



**MUNICIPALITY OF LAMBTON SHORES**  
**ADMINISTRATIVE POLICY**  
**OUTDOOR EVENT**

**POLICY NO.:**  
AD-CS-POL-011

<b>Responsible Dept.:</b> Community Services	<b>Effective Date:</b> September 17, 2012
<b>Author:</b>	<b>Next Review:</b>
<b>Approved by:</b> Director of Community Services	<b>Relevant Corporate Policy/By-law:</b>

## **1 PURPOSE**

- 1.1 In addition to the guidelines set forth in this policy, Event Organizers are required to abide by any existing bylaws, provincial and federal laws, and any other policies pertinent to the Municipality of Lambton Shores.
- 1.2 Note: Events at the Grand Bend Beach are subject to Grand Bend Beach Policy
- 1.3 The Municipality of Lambton Shores recognizes the importance of special events in enhancing the quality of life, tourism, culture, recreation and education, and in providing economic benefits to the local economy. The purpose of this policy is to establish guidelines for the allocation and management of special events on outdoor Municipal property. It is also in place to protect the natural environment of outdoor spaces.

## **2 DEFINITIONS**

- 2.1 Special Event - Any planned event (annually or infrequently occurring) requiring and having permission for the exclusive use of a portion of the lands for the operation of an organized activity that may be open to the public where admission is charged or not.
- 2.2 Public Event - An event that is advertised and open to the public. Admission may or may not be charged. Examples include street dances, concerts, festivals, sports tournaments, etc.
- 2.3 Private Event - An event that is not advertised and public are not invited to attend. Examples include weddings, family reunions, etc.
- 2.4 Community Event - A special event that does not profit an individual, group of individuals or a "for profit" company. Not for profit groups have an elected Executive Board, annual meeting and may have non-profit charitable numbers. To be considered a community event, the host organization must have its main focus within the Municipality of Lambton Shores. Funds raised from community events must directly contribute to the quality of life for residents of the Municipality of Lambton Shores. Proof of eligibility may be required.

Rental fees and/or service fees for community events may be waived or reduced through the Community Grant Program, at Council's discretion.

Individuals cannot operate community events.

- 2.5 Non-Community Event - An event that is held for the purpose of business, profit making or promotion of (for profit) an individual, group, organization or Corporation. Events run by non-profit organizations whose main focus is outside of the Municipality of Lambton Shores will be considered as non-community events.

### **3 HOW TO APPLY**

- 3.1 The Applicant (Event Organizer) must be a person or corporation who has the capacity to enter into a legal agreement. Event Organizers must submit a completed application form, a proposed event site plan, and the required deposits and permit fees. Applications are available at the Community Services Department and on the Municipal website ([www.lambtonshores.ca](http://www.lambtonshores.ca)), and must be forwarded to:

**Lambton Shores Community Services Department  
9577 Port Franks Road, RR #1  
Thedford, ON N0M 2N0**

- 3.2 Applications, permit fees and deposits must be received no less than 120 days prior to the event. Failure to meet this deadline may result in the event request being denied.
- 3.3 Each Event Organizer must submit an application every year. Event Organizers may be required to meet with staff to review the application and discuss details. Additional forms may be necessary depending on the activities discussed in the event. In the case where an event requires multiple locations, an application form must be submitted by each host organization.

### **4 CONSIDERATION OF APPLICATIONS**

- 4.1 The Municipality reserves the right to accept or reject applications for the use of any area or facility under its jurisdiction at its discretion.
- 4.2 A booking cannot be confirmed until the site plan and application has been approved, and appropriate fees and deposits have been paid. Staff may approve applications and site plans of events. The Director of Community Services, at his/her discretion, may request Council to review applications and site plans for new events, if deemed necessary.

### **5 GENERAL TERMS AND CONDITIONS**

- 5.1 Availability
- 5.1.1 Certain parks are available for use for special events. These include:

- Coultis Park, McRae Ball Diamond and Shipley's Grove, Forest
- Esli Dodge Conservation Area, Forest
- Grand Bend Lions' Park and Pavilion, Grand Bend
- Klondyke Sports Park, Grand Bend
- Legacy Recreation Centre Ball Diamonds and Grounds, Thedford
- Port Franks Community Centre Ball Diamond, Soccer Field and Grounds, Port Franks
- Port Franks Marina Pavilion, Port Franks
- Rotary Civic Square, Forest
- Shores Recreation Centre Grounds, Forest
- Thedford Village Green, Thedford
- Utter Ball Park, Arkona
- Whyte Park, Forest

5.1.2 Additional outdoor spaces not listed above may be requested for special events. Approval will be at the discretion of the Director of Community Services and/or Council.

