

# Special Event Checklist

Checklists must be received:

- At least **120 days prior** to the event, for **large events**.
- At least **90 days prior** to your event, if your event is taking place for the **first time** or **has significantly changed**.
- At least **60 days prior** to your event, if your event is an **annual event** and has **no significant changes**.

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

## EVENT INFORMATION

<b>Event Name</b>		
<b>First Time Event</b>	<input type="checkbox"/> Yes, first time event <input type="checkbox"/> Returning Event    Date of last event:	
<b>Event Location</b>		
<b>Event Date(s)</b>		
<b>Set Up Begins</b>	Date:	Time:
<b>Event Begins</b>	Date:	Time:
<b>Event Ends</b>	Date:	Time:
<b>Clean Up Ends</b>	Date:	Time:
<b>In the event of rain/inclement weather?</b>	<input type="checkbox"/> Event will be Cancelled <input type="checkbox"/> Event will be Rescheduled	
<b>Type of Event</b> (check all that apply)  (See Special Event Guide for more information)	<input type="checkbox"/> Run/Walk/Bike/Triathlon/Motorized Ride <input type="checkbox"/> Festival/Fair <input type="checkbox"/> Parade <input type="checkbox"/> Games or Leisure Activities	<input type="checkbox"/> Public Gatherings, Information or Awareness Sessions, Commemorative Services (includes weddings, demonstrations or rallies) <input type="checkbox"/> Other:
<b>Expected Daily Attendance</b>		
<b>The event is:</b> (check all that apply)	<input type="checkbox"/> Private (invitation only) <input type="checkbox"/> 19+	<input type="checkbox"/> Open to the General Public – Free <input type="checkbox"/> Open to the General Public – Entry Fee

## APPLICANT INFORMATION

<b>Name of Organization</b>	
<b>Address (including Postal Code)</b>	
<b>Is your group a Charitable or Non-Profit Organization?</b>	<input type="checkbox"/> Yes – Charity <input type="checkbox"/> Yes – Non-Profit <input type="checkbox"/> No
<b>Phone Number</b>	
<b>Website</b>	
<b>Name of Contact Person</b>	
<b>Email Address</b>	
<b>Day of Event Cellphone Number</b>	
<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 Middlesex Centre Special Event Guide pertaining to the special event for which I am now making application;</li> <li>• The information contained in this checklist 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>	
<b>Applicant Name:</b>	<b>Signature:</b>
<b>Date:</b>	
<b>Hold Harmless and Indemnification Agreement</b>	
<p>I, the undersigned, agree that I shall release, waive and forever discharge the Corporation of the Municipality of Middlesex Centre from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that I shall at all times indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Municipality as a result of the Event Organizer's event.</p>	
<b>Applicant Name:</b>	<b>Signature:</b>
<b>Date:</b>	

## REQUIRED DOCUMENTS

**All applicants** must submit:

- Event Layout Plan (includes location of parking, food service area, tents, designated smoking area, etc.).
- Certificate of Insurance (see Special Event Guide for more information)

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

### Additional Document or Approvals Required

Depending on the nature of your event, you may also require the following documents or approvals.

Event Set-up	Required Documents or Approvals
<p><b>Will your event take place on a:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Road</li> <li><input type="checkbox"/> Sidewalk</li> </ul>	<p><b>Additional Required Documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Road Closure Application</li> <li><input type="checkbox"/> Notification letter for neighbours</li> </ul> <p>Please note that any road closures may require police presence (Paid Duty officers). Event Organizers will be required to pay any applicable fees. Please speak to Middlesex Centre to determine if your road closure requires Paid Duty officers.</p>
<p><b>Will your event take place on the following municipal property:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Park or Outdoor Facility, including but not limited to Ball Diamonds, Soccer Fields, Sport Courts, etc.</li> <li><input type="checkbox"/> Park Pavilion or Grandstand</li> <li><input type="checkbox"/> Community Centre</li> <li><input type="checkbox"/> Arena</li> <li><input type="checkbox"/> Other municipal property</li> </ul>	<p><b>Additional Required Documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rental Agreement</li> </ul>
<p><b>Will your event have a:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tent (larger than 10ft x 10ft)</li> <li><input type="checkbox"/> Stage</li> <li><input type="checkbox"/> Bleachers</li> </ul>	<p><b>Additional Required Documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building Permit Application (<a href="http://middlesexcentre.ca/building">middlesexcentre.ca/building</a>)</li> <li><input type="checkbox"/> Fire Safety Plan (if applicable)</li> </ul> <p>Please note that a tent permit will require inspection by Building Services (day before event) and may require a Fire Services inspection, depending on the size of the event.</p>
<p><b>Will your event require fencing, staking or digging?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p><b>Additional Required Documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Locates for gas, electrical and other services through Ontario One Call (1-800-400-2255). If this event is on municipal property, contact the Municipality of Middlesex Centre to arrange for locates</li> </ul> <p>Event Organizers wishing to install temporary non- ground-penetrating fencing are requested to indicate the positioning of all fence lines on the Event Layout Plan.</p>

