

**CORPORATION OF THE TOWN OF COBOURG  
MUNICIPAL EVENTS PROCEDURES  
AND APPLICATION**



# CORPORATION OF THE TOWN OF COBOURG MUNICIPAL EVENTS PROCEDURES AND APPLICATION

## WELCOME

Thank you for your interest in holding an event in Cobourg. The Town of Cobourg recognizes that special events are an important part of living in Cobourg and our quality of life. Events enhance tourism, civic pride, culture and education and provide an economic impact to the community. The application and procedures are intended to help you through the application process and seek approval to hold your event and to help you understand your responsibilities as an event organizer. Take the time to read through the event procedures as this document contains very important information.

## WHY DO I NEED TO SUBMIT A MUNICIPAL EVENT APPLICATION?

An application must be submitted if:

You wish to hold your event, walk, run, wedding or tournament etc. on any portion of outdoor property owned by the Town of Cobourg including: Roads/road allowance, parks, parking lots, open spaces, walkways, piers etc

And, the event includes any of the following elements: food being given or sold to the general public, alcohol, fireworks, sound amplification, tents, amusements rides, use of electricity, fencing and projected attendance of over 500 people etc.

## TIMELINES

Municipal event applications for Special Event Permits must be completed and returned with all paperwork and additional required permits.

- At least 60 days or at least (2) months in advance for events with an expected attendance of less than 5000
- At least 90 days or at least 3 (months) in advance for events with an expected attendance of 5000 or more

***Applications submitted late or incomplete may not receive approval and may not be issued a permit.***

## HOW MUCH IS IT GOING TO COST?

Special Event permit fees are:

- Under 100 in attendance                      \$50.00
- From 101 to 500 in attendance              \$75.00
- Over 500 people in attendance              \$100.00

# CORPORATION OF THE TOWN OF COBOURG

## MUNICIPAL EVENTS PROCEDURES AND APPLICATION

### SECTION 1: PURPOSE

1.1.1 The purpose of the Municipal Event Procedures and Application is to establish guidelines and procedures for the application process and management of Special events in the Town of Cobourg. It outlines the operation of events on Town of Cobourg Property (except the Cobourg Community Centre)\*, streets and roadways and associated fees and charges if applicable for related services provided by the Town.

1.1.2 The procedures will help the event organizer to determine the requirements that are to be in place in order to effectively plan and execute a successful special event.

1.3 For the purpose of this policy the following definitions will apply:

“AGCO” means Alcohol and Gaming Commission of Ontario.

“Community Events Committee” means the body comprised of town staff and external participants that meets to review all Municipal Event Applications.

“Council” means the Council of the Town of Cobourg.

“Emergency Plan” means a plan that details procedures to follow in emergencies.

“Event Organizer” means a natural person or organization applying for a Special Event permit.

“Event Permit” means a permit for a special event issued by the Town of Cobourg

“Parade” means a planned event of a celebratory nature moving from one location to another on the roadway and that may involve pedestrians, 25 or more people in a walking group, vehicles and floats

“Sidewalk” means all part of a highway set aside for use by pedestrians or which is used by the general public

“Special Event” is defined as a one time, annual or infrequently occurring event on Town of Cobourg Property that is reserved for exclusive use and not limited to; a festival, procession, march, drill parade or other organized event which meets the following criteria: a celebration of a specific theme, has a predetermined opening and closing date/time and is available to the community-at-large.

*Note: While other activities not meeting the criteria may still be permitted to occur, they may be subject to some or all of the policies and procedures contained in this policy.*

