

Municipality of Lambton Shores
Application for a Special Event on (outdoor) Municipal Property



Organization _____

Address _____

Phone _____ Fax _____

Website: _____

E-Mail: _____

Contact Name (please print) _____

Person responsible for/on site: _____

Phone _____ Fax _____

Date(s) of Event _____

Venue/Location _____

Type of Event _____

Hours of Operation: _____

You are required to provide:

1. A detailed, scaled site drawing, showing the licensed area;

Is this a licensed event No _____ Yes _____

IF THE EVENT IS A LICENCED EVENT, the following additional items are required:

2. Proof of insurance (minimum amount of \$2,000,000.00), listing the Municipality of Lambton Shores as an additional insured party;
3. Letters of approval/acknowledgement from OPP, Health Unit and appropriate Fire Department;
4. Portable washroom facilities (if not currently available).
5. Copy of Special Occasions permit from AGCO
6. Copy of the Smart Serve application of the person(s) responsible for running the bar
7. Refundable \$ 100.00 Security Deposit - due with application

NOTE: Garbage collection and disposal are the responsibility of the applicant

Completed application forms and appropriate fee (currently \$ 30.00) and the refundable deposit fee are to be submitted a minimum of 30 days prior to the event.

Applicant's signature _____ Date: _____

*** NOTE- Return to: Lambton Shores – Northville Office – 9575 Port Franks Rd. Thedford, ON N0M 2N0

For Office Use only:

Date Received: _____ Office Location: _____

Comments: Community Services _____

By-Law Enforcement _____