- 5.2 Site Plan - The site plan drawing must contain information about the following: the placement of equipment, barriers, structures, waste receptacles, emergency access points, accessible areas for persons with disabilities, and any other equipment associated with the event, and is subject to approval. The site plan must be to scale and is due with the event application.
- 5.3 Turf Management - The Event Organizer must agree to prevent the operation of and/or the parking of any motorized vehicles on the turf area, unless the Community Services Department has given prior approval. Approval may be revoked at any time depending on weather and/or field conditions.
- 5.4 Event Length - Special events shall not impact regularly scheduled events at parks and/or sports fields. Exceptions would apply in the case of sports tournaments or if deemed acceptable by the Community Services Department.
- 5.5 Public Address Systems - amplified announcements are permitted during special events from 8:45am – 10:00pm. Amplified music is permitted from 11:00am – 9:00pm. Appropriate decibel levels will be determined by the Municipality. The Municipality reserves the right to stop any amplified noise at any time.

Exceptions may be made for existing events including, but not limited to: Canada Day, Relay for Life and Homemade Jam. Other exceptions will be at the discretion of the Director of Community Services.

- 5.6 Temporary Structures - The Ontario Building Code requires a building permit to be obtained for a single tent or group of tents whose aggregate area exceeds 646 square feet, is attached to a building, or is constructed closer than 10 feet from other tents or structures.

Building permits can be obtained from any Municipal office and must be submitted to the Building Department before final approval.

- 5.6.1 Staging: A stage inspection is required when overhead lighting, a canopy or roof structure is present. Large stages may require an engineering review and site inspection, at the discretion of the Chief Building Official. Event organizers must supply the Municipality with a copy of the stage supplier's insurance, with minimum \$2 million liability coverage, listing the Municipality of Lambton Shores as an additional insured. The policy must be in effect from stage setup to takedown.

- 5.6.2 Amusement Devices and Rides: If the event involves the use of amusement devices and rides such as: bouncy inflatables, roller coasters, revolving rides, bungee rides, go-karts, or anything that entertains people by moving them or causing them to be moved, the Event Organizer must ensure compliance of the operator with the TSSA (Technical Standards and Safety Authority).

- 5.6.2.1 The Event Organizer must:
- Provide a copy of the Ontario Amusement Device Permit for the current year from the company providing the amusement rides/devices
  - Provide a copy of insurance from the company providing the amusement rides/devices in an amount not less than \$2 million with the Municipality of Lambton Shores listed as additional insured for the setup, event days and takedown of equipment.
  - Provide a copy of the TSSA permit for the current year from the company providing the amusement rides.

- 5.7 Electrical Access: Several Lambton Shores parks are equipped with hydro service.

At the site meeting (mandatory for events requiring hydro), staff will determine if an ESA permit and electrician services are required to accommodate electrical needs. The Municipality will hire a certified

electrician to perform any necessary work, and will invoice the Event Organizer for the cost of the services.

- 5.8 Fireworks: If the event involves a fireworks display, the Event Organizer must submit an Application Form to the Clerk's Department a minimum 30 days prior to the event. Fireworks displays are subject to Lambton Shores Bylaw 16-2008.
- 5.9 Street Closures/Parades: The Event Organizer must complete an application for a Temporary Road Closure for any event where traffic flow or parking would be interrupted as a result of the event. Application forms are available from the Clerk's Department and are required at least 30 days in advance of the event.
- 5.10 Security: Event Organizers are responsible for, and may be required to provide security services during an event. Security requirements will be at the discretion of the Community Services Department. Only certified security or off duty OPP will qualify.
- 5.11 SOCAN Fees: Events playing music (whether it be a band, DJ or radio) are required to obtain a Society of Composers, Authors & Music Publishers of Canada (SOCAN) license and provide a copy to the Municipality. The Event Organizer must pay SOCAN (including royalty fees) within five (5) business days from the conclusion of the event.

The Municipality may request a deposit prior to the event for this purpose. Proof of payment shall be submitted to the Municipality. SOCAN licenses can be purchased at [www.socan.ca](http://www.socan.ca) or by calling 1-866-944-6223.