## SECTION 2: APPLICATION PROCESS

- 2.1 The Events Coordinator will serve as the primary point of contact for processing your Event Application within the Town of Cobourg and its departments (Fire, Police, Parks, Engineering (parking) and Building (tent permits), Transit and Public Works). It is our goal to assist event organizers in planning safe and successful events.
- 2.2 The permit process begins for your event when you submit your COMPLETED Municipal Event Application including site plan along with the appropriate Permit fee to the Events Coordinator at the Cobourg Business and Tourism Office, 212 King St West OR **fax it to the Events Department at 905-372-1306 or email to [lscott@cobourg.ca](mailto:lscott@cobourg.ca) a minimum of 60 days in advance. (90 days for larger events).**
- 2.3 The application will then be reviewed by Community Events Committee comprised of members from:
- Cobourg Police Service
  - Cobourg Fire Department
  - Public Works Department (Parks, Roads, marina and Engineering)
  - Events Coordinator
- The committee is also connected to the following additional areas for expertise: Northumberland Emergency Medical Services (EMS), Cobourg Tourism, Town Hall Clerk's office, Kawartha Pine Ridge District Health Unit, and any other area of expertise as required.
- 2.4 Event organizers may be notified if the event requires additional information or modification and if additional charges may be applicable.
- 2.5 The Events Coordinator will present the application as a Report to Council when all requirements are met. All pending documents (certificates of insurance, food permits etc) and or changes required to the Municipal Event Application must be received before the final Event permit will be issued. The following information must be received:
- Applicable permits and related fees
  - Site Plan Map/Event layout
  - Map of Road Closures
  - LCBO Special Occasion Permit
  - Municipal Alcohol Policy Paperwork
  - Insurance Certificate
- 2.6 Should the Event Organizer require a GIS map to assist with the site plan layout and tent permits please contact the Event Coordinator at 905-372-5481 ext 4150.
- 2.7 In most cases the Community Events Committee will meet the event organizer to discuss the event application and help to make your event a success.

## **SECTION 3: GENERAL POLICIES AND PROCEDURES**

- 3.1 All regulations, bylaws and legislation must be adhered to by the event organizer. The event organizer is required to provide evidence, if asked of all necessary licenses/permits required to operate the event.
- 3.2 The event organizers must adhere to all special event policies and procedures. .
- 3.3 It is strongly recommended that the event organizers provide certified first aid service on site during the operating hours of the event.
- 3.4 Event organizers are encouraged to strive to make their event accessible to all.
- 3.5 A pre- event meeting may be scheduled with the event organizers or members of the event and town staff to go through site specifics.
- 3.6 The Town of Cobourg may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect Town property or maintain the enjoyment of the park(s), beach and roads for the public.
- 3.7 Event organizers must observe all by-laws, rules and regulations on the Town of Cobourg properties.
- 3.8 Any damage to the park and/or facilities as well as missing barricades/ pilons will be borne by the event organizer.
- 3.9 Event organizers must adhere to the Smoke-Free Ontario Act (effective January 1, 2015) and the Smoking Prohibited By-law 019-2015.
- 3.10 Event organizers are encouraged to promote Active Transportation to their events and provide bicycle parking and promote public transit to their event sites.

## **SECTION 4: ROAD CLOSURES**

- 4.1 All road closures must be approved by Council. Road closures requests will be reviewed by Public Works in accordance with the Ontario Traffic Manual Temporary Conditions OTM Book 7 (as amended).
- 4.2 Regulatory signs required for a special event shall only be installed by Town staff.
- 4.3 Emergency access must be provided at all times. The unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be at least three (3) – six (6) metres
- 4.4 Sidewalks will remain open to the public throughout the closure except for safety reasons.
- 4.5 If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them.

- 4.6 The requests for road closure may be subject to event/site specific conditions or alternative routes at the discretion of the Community Events Committee.

## SECTION 5: BANDSHELL BOOKINGS

- 5.1 Bandshell bookings may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience. These are normally less than eight hours in duration and include but are not limited to the following types of events: concerts, fundraisers and ceremonies.

## SECTION 6: WASTE MANAGEMENT/ RECYCLING

- 6.1 As an event organizer you are responsible for the clean-up of your event site. The Town of Cobourg will provide all normal maintenance services to its current routine standards. Any additional maintenance required by the special event organizers prior to or during the event should be requested and additional fees may apply.
- 6.2 The event organizer is encouraged to recycle and behave in an environmentally friendly manner.
- 6.3 Recycling is strongly encouraged at all events. The County of Northumberland has special event recycling containers available for your event. Call 1-800-354-7050.

## SECTION 7: TENT PERMITS/FENCING/STAKING

- 7.1 A Tent or group of tents less than 60m<sup>2</sup> (645 sq ft ) in aggregate ground area, not attached to a building and 3m (10ft) from other structures do not require a building permit.
- 7.2 A Building Permit is required for a tent or group of tents greater than 60 m<sup>2</sup> (645 sq. ft) (Ontario Building Code Section 2.4.1.1. (5) (a)) and up to 225m<sup>2</sup> (2420 sq ft) in aggregate ground area. The Ontario Fire Code (OFC), the Ontario Electrical Safety Code and the Technical Standards and Safety Authority also contain regulations and requirements for tents where there are cooking appliances, electricity, propane or other fuel sources. Please refer to the **Temporary Tent Package**.
- 7.3 For tents 60m<sup>2</sup> to 225m<sup>2</sup> the requirements are outlined in the **Temporary Tent Package**
- 7.4 For Tents greater than 225m<sup>2</sup> (2420ft<sup>2</sup>) please follow the requirements as outlined the **Temporary Tent Package**.
- 7.5 Please ensure tent diagrams also include the requirements of the Fire Department on them.
- 7.6 All requests for installation of any object that penetrates the ground including fence posts, sign installation etc must be approved. Locates for gas, electric, and all other

services in or near the area may be requested and must be obtained prior to any installation.

