



The Corporation of the Township of Brock
1 Cameron St. East
P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355
www.townshipofbrock.ca

Special Event Application

For Office Use Only
Permit No.

The Township of Brock requests that the Special Event Application be completed, in full, and submitted to clerks@brock.ca at least 60 days in advance of your planned event. Staff will review the application in accordance with the Support for Community Organizations Policy. A Township representative will advise if approval has been granted and if any requirements have been imposed.

1. Applicant Information (Primary Contact)

Organization Name:

Primary Contact Name for the event:

Mailing Address:

City, Township, Village:

Province:

Postal Code:

Telephone No.:

E-mail:

Website and/or social media links:

2. Event Description

Event Name:

Event Description:

Council Approval:

☐ This event has received Council endorsement in previous years

☐ This event is new and does not have previous endorsement

Date(s) of Event:

Please include set up and tear down dates and times.

Start Date:

End Date:

Time:

Time:

Facility Booking:

Please list the facilities that you intend/request to be booked including all times required for set up and clean up (i.e arenas, halls, parking lots, green spaces etc.)

	Will there be any modifications made to the facility? (i.e. stairs, temporary walls, fencing) Will a stage be erected? Please describe:
	Has the facility been booked and pre-paid for? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you answered yes to the above question, are you requesting a partial refund of the pre-paid rental rates? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the refund you wish to receive. Note: insurance purchased through the municipality is not eligible for refund. Damage deposits will be refunded after a successful facility check by municipal staff.
	Are you requesting a booking to be made for your event without payment? (free use of the municipal space). Note: you will be required to pay the damage deposit and provide proof of insurance/purchase insurance through the municipality. <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Event.	Please select all that apply. <input type="checkbox"/> Parade <input type="checkbox"/> Street Event / Block Party <input type="checkbox"/> Festival / Fair <input type="checkbox"/> Group walk / run / cycle <input type="checkbox"/> Cycling, running race or soap box derby <input type="checkbox"/> Other:
Anticipated number of participants:	<input type="checkbox"/> Under 100 <input type="checkbox"/> Up to 500 <input type="checkbox"/> 500 – 2,000 <input type="checkbox"/> Over 2,000
Is there alcohol being served at this event?	<input type="checkbox"/> Yes, alcohol will be provided free of cost <input type="checkbox"/> Yes, alcohol will be sold <input type="checkbox"/> No
	If “yes”, please note that A Special Occasion Permit (SOP) must be obtained from the Alcohol and Gaming Commission of Ontario (AGCO). For more details and how to apply visit Special occasion permits Alcohol and Gaming Commission of Ontario (agco.ca)

	Is this is a <input type="checkbox"/> Public Event <input type="checkbox"/> Private Event Note for “public events” Council approval and declaration of municipal significance is required. As such a written request will be placed on a public agenda for consideration.	
Will there be security at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note the Municipal Alcohol Policy has security requirements that must be followed.	
Will there be tents at this event:	<input type="checkbox"/> Yes <input type="checkbox"/> No Please contact the Development Services Department (building@brock.ca) to determine if a building permit is required for the intended tent to be set up.	
Will there be food at your event?	<input type="checkbox"/> Yes , Food will be provided free of cost <input type="checkbox"/> Yes , food will be sold <input type="checkbox"/> No , there will be no food	
Will there be food truck / refreshment vehicles at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, providers may be required to have a refreshment vehicle licence from the Township of Brock or a valid license from another municipality. Please contact the Clerk’s Department clerks@brock.ca for more information.	
Will a BBQ be used at the event?	<input type="checkbox"/> Yes , A BBQ will be used at the event <input type="checkbox"/> No BBQ will not be used If you answered yes, approval from the Fire Department is required. Please contact fire@brock.ca for more information.	
Will there be amplified music?	<input type="checkbox"/> Yes <input type="checkbox"/> No If live or recorded music of any kind is included in your special event, event organizers are required to pay a license fee to SOCAN. Visit www.socan.ca for more information Approximate times of music/amplified noise: Events must follow the Municipal Noise By-law . If you are aware that your event will not abide by the by-law, you may apply for an exemption by following the criteria in Section 5 of the below. Typical hours noise is prohibited 9:00 p.m. – 8:00 a.m. Noise outside of permitted hours is subject to a separate fee and Council approval. This request will be placed on a public agenda for approval.	

