

SPECIAL EVENT PERMIT APPLICATION FORM

Application payment does not reserve booking.

PART 1 – APPLICANT INFORMATION

Final Application upon approval must include:

- Permit Fee(s) – additional fees may be required pursuant to Fees & Charges By-law
- Hold Harmless Agreement (signed & dated)
- Certificate of Insurance - \$2 million liability insurance (may be higher for certain higher risk events) naming The Corporation of The Town of Whitchurch-Stouffville as additional insured party.

COMPLETED APPLICATIONS TO BE SUBMITTED:

- | | |
|---|--|
| <input type="checkbox"/> 6 months prior to the event date:
<i>(Major Town Events, Facility Specific Events (large), Small Private Events)</i> | <input type="checkbox"/> 15 working days prior to event date:
<i>(Neighbourhood Events, Facility Specific Events (smaller), Filming)</i> |
|---|--|

Name of Group/Organization and/or Event Sponsor:

Applicant:

Mailing Address:

P.O. Box/Street Address

City/Town

Province

Postal Code

Event Coordinator Contact Information:

Name

Email

Daytime Phone:

Mobile Phone:

Fax

Telephone number and area code

Event Day Contact:

Mobile Phone

Name

Telephone number and area code

TYPE OF ORGANIZATION:

Resident

Charitable Organization/
Registered Non-Profit

Other (please specify)

Town of Whitchurch-Stouffville

Social Service Organization

Commercial

Community User Group

Minor User Group

Non-Resident

EVENT INFORMATION

Nature and Objectives of the Organization/Event (including intended use of profits generated)



Proposed Date(s) of Event: (including set up and take down times)	
Is this a repeat event? If so, please provide the date(s) and location(s) of previous events	
Describe any changes from previous events:	

TYPE OF EVENT:	
Appendix 1 <i>Major Town Events</i>	<input type="checkbox"/> Events open to the entire community <input type="checkbox"/> Festival <input type="checkbox"/> Map or Site Plan of all facilities and structures required <input type="checkbox"/> Temporary Road Closure (if applicable) <input type="checkbox"/> Lottery License (if applicable) <input type="checkbox"/> Liquor Permit (if applicable)
Appendix 2 <i>Tournaments</i>	<input type="checkbox"/> Sporting Event (non-run/walk) <input type="checkbox"/> Run/Walk/Bike <input type="checkbox"/> Map or Site Plan of all facilities and structures required <input type="checkbox"/> Lottery License (if applicable) <input type="checkbox"/> Liquor Permit (if applicable) <input type="checkbox"/> Temporary Road Closure (if applicable)
Appendix 3 <i>Facility Specific Events</i>	<input type="checkbox"/> Temporary Road Closure (if applicable) <input type="checkbox"/> Lottery License (if applicable) <input type="checkbox"/> Liquor Permit (if applicable)
Appendix 4 <i>Neighbourhood Events</i>	<input type="checkbox"/> Neighbourhood Street Party <input type="checkbox"/> Temporary Road Closure (if applicable)
Appendix 5 <i>Small Private Events</i>	<input type="checkbox"/> Temporary Road Closure (if applicable) <input type="checkbox"/> Lottery License (if applicable) <input type="checkbox"/> Liquor Permit (if applicable)
Appendix 6 <i>Filming</i>	<input type="checkbox"/> Film Production <input type="checkbox"/> Student Film <input type="checkbox"/> Temporary Road Closure (if applicable)
<i>Other (please specify):</i>	

Personal information contained in this form is collected under the authority *Municipal Act*, as amended and will be used to determine eligibility for a special event permit. Questions about this collection should be directed to the Facilities Bookings Clerk, Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, ON L4A 0Z8 905 640-1900 /1-855-642-8696 ext. 2287

Office Use Only		
Circulation <input type="checkbox"/> Leisure & Community Services <input type="checkbox"/> Public Works <input type="checkbox"/> Finance Department	<input type="checkbox"/> Fire & Emergency Services <input type="checkbox"/> Clerk's Department <input type="checkbox"/> By-law Services	Additional Approvals if applicable <input type="checkbox"/> Chief Building Official (tent permit) <input type="checkbox"/> York Regional Police <input type="checkbox"/> York Region Public Health
Special Conditions Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved by: _____ Director of Leisure & Community Services		Date: _____
Receipt No. _____	Permit No. _____	



**PART 2 - RESPONSIBILITIES OF THE APPLICANT
HOLD HARMLESS AGREEMENT**

Special Event

Date(s) and Time(s)

In consideration of the granting to the Applicant of a Special Event Permit, the Applicant covenants and agrees as follows:

1. The Applicant shall use due care in the permitted space to ensure that no person is injured, no property is damaged, or lost and no rights are infringed.
2. The Applicant shall be solely responsible for, and shall indemnify and save harmless The Corporation of the Town of Whitchurch-Stouffville and its officers, employees and agents from and against, all losses, claims, liabilities and demands arising from or in any way incidental to or connected with the use of the permitted space and the special event referred to below, including but not limited to the following:
 - o any death, injury to persons, and/or any damage to or loss of property;
 - o any violation or infringement of any property rights;
 - o any wrongful or negligent act or omission of the Applicant, any agent, invitee, officer, director or employee of the Applicant, or any other person authorized by the Applicant; and/or
 - o the breach of any term or condition of the Permit by the Applicant, any agent, invitee, officer, director or employee of the Applicant, or any other person authorized by the Applicant.

