

Public Events Application

COVID-19 Alert

Please review the Current Pandemic Status before Planning your Event

A Team Member will contact you regarding your application

This application is considered submitted when your \$250 deposit is received at Amherstburg Town Hall, 271 Sandwich Street South, Amherstburg, ON N9V 2A5. This application must be submitted 3 months prior to your event.

Here are some points to consider BEFORE starting:

1) When completing this form, you may be required to submit additional forms to request specific facilities, services or assets. If you are unable to fill them out while completing this application, please visit amherstburg.ca/plananevent, where the forms are available and can be submitted separately.

2) If you prefer to complete this application by hand, you may print this form. The print function is located in the top right corner of this form. Forms that request specific facilities, services or assets, can also be printed from the icon in the top right.

3) Applications can be submitted electronically, via mail or in person to:

Town Hall,
271 Sandwich Street, South
Amherstburg, Ontario N9V 2A5

publicevents@amherstburg.ca

4) You will receive confirmation that your application was submitted successfully.

5) This application requires very specific information about your event. It would be helpful to have details such as dates and times determined prior for completing this form.

Organization Information

Name of Organization *

The House Youth Centre

Event Name *

The Coldest Night of the Year

Returning Event? *

☐ Yes

☒ No

Email Address * ?

amy@houseyouthcentre.com

Contact Name *

Amy Bailey

Position within the organization coordinating the event. *

Event Director

Address of your organization or mailing address *

320 Richmond Street, Unit #400, Amherstburg, ON

Daytime phone # *



519-736-6811

At event cell # * ?

519-551-1044

Do you grant permission to release your contact information to the public? *

☒ Yes

☐ No

Event Information

Provide a brief description of the event and include a list of all activities. *

On February 26, Amherstburg has something to celebrate. That's the night folks in Amherstburg will join thousands of others in 150+ cities across Canada in "The Coldest Night of the Year", a 2 or 5 km winter walk in support of people experiencing hunger, hurt, and homelessness in our community. In Amherstburg, we'll be walking for The House Youth Centre. The House is a wonderful organization that has dedicated the last five decades to serving the community by supporting, encouraging, and empowering youth. This is done through a variety of outlets for self-expression, recreation, creativity, and community service. The House actively works towards helping today's youth become tomorrow's leaders.

Our goal in CNOY is to raise \$30,000 with the support of 20+ teams and 150+ walkers. Prior to the walk, there will be an opening ceremony located at 320 Richmond Street. Both walks will move down Richmond Street towards the water. The 2.5km and 5km route will take place within the town core. During the walk, participants will have the opportunity to rest at one of the designated rest stops. Each rest stop will have water and a snack for the walkers. After the walk, participants will receive a hot meal and beverage at no cost. From there, they can enjoy live music as there will be a DJ on site. Before the event ends, there will be a closing ceremony where the event directors will thank the participants for walking for The House.

CNOY is something special to The House- it's fun, meaningful, and a little challenging. The House Youth Centre is also something special, and its work and service in our community are essential.

What is the location of the event? *

320 Richmond Street and Town Core

If your event is on Town Property, have you already rented it from The Libro Centre, 3295 Meloche

☐ Yes

☒ No

Please upload map of your event's layout, including location of tents, activities, food stations, parking, etc.

File Name



CNOY Map.pdf

343.7 KB

To inquire or to reserve Town facilities, parks or other public spaces, please contact The Libro Centre, 519-736-5712.

What date to begin set up? *

2/26/2022



What is the location of the set up?

320 Richmond Street

What is the set up START time and END time?

2pm-9pm

Does set up require road closures? *

☐ Yes

☒ No

What is the event date for the **FIRST** event day? *

2/26/2022



What is the event **START** time and **END** time for the first day? *

2pm-9pm

Does the **FIRST** day of your event require road closures? *

☐ Yes

☒ No

What is the event date for the **SECOND** day?



What is the event **START** time and **END** time for the **SECOND** day?

For example: 9am to 3pm

Does the **SECOND** day of the event require road closures?

☐ Yes

☐ No

What is the event date for the **THIRD** day?



What is the event **START** time and **END** time for the **THIRD** day?

For example 3pm to 11pm

Does your **THIRD** day of the event require road closures?

☐ Yes

☐ No

What is the take down date for your event? *

2/26/2022



What is the **TAKE DOWN** **START** and **END** time? *

7:30pm-9pm

Are road closures required for take down day? *

☐ Yes

☒ No

ROAD CLOSURES

If road closures are required at any time during this event, please provide a map identifying road closures and complete barricade plan. Below are links to these required documents.

[Maps of Amherstburg](#)

[Barricade Plan List Click Here.](#)

[Festival & Event Asset Request Form Click Here.](#)

When roads are closed and depending on the nature of your event, additional police presence may be required. Here is a form to assist you in determining your needs and your request for this service. [Paid Duty Police Officer Request Form.](#)

See below to upload map, or you may deliver it to Town Hall or email it to publicevents@amherstburg.ca.

If road closures are required, please provide a map identifying road closures.

What type of event is this? *

Walk/Run/Cycle

Anticipated number of people expected in attendance? *

200

Number of volunteers working event. *

40

IF yes, you are having a parade, walk/run, adult only event or an event on the street, you may require additional police presence.

To determine if you require assistance from the police or to submit a request, please see the [Paid Duty Police Officer Request Form](#).

Event Details

Will alcohol be served at your event? *

☐ Yes ☒ No

Will you have fireworks, pyrotechnics, cannons or firearms at event? *

☐ Yes ☒ No

Will you be selling food? *

If you are selling food the Windsor Essex Health Unit will need to be contacted.

☒ Yes ☐ No

www.wechu.org/food-safety/event-organizer-sponsoring-agency-and-food-vendor-guide

IF yes, to selling food, what kind of cooking devices will be used? *

Not selling but will be serving chili donated by Amherstburg Fire and hot beverages

Will you require access to electricity at the event? *

IF yes, to use of Town electricity, it is your responsibility to coordinate the services of an Electrical Contractor.

☒ Yes ☐ No

Do you require water access at your event?

☐ Yes

☒ No

Do you require Town equipment? *

☐ Yes

☒ No

Will you have live entertainment or use amplified sound at your event? *

☒ Yes

☐ No

IF yes, to amplified sound or live entertainment, what is the START and END time? *

4pm-8pm

Will there be carnival or amusement rides? This includes inflatable bouncers. *

☐ Yes

☒ No

Will there be any vendors selling merchandise?

☐ Yes

☒ No

Will you be having pets or any kind of live animals at your event? *

☒ Yes

☐ No

IF yes, to having animals at your event, please provide a list of the kinds of animals. *

anticipating the possibility of people bringing their pets on the walk

Will there be fundraising activities at your event? *

☐ Yes

☒ No

Will you be installing tents, canopies, stages or similar structures? *

☒ Yes

☐ No

IF yes, to tents, canopies, stages or other structures, please provide a list and include the size. *

Tent 60 x 40

Insurance

Event organizers are required to carry liability insurance as per the Event Manual. [Click here to see Public Events Manual](#). This insurance is ONLY valid for activities that occur on approved Town property.

A "Certificate of Insurance" is required naming the following as "Additionally Insured" and **due 1 month prior to your event**.

Corporation of the Town of Amherstburg,
271 Sandwich Street South,
Amherstburg, Ontario
N9V 2A5

IF you are having vendors at your event, the Certificate of Insurance must also indicate that your insurance covers each vendor that is party to the event.

How to get your certificate of insurance to us.

- 1) Digital copies of the certificate of insurance can be uploaded below, or
- 2) Bring it to Town Hall, when acquired, or
- 3) Mail it to Town Hall, or
- 4) Email the certificates of insurance to publicevents@amherstburg.ca

Are you providing your own insurance? *

☒ Yes

☐ No

Are you purchasing insurance through the Town? *

☐ Yes

☒ No

Please upload your certificate of insurance outlining Town of Amherstburg as additionally insured. Due 1 month prior to event.

Event Holder Acknowledgements

I have completed this application in its entirety.

☒ Yes ☐ No

I have included a route/ site plan/ map/ parking plan. *

☒ Yes ☐ No

You may upload map here or mail or deliver to Town Hall or email publicevents@amherstburg.ca

I have included the event program. (list of activities) *

☐ Yes ☒ No

If no, please explain.