Public Works (Sanitary and Storm Sewers) 905-372-9971

For any hydro/water/sewer services in Parks 905-372-8641

Lakefront Utility Services Inc (Hydro and Water) 905-372-2193

Ontario One Call (Gas and Bell) [www.on1call.com](http://www.on1call.com) 1-800-400-2255

## SECTION 8: FIREWORKS

- 8.1 By-law No 096-2010 prohibits setting off fireworks in Town of Cobourg parks/beach without prior approval from the Chief Fire Official
- 8.2 Display fireworks are permitted at Waterfront Parks and require a permit. These are the large scale fireworks that may only be purchased by licensed technicians. This type of display also requires liability insurance and onsite inspection from the fire department in accordance with the Ontario Fire Code and the Cobourg Firework Bylaw (#096-2010).
- 8.3 Display Permit applications are available online at [www.cobourg.ca](http://www.cobourg.ca) under Events Support or by contacting the Cobourg Fire Department at 905-372-9789.

## SECTION 9: FOOD SERVICE/MOBILE FOOD SERVICE EQUIPMENT

- 9.1 All food vendors involved in any charitable and/or commercial function at which food is prepared, served, provided and/or offered to the public must comply with the following requirements:
- a. Appropriate Special Events Food Vendor Forms from the Health Unit need to be completed and permission may be required. Please contact the Haliburton Kawartha Pine Ridge Health Unit at 905-885-9100.
  - b. All events organizers and their vendors must abide by the Refreshment Vehicle By-law 086-2009 that can be obtained online at [www.cobourg.ca](http://www.cobourg.ca) Event organizers are required to request the following from their Refreshment Vehicle owners (see Refreshment Vehicle By-law 086-2009 Section 7 and section 3.2 (b) (c) (d) (g) (h) and (i)
    - Criminal Investigation report dated for the current year
    - Approval or inspection from the fire department (this will also be done onsite)
    - Permit from the Kawartha Pine Ridge District Health Unit
    - Written Proof of Ownership
    - Valid liability Insurance
- 9.2 Event organizers and/or agents must comply with any third party agreements in place at the Town of Cobourg facilities and beach hut. THEREFORE, no food can be sold in Victoria Park unless an agreement is approved by the Beach Hut owner.
- 9.3 All Mobile Food Service Equipment will be inspected and approved in accordance with the Technical Standards and Safety Authority requirements ([www.tssa.org](http://www.tssa.org)) and the Ontario Fire Code.

- 9.4 The event organizer may be required to submit the full contact list of Mobile Food or vendors at their event and all will be inspected prior to an event starting. All Vendors are required to submit the Attachment #1 - Inspection Certificate Director's Order FS-056-06 Mobile Food Service Equipment. If a vendor does not comply with the standards they will be shut down for the duration of the event.
- 9.5 Event organizers are encouraged to adopt the *Blue Communities* Project Plan and offer Water refill stations at events.

## SECTION 10: ALCOHOL SALES/ SERVICE

- 10.1 A Special Occasion Permit must be obtained at any Liquor Control Board of Ontario Outlet and must be posted at the event and shall be provided with the Town's Permit application. Any and all the guidelines provided by the Alcohol and Gaming Commission of Ontario must be adhered to. Please contact AGCO at 416-326-8700 or email [licensing@agco.on.ca](mailto:licensing@agco.on.ca)
- 10.2 The Corporation of the Town of Cobourg owns and manages facilities and land where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion permit (SOP). Permit Holders and event organizers must follow and comply with the guidelines of the Municipal Alcohol Policy By-law 105 -2013. Event organizers must submit all of the following documents for an Event Permit will be issued.
- Copy of the Permit
  - List of Bartenders, ticket sellers etc with Smart Serve
  - A copy of the Signed Municipal Alcohol Policy
  - Request Letter informing the Town Clerk (see below)
  - Site Plan
- 10.3 If the event organizer requires a letter from the Municipal Clerk's office deeming a special event a "community festival" or festival of Municipal Significance please make a request in writing to:

Clerk's Office  
55 King Street West  
Cobourg, Ontario  
K9A 2M2

This will be issued once a Report to Council on the event is received

## SECTION 11: INSURANCE REQUIREMENTS

- 11.1 Every applicant shall obtain insurance of no less than \$5,000,000.00 (*with Corporation of the Town of Cobourg named as additional insured*), per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the Town as an additional insured and shall protect the Town for all claims for all damage, injury or death arising out of any act or omission on the part of the event organizer, its servants or agents. "The policy shall be endorsed



to provide that the policy shall not be altered, canceled or allowed to lapse without written notice to the Town.

