



# Outdoor Event Permit Application Form

Before completing this application, please review the special events handbook. All events are subject to the [Parks and Facilities By-Law 13-2021](#).

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Personal information collected on this form will be used for the purpose of the administration of a special event at a facility in the Municipality of Lambton Shores.

If you have questions about this form, please contact the Municipality of Lambton Shores – Parks and Recreation at 519-243-1400, option 3 or [events@lambtonshores.ca](mailto:events@lambtonshores.ca) or visit our website at [www.lambtonshores.ca/plan-an-event](http://www.lambtonshores.ca/plan-an-event) for more information. If you have questions about the collection; use, and disclosure of this information, contact the Director of Corporate Services at 519-243-1400, ext.8414.

Applications must be received:

- Public event applications must be received a minimum **90 days** prior to the scheduled event.
- Private event applications must be received a minimum **30 days** prior to the scheduled event.
- Boot/Road Tolls and Road Closures applications must be received a minimum **60 days** prior to the scheduled event.

**\*\*Failure to submit your complete application on time could result in the event not receiving approval.**

Please print clearly or complete electronically. You must **complete all questions** on this form.

| Event Information   |  |  |
|---|--|--|
| Event Name  |  |  |
| Event Description<br><i>(Attach a document if more space is required)</i>   |  |  |
| Event Location  |  |  |
| Event Date(s)   |  |  |
| Set Up Begins   | Date:  | Time:  |
| Event Begins  | Date:  | Time:  |
| Event Ends  | Date:  | Time:  |
| Clean Up Ends   | Date:  | Time:  |
| Will the event date be changed due to rain/inclement weather?   | <input type="checkbox"/> Cancelled<br><input type="checkbox"/> Rescheduled Proposed Alternate Date:  |  |
| Type of Event   | <input type="checkbox"/> Public Event (eg. Festival, concert, market, tournament)<br><input type="checkbox"/> Private Event (eg. Wedding, family reunion)<br><input type="checkbox"/> Road Closure (eg. Parade, festival)<br><input type="checkbox"/> Road Tolls |  |
| Expected Daily Attendance   |  |  |
| The event is:<br><b>(check all that apply)</b>  | <input type="checkbox"/> Private (invite only)<br><input type="checkbox"/> 19+   | <input type="checkbox"/> Open to the General Public – Free<br><input type="checkbox"/> Open to the General Public – Entry Fee                                    |
| Insurance Provisions<br>(Minimum of \$2 million in general liability is required. If the event is licensed, alcohol liability is required too.) | <input type="checkbox"/> Providing Own<br>(The Municipality must be named as an additionally insured party to the policy for the event)  | <input type="checkbox"/> Purchasing through Municipality<br>(If applicable. Municipal staff will review the request and let you know if it can be accommodated.) |

| <b>Applicant Information</b>  |  |
|---|--|
| Name of organization  |  |
| Address<br>(including Postal Code)  |  |
| Is your group a Charitable or Non-Profit Organization?  | <input type="checkbox"/> Yes - Charity<br><input type="checkbox"/> Yes - Non-Profit<br><input type="checkbox"/> No |
| Phone Number  |  |
| Website   |  |
| <b>Event Contacts</b>   |  |
| Primary Contact   |  |
| Email Address   |  |
| Cell Number   |  |
| Secondary Contact   |  |
| Email Address   |  |
| Cell Number   |  |
| <b>Signature</b>  |  |
| <p>I, the undersigned, hereby acknowledge and certify that:</p> <ul style="list-style-type: none"> <li>• I have read and understood the Municipality of Lambton Shores Special Event Handbook, along with the policies and by-laws pertaining to the special event for which I am now making application;</li> <li>• The information contained in this application is true and complete to the best of my knowledge, and that failure to provide complete or accurate information may delay the licensing process;</li> <li>• I have the authority to bind the Event Organization.</li> </ul> |  |
| Applicant Name:   | Signature:   |
| Date:   |  |
| <b>Hold Harmless and Indemnification Agreement</b>  |  |
| <p>I, the undersigned, agrees to indemnify and save the Municipality and the Municipality's employees, officers, and agents harmless from any claims, prosecutions, actions, proceedings and judgments of any type relating to the use of the municipal property by the Event Organizer. The Event Organizer shall respond to any such matter by engaging legal counsel (at the Event Organizer's expense) to represent the Municipality's interest and will promptly satisfy any settlement amount, fine, bill of costs or judgment imposed with respect to same.</p>                        |  |
| Applicant Name:   | Signature:   |
| Date:   |  |



# Outdoor Event Information Form

**Required Documents - All applicants must submit:**

- Application Fee and Damage Deposit
- Event Layout Plan (includes location of parking, food service area, tents, designated smoking area, etc).