2:00 pm | Leadership Team Arrives - gather your core team together by 2 pm to open up your venue, update everyone on agenda, current numbers, campaign results, and early set-up.

Participant Lists: prior to arrival the event director or someone will print off the participant's list from waves.

3:00 pm | Volunteers Arrive - volunteers begin checking in at 3 pm with the Volunteer Leader who greets them and ensures they've signed their volunteer waiver.

Welcome Team - Parking, Greeters, Sendoff /Welcome back and Photographers are to show up at 3 pm to get trained by the Volunteer Leader.

Route Team - Route Marshals, Sweep Vehicles, and Rest Stop Hosts are trained by you and the Route Leader.

4:00 pm | Walker Check-In Opens - arriving walkers check-in to get their name crossed off, celebrate their fundraising and pick up their toque (if they raised the minimum).

4:01 pm | Training - Route Volunteers - while walkers begin checking in your route leader will meet with With route volunteers (Route Marshals, Sweep Vehicles, Rest Stop Hosts) to train them, assign them on the route and ensure they have safety vests, route leader cell phone number. Route volunteers should be in position by 5 pm

5:00 pm | Opening Remarks and Send-Off - with your volunteers trained and 90% of your walkers checked-in, toques in hand launch your opening remarks and send off at 5 pm sharp.

5:15 pm | Walk begins - supported by your send-off volunteers your walkers

begin their walk together. Most walk with their team.

5:30 pm | Route Leader Check-Ins - during the walk, expect to hear from your Route Leader about every 30 minutes to keep you up-to-date on the status of walkers, weather conditions, etc. If it is a cold night, particular attention needs to be paid to children, youth and seniors.

6:00 pm | Walker Check-in Closes - all walkers should be released to walk no later than 6 pm to ensure they are back by 7pm and to limit outside volunteer time. If any LATE arrivers come limit them to walking 2km only.

6:00 pm | Food Line Opens - as registration closes, your Food Leader should be ready to open access to the food line for returning walkers. Food should be available until 7:00, but (and this is important), if your Route Leader is communicating regularly on where the final walkers are, you (the Event Director) can slow down the kitchen closing to all of some slower groups. You can't wait forever, but have some grace for late arrivals.

6:30 pm | Rest Stop Closes - after confirming with your route captains that any late-leaving walkers are past the rest stop, your Rest Stop Hosts should be advised to clean up and close down.

7:00 pm | Route Closed - at around 7 pm your Route Leader and sweep vehicles need to ensure that a final, thorough drive has happened to ensure that all walkers, volunteers, and rest stops are finished up. The Route Leader is responsible for this final call and then calls the Event Director to make sure they know the status. Usually, any signs are taken down on the final sweep.

7:30 pm | Event Closed Officially - Set down the tables, manage the garbage and recycling from the Rest Stop, collect the signs from the route captain for storage, and go home and celebrate

I have included a map identifying road closures, completed the Barricade Plan Form and Town Asset Request Form.

*

☐ Yes ☒ No

If no, please explain.

I have included the certificate of insurance with the Town identified as additionally insured.

*

☐ Yes ☒ No

If no, please explain and outline your next steps in submitting your certificate of insurance.

Awaiting Insurance certificate from the Coldest Night of the Year organization

I am aware that there may be additional costs for Town equipment or damage to Town property. *

☒ Yes ☐ No

I have read the Public Events Manual *

☒ Yes ☐ No

I have read the Town's terms and conditions. *

☒ Yes ☐ No

I know I must provide a \$250 deposit to Town Hall, 271 Sandwich Street South, Amherstburg, ON, N9V 2A5 *

☒ Yes ☐ No

Please identify your cheque number.

In lieu of a cheque are you providing cash, and if so what is the value you are submitting?

Acknowledgement of Terms of Agreement

RELEASE AND INDEMNIFICATION OF LIABILITY

I, the undersigned, hereby release, and agree to save harmless and forever indemnify The Corporation of the Town of Amherstburg, its employees, officers, agents and contractors from all manner of actions, claims, demands, damages, interests and costs, including the cost of defending all actions on a solicitor and own client basis, however arising from the presence, use or operation by the undersigned on or near the streets of the Town of Amherstburg for the purpose of the event set out below, save and except, those actions, claims, demand, damages, interest and cost arising from the deliberate acts or the gross negligence of The Corporation of the Town of Amherstburg or its employees, officers, agents or contractors.

Full Name *

Amy Bailey

Position with the Organization *

Fund Development
Committee
Chairperson

Date of Agreement *

11/29/2021



RELEASE AND INDEMNIFICATION OF LIABILITY I, the undersigned, hereby release, and agree to save harmless and forever indemnify The Corporation of the Town of Amherstburg, its employees, officers, agents and contractors from all manner of actions, claims, *



☒ I understand, accept, and agree to said terms of the aforementioned agreement

It is understood that my agreement below acknowledges I have read, understand and agree to the TERMS & CONDITIONS (incorporated into this Contract and the Public Events Manual by reference)and that I accept and agree to abide by said Terms & Conditions. *



☒ I understand, accept, and agree to said terms of the aforementioned agreement.

Fire Safety for Tents/Shelter Form

All Tents erected for the sheltering of occupants (people) are considered a shelter or structure, and therefore meet the definition of building and the associated fire code requirements for occupancy under the Ontario Fire Code. Tents are also subject to the Ontario Building Code requirements.

All tents, tarpaulin, decorative materials and films used in conjunction with the tent must meet CAN/ULC-S 109 Flame Resistant Fabrics and Films, or NFPA 701 Fire Test for Flame Propagation of Textiles and Films. Proof of this must be shown with a Certificate of Flame Resistance tag on the structure.

Organization Name *

The House Youth Centre

Event Name *

Coldest Night of the Year

Event Dates *

February 26 2022

Event Location *

320 Richmond Street Amherstburg Ontario N9V 1H4

Contact Person *

Amy Bailey

Email Address * ?

amy@houseyouthcentre.com

At event cell phone number * ?

519-551-1044

Please upload site plan below.

*Note; Site Plan must include the size of the event, number of tents, locations of tents (including the placement in respect to other building structures or tents), use of tent, size and capacity of tents. Map images can be found in Appendix D to assist you with the creation of this plan.

Please Submit Site Plan here.

Will your event have tent(s) that exceed 30 metres square (320 sq. ft.)? *

☐ Yes

☒ No

Will patio heaters, open-flame appliances and/or propane cylinders be used in the tent(s)? *

☒ Yes

☐ No

Heating units must meet the requirements of (TSSA) Technical Standards and Safety Authority. Please review [TSSA Guidelines](#)

Will there be tent(s) that are enclosed? *

☐ Yes

☒ No

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his designate and be posted in a visible location near the main entrance.

OFFICIAL USE ONLY

Approval Signature

Date

From: [Natalyn Brouillard](#)
To: [Public Events](#)
Subject: Recent Permit Application
Date: December 2, 2021 3:49:12 PM
Attachments: [CNOY Event Day Set-Up \(2\).pdf](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi there,

To clarify, these are the tents we will be using for our Coldest Night of the Year on February 26th:

- (1) 10x10
- (2) 15x15
- (1) 10x20

Please refer to the map provided in my application as I have indicated where the tents will be located at 320 Richmond Street. I have attached a clearer version of the event map for your reference.

Please do not hesitate to contact me if you have any questions.

Thank you.