- 11.2 The Corporation of the Town of Cobourg reserves the right to set higher insurance limits on the event if required.
- 11.3 Wedding ceremonies are only required to carry \$2,000,000.00 million in insurance.
- 11.4 Event organizers are required to submit a letter or a copy of their insurance papers from their insurer confirming that the insurance coverage held by the applicant are in accordance with the Town's requirements or a copy of the insurance policy with the Corporation listed to the event application.

## **SECTION 12: SOCAN**

- 12.1 If live or recorded music of any kind is included in your special event, event organizers are required to pay a license fee to SOCAN. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. Visit the [www.socan.ca](http://www.socan.ca) or call 1-800-557-6226 to determine the applicable license and fee.

## **SECTION 13: NOISE POLICY**

- 13.1 Noise is regulated by the current Town of Cobourg Noise By-law 011-2011
- 13.2 All amplified concerts will not exceed a sound pressure of 70 decibels beyond 100ft from the stage and sound levels and sound levels may be monitored accordingly. Concerts must cease by 11p.m.

## **SECTION 14: FEES AND SURCHARGES**

- 14.1 All user fees, equipment and service fees where applicable are subject to provisions of the Town of Cobourg's Fees and Surcharges By-law, as amended each year.
- 14.2 The permit fee must be received before the application will be approved by Council.
- 14.3 Should any equipment be damaged by the permit holder the costs will be invoiced to the organization.

## **SECTION 15: SIGNAGE AND BANNERS**

- 15.1 Permission is required to erect any sign or banner on municipal property.

- a) A letter requesting what and where the signage you will be placing on or above roads must be attached to this application and will be approved by the Engineering Department.
- b) Request for the Gateway signs can be made through the Events Coordinator.
- c) Requests for Lawn signs can be made through the Building department in accordance with the Sign by-law 096-2012.
- d) An additional fee may apply.

## **SECTION 16: EVENTS AROUND VICTORIA HALL**

- 16.1 There are procedures in regards to all Events that take place on the property of Victoria Hall or using services/supplies provided from Victoria Hall or staff (i.e. power, tables, washrooms, sidewalks). Event organizers are required to complete the paperwork (available at [www.cobourg.ca](http://www.cobourg.ca) under Event Support) and contact the Building Supervisor at 905-372-4301 to arrange a walkthrough.

## **SECTION 17: EVENTS AROUND COBOURG COMMUNITY CENTRE**

- 17.1 There are procedures in regards to all Events that take place and services required on the property around the Cobourg Community Centre (i.e. power, tables, washrooms, sidewalks). Event organizers are required to contact the Sports and Events Coordinator at the Cobourg Community Centre, 905-372-7371 to make the arrangements.

## **SECTION 18: ELECTRICAL INSPECTION**

- 18.1 Event organizers may be required to complete inspection documents associated with the Ontario Electrical Safety Code (Ontario Regulation 164/99) before commencing work at a festival or event. It is very important to ensure that individuals working at or attending festivals are safe from any potential fire or shock hazard. [www.esasafe.com](http://www.esasafe.com)
- 18.2 Event organizers are required to contact an ESA Inspector at least 14 days prior to an event so that proper permits are in place prior to an event load-in.

## **SECTION 19: EMERGENCY PLANNING & FIRE SAFETY**

- 19.1 In order to be prepared for any emergency situation or disaster you must include the Emergency Plan information as listed in the application form.
- 19.3 For any type of event, fire prevention measures must be included to avoid personal injuries and property damage. If the event is to include the use of tents where people will assemble specific fire safety planning and measures are required (SEE TEMPORARY TENT PACKAGE

*Specific guidelines are available in the corresponding section of the fill-in portion of this Event package*

- 19.4 If the event is to include food vendors specific requirements apply to equipment in general set-up
- 19.5 If the event is to be held within an enclosed/ fenced area, then specific requirements apply to occupant load restrictions, exits etc.
- 19.6 If the event requires road closure and/or enclosed/fenced areas then an unobstructed fire lane must be left open for emergency vehicle Access