Cancellation of Permit

The Permit may be cancelled immediately if the Applicant fails to comply with any of the terms and conditions of the Permit or this document. Any unauthorized structures or works left on the permitted space may be removed by The Corporation of the Town of Whitchurch-Stouffville at the Applicant's sole cost.

Name of Applicant (please print): _____

Signature of Applicant: _____ Date: _____

Name of Witness (please print): _____

Signature of Witness: _____ Date: _____



APPENDIX 1 – MAJOR EVENTS

Festivals or Events open to the entire community that will potentially draw large numbers of people and enhance tourism. Coordinated by a separate committee, conducting all the planning, organizing and implementation.

ADDITIONAL REQUIREMENTS TO THE SPECIAL EVENTS APPLICATION SPECIFIC TO MAJOR EVENTS

- Map or Site Plan of all facilities and structures Building Permit (tent) (if applicable)
- List of Food Vendors participating (invited)
- Notice to affected parties for temporary road closure
- Copy of Special Occasion Permit (if applicable) Copy of Lottery License (if applicable)

FACILITIES REQUESTED:			
Memorial Park	<input type="checkbox"/> Common Area	<input type="checkbox"/> Ball Diamond	<input type="checkbox"/> Pavilion
WS Leisure Complex	<input type="checkbox"/> Multi-purpose Room	<input type="checkbox"/> Small Large Multi-purpose Room	<input type="checkbox"/> Pool
Stouffville Arena	<input type="checkbox"/> Large Multi-Purpose Room <input type="checkbox"/> Soccer Pitch A (regulation)	<input type="checkbox"/> Small Multi-Purpose Room <input type="checkbox"/> Soccer Pitch B (regulation)	<input type="checkbox"/> Lobby <input type="checkbox"/> Boardroom <input type="checkbox"/> Connell-Franklin Track <input type="checkbox"/> Ice pads <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Dry pads <input type="checkbox"/> A <input type="checkbox"/> B
Stouffville Clippers Sports Complex	<input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Boardroom	<input type="checkbox"/> Ice Pads <input type="checkbox"/> Acton 1 <input type="checkbox"/> Acton 2	
Ballantrae Community Centre	<input type="checkbox"/> Entire Hall	<input type="checkbox"/> Half Hall	
Lemonville Community Centre	<input type="checkbox"/> Entire Hall		
WS Museum & Community Centre	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Community Room	
Bethesda Park	<input type="checkbox"/> Ball Diamond (adult) <input type="checkbox"/> Soccer Pitch B (mini)	<input type="checkbox"/> Ball Diamond (adult) <input type="checkbox"/> Soccer Pitch C (mini)	<input type="checkbox"/> Soccer Pitch A (mini) <input type="checkbox"/> Soccer pitch D (mini) <input type="checkbox"/> Soccer Pitch #1 (regulation)
Ballantrae Park	<input type="checkbox"/> Ball Diamond (adult)	<input type="checkbox"/> Soccer Pitch (regulation) <input type="checkbox"/> Soccer Pitch (regulation)	

Equipment Required:		
<input type="checkbox"/> Picnic Tables	<input type="checkbox"/> Garbage/Recycling Receptacles	<input type="checkbox"/> Portable Sound System
<input type="checkbox"/> Snow fencing	<input type="checkbox"/> T-Bar Posts	<input type="checkbox"/> Megaphone
<input type="checkbox"/> Risers for a stage	<input type="checkbox"/> Tables	<input type="checkbox"/> Folding chairs
<input type="checkbox"/> Other (please specify)		

Projected Number of People:	Participants	Spectators	Volunteers
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How will these individuals be identified?



ADMISSION	<input type="checkbox"/> Public <input type="checkbox"/> Private
<input type="checkbox"/> Participants required to register or purchase tickets for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please elaborate

TEMPORARY ROAD CLOSURE (if applicable):	
Roads within the Jurisdiction of The Town of Whitchurch-Stouffville: (attached list if necessary)	
<input type="checkbox"/> Road Barriers closure (Memorial Park Only)	<input type="checkbox"/> Road Barricades
<input type="checkbox"/> Temporary Road Closure Awareness form (if applicable)	<input type="checkbox"/> Region of York Road Occupancy Permit (if applicable)

NOTE: ROAD OCCUPANCY PERMIT MUST BE OBTAINED FROM THE REGIONAL MUNICIPALITY OF YORK FOR THE FOLLOWING REGIONAL ROADWAYS www.york.ca

Aurora Road, Bloomington Road, Davis Drive, Kennedy Road, McCowan Road, Ninth Line, Stouffville Road (from Hwy #404 to Hwy #48) Vivian Road, Warden Avenue, and York/Durham Line.