Natalyn Brouillard, CYW, BSW, RSW

Program Director

The House Youth Centre

Amherstburg, ON

natalyn@houseyouthcentre.com

Office# (519) 736-6811

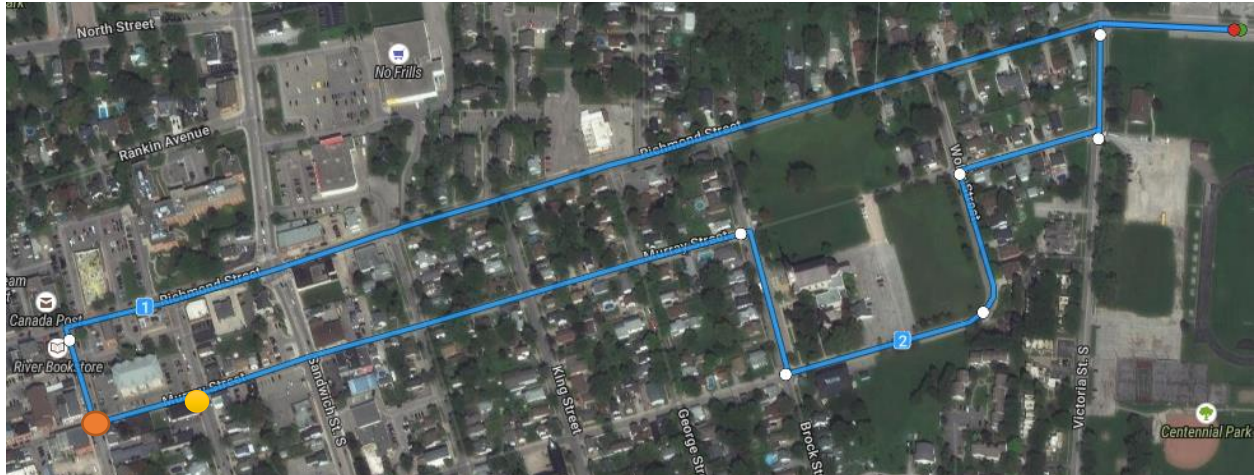
Cell# (519) 991-6051

Stay informed! Click the links below:

[Website](#), [Facebook Page](#), [Instagram](#) & [Twitter](#)



CNOY Route Map 2022



2.5km Walk

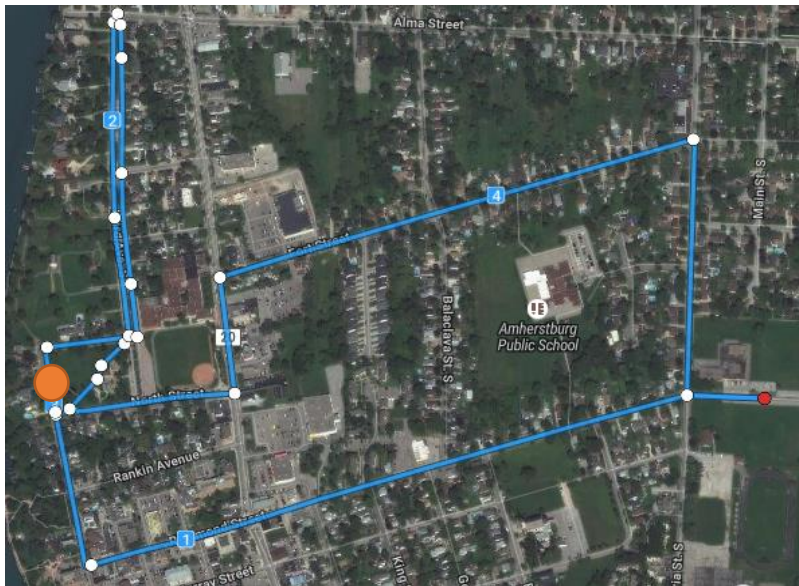
Start on Richmond St. at Community Hub
Turn left on Ramsay St.
Turn left on Murray St.
Turn right on Brock St.
Turn left on Wolfe St. (at former House Youth Centre location)
Turn right on Murray St.
Turn left on Victoria St.
Turn Right on Richmond St. and finish at Community Hub

Kilometer Marker

1km – Richmond St. at Bathurst St.
2km – 247 Brock St. (Former House Youth Centre Location)
2.5km – Community Hub

Rest Stop

- Option 1 – Richmond St. at Dalhousie St. (large clock)
- Option 2 – Richmond St. at Murray St. (River Bookshop)



5km Walk

Start on Richmond St. at Community Hub
 Turn right on Dalhousie St.
 Walk through Toddy Jones Park on pathway
 Walk down Laird Ave.
 Turn around at Alma St. and walk down Laird Ave.
 Turn right on Fort Malden Dr.
 Turn left on North St.
 Turn left on Sandwich St.
 Cross sandwich St. at General Amherst cross walk
 Turn right on Fort St.
 Turn right on Victoria St.
 Turn left on Richmond St. and finish at Community Hub

Rest Stop

Pavilion on Dalhousie St.

Kilometer Markers

1km – Richmond St. at Bathurst
 2km – Laird St. at Elm St.
 3km – Pavilion at Toddy Jones Park
 4km – Fort St. at Balaclava St.
 5km – Community Hub



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COVID-19 Alert

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publicevents@amherstburg.ca

4) You will receive confirmation that your application was submitted successfully.

5) This application requires very specific information about your event. It would be helpful to have details such as dates and times determined prior for completing this form.

Organization Information

Name of Organization *

Alzheimer Society of Windsor & Essex County

Event Name *

IG Wealth Management Walk for Alzheimer's

Returning Event? *

☐ Yes

☒ No

Email Address * ?

svanwatteghem@aswecare.com

Contact Name *

Shannon Van Watteghem-Levasseur

Position within the organization coordinating the event. *

Community Engagement and volunteer Coordinator

Address of your organization or mailing address *

2135 Richmond St.

Daytime phone # *



519-974-2220

At event cell # * ?

226-347-6835

Do you grant permission to release your contact information to the public? *

☒ Yes

☐ No

Event Information

Provide a brief description of the event and include a list of all activities. *

The IG Wealth Management Walk for Alzheimer's is a national event held on the last weekend in May annually.

What is the location of the event? *

Kings Navy Park

If your event is on Town Property, have you already rented it from The Libro Centre, 3295 Meloche

☐ Yes

☐ No

Please upload map of your event's layout, including location of tents, activities, food stations, parking, etc.

To inquire or to reserve Town facilities, parks or other public spaces, please contact The Libro Centre, 519-736-5712.

What date to begin set up? *

5/29/2022



What is the location of the set up?

Kings Navy Park

What is the set up START time and END time?

8:00an - 1:00pm

Does set up require road closures? *

☐ Yes

☒ No

What is the event date for the FIRST event day? *

5/29/2022



What is the event START time and END time for the first day? *

8:00an - 1:00pm

Does the FIRST day of your event require road closures? *

☐ Yes

☒ No

What is the event date for the SECOND day?



What is the event START time and END time for the SECOND day?

For example: 9am to 3pm

Does the SECOND day of the event require road closures?

☐ Yes

☐ No

What is the event date for the THIRD day?



What is the event START time and END time for the THIRD day?

For example 3pm to 11pm

Does your THIRD day of the event require road closures?

☐ Yes

☐ No

What is the take down date for your event? *

5/29/2022



What is the TAKE DOWN START and END time? *

1pm

Are road closures required for take down day? *

☐ Yes

☒ No

ROAD CLOSURES

If road closures are required at any time during this event, please provide a map identifying road closures and complete barricade plan. Below are links to these required documents.

[Maps of Amherstburg](#)

[Barricade Plan List Click Here.](#)

[Festival & Event Asset Request Form Click Here.](#)

When roads are closed and depending on the nature of your event, additional police presence may be required. Here is a form to assist you in determining your needs and your request for this service. [Paid Duty Police Officer Request Form.](#)

See below to upload map, or you may deliver it to Town Hall or email it to publicevents@amherstburg.ca.

If road closures are required, please provide a map identifying road closures.

What type of event is this? *

Walk/Run/Cycle

**Anticipated number
of people expected
in attendance? ***

50

**Number of
volunteers working
event. ***

10-15

IF yes, you are having a parade, walk/run, adult only event or an event on the street, you may require additional police presence.

To determine if you require assistance from the police or to submit a request, please see the [Paid Duty Police Officer Request Form.](#)

Event Details

**Will alcohol be
served at your
event? ***

☐ Yes

☒ No

**Will you have
fireworks,
pyrotechnics,
cannons or firearms
at event? ***

☐ Yes

☒ No

Will you be selling food? *

☐ Yes ☒ No

Will you require access to electricity at the event? *

☐ Yes ☒ No

Do you require water access at your event?

☐ Yes ☒ No

Do you require Town equipment? *

☐ Yes ☒ No

Will you have live entertainment or use amplified sound at your event? *

☐ Yes ☒ No

Will there be carnival or amusement rides? This includes inflatable bouncers. *

☐ Yes ☒ No

Will there be any vendors selling merchandise?