## **SECTION 20: PARKING DURING SPECIAL EVENTS**

- 20.1 The event organizer is responsible for:
  - a) Ensuring there is sufficient parking for event attendees including additional accessible parking during major events.
  - b) Arranging off-site parking if there is no available parking on site. Requests must be made on the event application and additional parking lots must be approved by the Manager of Engineering.
  - c) Arranging shuttle service for off-site parking if required
  - d) Any parking fee charged in municipal lots or property must be approved by the Manager of Engineering 30 days prior to an event.
- 20.2. Parking of cars, trucks, food stock trailers or sleeping quarter are not allowed in Victoria Park. Any vehicles in Victoria Park without permission from the Event organizer of Corporation of the Town of Cobourg will be towed from Victoria Park at the owner's risk and expense.
- 20.3 Event organizers are encouraged to promote Active Transportation and consider providing bicycle parking or promotion of public transit to and from an event.

## **SECTION 21: SITE PLANS/SITE WALK THROUGH**

- 21.1 Please request the site diagrams templates (GIS maps) from the Events Coordinator pertaining to the municipal locations you will be utilizing. All physical components of your event should be included (see list in application). Event Organizers should aim to provide the site diagram to scale.
- 21.2 Event organizers should be prepared for site walkthroughs a few days in advance of events with either the Community Events Committee or Fire Department. Where possible walkthroughs will be conducted two weeks out from the event and a week prior to a larger scale event starting. This will allow for any changes as required.

## SECTION 22: SECURITY

- 22.1 Security/pay duty officers may be required for large-scale events and specifically when alcohol is being served. It is often required when materials and equipment are left onsite overnight.
- 22.2 All event applications are dependent on Cobourg Police Service approval.

## SECTION 23: WEDDINGS

- 23.1 The Town of Cobourg is happy to offer beautiful outdoor locations for wedding ceremonies **ONLY**. Outdoor wedding ceremonies at the following municipal locations and others as requested require a permit. Municipal locations/parks can only be used for the wedding ceremony itself. As the public parks belong to everyone, specific sites may not be available and the following list are the more popular to choose from. Weddings will not be permitted on Victoria Park Beach.
- Victoria Park Clock
  - West Beach
  - Peace Park
  - Lions Pavilion
  - Lucas Point Park
- 23.2 Wedding space is allocated in two-hour increments, including required set-up and take down times. The permit season for weddings is May 1 to October 15. Weddings can take place between 10a.m. and 7p.m. seven days a week. Rates are as follows:
- |              |                                |
|--------------|--------------------------------|
| Resident     | \$175.00 (includes permit fee) |
| Non Resident | \$225.00 (includes permit fee) |
- 23.3 Insurance as per the municipal event application Section 11 is required in the amount of \$2,000,000.00 only.
- 23.4 Throwing of confetti and similar materials are prohibited
- 23.5 Weddings do not require Council approval.
- 23.6 The town has no control over the natural environment (noise, birds, wildlife), pedestrian traffic and any disruption due to construction or traffic in certain locations.
- 23.7 Amenities such as power, dressing rooms and washrooms are only available in certain parks. The town does not supply chairs or other equipment. Tents depending on size may be approved and may require a Temporary Tent Permit (see Section 7)
- 23.8 Unless otherwise indicated, permits issued for the use of outdoor space do not include alternative rain locations.
- 23.9 A marriage license is required to get married in Ontario. For more information about obtaining a marriage license or civil ceremonies in Cobourg visit [www.cobourg.ca](http://www.cobourg.ca) or contact the Clerks Department (905)372-4301.

## SECTION 24: CONTACT LIST

When asking for information from the Town of Cobourg and submitting your application your first contact will be the Events Coordinator. You may be required to contact other Municipal Departments or businesses are contact names and phone numbers.

Events Coordinator  
Attention: Lara Scott,  
Phone: 905-372-5481 ext. 4150  
Fax: 905-372-0009 [lscott@cobourg.ca](mailto:lscott@cobourg.ca)

Parks Department  
Attention: Teresa Behan  
Phone: 905-372-8641 Fax: 905-372-1306  
[tbehan@cobourg.ca](mailto:tbehan@cobourg.ca)

Cobourg Police Services  
Deputy Chief Paul Vandegraaf  
Phone: 905-372-6821  
**Fax: 905-372-8325**  
[Paul.vandegraaf@cobourgpolic.com](mailto:Paul.vandegraaf@cobourgpolic.com)