LOTTERY LICENSE REQUIREMENTS (if applicable)		
Applications and Guidelines available at www.agco.ca		
Prize Value <input type="checkbox"/> Up to \$4,900	<input type="checkbox"/> \$5,000 to \$49,999	<input type="checkbox"/> \$50,000 and up
<input type="checkbox"/> Licensee:	<input type="checkbox"/> Lottery License #	
Contact the Clerk's department for more information regarding lottery licenses ext. 2225		

MUNICIPAL ALCOHOL POLICY REQUIREMENTS	
Special Occasion Permits (SOP) Applications and Guidelines available at www.agco.ca	
Applications to be submitted to the LCBO as follows:	
<input type="checkbox"/> 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event	<input type="checkbox"/> 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.
<input type="checkbox"/> SOP # Provide a copy	<input type="checkbox"/> Safe Transportation Home Program
<input type="checkbox"/> Record of Event Workers	<input type="checkbox"/> Special Occasion Permit Holder Agreement

Office Use Only		
Circulation		Additional Approvals if applicable
<input type="checkbox"/> Leisure & Community Services	<input type="checkbox"/> Fire & Emergency Services	<input type="checkbox"/> Chief Building Official (tent permit)
<input type="checkbox"/> Public Works	<input type="checkbox"/> Clerk's Department	<input type="checkbox"/> York Regional Police
<input type="checkbox"/> Finance Department	<input type="checkbox"/> By-law Services	<input type="checkbox"/> York Region Public Health
Special Conditions Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved by: _____ Director of Leisure & Community Services		Date: _____



APPENDIX 2 - TOURNAMENTS

Major sporting events taking place over a day or several days, coordinated by third party organization or group, hosting many teams, usually from both within and outside of the local community

ADDITIONAL REQUIREMENTS TO THE SPECIAL EVENTS APPLICATION SPECIFIC TO TOURNAMENTS

- Notice to affected parties for temporary road closure
Copy of Lottery License (if applicable)
Copy of Special Occasion Permit (if applicable)

Run/Walk/Bike a-thons

- Route Map including: start and finish area, water/aid stations, and entertainment areas

Sporting Event (non-run/walk)

- Building Permit (tent) (if applicable)

Table with 4 columns: Facility Name, Common Area, Ball Diamond, Pavilion, Multi-purpose Room, Small Large Multi-purpose Room, Pool, Large Multi-Purpose Room, Soccer Pitch A, Small Multi-Purpose Room, Soccer Pitch B, Lobby, Boardroom, Connell-Franklin Track, Ice pads, Dry pads, Multi-purpose Room, Boardroom, Ice Pads, Acton 1, Acton 2, Entire Hall, Half Hall, Entire Hall, Main Hall, Community Room, Ball Diamond, Soccer Pitch A, Soccer Pitch B, Soccer Pitch C, Soccer Pitch #1, Ball Diamond, Soccer Pitch, Soccer Pitch.

Equipment Required table with 3 columns: Picnic Tables, Garbage/Recycling Receptacles, Portable Sound System, Snow fencing, T-Bar Posts, Megaphone, Risers for a stage, Tables, Folding chairs, Other (please specify)

Projected Number of People table with 4 columns: Participants, Spectators, Volunteers

How will these individuals be identified?



ADMISSION	<input type="checkbox"/> Public	<input type="checkbox"/> Private
<input type="checkbox"/> Participants required to register or purchase tickets for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please elaborate	

TEMPORARY ROAD CLOSURE (if applicable):	
Roads within the Jurisdiction of The Town of Whitchurch-Stouffville: (attached list if necessary)	
<input type="checkbox"/> Road Barriers closure (Memorial Park Only)	<input type="checkbox"/> Road Barricades
<input type="checkbox"/> Temporary Road Closure Awareness form (if applicable)	<input type="checkbox"/> Region of York Road Occupancy Permit (if applicable)

NOTE: ROAD OCCUPANCY PERMIT MUST BE OBTAINED FROM THE REGIONAL MUNICIPALITY OF YORK FOR THE FOLLOWING REGIONAL ROADWAYS www.york.ca

Aurora Road, Bloomington Road, Davis Drive, Kennedy Road, McCowan Road, Ninth Line, Stouffville Road (from Hwy #404 to Hwy #48) Vivian Road, Warden Avenue, and York/Durham Line.

LOTTERY LICENSE REQUIREMENTS (if applicable)		
Applications and Guidelines available at www.agco.ca		
Prize Value <input type="checkbox"/> Up to \$4,900	<input type="checkbox"/> \$5,000 to \$49,999	<input type="checkbox"/> \$50,000 and up
<input type="checkbox"/> Licensee:	<input type="checkbox"/> Lottery License #	
Contact the Clerk's department for more information regarding lottery licenses ext. 2225		

MUNICIPAL ALCOHOL POLICY REQUIREMENTS	
Special Occasion Permits (SOP) Applications and Guidelines available at www.agco.ca	
Applications to be submitted to the LCBO as follows:	
<input type="checkbox"/> 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event	<input type="checkbox"/> 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.
<input type="checkbox"/> SOP # Provide a copy	<input type="checkbox"/> Safe Transportation Home Program
<input type="checkbox"/> Record of Event Workers	<input type="checkbox"/> Special Occasion Permit Holder Agreement

Office Use Only		
Circulation		Additional Approvals if applicable
<input type="checkbox"/> Leisure & Community Services	<input type="checkbox"/> Fire & Emergency Services	<input type="checkbox"/> Chief Building Official (tent permit)
<input type="checkbox"/> Public Works	<input type="checkbox"/> Clerk's Department	<input type="checkbox"/> York Regional Police
<input type="checkbox"/> Finance Department	<input type="checkbox"/> By-law Services	<input type="checkbox"/> York Region Public Health
Special Conditions Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved by: _____		Date: _____
Director of Leisure & Community Services		



APPENDIX 3 - FACILITY SPECIFIC EVENTS

Coordinated within a facility or Town Park, usually with a very specific target audience. Can vary from a sporting event, trade show, fundraiser, cultural entertainment or public meeting.

