



COMMUNITY EVENTS APPLICATION

A completed Community Events Application is required to be submitted a minimum of **3 months** prior to your event. It is important that you follow the instructions and fill out all areas of the form providing clear and accurate information. **Submitting an application does not guarantee approval.**

Please complete this form in full as it pertains to your event. Incomplete applications will not be accepted. If assistance is required, please contact the Recreation & Culture Department at 905-953-5300 ext. 2600.

The following **MUST** be completed and submitted by the event organizer in order for all event proposals to be considered by management:

- General Event Information
- Event Details
- Site Plan
- Insurance (required upon approval)
- All fields marked with an * are required

General Event Information (please print clearly):

NAME OF APPLICANT:	
NAME OF ORGANIZATION:	
REGISTERED CHARITY OR NON PROFIT #	
SUBMISSION DATE:	
CONTACT NAME (must be over 18 years old)	
MAILING ADDRESS:	
POSTAL CODE:	
EMAIL:	
HOME/CELL PHONE:	
WORK PHONE:	

EVENT NAME:	
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EVENT OVERVIEW: Please describe your event.

DATE & LOCATION – 1ST CHOICE *	2ND CHOICE
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LIST ADDITIONAL AREAS, ROOMS OR FACILITIES TO BE BOOKED

1. TYPE OF EVENT:

SPECIAL EVENT	RUN/WALK
PROCESSION (SEE PG _ FOR DEFINITION)	PARADE (SEE PG. ____ FOR DEFINITION)
FESTIVAL	MIDWAY/FAIR
COMPETITION/TOURNAMENT	BLOCK PARTY/STREET/SIDEWALK EVENT
OTHER (PLEASE SPECIFY):	

2. EVENT STATUS:

NEW - FIRST TIME OCCURRING ON PUBLIC PROPERTY	ANNUAL EVENT - SAME DATE/LOCATION FROM PREVIOUS YEAR
ANNUAL EVENT - CHANGE OF DATE/LOCATION FROM PREVIOUS YEAR	
OTHER (PLEASE SPECIFY):	

3. WILL YOU BE USING MUNICIPAL PARKING LOT FOR EVENT OPERATION (NON-PARKING RELATED)?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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IF YOU SELECTED YES PLEASE SPECIFY:

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4. EXPECTED ATTENDANCE:

<input type="checkbox"/>	10,000+	<input type="checkbox"/>	1000 TO 9000
<input type="checkbox"/>	501 TO 1000	<input type="checkbox"/>	301 TO 500
<input type="checkbox"/>	UP TO 300	<input type="checkbox"/>	LESS THAN 300 PLEASE SPECIFY:

ATTENDANCE BREAKDOWN

<input type="checkbox"/>	# OF ATTENDEES	<input type="checkbox"/>	# OF PERFORMERS
<input type="checkbox"/>	# OF VOLUNTEERS	<input type="checkbox"/>	# OF BANDS
<input type="checkbox"/>	# OF VEHICLE/FLOATS	<input type="checkbox"/>	# VENDORS

<p>MEDIA: Inviting or Expecting Media? Are you issuing any media releases? Yes or No If yes, please indicate media release dates. Marketing Materials: If permit is approved, you will be required to submit any marketing materials.</p>				<p>COUNCIL: Inviting or Expecting Council?</p>			
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MEDIA	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	COUNCIL	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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5. TARGET AUDIENCE

<input type="checkbox"/>	YOUTH	<input type="checkbox"/>	ADULT
<input type="checkbox"/>	FAMILY	<input type="checkbox"/>	SENIORS
<input type="checkbox"/>	ALL	<input type="checkbox"/>	OTHER

6. EVENT ACCESS

<input type="checkbox"/>	GATED/TICKETED EVENT	<input type="checkbox"/>	INVITED GUESTS				
<input type="checkbox"/>	OPEN TO THE PUBLIC	CHARGED ADMISSION		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

EVENT SETUP DATE:		EVENTS SETUP HOURS:	
EVENT START DATE:		EVENT HOURS:	
EVENT END DATE:		EVENT END TIME:	

TEARDOWN DATE:		TEARDOWN HOURS:	
VENDOR MOVE-IN HOURS:		VENDOR MOVE-OUT HOURS:	
7. PRIMARY CONTACT FOR DAY(S) OF EVENT:			
NAME:		CELL NUMBER:	

EVENT DETAILS:

(Please refer to the designated page numbers for more information regarding policies)