Cobourg Fire Department  
Chief M Vilenff/ Captain Aaron  
Blair/Katherine Chapman, Emergency Planner  
**Phone: 905-372-9789**  
Fax: 905-372-0869  
[mvilneff@cobourg.ca/ablair@cobourg.ca](mailto:mvilneff@cobourg.ca/ablair@cobourg.ca)

Building and Planning Department  
Attention: Glenn McGlashon  
Phone: 905-372-1005  
Fax: 905-372-1533  
[Gmcglashon@cobourg.ca](mailto:Gmcglashon@cobourg.ca)

Lakefront Utilities Services Inc.  
Phone: 905-372-2193  
Fax: 905-372-2581  
[lusi@lusi.on.ca](mailto:lusi@lusi.on.ca)

Public Works Division  
Attention: Ted Sokay  
Phone: 905-372-9971  
Fax: 905-372-0009  
[tsokay@cobourg.ca](mailto:tsokay@cobourg.ca)

Tourism Department  
Attention: Erin Wakely  
Phone: 905-372-5481  
Fax: 905-372-1306  
[ewakely@cobourg.ca](mailto:ewakely@cobourg.ca)

Arena/CCC  
Attention: Harry Jeschke/Ashley Haynes  
Phone: 905-372-7371  
Fax: 905-372-7421  
[Hjeschke@cobourg.ca/ahaynes@cobourg.ca](mailto:Hjeschke@cobourg.ca/ahaynes@cobourg.ca)

Haliburton, Kawartha Pine Ridge  
District Health Unit  
200 Roseglen Rd  
Port Hope, Ontario L1A 3V6  
905-885-9100

St John's Ambulance  
700 D'Arcy St  
Cobourg, Ontario  
K9A 5T3  
Phone 905-372-0564

Northumberland Hills Hospital  
1000 DePalma Drive  
Cobourg, Ontario  
K9A 5W6  
Phone: 905-372-6811

SOCAN  
Society of Composers, Authors, and Music  
Publishers of Canada  
1-800-557-6226  
[www.socan.ca](http://www.socan.ca)

Northumberland County – Road use  
Administration Offices  
555 Courthouse Road  
Cobourg, Ontario  
905-372-3329

Alcohol and Gaming Commission of Ontario  
1-416-326-8700  
[licensing@agco.on.ca](mailto:licensing@agco.on.ca)

TSSA  
Technical Standards and Safety Authority  
[www.tssa.org](http://www.tssa.org)  
1-705-761-1802

Northumberland County  
Recycling Unit  
1-800-354-7000

ESA  
Electrical Safety Authority  
[www.esasafe.com](http://www.esasafe.com)  
1-877-372-7233



Date of Application
Permit Number

## APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Cobourg  
212 King Street West  
Cobourg, Ontario K9A 2N1  
Phone (905)372-5481 Fax (905)372-1306 [iscott@cobourg.ca](mailto:iscott@cobourg.ca)

- At least 60 days or at least (2) months in advance for events with an expected attendance of less than 5000
- At least 90 days or at least 3 (months) in advance for events with an expected attendance of 5000 or more

Applications submitted late or incomplete may not receive approval and may not be issued a permit

## EVENT INFORMATION

Name of Event \_\_\_\_\_

Location of Event Site: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Contact # (day of) \_\_\_\_\_

Type of Event:

- € Festival
- € Tournament
- € Parade
- € Run/Walk-a-thon
- € Bicycle Race/Ride
- € Music Event
- € Sidewalk Sale
- € Outdoor Wedding Ceremony (\*only certain sections apply)
- € Pier/marina booking
- € Family Picnic/Demonstration/Other \_\_\_\_\_

Actual Event Date(s): \_\_\_\_\_ Time of Event: \_\_\_\_\_

Set- Up Date: \_\_\_\_\_ Start Time \_\_\_\_\_

<b>For office use only:</b> Municipal Address: _____
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Tear Down Date: \_\_\_\_\_ End Time \_\_\_\_\_

Rain date: \_\_\_\_\_ Annual Event **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Admission Fees: \_\_\_\_\_

**Event Details** (Please describe the purpose of your event)

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## ORGANIZER/ APPLICANT INFORMATION

Name of Organization \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ email: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Is your group a non-profit/charitable organization? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If yes, does it have a charitable Donation # \_\_\_\_\_

**Social Media Contact Information**

Twitter \_\_\_\_\_ Facebook \_\_\_\_\_

You tube \_\_\_\_\_ Website \_\_\_\_\_

## SITE PLAN

Site Plan Attached **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

*A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.*

- Location of all Tents,, temporary or permanent structures
- Location of barricades and road closures (road, parking, bicycle parking, parking lots
- Emergency exits