**Note: Required documents specific to each category are listed below, however the Municipality of Lambton Shores reserves the right to ask for additional information to substantiate compliance with other legislation.**

Forms are available at [www.lambtonshores.ca/plan-an-event](http://www.lambtonshores.ca/plan-an-event) or can be obtained from the Community Services Department.

| <i>Item</i>   | <i>Yes</i>               | <i>No</i>                | <i>Details Required</i>  |
|---|--------------------------|--------------------------|--|
| <b>Alcohol</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Licensed area to be indicated on the site layout. <a href="#">AGCO Special Occasions Permit</a> is required. <a href="#">Municipal Alcohol Policy</a> applies.   |
| <b>Amusement Rides and Inflatables</b>                    |                          |                          |  |
| Amusement Rides   | <input type="checkbox"/> | <input type="checkbox"/> | TSSA permits and vendor insurance required.  |
| Inflatables   | <input type="checkbox"/> | <input type="checkbox"/> | TSSA permits and vendor insurance required.  |
| <b>Animals for Entertainment / Temporary Petting Zoos</b> | <input type="checkbox"/> | <input type="checkbox"/> | Provide details:   |
| <b>Electrical Access</b>                                  |                          |                          |  |
| Access to Facility Hydro is required                      | <input type="checkbox"/> | <input type="checkbox"/> | Amps required:   |
| Bringing Generator  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Fencing, Digging or Staking</b>                        |                          |                          |  |
| Fencing   |                          |                          |  |
| Providing own   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| From the Municipality                                     |                          |                          |  |
| Snow fence  | <input type="checkbox"/> | <input type="checkbox"/> | Quantity (metres):   |
| Posts (above ground)                                      | <input type="checkbox"/> | <input type="checkbox"/> | Quantity:  |
| Posts (in ground)   | <input type="checkbox"/> | <input type="checkbox"/> | Quantity:  |
| Digging or staking (eg. for tent or signage installation) | <input type="checkbox"/> | <input type="checkbox"/> | Details:   |
| <b>Fireworks</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Display Fireworks Discharge Application</a> required. All fireworks displays are subject to current <a href="#">Fireworks By-Law</a> .   |
| <b>Food</b>   |                          |                          |  |
| Food Sales/Served   | <input type="checkbox"/> | <input type="checkbox"/> | Provision of food service must follow Lambton County Community Health Services guidelines. The Community Health Services Department must be contacted at 519-786-2148 or 519-383-8331 directly for food service at special events. |
| Outdoor Cooking Equipment                                 |                          |                          | Specify the type of equipment and heating source:  |
| BBQ   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Other   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Vendors   |                          |                          | Food trucks are subject to the <a href="#">Food Truck By-Law</a> .   |
| Food Vendors  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Food Trucks   | <input type="checkbox"/> | <input type="checkbox"/> |  |

| <b>Fundraising</b>                            |  |  |   |
|---|--|--|---|
| Fundraising<br>Raffles, 50/50s, Bingos, etc   | <input type="checkbox"/>                             | <input type="checkbox"/>                             | A <a href="#">lottery licence</a> is required for any game of chance taking place.<br><br>A list of the participating vendors with their requirements (e.g. electrical, water, etc.) is required 30 days prior to the event date. |
| Soliciting for donations                      | <input type="checkbox"/>                             | <input type="checkbox"/>                             |   |
| Entrance fee charged                          | <input type="checkbox"/>                             | <input type="checkbox"/>                             |   |
| Sale of merchandise                           | <input type="checkbox"/>                             | <input type="checkbox"/>                             |   |
| Retail Vendors<br>Service Vendors             | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |   |
| <b>Music and Sound Amplification</b>          |  |  |   |
| Recorded Music                                | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Type:   |
| Live Music                                    | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Type:   |
| Sound Amplification will be used              | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Start Time: _____ End Time: _____   |
| <b>Road Closures</b>                          | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <a href="#">Road Closure Application</a> required   |
| <b>Tents, Temporary Structures and Stages</b> |  |  |   |
| Tent  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Quantity:<br>Size:<br>Method of securing:   |
| Stage   | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Inspection by Chief Building Official may be required.<br>Provide a drawing of the stage with dimensions.   |
| <b>Washrooms and Handwashing Stations</b>     |  |  |   |
| Portable Washrooms                            |  |  | Order through municipal provider <input type="checkbox"/> Provide Own <input type="checkbox"/>  |
| Regular                                       | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Quantity:   |
| Wheelchair accessible                         | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Quantity:   |
| Hand washing station                          | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Quantity:   |
| <b>Waste Collection/Recycling</b>             |  |  |   |
| Waste Receptacles                             |  |  | Quantity:   |
| Garbage                                       | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Quantity:   |
| Recycling                                     | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Quantity:   |
| <b>Miscellaneous Municipal Equipment</b>      |  |  |   |
| Picnic Tables                                 | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Quantity:   |
| Barricades                                    | <input type="checkbox"/>                             | <input type="checkbox"/>                             | Quantity:   |
| <b>Other Requests:</b>                        |  |  |   |

Please complete and submit the application to:

**Municipality of Lambton Shores**

9577 Port Franks Road, Theford, ON N0M 2N0 Attn: Community Services Department

Tel: 519-243-1400, option 3 Email: [events@lambtonshores.ca](mailto:events@lambtonshores.ca)

**Application and Damage Deposit Fees**

|                             |          |
|-----------------------------|----------|
| Application Fee             | \$50.00  |
| Damage Deposit ≤ 300 people | \$250.00 |
| Damage Deposit > 300 people | \$500.00 |

Rental Fees will be invoiced once the event has been approved. Fees are set in the current Municipal Fee By-Law and are subject to change.