



Municipally Significant Event – Application Process

In order to be deemed an event of municipal significance, your event requires a designation by the municipality in which the event will take place. Special Occasion Permits (SOP) applications to the AGCO for a municipally significant Public Event must be accompanied by a municipal resolution from Council designating the event as municipally significant.

Applicants who wish to request that Dawn-Euphemia Council designate their event to be of municipal significance must submit a complete application to the Office of the Clerk, **a minimum of 30 days** before the event takes place.

In terms of reviewing the event to determine if the event is of “municipal significance”, Council will consider the following:

1. Is the event an exhibition, event or function open to the general public that is being held within the Township of Dawn-Euphemia?
2. Can the event be defined as:
 - a) Having local, regional, national or international historical or cultural significance; or
 - b) Does it build awareness of diverse cultures; or
 - c) Benefit the community at large.
3. Will the event host 100+ members of the general public?
4. The applicant must attach a completed application including a detailed sketch of the layout of the event; and a detailed description of events taking place with the application.

Once the application is approved by Council, applicants whose events have been designated as municipally significant must agree to the following conditions:

1. Applicants assume all responsibility for compliance regulations regarding SOPs and with other applicable Provincial and Federal legislation and municipal by-laws, including but not limited to the rules with respect to the Fire and Building Codes, Street Closures etc.
2. Applicants must obtain a minimum of Five Million (\$5,000,000) Dollars liability insurance, naming “The Corporation of the Township of Dawn-Euphemia” as additionally insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the Clerk. The permit holder shall be required to indemnify and save the Township of Dawn-Euphemia harmless from all claims arising from the permit or event.
3. The applicant must notify in writing Police, Fire and Health Departments informing them of the event, and include a sketch identifying the physical boundaries. If a tent, marquee, pavilion or tiered seating is used, you must also notify in writing Lambton County Building Department.

The applicant's timelines for notifying local authorities are:

- **30 days** before the event takes place, if fewer than 5,000 people per day are expected to attend the event; or
- **60 days** before the event takes place if 5,000 or more people per day are expected to attend the event.

If approved, you will receive a letter with a copy of Council's resolution stating that your event has been deemed municipally significant.

INSURANCE

An applicant who is using Municipal facilities can either (1) Obtain insurance through the Township's Insurance provider, Intact Insurance (this can be arranged through Township staff); or (2) At his/her own expense provide and maintain General Public Liability and Property Damage Insurance with a reputable insurance company authorized to transact business in Ontario for personal injury, death or property damage occurring on or in or to or about Municipal facilities resulting in any manner whatsoever from the performance of this agreement.

Insurance shall be for limits of liability not less than two million dollars (\$2,000,000.00) for non sporting event or occasions such as anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties, fashion shows, graduations, music recitals or other family celebrations, photo shoots, picnics, religious services, retirement parties, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Insurance shall be for limits of liability not less than five million dollars (\$5,000,000.00) for high risk events such as bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, tractor/truck pulling, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organizes sports teams/leagues.

In both circumstances, the insurance shall have the Municipality named as Additional Insured including Gross Liability to the policy.

Please note:

While the Township may designate an event, the Registrar for the AGCO ultimately has the final decision of whether or not to issue a Special Occasion Permit for a public event. In other words, even with a designation from the Township of Dawn-Euphemia, the Registrar may decide not to issue a Public Event SOP.



Municipally Significant Event Application Form

Please provide the following information:

Applicant/Organization Name: _____

Contact Person: _____

Contact Information: _____

Phone: _____ Email: _____

Objectives of the Applicant/Organization:

Reason(s) the organization believes their event should be deemed “municipally significant”:

Date of the Event: _____

Location of the Event: _____

Details of how, when and where the event will be advertised to the public:

Is the event an exhibition, event or function open to the general public that is being held within the Township of Dawn-Euphemia?

Yes

No

Can the event be defined as: (check all that apply to your event and explain in detail your reasoning)

Having local, regional, national or international historical or cultural significance;
or

Builds awareness of diverse cultures; or

Benefits the community at large.

How many people do you anticipate attending your event? _____

Is this event open to the general public?