- fire extinguishers, propane storage
- location of command post or office, medical and first aid station' emergency vehicle access points and all exits and entrances (both emergency and for the public)
- fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- food/refreshment tent vendors, restrooms, refreshment tents

## PARKS

Please mark all that apply:

- € Beach booking
- € Lions Pavilion Booking
- € Legions Fields
- € Bandshell booking
- € Donegan Park
- € Victoria Park
- € Other Park Please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- € **Wedding** What Park: \_\_\_\_\_

Are you bringing in chairs and other decor: \_\_\_\_\_

Power required? \_\_\_\_\_

**SPECIFIC REQUIREMENTS** (extra picnic tables/garbage etc) Please be specific and include on the Site Plan. Extra Charges may apply

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### OTHER EVENT DETAILS

Extra Picnic Tables required? **YES** \_\_\_ **NO** \_\_\_ How many? \_\_\_\_\_ (cost of \$2.50 per table)

Delivered to what location? \_\_\_\_\_

Power Required? **YES** \_\_\_ **NO** \_\_\_ Specifics: \_\_\_\_\_

Water Required? **YES** \_\_\_ **NO** \_\_\_

Space around Victoria Hall Booking **YES** \_\_\_ **NO** \_\_\_ *Event information Form must be completed.*

Fireworks **YES** \_\_\_ **NO** \_\_\_ Sound Amplification **YES** \_\_\_ **NO** \_\_\_

Sanitation Facilities **YES** \_\_\_ **NO** \_\_\_ *Port-a-potties to be arranged by organizer. Please mark on site map.*

Food Vendors/BBQ **YES** \_\_\_ **NO** \_\_\_ *See Refreshment Vehicle By-law and refer to Section 9. Outside food is not allowed to be sold in Victoria Park unless approved by the Town of Cobourg and Beach Hut operator.*

Animals (Petting zoo) **YES** \_\_\_ **NO** \_\_\_ Company Contact information: \_\_\_\_\_

Amusement Rides **YES** \_\_\_ **NO** \_\_\_ Contact Information: \_\_\_\_\_

## ALCOHOL

Alcohol at event **YES** \_\_\_ **NO** \_\_\_ *Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The Ontario Liquor Act rules and regulations are available at [www.lcbo.com](http://www.lcbo.com)*

**I/we have read, understand and will comply with the Corporation of the Town of Cobourg**

**Municipal Alcohol Policy** \_\_\_\_\_ **SIGNATURE**

## ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? **YES** \_\_\_ **NO** \_\_\_

Road: \_\_\_\_\_

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

Road: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Road: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Other: \_\_\_\_\_

### **Emergency Vehicle Access requirements**

*A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be **at least three (3) – six (6) metres:***

Road Width	6 m or less	6 m & < 6.5 m	6.5 m & < 7 m	7 m & < 7.5 m	7.5 m & < 8 m	8 m & < 8.5 m	8.5 m +
Fire Lane Width	3 m	3.5 m	4 m	4.5 m	5 m	5.5 m	6 m

**NOTE: Please provide and mark all road closure information in your site plans.**

Barricades/Pilons needed (if not a road closure) **YES** \_\_\_ **NO** \_\_\_ Location: \_\_\_\_\_

Additional Accessible parking signed dropped **YES** \_\_\_ **NO** \_\_\_ Location: \_\_\_\_\_

## PARKING

Satellite Parking Location: \_\_\_\_\_

Bicycle Parking **YES** \_\_\_ **NO** \_\_\_ Location: \_\_\_\_\_

Additional Handicap Parking **YES** \_\_\_ **NO** \_\_\_ Location: \_\_\_\_\_

## PARADE/ WALK INFORMATION

Parade/walk Assembly Area \_\_\_\_\_ Time \_\_\_\_\_

Parade/Walk Dismissal Area \_\_\_\_\_ Time \_\_\_\_\_

Route Map Attached **YES** \_\_\_ **NO** \_\_\_

Describe the Proposed Event Route of parade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMERGENCY MANAGEMENT

**All Sections MUST be completed before an event will be approved and an event permit issued. This section is not required for Wedding permits.**

Designated Emergency personal/Liaison (Event day): \_\_\_\_\_

Cell Number: \_\_\_\_\_ Other (PIN) \_\_\_\_\_

Alternate Contact person : \_\_\_\_\_ Cell: \_\_\_\_\_

Where will liaison meet Emergency Services in the event of an emergency?