Will there be fireworks?	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>Please note, as per our Firework bylaw, Fireworks are only permitted the day preceding Victoria Day and on Victoria Day and the day preceding Canada Day and on Canada Day weekend. Review the Fireworks By-Law number 3119-2022 for more information. A Firework permit will be required.</p>
Will admission/tickets be required to attend your event?	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>
Will you be providing portable washrooms?	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>**Please note – additional portable washrooms may be a requirement for your event at the expense of the event organizer. See attached Requirement Checklist for further details.</p>
Does this event meet accessibility requirements?	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>Accessibility means giving people of all abilities opportunities to participate fully in everyday life. The Township expects that all events held in Brock will strive to be accessible and compliant with the Accessibility of Ontarians with Disabilities Act, 2005. Please visit our website to view the Accessible Event Plan Checklist.</p>
Do you have insurance?	<div> <input type="checkbox"/> The event has or will purchase its own insurance. <p>Note: Proof of insurance naming the Township as an additional insured will be required. The amount of insurance coverage will be determined based on the event.</p> <input type="checkbox"/> Insurance will be purchased through the Township. <p>Note: Purchasing insurance through the Township is only available on certain events.</p> </div>
Will there be vendors at your event?	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>If you answered yes, you must collect insurance information from each of your vendors.</p>
Will there be inflatables or amusement rides at your event?	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>

	If you answered "yes", additional information for each inflatable or ride must be collected. TSSA approval may be required for some inflatables. Please contact clerks@brock.ca for more information.
Do you require a Lottery Licence?	<p>Are there activities taking place at your event where attendees pay a fee for a chance to win a prize?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you answered yes, please contact clerks@brock.ca for more information on how to obtain a lottery licence.</p>

3. Road Closures Required		
Municipal Road Closure required?	<p><input type="checkbox"/> Yes</p> <p><u>If yes, why is the road closure required? (on street events/activities, parade etc.)</u></p> <p><input type="checkbox"/> No</p> <p>Road closures requests will be reviewed by Public Works in accordance with the Ontario Traffic Manual Temporary Conditions OTM Book 7 (as amended). If the request is approved, a Municipal Road Occupancy Permit shall be issued. Additional fees may apply.</p>	
Regional road closure required?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>The applicant must apply and be approved for the Regional Road Occupancy permit and supply a copy to the Township of Brock. https://apps.durham.ca/Applications/Traffic/Permits/Permit/Apply</p>	
Times of Road Closure	Start time:	End time:
Roads to be closed:		
Please describe how roads will be closed (barricades, volunteers, police etc.)		
Statement of Acknowledgement <p>Note: I acknowledge that Township of Brock roads are not in a new condition and may have imperfections including but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washouts that could contribute to a possible injury to a participant</p>		

of the event.

INITIAL HERE:

4. Site Plan

A detailed Site Plan must be included with your package. Anything in the list below that is relevant must be included in your Site Plan. (This can be submitted as a google map image, hand sketched resemblance etc. A formal survey/architectural design is not required).

- Location of all Tents, temporary or permanent structures
- Location of Barricades and road closures (road, parking, bicycle parking, parking lots)
- Detailed detour route identifying from to points of road closure
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post or office, medical and first aid station(s) emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- Food/refreshment tent vendors, restrooms, refreshment tents
- Location of portable washrooms and handwash stations
- Location of Garbage receptacles
- Location of Picnic Tables
- Location of any Township provided item(s)

5. Emergency Management

Designated Emergency Personal / Liaison (onsite)	
Cell Number	
Alternate Contact Person	
Cell number	
Where will liaison meet Emergency Services in the event of an emergency?	

6. Additional In-Kind Support Requests

Please note there is no guarantee you will be provided the number of items requested. Support will be provided based upon availability and approvals.

User Group Request	Number requested	Maximum available (to be filled out by staff)	Township to absorb costs	Council / Committee Endorsement (Office use only)
Safety Vests			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Picnic Tables			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Garbage Receptacles			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Barricades			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pylons			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional portable toilets and hand washing stations can be arranged by the municipality for supply by the municipally approved contractor. The community organization requesting the additional amenities will be charged back for the cost.				
Portable Toilets – Standard			<input type="checkbox"/> No	
Portable Toilets - Accessible			<input type="checkbox"/> No	
Portable Handwashing Station			<input type="checkbox"/> No	
Additional Request: *Please indicate (example, baseball diamond grading, heavy equipment, moving snow, municipal staff time for set up and requested municipal staff duties)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Request: *Please indicate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Request: *Please indicate			<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. Municipal Representation at the Event

Would you like a member(s) of Council to be in attendance at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What tasks would you like member(s) of Council to complete if they are able to attend? (give a speech, ribbon cutting, entering a float into a parade etc.)	

8. Additional Event Details

If there is any further information that you would like to provide about your event, please include it in the box below.

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