposit maybe required when submitting form	
Will you be having live entertainment or using amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Corporate Services-Bylaw Kelly Withers 905-873-2601 ext. 2330	<p>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></p>	8 weeks prior	



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Will there be carnival or amusement rides? <input type="checkbox"/> Yes <input type="checkbox"/> No	Corporate Services- Licensing Valerie Petryniak 905-873-2601 ext. 2350	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		
Will there be any fundraiser activities, e.g. toonie toss, or raffle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Alcohol Gaming Commission of Ontario <a href="http://www.agco.on.ca">http://www.agco.on.ca</a>  Corporate Services- Licensing Valerie Petryniak 905-873-2601 ext. 2350	Applications vary – visit AGCO website for further information.	Deadlines vary – visit AGCO website for further information.	
Will you have any promotional signage? (promotional, way finding, event parking) <input type="checkbox"/> Yes <input type="checkbox"/> No	<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	Signs on Road Allowances: <a href="http://www.haltonhills.ca/forms/pdf/publiceventsignsonroad.pdf">http://www.haltonhills.ca/forms/pdf/publiceventsignsonroad.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>  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>	ASAP and at least 30 days in advance. First come, first serve – payment required when submitting form.	
Will you be installing tents, canopies, stages or similar structures? <input type="checkbox"/> Yes <input type="checkbox"/> No	Infrastructure Services – Building Jennifer Tysoe 905-873-2601 ext. 2924  Fire Services Armando Cabral 905-873-2601 ext. 2101	Building Permit Application: <a href="http://www.mah.gov.on.ca/AssetFactory.aspx?did=8628">http://www.mah.gov.on.ca/AssetFactory.aspx?did=8628</a>	Applications must be submitted in full a minimum of 4 weeks prior to event.  Prior to event.	
<b>Site plan/map</b>	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269	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.	Prior to Public Events Committee meeting	



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<b>Event Plan/Program</b>	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269	Description of type of events taking place and schedule for the overall event activities.	Prior to Public Events Committee meeting	
<b>Emergency Plan</b>	Fire Services Armando Cabral 905-873-2601 ext. 2101	EMS/Ambulance event coverage personnel can be requested. For information on pricing, please contact Community Development Coordinator at THH directly.	Prior to event	
<b>First Aid</b> Halton Regional Paramedic Services (contact even if not requiring their services)	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			
<b>Security Plan</b>	Halton Regional Police Constable Troy Wideman 905-825-4747 ext. 2464	Pay Duty Officer Form: <a href="http://www.hrps.on.ca/PRC/Pages/RequestAPayDutyOfficer.aspx">http://www.hrps.on.ca/PRC/Pages/RequestAPayDutyOfficer.aspx</a>	Facility/Park Events – 8 weeks prior	
<b>Facility Permit</b>	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269	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  Permit must be signed and paid for in full prior to event	
<b>Insurance</b>  *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.	Recreation and Parks Community Development Coordinator 905-873-2601 ext. 2269	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 and other third party providers must also carry insurance and name the Town of Halton Hills as additional insured	Prior to event date	
<b>Sustainability and Event Clean Up</b>	John Watson <a href="mailto:john.watson@halton.ca">john.watson@halton.ca</a> 905-825-6000 ext. 8238	Contact John for information obtaining to 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/cms/one.aspx?portalId=8310&amp;pageId=46296">http://www.halton.ca/cms/one.aspx?portalId=8310&amp;pageId=46296</a>  Halton Region Special Event Waste	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](http://www.haltonhills.ca)

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		Diversion Self-Assessment <a href="http://www.halton.ca/cms/one.aspx?portalId=8310&amp;pageId=46296">http://www.halton.ca/cms/one.aspx?portalId=8310&amp;pageId=46296</a>		
<b>Halton Hills Tourism Committee</b>	Tourism Representative Wendy Farrow-Reed <a href="mailto:georgetownbia@cogeco.net">georgetownbia@cogeco.net</a> 905-873-4970	Discuss ways in which this committee can help you promote your event within the Town of Halton Hills.		
<b>Promotional Events Calendar of THH website</b>		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>	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](mailto:foi@haltonhills.ca).