☐ Yes ☒ No

Will you be having pets or any kind of live animals at your event? *

☐ Yes ☒ No

Will there be fundraising activities at your event? *

☐ Yes ☒ No

Will you be installing tents, canopies, stages or similar structures? *

IF yes, to tents, canopies, stages or other structures, please provide a list and include the size. *

First Aid Tent - 8 X 8

☒ Yes ☐ No

Insurance

Event organizers are required to carry liability insurance as per the Event Manual. [Click here to see Public Events Manual](#). This insurance is ONLY valid for activities that occur on approved Town property.

A "Certificate of Insurance" is required naming the following as "Additionally Insured" and **due 1 month prior to your event**.

Corporation of the Town of Amherstburg,
271 Sandwich Street South,
Amherstburg, Ontario
N9V 2A5

IF you are having vendors at your event, the Certificate of Insurance must also indicate that your insurance covers each vendor that is party to the event.

How to get your certificate of insurance to us.

- 1) Digital copies of the certificate of insurance can be uploaded below, or
- 2) Bring it to Town Hall, when acquired, or
- 3) Mail it to Town Hall, or
- 4) Email the certificates of insurance to publicevents@amherstburg.ca

Are you providing your own insurance? *

☒ Yes ☐ No

Are you purchasing insurance through the Town? *

☐ Yes ☒ No

Please upload your certificate of insurance outlining Town of Amherstburg as additionally insured. Due 1 month prior to event.

Event Holder Acknowledgements

I have completed this application in its entirety.

☒ Yes ☐ No

I have included a route/ site plan/ map/ parking plan. *

☐ Yes ☒ No

If no, please explain.

You may upload map here or mail or deliver to Town Hall or email publicevents@amherstburg.ca

I have included the event program. (list of activities) *

☒ Yes ☐ No

I have included a map identifying road closures, completed the Barricade Plan Form and Town Asset Request Form. *

☒ Yes ☐ No

I have included the certificate of insurance with the Town identified as additionally insured. *

☐ Yes ☒ No

If no, please explain and outline your next steps in submitting your certificate of insurance.

To be submitted closer to event.

I am aware that there may be additional costs for Town equipment or damage to Town property. *

☒ Yes ☐ No

I have read the Public Events Manual *

☒ Yes ☐ No

I have read the Town's terms and conditions. *

☒ Yes ☐ No

I know I must provide a \$250 deposit to Town Hall, 271 Sandwich Street South, Amherstburg, ON, N9V 2A5 *

☒ Yes ☐ No

Please identify your cheque number.

In lieu of a cheque are you providing cash, and if so what is the value you are submitting?

Acknowledgement of Terms of Agreement

RELEASE AND INDEMNIFICATION OF LIABILITY

I, the undersigned, hereby release, and agree to save harmless and forever indemnify The Corporation of the Town of Amherstburg, its employees, officers, agents and contractors from all manner of actions, claims, demands, damages, interests and costs, including the cost of defending all actions on a solicitor and own client basis, however arising from the presence, use or operation by the undersigned on or near the streets of the Town of Amherstburg for the purpose of the event set out below, save and except, those actions, claims, demand, damages, interest and cost arising from the deliberate acts or the gross negligence of The Corporation of the Town of Amherstburg or its employees, officers, agents or contractors.

Full Name *

Shannon Van Watteghem-Levasseur

Position with the Organization *

Community
Engagement and
Volunteer
Coordinator

Date of Agreement *

10/6/2021



RELEASE AND INDEMNIFICATION OF LIABILITY I, the undersigned, hereby release, and agree to save harmless and forever indemnify The Corporation of the Town of Amherstburg, its employees, officers, agents and contractors from all manner of actions, claims, *



☒ I understand, accept, and agree to said terms of the aforementioned agreement

It is understood that my agreement below acknowledges I have read, understand and agree to the **TERMS & CONDITIONS** (incorporated into this Contract and the Public Events Manual by reference) and that I accept and agree to abide by said Terms & Conditions. *



☒ I understand, accept, and agree to said terms of the aforementioned agreement.

Festival & Event Asset Request Form

TERMS AND CONDITIONS: A \$250 security deposit for applicable rental and delivery of equipment is required and must accompany your Public Events Application.

Equipment is available on a first come, first serve basis and is delivered and picked up by the Town. Every effort will be made to honour your requested times.

You may receive a refund or be charged additional fees at the end of your event depending on total tally of inventory used. Additional fees may be applied, if all items are not returned and/or if there is damage reported.

Park and Facility Fees are NOT inclusive of this deposit, please see clerk at The Libro Centre for reserving your event location. Fees are subject to change.

Contact & Mailing Information

Organization's Name *

Alzheimer society of Windsor & Essex County

Contact Person *

Shannon Van Watteghem-Levasseur

Email * ?

svanwatteghem@aswecare.com

Daytime phone number * ?

519-974-2220

At event cell phone number * ?

226-347-6835

Billing Address (#, street, unit, city, province, postal code) *

2135 Richmond St.

Event Location *

Kings Navy Yard Park

Facility or Park Fee paid at The Libro Centre

\$275.00

Date Request Being Made *

5/29/2022



AVAILABLE EQUIPMENT is based on availability and inventory. Taxes are applied to equipment fees.

Equipment Delivery Information

Event Name *

IG Wealth Management Walk for Alzheimer's

Equipment Drop Off Date *

5/29/2022



Equipment Drop Off Time *

07:00 AM



Equipment Drop Off Location *

Kings Navy Yard Pakr

Please upload a map identified location of equipment drop off.

Equipment Pick Up Date *

5/29/2022

**Equipment Pick Up Time ***

02:00 PM

**Additional Details**

Equipment / Material Requests

**Town core street
map 8 1/2" by 11"****Fee per Unit**

\$1.00

Requested # of Units

0

Total

\$0.00

Garbage Barrel**Fee per Unit**

\$10.00

Requested # of Units

10

Total

\$100.00

**Garbage Bags (100/
case)****Fee per Case**

\$28.00

**Requested # of
Cases**

1

Total

\$28.00

Pylon (orange cones)**Fee per Pylon**

\$15.00

**Requested # of
Pylons**

0

Total

\$0.00

Road Barricades**Fee per Unit**

\$10.00

Requested # of Units

0

Total

\$0.00

Please complete the Road Barricade Plan List, if you are requesting barricades for road closures. This ensures they are dropped off where specified. ([LINK](#))

Recycle Box	Fee per Unit	Requested # of Units	Total
	\$0.00	0	\$0.00
Recycle Bin with Wheels	Fee per Unit	Requested # of Units	Total
	\$0.00	20	\$0.00
Picnic Table (10 incld in park fee)	Fee per Unit	Requested # of Units	Total
	\$25.00	0	\$0.00
Rim Stands	Fee per Unit	Requested # of Units	Total
	\$20.00	0	\$0.00
Road Fee (when event is on road)	Fee for event on roads	Requested # of Units	Total
	\$221.24	0	\$0.00
Road Banner Hanging	Over the Road Rate	Requested # of Units	Total
	\$150.00	0	\$0.00
Road Banner Hanging (backstop in Wigle Park)	Backstop Banner in Wigle	Requested # of Units	Total
	\$50.00	0	\$0.00

Please complete Road Banner Installation Request Form, if you are requesting to hang a road banner.
(LINK)

Subtotal	H.S.T.	Grand Total
\$128.00	\$16.64	\$144.64

+ Park Rental=\$275
Total: 419.64

Acknowledgement of Terms of Agreement

Full Name *

Shannon Van Watteghem

Position (if applicable)