- 5.12 Damage to Facilities: The Event Organizer is responsible for any damage which occurs to the premises during the rental period, as a result of the event. If damage costs exceed the amount covered by the damage deposit, the Event Organizer will be invoiced for the additional costs.
- 5.13 Decision Respecting Damage: The Municipality, acting reasonably, shall determine the extent of any damage and cost of repairs.
- 5.14 Event Setup/Takedown: The Event Organizer is responsible for all setup/takedown of equipment associated with the event. Standard rental rates apply for setup and takedown days. The site is expected to be returned to the same condition prior to the event.

**SERVICE LOCATES ARE THE RESPONSIBLE OF  
THE EVENT ORGANIZER.**

- 5.15 **Additional Services/Equipment:** The Event Organizer is responsible for any costs that are related to the event. These costs include, but are not limited to: licensing fees, permits, applications and equipment rentals.

Municipal parks are equipped with limited supplies, and these items vary throughout the Municipality. Depending on availability, staff may transfer equipment between parks to accommodate events. Indoor equipment will not be made available in Municipal parks.

If Municipal staff are required to provide labour, equipment and materials, the services and related fees will be invoiced back to the Event Organizer at the hourly rate identified in the Municipality's current Fee Bylaw. Rates are subject to change without notice.

- 5.16 **Monitoring and Control:** Municipal staff and/or Event Organizers will be responsible on site for the monitoring and control of the event. When required, Bylaw officers and OPP will be contacted.
- 5.17 **Insurance:** The Event Organizer must maintain and provide proof of general liability insurance of no less than \$2 million naming the Municipality of Lambton Shores as additional insured for the duration of the event, including setup and takedown days.

The Municipality reserves the right to request additional liability insurance where the very nature of the event exposes the Municipality to potentially greater liability. All insurance documents must be provided at least two (2) weeks in advance. Failure to do so will result in cancellation of the event and all Municipal approvals will be revoked.

The Event Organizer agrees to indemnify and hold harmless against any liability, loss, claims, demands, costs or expenses, including reasonable legal fees, occasioned whole or in part by any negligence or acts or omissions during the use of Municipal property.

Alcohol liability is required for licensed events.

- 5.18 **Cancellations:** If an event is cancelled by the Event Organizer with written notice more than thirty (30) days before the event, the rental deposit is refunded. In all other circumstances, the deposit is forfeited.

The Municipality reserves the right to cancel and schedule events and revoke any approvals in order to ensure public safety, or if in the sole opinion of the Municipality, the Event Organizer fails to comply with the requirements of the Outdoor Events Policy or any Municipal Bylaw.

## **6 SITE VISITS**

- 6.1 A site visit may be required prior to the event at the discretion of staff. For larger events and events requiring electrical services, an on-site visit is mandatory at least 30 days in advance of the event.

## **7 LICENSED EVENTS**

- 7.1 Liquor: Liquor service at an event requires a Special Occasion Permit or caterer's endorsement in partnership with a business or service club. The Event Organizer must obtain and show proof of this permit prior to the event. Provincial legislation applies.
- 7.2 Compliance with the Municipality's Policies Regarding Alcohol Service: The Municipality will consent to use of the rental area for the service of alcohol, subject to compliance by the Event Organizer with the Municipality's policies respecting same, and such special conditions as are set out in the rental agreement.
- 7.3 Licensed Areas: Event Organizers must consult the Lambton Shores Municipal Alcohol Policy for areas that are designated as appropriate for the provision of the alcohol service.
- 7.4 Proof of Insurance: The Event Organizer must present proof of alcohol liability insurance coverage, in an amount no less than \$2 million, listing the Municipality of Lambton Shores an additional insured, not less than two (2) weeks prior to the event.
- 7.5 Glass Containers: The use of glass containers for alcohol service is strictly prohibited.
- 7.6 Washrooms: The Event Organizer is required to provide additional portable washrooms at the event at his/her expense, if deemed necessary by the Director of Community Services and/or Community Health Services Department.
- 7.7 Consumption of Alcohol: Consumption of alcohol is limited to the parameters interior of the licensed areas.

## **8 LOTTERY LICENSE**

- 8.1 If the event involves lottery of any kind (i.e. raffles), the Event Organizer must comply with all Provincial, Regional, and Municipal regulations.
- 8.2 Lottery license applications are available from any Lambton Shores Municipal Office, and are also available online at [www.agco.on.ca](http://www.agco.on.ca)
- 8.3 Licenses are issued through the Clerks and Finance Departments.