ADDITIONAL REQUIREMENTS TO THE SPECIAL EVENTS APPLICATION SPECIFIC TO TOURNAMENTS

- Map or Site Plan of all facilities and structures
- Building Permit (tent) (if applicable)
- Notice to affected parties for temporary road closure
- Copy of Special Occasion Permit (if applicable)
- Copy of Lottery License (if applicable)

FACILITIES REQUESTED:			
Memorial Park	<input type="checkbox"/> Common Area	<input type="checkbox"/> Ball Diamond	<input type="checkbox"/> Pavilion
WS Leisure Complex	<input type="checkbox"/> Multi-purpose Room	<input type="checkbox"/> Small Large Multi-purpose Room	<input type="checkbox"/> Pool
Stouffville Arena	<input type="checkbox"/> Large Multi-Purpose Room <input type="checkbox"/> Soccer Pitch A (regulation)	<input type="checkbox"/> Small Multi-Purpose Room <input type="checkbox"/> Soccer Pitch B (regulation)	<input type="checkbox"/> Lobby <input type="checkbox"/> Boardroom <input type="checkbox"/> Connell-Franklin Track <input type="checkbox"/> Ice pads <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Dry pads <input type="checkbox"/> A <input type="checkbox"/> B
Stouffville Clippers Sports Complex	<input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Boardroom	<input type="checkbox"/> Ice Pads <input type="checkbox"/> Acton 1 <input type="checkbox"/> Acton 2	
Ballantrae Community Centre	<input type="checkbox"/> Entire Hall	<input type="checkbox"/> Half Hall	
Lemonville Community Centre	<input type="checkbox"/> Entire Hall		
WS Museum & Community Centre	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Community Room	
Bethesda Park	<input type="checkbox"/> Ball Diamond (adult) <input type="checkbox"/> Soccer Pitch B (mini)	<input type="checkbox"/> Ball Diamond (adult) <input type="checkbox"/> Soccer Pitch C (mini)	<input type="checkbox"/> Soccer Pitch A (mini) <input type="checkbox"/> Soccer pitch D (mini) <input type="checkbox"/> Soccer Pitch #1 (regulation)
Ballantrae Park	<input type="checkbox"/> Ball Diamond (adult)	<input type="checkbox"/> Soccer Pitch (regulation) <input type="checkbox"/> Soccer Pitch (regulation)	

Equipment Required:		
<input type="checkbox"/> Picnic Tables	<input type="checkbox"/> Garbage/Recycling Receptacles	<input type="checkbox"/> Portable Sound System
<input type="checkbox"/> Snow fencing	<input type="checkbox"/> T-Bar Posts	<input type="checkbox"/> Megaphone
<input type="checkbox"/> Risers for a stage	<input type="checkbox"/> Tables	<input type="checkbox"/> Folding chairs

<input type="checkbox"/> Other (please specify)			
Projected Number of People:	Participants	Spectators	Volunteers

How will these individuals be identified?



ADMISSION	<input type="checkbox"/> Public <input type="checkbox"/> Private
<input type="checkbox"/> Participants required to register or purchase tickets for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please elaborate

TEMPORARY ROAD CLOSURE (if applicable):
Roads within the Jurisdiction of The Town of Whitchurch-Stouffville: (attached list if necessary)

<input type="checkbox"/> Road Barriers closure (Memorial Park Only)	<input type="checkbox"/> Road Barricades
<input type="checkbox"/> Temporary Road Closure Awareness form (if applicable)	<input type="checkbox"/> Region of York Road Occupancy Permit (if applicable)

NOTE: ROAD OCCUPANCY PERMIT MUST BE OBTAINED FROM THE REGIONAL MUNICIPALITY OF YORK FOR THE FOLLOWING REGIONAL ROADWAYS www.york.ca
Aurora Road, Bloomington Road, Davis Drive, Kennedy Road, McCowan Road, Ninth Line, Stouffville Road (from Hwy #404 to Hwy #48) Vivian Road, Warden Avenue, and York/Durham Line.