Community
Engagement &
Volunteer
Coordinator

Date of Agreement *

11/30/2021

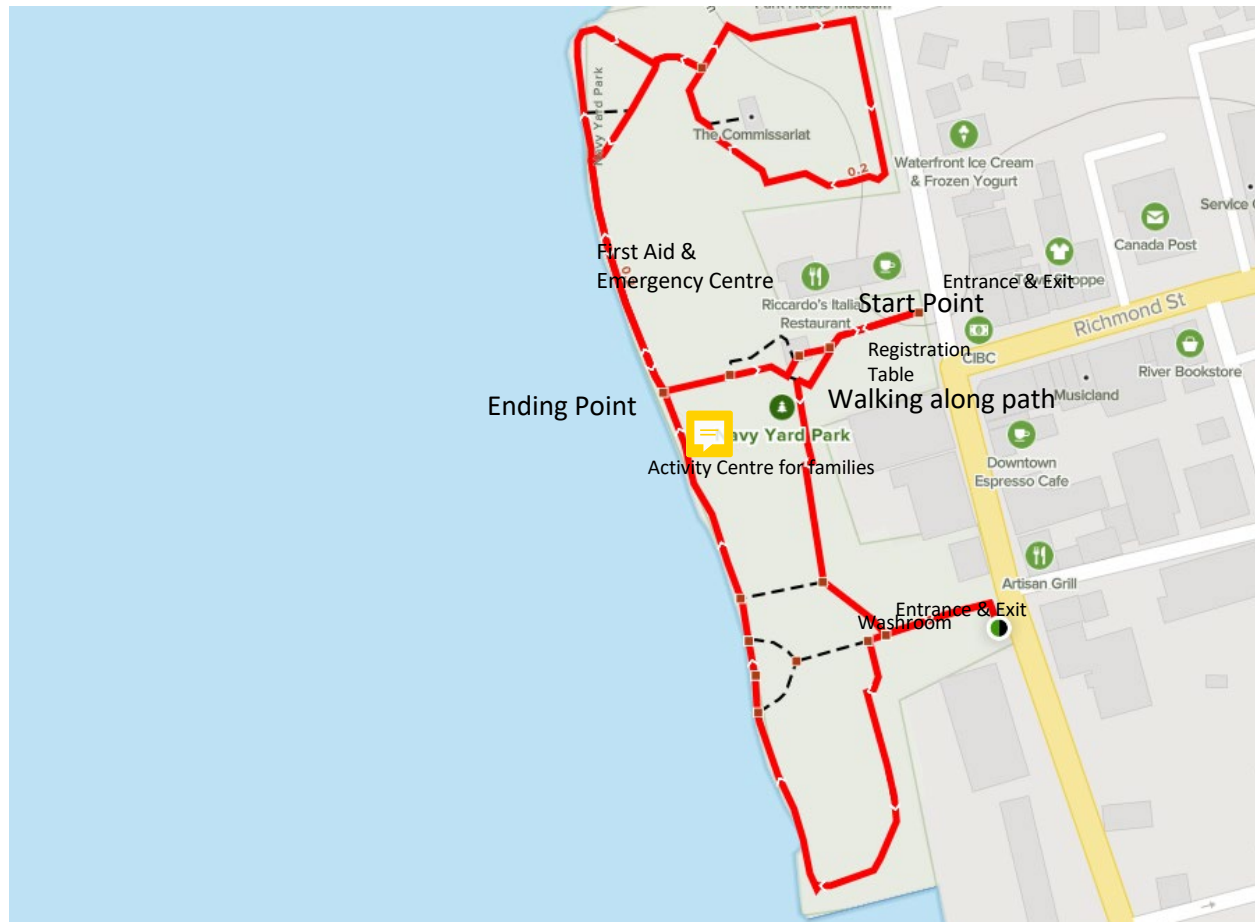


It is understood that my agreement below acknowledges that I have read, understand and agree to the TERMS & CONDITIONS (which are incorporated into this Contract by reference) and that I accept and agree to abide by the said Terms & Conditions. *



I understand, accept, and agree to said terms of the aforementioned agreement

Route Map for Kings Navy Yard Park



Event Layout

- a) Entrances & Exits indicated on map
- b) Stage - no stage required will use park gazebo
- c) Tent will be located at the First Aid and Emergency Centre
- d) No food station
- e) Activity Centre - face painting (tentative), photography station (tentative) and water station
- f) Routes - starting line will be near Riccardo's Italian Restaurant. Participants will then proceed along the path and follow the path along to the end. (Indicated on map) If participants wish to go around for a second time, they are welcomed to do so.
- g) Washrooms - Two portajohns will be located near the Murray St. entrance
- h) First Aid station indicated on map
- i) Parking - on Dalhousie St.

Public Events Application

COVID-19 Alert

Please review the **Current Pandemic Status** before Planning your Event

A Team Member will contact you regarding your application

This application is considered submitted when your \$250 deposit is received at Amherstburg Town Hall, 271 Sandwich Street South, Amherstburg, ON N9V 2A5. This application must be submitted 3 months prior to your event.

Here are some points to consider BEFORE starting:

1) When completing this form, you may be required to submit additional forms to request specific facilities, services or assets. If you are unable to fill them out while completing this application, please visit amherstburg.ca/plananevent, where the forms are available and can be submitted separately.

2) If you prefer to complete this application by hand, you may print this form. The print function is located in the top right corner of this form. Forms that request specific facilities, services or assets, can also be printed from the icon in the top right.

3) Applications can be submitted electronically, via mail or in person to:

Town Hall,
271 Sandwich Street, South
Amherstburg, Ontario N9V 2A5

publicevents@amherstburg.ca

4) You will receive confirmation that your application was submitted successfully.

5) This application requires very specific information about your event. It would be helpful to have details such as dates and times determined prior for completing this form.

Organization Information

Name of Organization *

Event Name *

Returning Event? *

☐ Yes

☐ No

Email Address * ?

Contact Name *

Position within the organization coordinating the event. *

Address of your organization or mailing address *

Daytime phone # *



At event cell # * ?

Do you grant permission to release your contact information to the public? *

☐ Yes

☐ No

Event Information

Provide a brief description of the event and include a list of all activities. *

What is the location of the event? *

If your event is on Town Property, have you already rented it from The Libro Centre, 3295 Meloche

☐ Yes

☐ No

Please upload map of your event's layout, including location of tents, activities, food stations, parking, etc.

To inquire or to reserve Town facilities, parks or other public spaces, please contact The Libro Centre, 519-736-5712.

What date to begin set up? *

What is the location of the set up?

What is the set up START time and END time?

Does set up require road closures? *

☐ Yes

☐ No

IF yes, SET UP requires road closures, please put the START and END time of the road closure. *

What is the event date for the FIRST event day? *

What is the event START time and END time for the first day? *

Does the FIRST day of your event require road closures? *

☐ Yes

☐ No

IF yes, the FIRST day of event requires road closures, enter road closure START and END times for FIRST day.

What is the event date for the SECOND day?

What is the event START time and END time for the SECOND day?

Does the SECOND day of the event require road closures?

☐ Yes

☐ No

If yes, the **SECOND** day of event requires road closures, enter road closure **START** and **END** times for **SECOND** day. *

What is the event date for the **THIRD** day?

What is the event **START** time and **END** time for the **THIRD** day?

Does your **THIRD** day of the event require road closures?

☐ Yes

☐ No

IF yes, the **THIRD** day of event requires road closures, enter road closure **START** and **END** times for **THIRD** day.

What is the take down date for your event? *

What is the **TAKE DOWN** **START** and **END** time? *

Are road closures required for take down day? *

☐ Yes

☐ No

IF yes, road closure are required for **TAKE DOWN** day, what is the **START** and **END** time for road closure?

ROAD CLOSURES

If road closures are required at any time during this event, please provide a map identifying road closures and complete barricade plan. Below are links to these required documents.

[Maps of Amherstburg](#)

[Barricade Plan List Click Here.](#)

[Festival & Event Asset Request Form Click Here.](#)

When roads are closed and depending on the nature of your event, additional police presence may be required. Here is a form to assist you in determining your needs and your request for this service. [Paid Duty Police Officer Request Form.](#)

See below to upload map, or you may deliver it to Town Hall or email it to publicevents@amherstburg.ca.

If road closures are required, please provide a map identifying road closures.

What type of event is this? *

Anticipated number of people expected in attendance? *

Number of volunteers working event. *

IF yes, you are having a parade, walk/run, adult only event or an event on the street, you may require additional police presence.

To determine if you require assistance from the police or to submit a request, please see the [Paid Duty Police Officer Request Form](#).

Event Details

Will alcohol be served at your event? *

☐ Yes

☐ No

IF yes, alcohol is being served at your event a Special Occassion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) is required.
www.agco.on.ca

You will also want to make yourself familiar with Smart Serve requirements.
www.smartserve.org

Please make yourself familiar with the Town's [Municipal Alcohol Management Policy](#).