\_\_\_\_\_

**RISK ASSESSMENT**

Weather (hot, cold, Storm – rain, wind) etc.

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Medical Emergency (Injury, life-threatening, etc.)

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Fire/ Hazardous material

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Food Safety

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Other (risk specific to your event, staffing issues, etc.)

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**SECURITY**

Who is responsible for your event security? What are their responsibilities? Pay Duty booked?  
Please identify their location on the site plan.

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\_\_\_\_\_  
Name of Security Firm: \_\_\_\_\_ Contact #: \_\_\_\_\_

**FIRST AID**

Who is responsible for first aid at your event? Please identify their location on the site plan.

\_\_\_\_\_  
\_\_\_\_\_

**TRAINING**

What training will you provide to your volunteers/staff/participants regarding emergencies?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVACUATION**

How will you evacuate the area in the case of an emergency/disaster? Location of exits?  
Evacuation Area

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE**

**TENT REQUIREMENTS**

Please refer and complete the *Temporary Tent package*

Will you have tents at your event? **YES** \_\_\_\_ **NO** \_\_\_\_

Please list the sizes: \_\_\_\_\_

**REFRESHMENT VEHICLES REQUIREMENTS**

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached **YES** \_\_\_ **NO** \_\_\_

In accordance with Clause 3(2) (c) of Town of Cobourg By-law #86-2009, the following requirements must be satisfied for licensing purposes:

- Every refreshment vehicle shall be equipped with a portable fire extinguisher with a minimum 2A/10B/C rating. Where an approved fixed extinguishing system is required, a portable “K” class fire extinguisher shall be provided.
- Where a fixed extinguishing /hood system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
- A valid Inspection Certificate (Director’s Order #FS-056-06) issued by the Technical Standards and Safety Authority (TSSA) shall be provided. TSSA is the authority having jurisdiction over propane/natural gas equipment. The local TSSA inspector shall be notified prior to the operation of every refreshment vehicle by calling 1.705.761.1802.

Have you contacted TSSA to inform them of your event? **YES** \_\_\_ **NO** \_\_\_

*\*A minimum of 14 days prior to the event is required*

- A valid Certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided. ESA is the authority having jurisdiction over all electrical installations, including portable generators. Inquiries regarding applicable permits shall be made directly to the ESA at 1.877.372.7233.

Have you contacted ESA to inform them of your event? **YES** \_\_\_ **NO** \_\_\_

*\*A minimum of 14 days prior to the event is required*

## **ENCLOSED/FENCED AREA REQUIREMENTS**

### Occupant Loads

Maximum capacities for all outdoor enclosed areas are determined by dividing the net site area by 1.11 square metres or 12 square feet per person.

Note: Net site area = total site area minus area designated for tents, stages, concessions, and any other permanent or semi-permanent structures.

### Exit Requirements

- Exits are required as follows;
  - 1,000 or less persons - minimum of two (2) exits
  - 1,000 to 4,000 persons – minimum of three (3) exits
  - 4,000 or more persons – minimum of four (4) exits
- Exits shall be spaced at equal intervals throughout the site maintaining a maximum travel distance of 60 m (200 ft) to any one exit.
- Exits are required to be a minimum of 1.2 m ( 4 feet ) in width.
- Exits and Occupant Load shall be clearly identified by approved signage.
- At least one access point for emergency vehicles shall be maintained at a minimum width of 3.5 metres (11.5 feet).

- Any required exit established for emergency egress only shall meet the follow;
  - Must be readily accessible and unobstructed
  - Must open freely in the direction of exit travel

NOTE: Additional exits may be required if deemed necessary by authority having jurisdiction.

## CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- € Temporary Tent application and supporting documents
- € Detailed Site Plan
- € Detailed Route Map (parade or walk)
- € Map of Road Closures
- € L.C.B.O Special Occasion Permit
- € List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- € Municipal Alcohol Policy Paperwork
- € Insurance Certificate (Town of Cobourg listed as additional insured?)
- € Application Fee attached
- € Application Signed?

I/We the Event organizer \_\_\_\_\_, on behalf \_\_\_\_\_, the party requesting the use of the Corporation of the Town of Cobourg facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the Corporation of the Town of Cobourg and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### FOR INTERNAL USE ONLY

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.

Permit Issue Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Insurance Certificate	YES	NO
Permit Fee	YES	NO
Delegation of Authority	YES	NO
Report to Council	YES	NO
Permit ISSUED		

\_\_\_\_\_