8.4 It is recommended that licenses are obtained a minimum seven days prior to the event.

8.5 Individuals cannot apply for lottery licenses.

## 9 FOOD SERVICE

9.1 If food services are required at an event, Organizers must abide by the County of Lambton Community Health Services Department policies and guidelines. A special events package is available on the Community Health Services Department website: [www.lambtonhealth.on.ca](http://www.lambtonhealth.on.ca)

## 10 WEDDING CEREMONIES

10.1 The renter is responsible for all setup and takedown of decorations and/or equipment.

10.2 Confetti and balloons are not permitted.

10.3 Wedding receptions will be at the discretion of Council. Requests must be submitted at least eight (8) months in advance.

10.4 “Reserved” signs will be provided by Lambton Shores. It is the renter’s responsibility to ensure that the area is clear of other patrons during the rental period.

## 11 DEPOSITS AND FEES

11.1 All deposits and application fees are due with the application. All rental fees are due prior to the event. If fees are not paid prior to the event, the Municipality of Lambton Shores reserves the right to cancel the event.

Facility rental fees for various parks are available from the Community Services Department. Fees are subject to change without notice.

### *Community Events and Private Events*

Description	Fee
Security Deposit – to be applied towards rental. <b>Due with application.</b>	One day rental of facility - varies
Application Fee – <b>due with application</b>	as per Fees and Charges By-law
Damage Deposit for events with less than 300 attendees – refundable upon final inspection following the event. <b>Due with application.</b>	as per Fees and Charges By-law
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. <b>Due with application.</b>	as per Fees and Charges By-law

### *Non-Community Events*

<b>Description</b>	<b>Fee</b>
Security Deposit – to be applied towards rental. <b>Due with application.</b>	One day rental of facility – varies
Application Fee – <b>due with application</b>	as per Fees and Charges By-law
Damage Deposit for events with less than 300 attendees – refundable upon final inspection following the event. <b>Due with application.</b>	as per Fees and Charges By-law
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. <b>Due with application.</b>	as per Fees and Charges By-law

## **12 COMPLIANCE**

12.1 Failure to comply with the guidelines in this policy or any existing policy, bylaw or law may result in the cancellation of the event and/or jeopardize any future rentals with the Municipality of Lambton Shores.

## **13 APPROVAL**

CAO	Date September 17, 2012
Amended/Modified/Replaced	Date



## APPLICATION FOR AN OUTDOOR EVENT

**Note:** The completed application, site plan and all other supporting documents, deposits and application fees must be submitted to the Community Services Department a minimum 120 days prior to the proposed event.

Applicants must review the Outdoor Event Policy prior to completing the application.

### A. Applicant Information

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
On Site Contact: \_\_\_\_\_  
On Site Phone Number: \_\_\_\_\_

### B. Event Information

Event Name: \_\_\_\_\_  
Preferred Location:  Coultis Park  
 McRae Ball Diamond  
 Shipley's Grove  
 Rotary Civic Square  
 Esli Dodge Conservation Area, Specify: \_\_\_\_\_  
 Grand Bend Lions' Park, Specify: \_\_\_\_\_  
 Klondyke Sports Park, Specify: \_\_\_\_\_  
 Port Franks Community Centre, Specify: \_\_\_\_\_  
 Port Franks Marina Pavilion  
 Legacy Recreation Centre, Specify: \_\_\_\_\_  
 Thedford Village Green  
 Utter Park, Specify: \_\_\_\_\_  
 Whyte Park  
 Other: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Is this an annual event?  Yes  No

Event Date(s)		Time(s) Required	
FROM: (mm/dd/yy)	TO: (mm/dd/yy)	FROM: hh:mm	TO: hh:mm
1.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
Alternate Date(s)		Alternate Time(s)	
FROM: (mm/dd/yy)	TO: (mm/dd/yy)	FROM: hh:mm	TO: hh:mm
1.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>

Event set-up to begin on: \_\_\_\_\_ at \_\_\_\_\_ am  pm   
Event clean-up to end by: \_\_\_\_\_ at \_\_\_\_\_ am  pm

**C. Event Overview**

Please provide an outline of the activities you plan to present during your event (*Include agendas and/or flyers that may be in place for your event*):

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**D. Food Service, Goods and Acceptance of Donations**

Check all that apply:

- 1. Goods or merchandise to be sold?      Yes               No
- 2. Food and/or non-alcoholic beverages      Yes               No   
    If yes, sold or served?                      Sold               Served
- 3. Alcoholic beverages:                      Yes               No   
    If yes, sold or served?                      Sold               Served

If alcoholic beverages are to be served/sold in conjunction with the event, adherence to the Municipal Alcohol Policy and provincial laws is required. Wedding receptions are not permitted in Municipal parks, unless Council approval has been obtained.