When serving alcohol you may require additional police presence. Here is a form that outlines the process of this request. [Request for Paid Duty Police Officers Form](#).

Will you have fireworks, pyrotechnics, cannons or firearms at event? *

☐ Yes

☐ No

If yes to fireworks, pyrotechnics, cannons or firearms, who will be discharging or displaying?

Will you be selling food? *

☐ Yes

☐ No

If you are selling food the Windsor Essex Health Unit will need to be contacted.

www.wechu.org/food-safety/event-organizer-sponsoring-agency-and-food-vendor-guide

IF yes, to selling food, what kind of cooking devices will be used? *

Will you require access to electricity at the event? *

☐ Yes

☐ No

IF yes, to use of Town electricity, it is your responsibility to coordinate the services of an Electrical Contractor.

Do you require water access at your event?

☐ Yes

☐ No

Do you require Town equipment? *

☐ Yes

☐ No

If yes, to requiring Town equipment, please complete the [Festival & Event Asset Request Form](#).

Fees will apply and fees are subject to change.

If you are unable to complete the Festival and Events Asset Request Form at this time, please visit the amherstburg.ca/plananevent and you can submit afterwards.

Will you have live entertainment or use amplified sound at your event? *

☐ Yes

☐ No

IF yes, to amplified sound or live entertainment, what is the START and END time? *

Will there be carnival or amusement rides? This includes inflatable bouncers. *

☐ Yes

☐ No

IF yes, to carnival/ amusement rides or inflatable bouncers, please provide specific list.

Will there be any vendors selling merchandise?

☐ Yes

☐ No

IF yes, to vendors selling merchandise, please ensure your organization's submitted Certificate of Insurance indicates the insurance covers each vendor that is a party to the event.

Will you be having pets or any kind of live animals at your event? *

☐ Yes ☐ No

IF yes, to having animals at your event, please provide a list of the kinds of animals. *

Will there be fundraising activities at your event? *

☐ Yes ☐ No

If yes to fundraising, please identify the activities.

If you chose, "other" fundraising, please explain.

Will you be installing tents, canopies, stages or similar structures? *

☐ Yes ☐ No

IF yes, to tents, canopies, stages or other structures, please provide a list and include the size. *

Insurance

Event organizers are required to carry liability insurance as per the Event Manual. [Click here to see Public Events Manual](#). This insurance is ONLY valid for activities that occur on approved Town property.

A "Certificate of Insurance" is required naming the following as "Additionally Insured" and **due 1 month prior to your event**.

Corporation of the Town of Amherstburg,
271 Sandwich Street South,
Amherstburg, Ontario
N9V 2A5

IF you are having vendors at your event, the Certificate of Insurance must also indicate that your insurance covers each vendor that is party to the event.

How to get your certificate of insurance to us.

- 1) Digital copies of the certificate of insurance can be uploaded below, or
- 2) Bring it to Town Hall, when acquired, or
- 3) Mail it to Town Hall, or
- 4) Email the certificates of insurance to publicevents@amherstburg.ca

Are you providing your own insurance? *

☐ Yes

☐ No

Are you purchasing insurance through the Town? *

☐ Yes

☐ No

Please upload your certificate of insurance outlining Town of Amherstburg as additionally insured. Due 1 month prior to event.

Event Holder Acknowledgements

I have completed this application in its entirety.

☐ Yes ☐ No

If no, please explain.

I have included a route/ site plan/ map/ parking plan. *

☐ Yes ☐ No

If no, please explain.

You may upload map here or mail or deliver to Town Hall or email publicevents@amherstburg.ca

I have included the event program. (list of activities) *

☐ Yes ☐ No

If no, please explain.

I have included a map identifying road closures, completed the Barricade Plan Form and Town Asset Request Form. *

☐ Yes ☐ No

If no, please explain.

I have included the certificate of insurance with the Town identified as additionally insured. *

☐ Yes ☐ No

If no, please explain and outline your next steps in submitting your certificate of insurance.

I am aware that there may be additional costs for Town equipment or damage to Town property. *

☐ Yes ☐ No

If no, please explain and outline your next steps in submitting your certificate of insurance.

I have read the Public Events Manual *

☐ Yes ☐ No

If no, please explain.

I have read the Town's terms and conditions. *

☐ Yes ☐ No

If no, please explain.

I know I must provide a \$250 deposit to Town Hall, 271 Sandwich Street South, Amherstburg, ON, N9V 2A5 *

☐ Yes ☐ No

If no, please explain.

Please identify your cheque number.

In lieu of a cheque are you providing cash, and if so what is the value you are submitting?

Acknowledgement of Terms of Agreement

RELEASE AND INDEMNIFICATION OF LIABILITY

I, the undersigned, hereby release, and agree to save harmless and forever indemnify The Corporation of the Town of Amherstburg, its employees, officers, agents and contractors from all manner of actions, claims, demands, damages, interests and costs, including the cost of defending all actions on a solicitor and own client basis, however arising from the presence, use or operation by the undersigned on or near the streets of the Town of Amherstburg for the purpose of the event set out below, save and except, those actions, claims, demand, damages, interest and cost arising from the deliberate acts or the gross negligence of The Corporation of the Town of Amherstburg or its employees, officers, agents or contractors.

Full Name *

Position with the Organization *

Date of Agreement *

RELEASE AND INDEMNIFICATION OF LIABILITY I, the undersigned, hereby release, and agree to save harmless and forever indemnify The Corporation of the Town of Amherstburg, its employees, officers, agents and contractors from all manner of actions, claims, *



☐ I understand, accept, and agree to said terms of the aforementioned agreement

It is understood that my agreement below acknowledges I have read, understand and agree to the TERMS & CONDITIONS (incorporated into this Contract and the Public Events Manual by reference)and that I accept and agree to abide by said Terms & Conditions. *



☐ I understand, accept, and agree to said terms of the aforementioned agreement.

Festival & Event Asset Request Form

TERMS AND CONDITIONS: A \$250 security deposit for applicable rental and delivery of equipment is required and must accompany your Public Events Application.

Equipment is available on a first come, first serve basis and is delivered and picked up by the Town. Every effort will be made to honour your requested times.

You may receive a refund or be charged additional fees at the end of your event depending on total tally of inventory used. Additional fees may be applied, if all items are not returned and/or if there is damage reported.

Park and Facility Fees are NOT inclusive of this deposit, please see clerk at The Libro Centre for reserving your event location. Fees are subject to change.

Contact & Mailing Information

Organization's Name *

GAHS 100 YEAR ANNIVERSARY

Contact Person *

Greg Scott

Email * ?

gahs100year@gmail.com

Daytime phone number * ?

519-551-4371

At event cell phone number * ?

519-551-4371

Billing Address (#, street, unit, city, province, postal code) *

130 Sandwich Street South, Amherstburg, ON, N0R1G0

Event Location *

General Amherst High School

Facility or Park Fee paid at The Libro Centre

NO

Date Request Being Made *

11/22/2021



AVAILABLE EQUIPMENT is based on availability and inventory. Taxes are applied to equipment fees.

Equipment Delivery Information

Event Name *

GAHS 100 YEAR ANNIVERSARY CELEBRATION

Equipment Drop Off Date *

5/13/2022



Equipment Drop Off Time *

03:00 PM



Equipment Drop Off Location *

General Amherst High School - behind gym

Please upload a map identified location of equipment drop off.