LOTTERY LICENSE REQUIREMENTS (if applicable)
Applications and Guidelines available at www.agco.ca

Prize Value Up to \$4,900 \$5,000 to \$49,999 \$50,000 and up

<input type="checkbox"/> Licensee:	<input type="checkbox"/> Lottery License #
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Contact the Clerk's department for more information regarding lottery licenses ext. 2225

MUNICIPAL ALCOHOL POLICY REQUIREMENTS

Special Occasion Permits (SOP) Applications and Guidelines available at www.agco.ca
Applications to be submitted to the LCBO as follows:

<input type="checkbox"/> 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event	<input type="checkbox"/> 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.
<input type="checkbox"/> SOP # Provide a copy	<input type="checkbox"/> Safe Transportation Home Program
<input type="checkbox"/> Record of Event Workers	<input type="checkbox"/> Special Occasion Permit Holder Agreement

Office Use Only

Circulation <input type="checkbox"/> Leisure & Community Services <input type="checkbox"/> Public Works <input type="checkbox"/> Finance Department	<input type="checkbox"/> Fire & Emergency Services <input type="checkbox"/> Clerk's Department <input type="checkbox"/> By-law Services	Additional Approvals if applicable <input type="checkbox"/> Chief Building Official (tent permit) <input type="checkbox"/> York Regional Police <input type="checkbox"/> York Region Public Health
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Special Conditions Attached: Yes No

Approved by: _____ Date: _____
Director of Leisure & Community Services



APPENDIX 4 - NEIGHBOURHOOD EVENTS

Smaller, more local type events, usually open to residents and non-residents, but most participants are drawn from the local community. Often the type of event coordinated by a Councillor, organization or local community group, in their ward at a local community centre.

ADDITIONAL REQUIREMENTS TO THE SPECIAL EVENTS APPLICATION SPECIFIC TO TOURNAMENTS

- Street Party
- Temporary Road Closure Awareness Form
- Notice to affected parties for temporary road closure
- Copy of Special Occasion Permit (if applicable)
- Copy of Lottery License (if applicable)

FACILITIES REQUESTED:			
Memorial Park	<input type="checkbox"/> Common Area	<input type="checkbox"/> Ball Diamond	<input type="checkbox"/> Pavilion
WS Leisure Complex	<input type="checkbox"/> Multi-purpose Room	<input type="checkbox"/> Small Large Multi-purpose Room	<input type="checkbox"/> Pool
Stouffville Arena	<input type="checkbox"/> Large Multi-Purpose Room <input type="checkbox"/> Soccer Pitch A (regulation)	<input type="checkbox"/> Small Multi-Purpose Room <input type="checkbox"/> Soccer Pitch B (regulation)	<input type="checkbox"/> Lobby <input type="checkbox"/> Boardroom <input type="checkbox"/> Connell-Franklin Track <input type="checkbox"/> Ice pads <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Dry pads <input type="checkbox"/> A <input type="checkbox"/> B
Stouffville Clippers Sports Complex	<input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Boardroom	<input type="checkbox"/> Ice Pads <input type="checkbox"/> Acton 1 <input type="checkbox"/> Acton 2	
Ballantrae Community Centre	<input type="checkbox"/> Entire Hall	<input type="checkbox"/> Half Hall	
Lemonville Community Centre	<input type="checkbox"/> Entire Hall		
WS Museum & Community Centre	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Community Room	
Bethesda Park	<input type="checkbox"/> Ball Diamond (adult) <input type="checkbox"/> Soccer Pitch B (mini)	<input type="checkbox"/> Ball Diamond (adult) <input type="checkbox"/> Soccer Pitch C (mini)	<input type="checkbox"/> Soccer Pitch A (mini) <input type="checkbox"/> Soccer pitch D (mini) <input type="checkbox"/> Soccer Pitch #1 (regulation)
Ballantrae Park	<input type="checkbox"/> Ball Diamond (adult)	<input type="checkbox"/> Soccer Pitch (regulation) <input type="checkbox"/> Soccer Pitch (regulation)	

Equipment Required:			
<input type="checkbox"/> Picnic Tables	<input type="checkbox"/> Garbage/Recycling Receptacles	<input type="checkbox"/> Portable Sound System	
<input type="checkbox"/> Snow fencing	<input type="checkbox"/> T-Bar Posts	<input type="checkbox"/> Megaphone	
<input type="checkbox"/> Risers for a stage	<input type="checkbox"/> Tables	<input type="checkbox"/> Folding chairs	
<input type="checkbox"/> Other (please specify)			
Projected Number of People:	Participants	Spectators	Volunteers

How will these individuals be identified?



ADMISSION	<input type="checkbox"/> Public <input type="checkbox"/> Private
<input type="checkbox"/> Participants required to register or purchase tickets for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please elaborate

TEMPORARY ROAD CLOSURE (if applicable):	
Roads within the Jurisdiction of The Town of Whitchurch-Stouffville: (attached list if necessary)	
<input type="checkbox"/> Road Barriers closure (Memorial Park Only)	<input type="checkbox"/> Road Barricades
<input type="checkbox"/> Temporary Road Closure Awareness form (if applicable)	<input type="checkbox"/> Region of York Road Occupancy Permit (if applicable)

NOTE: ROAD OCCUPANCY PERMIT MUST BE OBTAINED FROM THE REGIONAL MUNICIPALITY OF YORK FOR THE FOLLOWING REGIONAL ROADWAYS www.york.ca

Aurora Road, Bloomington Road, Davis Drive, Kennedy Road, McCowan Road, Ninth Line, Stouffville Road (from Hwy #404 to Hwy #48) Vivian Road, Warden Avenue, and York/Durham Line.