Event Set-up	Required Documents or Approvals
<p><b>Will your event have live music or amplified sound?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Please consult with Building and By-law Services to determine if a Noise By-law Exemption is required. (<a href="http://middlesexcentre.ca/by-laws">middlesexcentre.ca/by-laws</a>)</p>
<p><b>Will your event require any of the following services/equipment from the Municipality of Middlesex Centre:</b></p> <p><input type="checkbox"/> Fencing</p> <p><input type="checkbox"/> Safety Cones</p> <p><input type="checkbox"/> Garbage Pickup</p>	<p>Please consult with the Customer Service Coordinator to determine if the loan of equipment or requested services are available for your event. Please note that additional fees may be applicable.</p>
<p><b>Will your event serve or sell alcohol?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Additional Required Documents:</b></p> <p><input type="checkbox"/> Review Middlesex Centre's Municipal Alcohol Policy (<a href="http://middlesexcentre.ca/by-laws">middlesexcentre.ca/by-laws</a>)</p> <p><input type="checkbox"/> Special Occasion Permit application to the Alcohol and Gaming Commission of Ontario (AGCO)</p> <p>Please note that a Special Occasion Permit will require a notification letter to the Municipality of Middlesex Centre <b><u>at least 30 days</u></b> prior to the permit being issued.</p>
<p><b>Will your event serve or sell:</b></p> <p><input type="checkbox"/> Food – served by event organization</p> <p><input type="checkbox"/> Food – served by caterer</p> <p><input type="checkbox"/> Food – served by a food truck</p>	<p><b>Additional Required Documents:</b></p> <p><input type="checkbox"/> Special Event Organizer application to the Middlesex-London Health Unit <b><u>at least 30 days</u></b> prior to the permit being issued.</p> <p>and/or</p> <p><input type="checkbox"/> A list of caterers provided to the Customer Service Supervisor <b><u>at least 7 days</u></b> prior to the event.</p> <p>and/or</p> <p><input type="checkbox"/> For food trucks, review Middlesex's Centre Mobile Food Outlet By-law and meet any applicable requirements (<a href="http://middlesexcentre.ca/by-laws">middlesexcentre.ca/by-laws</a>)</p> <p>Note: Under the Smoke-Free Ontario Act, smoking is prohibited within 9 meters (29.5 ft) of a patio (designated area of outdoor food service).</p>
<p><b>Will your event have Open Air Burning?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Please consult with Middlesex Centre Fire Services (<a href="http://middlesexcentre.ca/fire">middlesexcentre.ca/fire</a>)</p>
<p><b>Will your event have fireworks or pyrotechnical displays?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Please consult with Middlesex Centre Fire Services (<a href="http://middlesexcentre.ca/fire">middlesexcentre.ca/fire</a>) as fireworks are allowed only on certain days without an exemption, and larger (commercial) fireworks require a permit at all times.</p>

Event Set-up	Required Documents or Approvals
<p><b>Will your event include fundraising or lottery games?</b></p> <p><input type="checkbox"/> Fundraising</p> <p><input type="checkbox"/> Lottery</p>	<p>Please consult with the Office of the Clerk to determine if a Lottery Licence is required (<a href="http://middlesexcentre.ca/clerks">middlesexcentre.ca/clerks</a>)</p>
<p><b>Will your event use an additional hydro source such as a generator?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Additional Required Documents:</b></p> <p><input type="checkbox"/> Fire Safety Plan (if applicable)</p> <p><input type="checkbox"/> Electrical inspection by the Electrical Safety Authority (ESA) 1-800-667-4278</p>
<p><b>Will your event have vendors or merchandise for sale?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Additional Required Documents:</b></p> <p><input type="checkbox"/> A list of vendors and type of merchandise to be sold, provided to the Customer Service Coordinator <b>at least 7 days</b> prior to the event.</p>
<p><b>Will your event have carnival or amusement rides?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Additional Required Documents:</b></p> <p><input type="checkbox"/> Certificate of Insurance from the vendor (see Special Event Guide for more information)</p> <p><input type="checkbox"/> Mechanical Fitness Permit issued by the Technical Standards and Safety Authority</p>
<p><b>Will your event have bouncy castles or inflatable devices?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Additional Required Documents:</b></p> <p><input type="checkbox"/> Certificate of Insurance from the vendor (see Special Event Guide for more information)</p> <p><input type="checkbox"/> Safety information for each device issued by the Technical Standards and Safety Authority</p>
<p><b>Will your event have animals or a petting zoo?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the Provincial Animal Welfare Services Act. Consult Provincial Animal Welfare Services at 1-833-926-4625 for information on these requirements.</p> <p>All animal exhibit areas must be shown on the Event Layout Plan, illustrating how the animal exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer intends to contain and mitigate the potential for animal wastes to impact adjacent receptors.</p>

## SUBMIT CHECKLIST

Please complete and submit this checklist to:

**Municipality of Middlesex Centre – Community Services**  
 1 Tunks Lane, Komoka, ON, N0L 1R0  
 Tel: 519-601-8022 ext 5110 – Email: [bookafacility@middlesexcentre.ca](mailto:bookafacility@middlesexcentre.ca)

Personal information on this form is collected under the authority of the Municipal Act 2001 P.S.O. c45. The information will be used for the purpose of determining eligibility for special events. Questions about the collection of this information can be directed to the Municipal Clerk, Municipality of Middlesex Centre, 10227 Ilderton Rd., Ilderton, ON, N0M 2A0, Tel: 519-601-8022 Email: [clerk@middlesexcentre.ca](mailto:clerk@middlesexcentre.ca).