



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

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.

The [Support for Community Organizations webpage](#) contains many helpful links and information that may assist in the completion of your Special Event Application.

1. Applicant Information (Primary Contact)

Organization Name:

Primary Contact Name for the event:

Position within the organization:

Mailing Address:

City, Township, Village:

Province:

Postal Code:

Telephone No.:

E-mail:

Organizations Mandate:

Website and/or social media links:

Organizational Categories: Please select one of the following categories that best represents your organization.

☐ **Arts, Heritage and Cultural Organization:** organizations that promote the arts, heritage and culture and offer activities in the following areas: literary arts, performing arts, visual arts, media arts, and museology.

☐ **Social Development Organization:** organizations that mainly offer services, activities or initiatives aimed at improving the welfare of the population.

- ☐ **Recreational Organization:** organizations that mainly offer the practice of a leisure activity for entertainment, recreation or pleasure.
- ☐ **Sports Organization:** organizations that offer the practice of a sport or physical activity involving physical and technical skills that require specific equipment and facilities.
- ☐ **Elementary and Secondary School:** local elementary and secondary schools play an important role in the areas of community cultural, social and recreational activities. Therefore, support is also available to elementary and secondary schools in the region
- ☐ **Community Service Group:** Organizations providing community improvement and service across a broad spectrum of events and activities.

2. Event Description and Details			
Event Name:			
Event Description:			
Council Approval:	<input type="checkbox"/> This event has received Council endorsement and/or Special Event Application approval in previous years <input type="checkbox"/> This event is new and does not have previous endorsement		
Date(s) of Event: Please include set up and tear down dates and times.	Set up Date: Time:	Event Date: Time:	Tear Down Date: 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 only be refunded after a successful facility check by municipal staff.		

	<p>Are you requesting a booking to be made for your event without payment? (reduced rate for use of the municipal space). Note: you will be required to pay a security deposit and provide proof of insurance/purchase insurance through the municipality.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>If you have requested free use of municipal space, please indicate how the free use will benefit the community (what funds will be used for instead of going towards a facility rental).</p>
Type of Event	<p>Please select all that apply.</p> <p><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:</p>
Anticipated number of participants:	<p><input type="checkbox"/> Under 100 <input type="checkbox"/> Up to 500 <input type="checkbox"/> 500 – 2,000 <input type="checkbox"/> Over 2,000</p>
Is there alcohol being served at this event?	<p><input type="checkbox"/> Yes, alcohol will be provided free of cost <input type="checkbox"/> Yes, alcohol will be sold <input type="checkbox"/> No</p> <hr/> <p>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)</p> <p>Is this a <input type="checkbox"/> Public Event <input type="checkbox"/> Private Event</p> <p>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.</p>
Will there be security at the event?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please note the Municipal Alcohol Policy has security requirements that must be followed.</p>
Will there be tents at this event:	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please contact the Development Services Department (building@brock.ca) to</p>

	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 <p>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.</p>
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 <p>If you answered yes, please complete the following section in order to obtain approval from the Fire Department. Notice of approval will be identified in the correspondence letter in response to your application. is required. Please contact fire@brock.ca for more information.</p>
	Number of BBQ's Being Used:
	Location of BBQ's & Setbacks from combustibles:
	Type of BBQ (Propane, charcoal, wood):
	Number of extinguishers on site (min. 1)
	Fires & Last Name of Person Responsible for BBQ:
	Phone number of person responsible for BBQ:
	Age of person responsible for BBQ:
	Email address of person responsible for BBQ:
Will there be amplified music?	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>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</p> <p>Approximate times of music/amplified noise:</p> <hr/> <p>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.</p> <p>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 may be placed on a public agenda for approval.</p>
Will there be	

fireworks?	<input type="checkbox"/> Yes <input type="checkbox"/> No <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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be providing portable washrooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No <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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <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?	<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. \$2 million is minimum standard, larger events may be required to have \$5 million.</p> <input type="checkbox"/> Insurance will be purchased through the Township. <p>Note: Purchasing insurance through the Township is only available for indoor events, and for users who are not already covered under their own policy.</p>
Will there be vendors at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>If you answered yes, you must collect insurance information from each of your vendors. These copies must be provided to the Township in advance of your event. Please submit copies to bookings@brock.ca</p>
Will there be inflatables or amusement rides at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>If you answered “yes”, the below 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.</p> <ol style="list-style-type: none"> 1. The organizer must obtain approval from the Township for the use of inflatable devices in accordance with Parks By-Law Number 1977-2006-PP 2(j) 2. The organizer must provide a copy of the operator’s TSSA license. 3. The organizer must provide a copy of the operator's technical dossier. 4. The organizer must provide a copy of the TSSA permit for each device rented. 5. The organizer must provide proof that each device rented has a metal plate with a unique AD number. 6. The organizer must provide a Certificate of Insurance which confirms that Commercial General Liability in the amount of no less than \$5,000,000 (5 million dollars) shall include the Township of Brock as an additional insured in respect to all operations performed by or on behalf of the organization in relation to the requirements as outlined above. <p>Please note: groups hosting events with inflatables are not eligible to purchase insurance through the municipality and must provide proof of their own insurance coverage for a minimum of \$5million liability.</p>
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. Requests may be subject to the Road Occupancy Fee.</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 list all)		
Please describe how roads will be closed (barricades, volunteers, police etc.)		
Statement of Acknowledgement 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 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?	
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6. Event Promotion

Requests for promotional support can be submitted via email to communications@brock.ca or by attaching an electronic copy of your event poster/promotional images with appropriate links and contact information. Please indicate which of the below channels you would like your event shared on.

*Note: late submissions may not meet publication deadlines

<input type="checkbox"/> Recreation Guide	<input type="checkbox"/> Municipal website
<input type="checkbox"/> Municipal events calendar	<input type="checkbox"/> Monthly e-newsletter
<input type="checkbox"/> Choose Brock Tourism website	<input type="checkbox"/> Proclamation
<input type="checkbox"/> Flag Raising	<input type="checkbox"/> Digital display board at Manilla Hall
<input type="checkbox"/> Digital display board at Municipal Office	<input type="checkbox"/> Digital display board at Beaverton Town Hall

Please provide any event links: (website, social media post, event or ticket sale link etc.)

7. Street Banner Installations

Community Organizations that utilize street banners as a means of promoting their event can request the municipality to install the banners in the downtown cores. Requests are processed on a first come first served basis. Only those banners that are the appropriate sizes for the existing posts will be installed.

The Township retains the right to deny a request for installation if the banners are: damaged, the wrong size, contrary to municipal policies, not provided to the municipality in a timely manner etc. Should misinformation be provided to the municipality with respect to the banners, the requesting organization may be billed for additional costs.

For questions about banner installations, please email publicworks@brock.ca

Are you requesting banners be installed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location where banners are to be installed:
	Number of banners:
Date to be installed by:	Date to be taken down (if applicable)
Contant Name, Phone number and email for banners (if different from the contact submitting the Special Event Application).	

8. Additional In-Kind Support Requests

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

Should any items be missing or damaged, your organization will be billed for the cost of item replacement.

User Group Request	Number requested	Maximum available (to be filled out by staff)	Township to absorb costs
Safety Vests			
Picnic Tables			
Garbage Receptacles			
Barricades			
Pylons			
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	

9. 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.)	
Would you like fire fighters to be in attendance at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you selected Yes, please provide more details on the expectations for the Firefighters (education, prevention etc.)	
If there other municipal representatives that you would like in attendance, please specify.	

10. 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.