LOTTERY LICENSE REQUIREMENTS (if applicable)		
Applications and Guidelines available at www.agco.ca		
Prize Value <input type="checkbox"/> Up to \$4,900	<input type="checkbox"/> \$5,000 to \$49,999	<input type="checkbox"/> \$50,000 and up
<input type="checkbox"/> Licensee:	<input type="checkbox"/> Lottery License #	
Contact the Clerk's department for more information regarding lottery licenses ext. 2225		

MUNICIPAL ALCOHOL POLICY REQUIREMENTS	
Special Occasion Permits (SOP) Applications and Guidelines available at www.agco.ca	
Applications to be submitted to the LCBO as follows:	
<input type="checkbox"/> 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event	<input type="checkbox"/> 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.
<input type="checkbox"/> SOP # Provide a copy	<input type="checkbox"/> Safe Transportation Home Program
<input type="checkbox"/> Record of Event Workers	<input type="checkbox"/> Special Occasion Permit Holder Agreement

Office Use Only		
Circulation		Additional Approvals if applicable
<input type="checkbox"/> Leisure & Community Services	<input type="checkbox"/> Fire & Emergency Services	<input type="checkbox"/> Chief Building Official (tent permit)
<input type="checkbox"/> Public Works	<input type="checkbox"/> Clerk's Department	<input type="checkbox"/> York Regional Police
<input type="checkbox"/> Finance Department	<input type="checkbox"/> By-law Services	<input type="checkbox"/> York Region Public Health

Special Conditions Attached: Yes No

Approved by: _____
Director of Leisure & Community Services

Date: _____



TEMPORARY ROAD CLOSURE AWARENESS FORM

The Undersigned are aware of the Temporary Closure of:

STREET:	
NUMBERS:	from <input type="text"/> to <input type="text"/>
DATE:	date <input type="text"/>
TIME:	time <input type="text"/>

For the Purpose of Holding a Street Party and have no objections.
To be signed by neighbours adjacent to closure:

NAME	ADDRESS	SIGNATURE



APPENDIX 5 - SMALL PRIVATE EVENTS

Very focused, private type of events organized for specific attendees, through a permit of a Town Park or facility. Local groups such as Cubs/Brownies or private individuals are examples of such users.

ADDITIONAL REQUIREMENTS TO THE SPECIAL EVENTS APPLICATION SPECIFIC TO SMALL PRIVATE EVENTS

- Street Party, Temporary Road Closure Awareness Form, Notice to affected parties for temporary road closure, Copy of Special Occasion Permit (if applicable), Copy of Lottery License (if applicable)

Table with 4 columns: Facility Name, Common Area, Ball Diamond, Pavilion, Multi-purpose Room, Small Large Multi-purpose Room, Pool, Large Multi-Purpose Room, Small Multi-Purpose Room, Lobby, Boardroom, Connell-Franklin Track, Soccer Pitch A (regulation), Soccer Pitch B (regulation), Ice pads A B, Dry pads A B, Multi-purpose Room, Boardroom, Ice Pads, Acton 1, Acton 2, Entire Hall, Half Hall, Entire Hall, Main Hall, Community Room, Ball Diamond (adult), Soccer Pitch B (mini), Ball Diamond (adult), Soccer Pitch C (mini), Soccer Pitch A (mini), Soccer pitch D (mini), Soccer Pitch #1 (regulation), Ball Diamond (adult), Soccer Pitch (regulation), Soccer Pitch (regulation)

Equipment Required table with 3 columns: Picnic Tables, Snow fencing, Risers for a stage, Garbage/Recycling Receptacles, T-Bar Posts, Tables, Portable Sound System, Megaphone, Folding chairs

Projected Number of People table with 4 columns: Participants, Spectators, Volunteers, Other (please specify)

How will these individuals be identified?



ADMISSION	<input type="checkbox"/> Public <input type="checkbox"/> Private
<input type="checkbox"/> Participants required to register or purchase tickets for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please elaborate

TEMPORARY ROAD CLOSURE (if applicable):	
Roads within the Jurisdiction of The Town of Whitchurch-Stouffville: (attached list if necessary)	
<input type="checkbox"/> Road Barriers closure (Memorial Park Only)	<input type="checkbox"/> Road Barricades
<input type="checkbox"/> Temporary Road Closure Awareness form (if applicable)	<input type="checkbox"/> Region of York Road Occupancy Permit (if applicable)

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LOTTERY LICENSE REQUIREMENTS (if applicable)		
Applications and Guidelines available at www.agco.ca		
Prize Value <input type="checkbox"/> Up to \$4,900	<input type="checkbox"/> \$5,000 to \$49,999	<input type="checkbox"/> \$50,000 and up
<input type="checkbox"/> Licensee:	<input type="checkbox"/> Lottery License #	
Contact the Clerk's department for more information regarding lottery licenses ext. 2225		

MUNICIPAL ALCOHOL POLICY REQUIREMENTS	
Special Occasion Permits (SOP) Applications and Guidelines available at www.agco.ca	
Applications to be submitted to the LCBO as follows:	
<input type="checkbox"/> 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event	<input type="checkbox"/> 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.
<input type="checkbox"/> SOP # Provide a copy	<input type="checkbox"/> Safe Transportation Home Program
<input type="checkbox"/> Record of Event Workers	<input type="checkbox"/> Special Occasion Permit Holder Agreement

