



Application Received
Date: _____
Staff: _____
Permit #: 202__ - ____

SPECIAL EVENTS AND FACILITY PERMIT APPLICATION
(Schedule A)

Please return completed application form with associated paperwork to:

Marina and Recreation Coordinator
Community Services Department, Town of Gananoque
30 King Street East, Gananoque, Ontario K7G 1E9
By email to: marinarecreation@gananoque.ca

Applications may not receive approval and Applicants may not be issued a permit if staff are not given appropriate time to process the application. Permits will not be confirmed/approved until all payments are received.

APPLICANT INFORMATION	
Name of Applicant:	
Date of Application:	
Mailing Address:	
Telephone No.	Email:
Name of Organization Sponsoring the Application:	
Address:	
Telephone No.	Email:
SPECIAL EVENT DETAILS	
Name of Event:	
Event Description: _____ _____	
Date(s):	
Time(s):	
Time of Set-Up:	Time of Take Down:

Location:

Event Type:

- Festival
- Parade / march
- Race / Walk-a-thon / etc.
- Vendors / Farmers Market
- Sports / Recreation Event
- Party, Service or Ceremony
- Live Performance/Entertainment
- Other, please specify:

See related Schedule that may apply

- Temporary Road Closure
(Schedule B)

PARKS & FACILITIES

FACILITY REQUESTED: (please clearly state which park(s) and/or facility is being requested):

SPECIFIC REQUIREMENTS (extra garbage bins, recycling, signage, etc.) Please be specific and include on the Site Plan. Extra charges may apply.

SITE PLAN

Site Plan Attached **YES** **N/A**

A detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all tents, temporary or permanent structures.
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post or office, medical and first aid station' emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, pettings zoos, etc.
- Food/refreshment/craft tent or table vendors, restrooms, refreshment tents

If the Site Plan is not submitted with the application a minimum of thirty (30) days before the event, a permit may not be issued.

OTHER EVENT DETAILS

	YES	NO	Location	Company Contact or Vendor Information
Municipal Equipment (barricades, chairs, tables, etc.)				
Municipal Services (e.g. banner placement, paid duty officers, etc.)				
Hydro Required				
Electrician Booked				
Water Supply Required				
Fireworks				
Sanitation Facilities				
Food Vendors/BBQ				
Vendors (Artist, Merchant)				
Animals (Petting Zoo)				
Amusement Rides				
Consultation/Compliance with Leeds, Grenville & Lanark District Health Unit				

ALCOHOL

Alcohol at Event **YES** **NO**

Attach all requirements of the [Municipal Alcohol Policy](#). Applicant is responsible for obtaining applicable Liquor License. The Ontario Liquor Act rules and regulations are available at www.lcbo.com.

I / we have read, and will comply with the Corporation of the Town of Gananoque

Municipal Alcohol Policy _____

Applicant Signature

NOISE POLICY

Noise is regulated by the current Town of Gananoque [By-law 2010-46 - Noise Regulation](#) and the Gananoque Police Service.

I / we have read and will comply with the Corporation of the Town of Gananoque

Municipal Noise Regulation Policy _____

Applicant Signature

SOCIETY OF COMPOSERS, AUTHORS AND MUSIC PUBLISHERS of CANADA (SOCAN)

If live or recorded music of any kind is included at a special event, Applicants are required to pay a license fee to SOCAN. Visit the www.socan.ca or call 1-800-557-6226 to determine the applicable license and fee.

EMERGENCY PLANNING

All Sections MUST be completed before an event will be approved and an event permit issued.

Designated Emergency Personnel/Liaison (onsite): _____

Phone Number: _____ Other: _____

Alternate Contact Person: _____ Cell: _____

Where will the Applicant organizer meet Emergency Services (police, fire, EMS) in the event of an emergency?

Applicants requesting Temporary Road Closure (Schedule B) or requests for events/facility bookings adjacent to the Town of Gananoque jurisdiction (including activities on the St. Lawrence River) must submit a comprehensive Risk Management and Emergency Response Plan.

CHECKLIST

Please submit the following documents with your Application. Once all forms (if applicable) are received and the event/facility booking is approved a Permit will be issued.

- Special Event Permit Application (Schedule A)
- Temporary Road Closure/Street Parking (Schedule B)
- Recycling and Environmental Plan (section 8.2)
- Alcohol Permit Issued from the Alcohol and Gaming Commission of Ontario (if required)
- Event Plan Document with Emergency Risk Management Plan (if required)
- Insurance Policy (with Town of Gananoque listed as Co-Insured)
- Payment Processed (Municipal Facilities, Equipment and/or Services)

FACILITY AND EQUIPMENT BOOKING FEES

To Be Completed By Applicant		To Be Completed By Town of Gananoque Staff		
Facilities/Equipment Requested	Date(s)	Facility / Service Fee	H.S.T.	Total

*Applications that are submitted late or incomplete may not receive approval and may not be issued a permit.
Applications will not be confirmed/approved until all payments are received.*

SIGNATURE OF APPLICANT

I have read the Special Event and Facility Booking Policy in its entirety and I agree to comply with all Municipal by-laws, rules and regulations as they relate to my application.

Applicant Name: _____ Date: _____

Applicant Signature: _____