Provision of food service must follow Lambton County Community Health Services guidelines. The Community Health Services Department must be contacted directly for food service at special events.

- 4. Will participation/entrance fees be charged?      Yes               No
- 5. Will donations be solicited and/or accepted?      Yes               No

If any items are to be sold, if entrance fees are to be charged or donations to be accepted, specify for what purpose these proceeds are being raised:

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## E. Installation of Tents and Other Equipment

Do you plan to erect tent(s) or any other structures on the premises?

Yes  No

If yes, specify:

- |   |  |
|---|--|
| <input type="checkbox"/> Tent(s)                          | <input type="checkbox"/> Amusement Rides |
| <input type="checkbox"/> Inflatables (i.e. Bouncy castle) | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Stage                            | _____                                    |

Note: any structure over 646 square feet requires a building permit. Permits can be obtained for any Municipal office and must be submitted to the Building Department for final approval.

Inspections and/or approvals may be required for any structure erected on Municipal property. Proof of insurance from the equipment owner and TSSA permits are required.

**Any necessary locates are the responsibility of the Event Organizer.**

## F. Municipal Equipment

Some parks are equipped with supplies such as picnic tables, washrooms and fencing. Services and equipment required above and beyond what exists at the facility may be provided depending on availability.

If Municipal staff are required to provide labour, equipment and materials, the services and related fees will be invoiced back to the Event Organizer at the hourly rate identified in the Municipality's current Fee Bylaw. Rates are subject to change without notice.

Event Organizers are required to estimate the amount of equipment needed for the event. At least two (2) weeks prior to the event, the Organizer will provide final numbers. The Municipality of Lambton Shores will try to accommodate reasonable requests for equipment. If the Municipality is unable to supply the requested equipment, the Event Organizer is responsible for renting equipment from a supplier.

The Community Services Department will arrange for the rental of portable washrooms through the approved contract. Rental costs will be invoiced back to the Event Organizer.

Equipment	Quantity
Picnic Tables	
Snow Fence (estimate number of feet)	
Fence Posts (in ground)	
Fence Posts (above ground)	
Garbage Containers	
Recycling Bins	
Portable Washrooms	
Other:	

**G. Sound Amplification**

Do you plan to use any device or mechanism to amplify sound?    Yes             No

If yes, specify for what purpose:

\_\_\_\_\_

Date(s) of Usage		Time(s) of Usage	
FROM: (mm/dd/yy)	TO: (mm/dd/yy)	FROM: hh:mm	TO: hh:mm
1.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>

**H. Electrical Access**

Will you require access to electrical power?            Yes             No

If yes, specify the purpose:

Power that is required (amps): \_\_\_\_\_

*Note:* At the mandatory on site meeting, staff will determine if an ESA permit and electrician services are required to accommodate electrical needs. The Municipality will hire a certified electrician to perform any necessary work, and will invoice the Event Organizer for the cost of the services.

**I. Fireworks**

Will there be any fireworks displays at your event?    Yes             No

Use of fireworks requires adherence to Lambton Shores Bylaw 16-2008. A fireworks permit is required, and must be obtained a minimum 30 days before the event.

**J. Street Closures**

Does your event require any road closures?            Yes             No

An application for a Temporary Road Closure must be completed at least 30 days in advance of the event. Applications are available at the Clerk’s Department.

**K. Lottery**

Will there be any lotteries/gambling of any kind at your event?    Yes             No

Lottery licenses applications are available from any Municipal office, or online at [www.agco.on.ca](http://www.agco.on.ca). Licenses are administered through the Finance (Grand Bend) and Clerk’s (Forest) Municipal offices. It is recommended that licenses are obtained a minimum of 7 days prior to the event.

## L. Site Plan

The site plan drawing must contain information about the following: the placement of equipment, barriers, structures, waste receptacles, speakers, emergency access points, accessible areas for persons with disabilities and any other equipment associated with the event. The site plan must be to scale, and must be submitted with the application.