1. ARE YOU PLANNING TO SERVE ALCOHOL AT YOUR EVENT?	YES		NO		PG. 7
2. WHERE WILL THE ALCOHOL BE SERVED?	INSIDE:		OUTSIDE:		BOTH:
3 ARE YOU PLANNING TO SERVE FOOD/NON-ALCOHOLIC BEVERAGES AT YOUR EVENT?	YES		NO		PG. 7
4. WILL FOOD BE PREPARED	ONSITE:			OFFSITE:	PG. 7
5. WILL FOOD TRUCKS BE ATTENDING?	YES		NO		PG. 7
6. ARE YOU USING PROPANE BARBECUES?	YES		NO		
7. WILL YOU HAVE ANIMALS AT YOUR EVENT?	YES		NO		PG. 7
8. WILL YOU HAVE INFLATABLES?	YES		NO		PG. 6
9. WILL YOU HAVE MECHANICAL RIDES?	YES		NO		PG. 6
10. WILL THERE BE TENTS?	YES:		NO:		PG. 6
	HOW MANY:				
11. ARE YOU PLANNING A FIREWORK/PYROTECHNIC DISPLAY?	YES		NO		PG. 7
12. ARE YOU PLANNING OPEN AIR BURNING?	YES		NO		PG. 7
13. ARE YOU PLANNING ON FILMING AT YOUR EVENT?	YES		NO		
14. WILL YOU BE PLAYING MUSIC OR HAVE AMPLIFIED SOUND?	YES		NO		PG. 6
15. WILL YOU REQUIRE ACCESS TO HYDRO?	YES		NO		PG. 6
16. WILL YOU BE USING GENERATORS?	YES		NO		
17. WILL YOU BE DOING PRESENTATIONS AND/OR SPEECHES?	YES		NO		
18. HAVE YOU HIRED A LICENCED SECURITY COMPANY?	YES		NO		if yes please provide confirmation:
19. HAVE YOU HIRED YORK REGIONAL POLICE – PAID DUTY?	YES		NO		if yes please provide confirmation:
20. WILL YOU REQUIRE ROAD CLOSURES?	YES		NO		PG. 6
21. WILL YOU REQUIRE VEHICLE ACCESS?	YES		NO		
22. WILL YOU REQUIRE A PARKING LOT CLOSURE?	YES		NO		

23. ARE YOU PLANNING ON ERECTING TEMPORARY ROAD SIGNS FOR PROMOTION?	YES		NO		PG. 7
24. WILL GOODS AND/OR MERCHANDISE BE SOLD?	YES		NO		
25. WILL YOUR EVENT REQUIRE PORTABLE TOILETS?	YES		NO		
26. PLEASE INDICATE THE TYPE OF WASTE TO BE GENERATED AT YOUR EVENT:					
SERVER WARE (PLASTIC OR PAPER PLATES, CUTLERY ETC.)	YES		NO		
PACKING MATERIAL (CARDBOARD, PLASTIC FILM ETC.)	YES		NO		
CONTAINERS (WATER BOTTLES, CANS ETC.)	YES		NO		
FOOD WASTE	YES		NO		

CONFIRMATION OF SUBMISSION:

1. Draft Site Plan or Floor Plan: Yes No N/A
(Please include electrical requirements within your plan.)
2. Traffic Management Plan: Yes No N/A
(Please include your own plan or use the template provided.)
3. Emergency Action Plan: Yes No N/A
(Please include your own plan or use the template provided.)
4. Tournament Vender Floor Plan: Yes No N/A
(Please use site specific vender floor plan)
5. Waste Management:
The Town of Newmarket will determine the number of garbage cans, disposal bins etc. required for your event. Additional fees may apply.

I understand and accept the conditions of the Community Events application and will adhere to these terms.

Applicant Signature: _____ Date: _____

(Must be at least 18 years of Age – Proof of age to be provided upon request)

Please Note: Completed Community Event Application will be reviewed by the Recreation & Culture Team and other departments will be consulted as necessary based on the proposal. A staff member may reach out to the applicant regarding any questions about your application form. Upon approval; your application will be processed and a permit will be issued. Failure to comply or provide necessary documents may result in the cancellation of your event. Please note that all approved Community Event Applications will be required to pay a rental deposit. Rental deposits will be refunded provided 60 days written notice of the permit cancellation is given to the Recreation & Culture Department.

Resource Information:

Parade Definition: A large number of people walking or in vehicles/floats and are all going in one direction, usually as part of a public celebration.

Procession Definition: A group individuals moving along in an orderly often ceremonial way.

Liability Insurance:

All permit holders are required to have liability Insurance. Liability insurance coverage may range from \$2 million to \$10 million depending on the type of event that you are hosting. The Town of Newmarket will advise applications as to the amount of insurance they will be required to have. All policies are required to add the Town of Newmarket as an additional insured.

Tents:

Tents less than 60 sq. meters (10'x10', 10' x20' and 20'x 30') can be erected without a building permit. Any tent that is 60 sq. meters or greater will need to receive a building permit. It is recommended that building permit applications be submitted a minimum of 6 weeks prior to your proposed event date.

Please visit www.newmarket.ca . Click on Living Here/ Building and Renovating/ Building Permits to download the application title Application for Permit to Construct or Demolish. Please note that tents are considered new construction. All completed building applications need to be submitted to the Building Department located at 395 Mulock Drive. For questions concerning the building permit, please call 905-953-5300 ext. 2400.

The Town of Newmarket does not permit the use of tent pegs on town property. Sand bags, water weights and cinderblocks are permitted.

Please submit building permit applications to the Building Department at least 3 weeks before your event date.