Office Use Only		
Circulation <input type="checkbox"/> Leisure & Community Services <input type="checkbox"/> Public Works <input type="checkbox"/> Finance Department	<input type="checkbox"/> Fire & Emergency Services <input type="checkbox"/> Clerk's Department <input type="checkbox"/> By-law Services	Additional Approvals if applicable <input type="checkbox"/> Chief Building Official (tent permit) <input type="checkbox"/> York Regional Police <input type="checkbox"/> York Region Public Health
Special Conditions Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved by: _____ Director of Leisure & Community Services		Date: _____



TEMPORARY ROAD CLOSURE AWARENESS FORM

The Undersigned are aware of the Temporary Closure of:

STREET:	
NUMBERS:	from to
DATE:	date
TIME:	time

For the Purpose of Holding a Street Party and have no objections.
To be signed by neighbours adjacent to closure:

NAME	ADDRESS	SIGNATURE



APPENDIX 6 - FILMING APPLICATION

Applications to be submitted to the
Licensing and Public Services Coordinator ext. 2225:
905- 640-7957 or matthew.powell@townofws.ca

ORIGINALS MUST BE SUBMITTED WITH APPLICABLE FEES

ADDITIONAL REQUIREMENTS TO THE SPECIAL EVENTS APPLICATION SPECIFIC TO TOURNAMENTS

- Completed Application
- Traffic control plan
- Applicable Fees
- Security Deposit, Letter of Credit, Certified Cheque or Cash (*security deposits will be returned following confirmation that any costs incurred relating to damage/repairs/cleaning etc., have been paid by the applicant*).
- Property Owner Approval (Private Property)
- Notice to affected parties for temporary road closure
- Signed "Responsibilities of the Film Company"
- Consultation with the Downtown Coordinator (if required)

<p>☆Feature for:</p> <input type="checkbox"/> Cable <input type="checkbox"/> Direct to Video <input type="checkbox"/> Theatrical Release Distributor: _____	<p>☆TV Movie:</p> <input type="checkbox"/> Network: _____	<p>☆TV Series Only:</p> <input type="checkbox"/> Season #: _____ <input type="checkbox"/> Network: _____ Total # of Episodes in this season: _____ Episode #: _____ to _____ Episode #: _____
<p>☆Miniseries:</p> <input type="checkbox"/> Season #: _____ <input type="checkbox"/> Network: _____	<p>☆TV Special / TV Pilot:</p> <input type="checkbox"/> TV Pilot <input type="checkbox"/> Short Drama <input type="checkbox"/> Documentary	<input type="checkbox"/> 1/2 Hour <input type="checkbox"/> 1 Hour episodes <input type="checkbox"/> New Media <input type="checkbox"/> Short Film <input type="checkbox"/> Student film <input type="checkbox"/> Other (describe): _____
CONTACT INFORMATION		
Production Company: _____		
Name of Film: _____		
Contact Person: _____		
Address: _____		
Phone #: _____	Fax #: _____	Mobile #: _____



GENERAL NATURE OF THE PRODUCTION:

NOISE:

Will filming involve any type of noise likely to cause concern to residents? Please Specify:

SPECIAL EFFECTS

None

Minor
(snow, water)

Major (firearms, explosives)

Pyrotechnics – Fire & Emergency Services approval

Firearms – York Regional Police approval

FILMING DATES AND TIMES (including rain dates):

LOCATION(S)

Roads Within the Jurisdiction of The Town of Whitchurch-Stouffville: **(attached list if required)**

Municipal Address	Date	Time(s)	Closure(s) Partial\Full

Private Property: Is Private Property(s) To Be Used? Provide municipal address

TOWN PROPERTY

FACILITIES REQUESTED:

Memorial Park	<input type="checkbox"/> Common Area	<input type="checkbox"/> Ball Diamond	<input type="checkbox"/> Pavilion
WS Leisure Complex	<input type="checkbox"/> Multi-purpose Room	<input type="checkbox"/> Small Large Multi-purpose Room	<input type="checkbox"/> Pool
Stouffville Arena	<input type="checkbox"/> Large Multi-Purpose Room <input type="checkbox"/> Soccer Pitch A (regulation)	<input type="checkbox"/> Small Multi-Purpose Room <input type="checkbox"/> Soccer Pitch B (regulation)	<input type="checkbox"/> Lobby <input type="checkbox"/> Boardroom <input type="checkbox"/> Connell-Franklin Track <input type="checkbox"/> Ice pads <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Dry pads <input type="checkbox"/> A <input type="checkbox"/> B
Stouffville Clippers Sports Complex	<input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Boardroom	<input type="checkbox"/> Ice Pads <input type="checkbox"/> Acton 1 <input type="checkbox"/> Acton 2	
Ballantrae Community Centre	<input type="checkbox"/> Entire Hall	<input type="checkbox"/> Half Hall	
Lemonville Community Centre	<input type="checkbox"/> Entire Hall		
WS Museum & Community Centre	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Community Room	
Bethesda Park	<input type="checkbox"/> Ball Diamond (adult) <input type="checkbox"/> Soccer Pitch B (mini)	<input type="checkbox"/> Ball Diamond (adult) <input type="checkbox"/> Soccer Pitch C (mini)	<input type="checkbox"/> Soccer Pitch A (mini) <input type="checkbox"/> Soccer pitch D (mini) <input type="checkbox"/> Soccer Pitch #1 (regulation)
Ballantrae Park	<input type="checkbox"/> Ball Diamond (adult)	<input type="checkbox"/> Soccer Pitch (regulation) <input type="checkbox"/> Soccer Pitch (regulation)	