Equipment Pick Up Date *

5/15/2022

**Equipment Pick Up Time ***

09:00 AM

**Additional Details**

Equipment / Material Requests

**Town core street
map 8 1/2" by 11"**

Fee per Unit

\$1.00

Requested # of Units

1

Total

\$1.00

Garbage Barrel

Fee per Unit

\$10.00

Requested # of Units

4

Total

\$40.00

**Garbage Bags (100/
case)**

Fee per Case

\$28.00

**Requested # of
Cases**

1

Total

\$28.00

Pylon (orange cones)

Fee per Pylon

\$15.00

**Requested # of
Pylons**

8

Total

\$120.00

Road Barricades

Fee per Unit

\$10.00

Requested # of Units

4

Total

\$40.00

Please complete the Road Barricade Plan List, if you are requesting barricades for road closures. This ensures they are dropped off where specified. ([LINK](#))

Recycle Box	Fee per Unit	Requested # of Units	Total
	\$0.00	2	\$0.00
Recycle Bin with Wheels	Fee per Unit	Requested # of Units	Total
	\$0.00	2	\$0.00
Picnic Table (10 incld in park fee)	Fee per Unit	Requested # of Units	Total
	\$25.00	5	\$125.00
Rim Stands	Fee per Unit	Requested # of Units	Total
	\$20.00	0	\$0.00
Road Fee (when event is on road)	Fee for event on roads	Requested # of Units	Total
	\$221.24	1	\$221.24
Road Banner Hanging	Over the Road Rate	Requested # of Units	Total
	\$150.00	1	\$150.00
Road Banner Hanging (backstop in Wigle Park)	Backstop Banner in Wigle	Requested # of Units	Total
	\$50.00	1	\$50.00

Please complete Road Banner Installation Request Form, if you are requesting to hang a road banner.
(LINK)

Subtotal	H.S.T.	Grand Total
\$775.24	\$100.78	\$876.02

Acknowledgement of Terms of Agreement

Full Name *

Gregory Jon Scott

Position (if applicable)

Co-Organizer

Date of Agreement *

11/22/2021



It is understood that my agreement below acknowledges that I have read, understand and agree to the TERMS & CONDITIONS (which are incorporated into this Contract by reference) and that I accept and agree to abide by the said Terms & Conditions. *



☒ I understand, accept, and agree to said terms of the aforementioned agreement

Special Event Emergency Plan

Although we hope that you will never have to implement this plan, it is essential as an event organizer to be prepared for a variety of emergencies. It is also your responsibility to ensure staff, vendors and volunteers all know how to lead the public during unexpected circumstances.

Your Event Emergency Plan is **due to the Fire Department at least one month prior to your event.**

If you opt to print this form (and not fill out online), you may direct completed forms and required documents to:

Town Hall,
271 Sandwich Street, South
Amherstburg, Ontario N9V 2A5

publicevents@amherstburg.ca

Special Event Emergency Plan Form

General Information

Name of Organization *

GAHS 100 YEAR ANNIVERSARY

Event Name *

GAHS 100 YEAR ANNIVERSARY
CELEBRATION

Event Location

Genera Amherst High School/ Wigle Park

Email Address * ?

gahs100years@gmail.com

Event Dates & Times *

May 14. 2022 12pm-7pm

Set up date(s) & Time *

May 13, 2022 3pm - 8pm, May 14, 2022
9am-12pm

Event Emergency Contact Name (this person must be at event during all event & set up hours) *

Bonnie Desjardins

Event emergency contact cell number * ?

519-736-3827

Event Volunteer Coordinator Name(s) *

Greg Scott, Jen Desjardins-Grondin, Linden
Crain

Event Volunteer Coordinator cell phone number (s) *



519-551-4371

Name of person monitoring weather. *

Bonnie Desjardins

Through what channels with the weather be monitored and at what frequency? *

Weather Radio provided by school board located in main office

Name of person to deliver emergency announcement at the event. *

Bonnie Desjardins

Location of the emergency announcement. *

Main Office P.A. system

How are you delivering emergency announcements? (list all methods) *

PA System, volunteers

In case of evacuation, please write out a mock announcement that will be made. Include: reason for the announcement (ie inclement weather), where to evacuate, identify exit locations and any other information that may be pertinent to your event.

Please write announcement below. *

At the time we ask that all outside patrons please leave the tent and food truck area and enter the school through the south entrance. There is severe weather approaching and we ask that everyone enter the school and assemble in the gym area; volunteers are available to assist you.

In case of emergency, what is the location of your emergency head quarters. *

Main Office of the school; also depends on the type of emergency

Special Event Emergency Plan Form

Staff, Volunteer and Vendor Emergency Plan Information

How many volunteers/staff will be working your event & set up.. *

40-100

How are your volunteers/staff being identified? (list all) *

Bright yellow t-shirts

Staff, vendors and volunteers should be given training prior to the event and reviewed prior to their shift. This training should include an emergency package. This package should be on their person at the event.

Emergency package should include but not limited to:

- How to report an emergency.
 - Medical Emergency - First Aid/ 911/ event contact
 - Missing Person- notify event contact, what is the procedure
 - Fire - call 911/ evacuate area by directing visitors to exits or safe areas/ notify event contact
- What is their role in the emergency.
- Key coordinator contact numbers.
- Identify location of exits, fire extinguishers, first aid. Event layout map might achieve this best.

*Make it convenient for volunteers and staff to have this information on them at all times. Consider including this information on a back of a lanyard, paper or back of a recipe card.

Please attach the emergency package information that will be given to staff & volunteers.

Date and time your volunteers be given emergency training. *

May 14, 2022
10am

Date and time your staff will be given event emergency training.

May 13, 2022

Date and time your vendors will be given event emergency training.

May 14, 2022
10am

A complete staff and volunteer list including their scheduled shifts needs to be at the event at all times. Please ensure this list includes volunteer and staff phone numbers AND a next of kin phone number.

Contact information for all vendors should also be on hand at the event.

Will there be vendors at your event? *

If YES, the food vendors will need to be inspected prior to the event by the Fire Department and Windsor Essex Health Unit and all other vendors using electricity will need to be inspected by the Fire Department.

☒ Yes

☐ No

Food and other vendor guidelines

- Food Vendors
 - must have a 10lb ABC or K class fire extinguisher visible in their cooking area
 - store propane cylinders in upright position and kept in a secure area away from public access
 - secure cooking area from public
 - place BBQ at least 6 feet from tent
 - deep fryers are not to be located in or under tent/canopies unless provided with approved ventilation & suppression systems. All deep fryers not equipped with the above systems are to be outside of tents/canopies with provisions to protect from weather (ie. rain)
 - place waste receptacles away from cooking appliances
 - food vendors that have a fryer must have an up to date TSSA certification
- All vendors
 - tents may be required to be NFPA certified flame resistant
 - keep tents and air structures clear of straw, hay or any other combustible materials
 - instruct all vendors/ volunteers/ staff to immediately remove tables, chairs
 - a 6 metre/ 20 feet fire route is to remain clear at all times (to be reviewed with Fire Department)

Vehicles on Event Grounds

- ONLY golf carts should be permitted on grounds during event hours
- Golf Cart drivers MUST have a valid drivers license
- any other vehicles must be approved by Event Organizer and only move through event with safety precautions in place (ie. spotter) and only as a last resort during event hours as this poses danger to participants
- emergency vehicles are permitted on event grounds

Special Event Emergency Plan Form

Emergency Contracted Service Information

Do you have a shelter location? *

☒ Yes

☐ No

Address of location. *

130 Sandwich ST.
S.

Today, do you have permission/agreement to use this shelter location? *

☒ Yes

☐ No

What is the shelter's capacity? *

1500

How do you have access to shelter location? *

It is the main location of the event.

Will there be medical / first aid services at the event? *

☒ Yes

☐ No

If YES, what is the name of the emergency organization/person? *

St. John Ambulance TBD

If YES, what is the contact number for medial/ first aid at the event. *

TBD

If there are more than 500 people anticipated at your event, please notify Emergency Medical Services.

Will there be security services at your event? *

☐ Yes

☒ No

Will you be using electricity at the event? *

☒ Yes

☐ No

If YES, you will be required to have the Amherstburg Fire Department and Electrical Safety Authority prior to the event opening. This includes any vendors or service suppliers at the event.

If YES, please identify date/time set up will be complete and ready for inspection.

May 14, 2022
10am

Special Event Emergency Plan Form

Signs, Event Map Layout, Emergency Package submission.

It is important at an event to have the following identified with signs.

- All exits
- All exits in large tents with sides
- All entrances
- First Aid

It is also important to have a map of the event located at all entrances/exits and at staff and volunteer work stations when you are able. This is not only good for emergencies, but for giving your staff/volunteers/vendors a tool in assisting the public with their inquiries.

Please upload a sit map identifying food vendors, vendors, exits, tents, stage, first aid, fire extinguishers, emergency head quarters.

Have you attached your Emergency Package to be given to your volunteers/staff/vendors? *

☐ Yes

☒ No

If NO, please explain. *

In the process of being created.