Amusement Activities/Inflatables/Bouncy Castles:

Any amusement activity such as bouncy castles must be approved by the Recreation & Culture Department. Inflatables must be TSSA certified and the company must provide liability insurance naming the Town of Newmarket as an additional insured. Liability insurance can range from \$2 million to \$ 5 million depending on the type of activity.

Please note that the Town of Newmarket does not permit the use of stakes (in grass or on concrete/asphalt) to weigh down inflatables or any amusement activities.

Electrical Access (Hydro):

Please note that not all outdoor venues have electrical access. In the event that the location does not have electrical access, the permit holder will be required to rent portable generators. All permit holders are required to provide their own extension cords and cable mats. As part of your site plan, please indicate what your electrical needs are for example: 3 110v plugs. If using the Town of Newmarket's hydro, there will be extra fees associated. If your event requires an electrical tie-in, the permit holder will be required to hire their own electrician and pay for a ESA inspection.

Temporary Road Closures:

Event footprints that require a social event road closure must fill out a road closure application. Completed applications can be submitted to Public Works Services located at 1275 Maple Hill Court. Applications are available at www.newmarket.ca . Click on Living Here/Applications, Licences and Permits.

Noise Exemption:

The Town of Newmarket does not permit amplified sound within our parks. For any event that is planning to use amplified sound will need to apply for a noise exemption. Please visit our Legislative Services department located at 395 Mulock Drive for more information regarding the noise exemption process.

Animal Exemption Form:

If you are planning to have animals participating at your event (i.e: pony rides) then you will be required to submit an Animal Exemption Form A to be granted permission to have animal on town property. If an animal exemption is approved any petting zoo will be required to submit a vendor application form for special events – petting zoo to York Region. Please contact the Recreation & Culture department to obtain an animal exemption form.

Refreshment Vehicles:

The Town of Newmarket has introduced a Refreshment Vehicle Licensing By-law (By-Law Number 2016-52). Any event that is inviting food trucks to their event must submit an Application for Special Event Organizer Licence. For more information regarding the requirements for refreshment vehicles please contact Legislative Services located at 395 Mulock Drive or by phone: 905-953-5300 ext. 2220.

Lottery and Raffles:

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for overseeing licensed lottery events such as bingo, raffles etc. For more information regarding eligibility, please visit www.agco.ca . Please contact our Legislative Services department regarding steps to obtain a license.

Municipal Alcohol Policy:

Any event serving alcohol must comply with The Town of Newmarket's Municipal Alcohol Policy and obtain a Special Occasion Permits from the AGCO. Outdoor events serving alcohol are subject to management approval. Please obtain a copy of the Municipal Alcohol policy from the Recreation & Culture department. Event Organizers will be required to sign the Town of Newmarket's Municipal Alcohol Policy and will be required to submit Smart Serve numbers

Public Health Forms:

Any event serving or selling food must comply with York Region Public Health guidelines. Please visit www.york.ca and click under Food Safety for more information regarding Special Events. The event organizer is responsible for submitting and Organizer Application Event form to York Region Public Health directly. The event organizer will need to provide the Town of Newmarket their Safe Food Handler Certificate

Fire Occupancy:

Outdoor events that will have a perimeter fence surrounding their footprint will be required to submit their site plan to Central York Fire Services to obtain an occupancy number for the site. Gymnasium and Arena Floor events and some hall/lounge events such as a trade show will need to submit their event floor plan to Central York Fire Services to obtain a occupancy number for the pad floor. Please submit your request to Central York Fire Services a minimum of 2 weeks prior to your event date.

Open-Air Burning:

All open-air burning such as fire pits must be approved through Central York Fire Services. You will need to request a Special Occasion Permit. Please visit Central York Fire Service's website for more information www.cyfs.ca. Please submit your request to Central York Fire Services a minimum of 2 weeks prior to your event date.

Fireworks and Pyrotechnics:

If you are planning to have a fireworks display or pyrotechnics display at your event, you will be required to submit a Display Fireworks and Pyrotechnics application and submit it to Central York Fire Services for approval. For more information and application forms, please visit www.cyfs.ca. Please submit your request to Central York Fire Services a minimum of 2 weeks prior to your event date.

Temporary Road Signs:

If you are interested in having promotional roads signs prior to your event, you will be required to submit an application called Application for Sign Permit. Please visit our Legislative Services department located at 395 Mulock Drive for more information regarding temporary road signs and the application process.

Approved Permits and Certificates:

The Recreation & Culture Department requires copies of all approved permits and certificates a minimum of 14 days prior to your event start date.

TRAFFIC MANAGEMENT PLAN

1. Please provide a map indicating the following:

- Road Closures
- Parking lot closures
- Traffic Flow for vender load in and load out
- Locations of volunteers to assist with parking and vender load in/ load out
- Locations of police or security

2 . Please provide a time table for vender load in/ load out

3. Please provide a communication plan on how you will notify public of alternative parking

4. Please provide a map of alternative parking for customers

5. Will you be offering a shuttle service to your event? Yes No

6. If yes, please provide the location of pick up/ drop off.