Equipment Required:

<input type="checkbox"/> Picnic Tables	<input type="checkbox"/> Garbage/Recycling Receptacles	<input type="checkbox"/> Portable Sound System
<input type="checkbox"/> Snow fencing	<input type="checkbox"/> T-Bar Posts	<input type="checkbox"/> Megaphone
<input type="checkbox"/> Risers for a stage	<input type="checkbox"/> Tables	<input type="checkbox"/> Folding chairs
<input type="checkbox"/> Other (please specify)		

Projected Number of People:	Participants	Spectators	Volunteers
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How will these individuals be identified?

TEMPORARY ROAD CLOSURE (if applicable):

Roads within the Jurisdiction of The Town of Whitchurch-Stouffville: (attached list if necessary)

<input type="checkbox"/> Road Barriers closure (Memorial Park Only)	<input type="checkbox"/> Road Barricades
<input type="checkbox"/> Temporary Road Closure Awareness form (if applicable)	<input type="checkbox"/> Region of York Road Occupancy Permit (if applicable)

NOTE: ROAD OCCUPANCY PERMIT MUST BE OBTAINED FROM THE REGIONAL MUNICIPALITY OF YORK FOR THE FOLLOWING REGIONAL ROADWAYS www.york.ca

Aurora Road, Bloomington Road, Davis Drive, Kennedy Road, McCowan Road, Ninth Line, Stouffville Road (from Hwy #404 to Hwy #48) Vivian Road, Warden Avenue, and York/Durham Line.

Office Use Only

<p><u>Circulation</u></p> <input type="checkbox"/> Leisure & Community Services <input type="checkbox"/> Public Works <input type="checkbox"/> Finance Department	<input type="checkbox"/> Fire & Emergency Services <input type="checkbox"/> Clerk's Department <input type="checkbox"/> By-law Services	<p><u>Additional Approvals if applicable</u></p> <input type="checkbox"/> Chief Building Official (tent permit) <input type="checkbox"/> York Regional Police <input type="checkbox"/> York Region Public Health
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Special Conditions Attached: Yes No

Approved by: _____ Date: _____
Director of Leisure & Community Services



SCHEDULE "B" - RESPONSIBILITIES OF THE FILM COMPANY

1. All affected residents, businesses (as determined by the Town Clerk in consultation with the Director of Public Works) must be notified by the Applicant, **in writing**, as follows:
 - a) filming - no special effects - 48 hours in advance of the duration, location and subject matter of the filming.
 - b) filming - minor special effects - 7 days in advance of the duration, location and subject matter of the filming.
 - c) filming - major special effects - 14 days in advance of the duration, location and subject matter of the filming.
2. The maximum number of "production" vehicles, clearly identified, allowed by permit on streets in residential areas will not exceed 12.
3. Any equipment and vehicles not in use shall be placed in such a manner, not to cause any interference to pedestrians or vehicular traffic.
4. Production vehicles must not block fire hydrants, driveways and access/ingress ramps.
5. All generators used on streets in residential areas shall be silenced.
6. Filming in residential areas shall be restricted to hours between 7:00 a.m. and 11:00 p.m. unless a majority of affected residents, having been duly notified, give their consent.
7. Lighting for filming shall be oriented away from neighbouring residences and should not interfere with the safe operation of traffic movement.
8. The applicant shall reimburse the Town for any costs incurred as a result of the filming prior to the deposit (certified cheque or letter of credit) being released following the filming.
9. The applicant shall pay the cost of providing all signs, barricades, delineators and other traffic control measures.
10. A traffic control plan shall be submitted for approval by the Director of Public Works; such plan to included:
 - limits of proposed road closure(s)
 - location and description of traffic control signs and barricades
11. **The applicant shall, at his expense and in such numbers as may be required, engage paid off-duty police officers as required by the Clerk in consultation with the York Regional Police. The applicant shall provide proof that these officers have been engaged.**



- 12. **The applicant shall pay the cost of any paid duty firefighters required on location as deemed necessary by the Fire Chief.**
- 13. The applicant shall comply with any other conditions or guidelines as deemed necessary by the Clerk and Director of Public Works.
- 14. The Clerk may withdraw permission to film at any time for noncompliance by the applicant with the policy.

I HAVE READ THE RESPONSIBILITIES OF THE FILM COMPANY OUTLINED IN SCHEDULE "B" AND AGREE TO THE CONDITIONS SET OUT THEREIN.

SIGNED, SEALED AND DELIVERED THIS _____ DAY OF _____ 20__

IN THE PRESENCE OF

)
)
)
)
)
)
)

I have the authority to bind the applicant.

Witness