## M. Deposits and Fees

All deposits and application fees are due with the application. All rental fees are due 24 hours prior to the event. A rental fee schedule is available from the Community Services Department. All fees are subject to change.

### **Community Events and Private Events**

<b>Description</b>	<b>Fee</b>
Security Deposit – to be applied towards rental, <b>due with application</b>	
Application Fee – <b>due with application</b>	as per Fees and Charges By-law
Damage Deposit for events with less than 300 attendees– refundable upon final inspection following the event. <b>Due with application.</b>	as per Fees and Charges By-law
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. <b>Due with application.</b>	as per Fees and Charges By-law

### **Non-Community Events**

<b>Description</b>	<b>Fee</b>
Security Deposit – to be applied towards rental, <b>due with application</b>	
Application Fee – <b>due with application</b>	as per Fees and Charges By-law
Damage Deposit for events with less than 300 attendees– refundable upon final inspection following the event. <b>Due with application.</b>	as per Fees and Charges By-law
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. <b>Due with application.</b>	as per Fees and Charges By-law

In addition to the above rental and deposit fees, Event Organizers are responsible for any costs that are related to the event. These costs include, but are not limited to licensing fees, permits, applications, equipment rentals, etc.

If Municipal staff are required to provide labour, monitoring, equipment and materials, the services and related fees will be invoiced to the Event Organizer according to the schedule below. These fees are according to the Municipality's current Fee Bylaw and are subject to change without notice.

Note: the Event Organizer is required estimate the number of hours/types of services required. Billing will be based on actual usage and hours.

Service	Quantity	Rate	Total
Equipment Drop Off – set up by Organizer		as per Fees and Charges By-law	
Garbage Removal		as per Fees and Charges By-law	
Other			
Sub-Total Costs:			
HST:			
Total Additional Costs:			

## N. Checklist for Applicants

Item	Timeframe	Submitted	Pending	Date
Wedding Receptions – obtain Council approval	8 months prior			
Submit completed, signed application to the Community Services Department	120 days prior			
Submit application fee and deposits to the Community Services Department	120 days prior			
Submit site plan to the Community Services Department	120 days prior			
Noise exception received	120 days prior			
Contact Lambton County Community Health Services for food service	Check with Health Services for deadlines			
Obtain Liquor License from AGCO	At least 30 days prior			
Obtain Fireworks Permit	30 days prior			
Site visit with staff	30 days prior			
Apply for SOCAN License	30 days prior			
Submit Road Closure Application to the Clerk's Department	30 days prior			
Copy of General Liability Insurance provided (\$2 million)	Two weeks prior			
Copy of Alcohol Liability Insurance provided (\$2 million)	Two weeks prior			
Copy of stage insurance (\$2 million)	Two weeks prior			
Copy of TSSA permit and insurance for amusement rides and devices	Two weeks prior			

Equipment requests submitted to the Community Services Department	Two weeks prior			
Obtain Locates	Two weeks prior			
Obtain Lottery License	One week prior			
Obtain Building Permit	One week prior			
Rental Fees Due	24 Hours Prior to the event			
Building Inspection	Day of set up			
Stage Inspection/Engineering Review	Day of set up			

\*\* Note: The completed application, site plan and all other supporting documents, deposits and application fees must be submitted to the Community Services Department a minimum 120 days prior to the proposed event. Failure to meet these deadlines may result in the event request being denied.

**Lambton Shores Community Services Department  
9577 Port Franks Road, RR #1  
Thedford, ON N0M 2N0**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Applicant shall obey and observe all laws, Bylaws and regulations of the Municipality of Lambton Shores and further, the Applicant personally, jointly and severally agrees to and with the Municipality that the Applicant will indemnify and save harmless the Municipality against all loss, costs, claims, damages, actions, suits of any nature and kind whatsoever which may arise as a result of the use of the beach or any facility or area.

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**Office use only:**

Item	Date	Initials
Completed Application Form		
Application Fee		
Damage Deposit		
Security Deposit		
SOCAN License		
AGCO Permit (Liquor)		
AGCO Permit (Lottery)		
Road Closure Permit		
TSSA Permits		
ESA Permits		
Fireworks License		
Building Permit		
Insurance (Alcohol Liability)		
Insurance (Staging)		
Insurance (Amusement Rides/Devices)		
Insurance (General Liability)		
Site Visit Scheduled		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Post Event**

Facility Inspection Completed:      Yes       No

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deposit Returned:      Yes       No