Have you attached your event layout map, indentifying: exits, first aid, vendors, headquarters, etc. *

☐ Yes

☒ No

If NO, please explain. *

In the process of being created.

You may upload any other pertinent information here.

Special Event Emergency Plan Form

TENTS: This section of the application is **ONLY** required when tents with an area greater than 320 square feet or 30 square metres are being used.

EXIT signs are required for all tents having wall panels and /or where exiting is impeded by ropes, tables, etc.

Number of EXIT signs

N/A

Emergency lighting needs to be tested. Applicable to night time tent use only.

Name of person testing emergency lighting.

N/A

Are open flame devices such as gas heaters, BBQ and fuel-fired appliances intended for use.

Relative to the tent, where would these devices be located? (identify on your event map)

For example: 8 feet away.

☐ Yes

☒ No

Has a building permit for the erection of this tent been obtained?

☐ Yes

☒ No

Describe the procedures that will be followed by staff/volunteers in the tent for an efficient evacuation of occupants in an emergency. (ensure this is included in your Emergency Package to volunteers/staff)

The tent will not be enclosed and staff/volunteers will direct people to exit at the closest point of exit.

In the case the space provided was not enough to outline your tent evacuation plan, please upload supporting documents here.

A copy of this Fire Safety Plan for large tents will be approved by the Chief Fire Official or his designate and is to be posted in a visible location near the main entrance.

OFFICIAL USE ONLY

Official's Approval Signature

Date

Fire Safety for Tents/Shelter Form

All Tents erected for the sheltering of occupants (people) are considered a shelter or structure, and therefore meet the definition of building and the associated fire code requirements for occupancy under the Ontario Fire Code. Tents are also subject to the Ontario Building Code requirements.

All tents, tarpaulin, decorative materials and films used in conjunction with the tent must meet CAN/ULC-S 109 Flame Resistant Fabrics and Films, or NFPA 701 Fire Test for Flame Propagation of Textiles and Films. Proof of this must be shown with a Certificate of Flame Resistance tag on the structure.

Organization Name *

GAHS 100 Year Celebration

Event Name *

GAHS 100 Year Celebration

Event Dates *

May 14, 2022

Event Location *

General Amherst High School

Contact Person *

Greg Scott

Email Address * ?

greg.scott@live.ca

At event cell phone number * ?

(519) 551-4371

Please upload site plan below.

*Note; Site Plan must include the size of the event, number of tents, locations of tents (including the placement in respect to other building structures or tents), use of tent, size and capacity of tents. Map images can be found in Appendix D to assist you with the creation of this plan.

Please Submit Site Plan here.

Will your event have tent(s) that exceed 30 metres square (320 sq. ft.)? *

☐ Yes

☒ No

Will patio heaters, open-flame appliances and/or propane cylinders be used in the tent(s)? *

☐ Yes ☒ No

Will there be tent(s) that are enclosed? *

☐ Yes ☒ No

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his designate and be posted in a visable location near the main entrance.

OFFICIAL USE ONLY

Approval Signature

Date

Barricade Plan List

The Barricade Plan List is required if you are having any road closures. It outlines the intersections where you would like barricades delivered and the number of barricades required.

In addition to this list you are required to complete the Festival & Event Asset Request Form. This form will identify all equipment requests and outline fees.

Organization Name *

Event Name *

Contact Name *

Email Address ?

Cell phone number of person on drop off date.
*



Date of first day of your event. *

The date the barricades are to be dropped off.
*

Barricade Pick up date *

Intersection 1 *

Number of
Barricades

Intersection 2 *

Number of
Barricades

Intersection 3 *

Number of
Barricades

Intersection 4 *

Number of
Barricades

Intersection 5 *

Number of
Barricades

Intersection 6 *

Number of
Barricades

Intersection 7 *

Number of
Barricades

Intersection 8 *

Number of
Barricades

Intersection 9 *

Number of
Barricades

Intersection 10 *

Number of
Barricades

Intersection 11 *

Number of
Barricades

Intersection 12 *

**Number of
Barricades**

Please list additional intersections and number of barricades here.

Total Barricades Requested

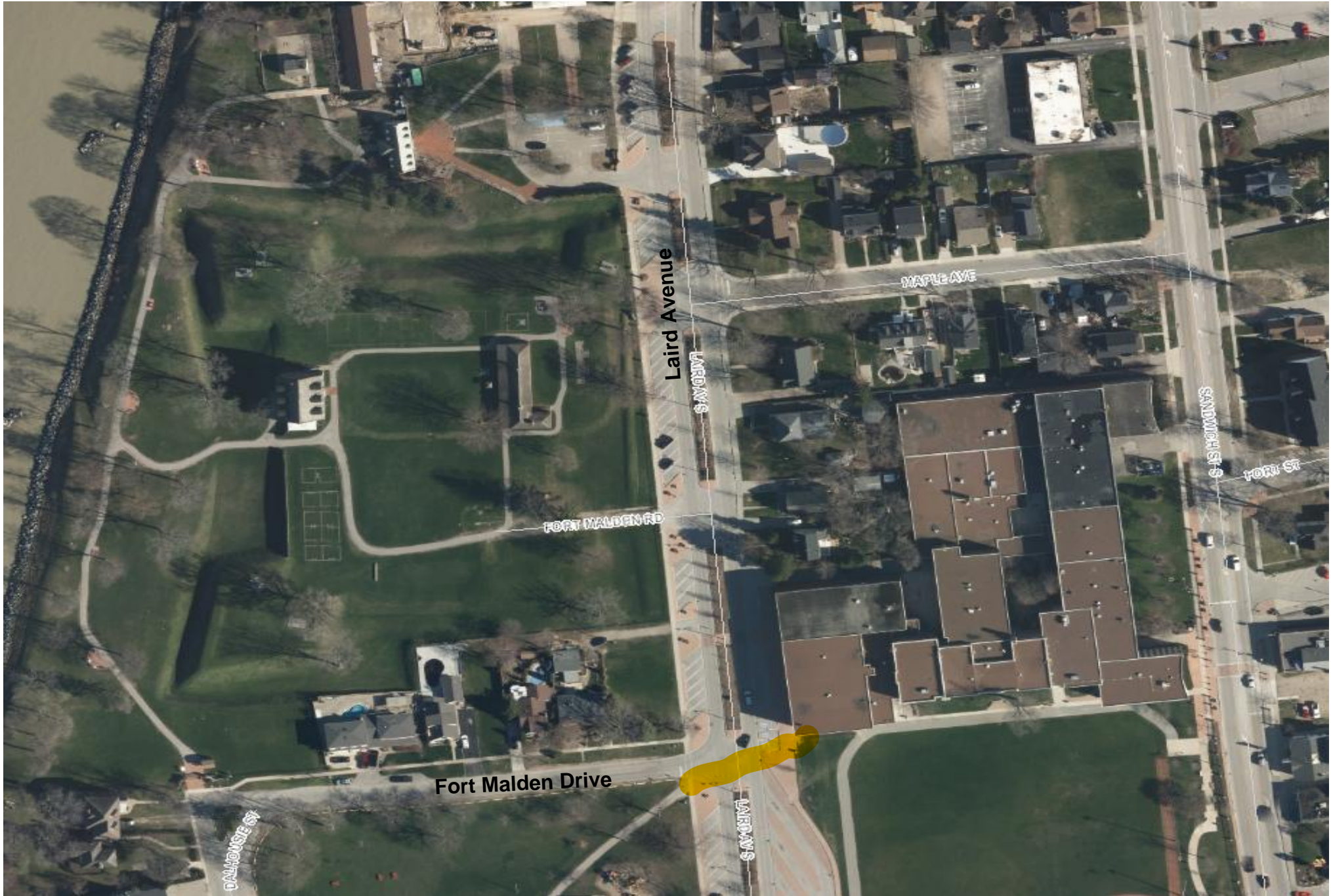
To arrange for barricade drop off, associated fees and acknowledgement of terms and conditions of use of Town equipment, this form must be completed in conjunction with the Festival & Event Asset Request Form. (LINK)

Fort and Laird Avenue - aerial

100 Laird Avenue

Event Name: _____

Event Dates: _____



Toddy Jones Park

50 North Street

Event Name: _____

Event Dates: _____