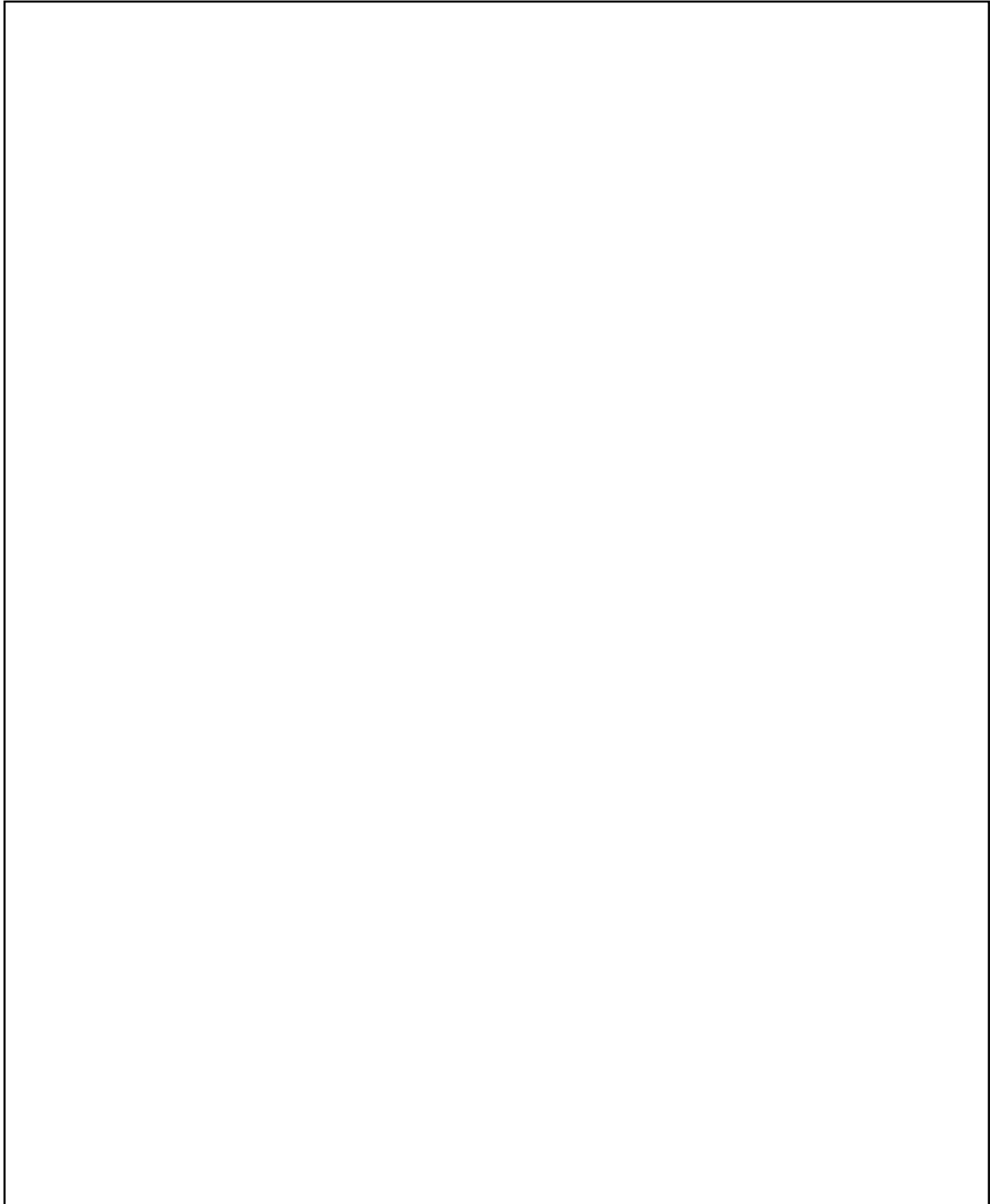
Yes

No

Detailed Map of Event Layout

(include tents, buildings, landmarks, measurements, entrances, exits etc.)

(You can use the attached templates of the Dawn-Euphemia Community Centre Grounds)



Detailed Schedule of Events

Example:

Time	Event	Area
9:00 am to 2:00 pm	Meet & Greet	Community Centre
2:00 pm to 7:00 pm	BBQ	Pavilion Area

The applicant agrees to:

1. Depending on the type of event (see Page 2) the applicant shall obtain either a minimum of TWO MILLION (\$2,000,000) DOLLARS liability insurance or a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance (which ever is applicable), naming “The Corporation of the Township of Dawn-Euphemia” as an additional insured including Gross Liability, at least 10 business days prior to the event and must provide a certificate of Insurance to the Clerk. The permit holder shall be required to indemnify and save the Township of Dawn-Euphemia harmless from all claims arising from the permit or event;
2. Serve the public interest by upholding the by-laws and policies of the Township of Dawn-Euphemia, and any other applicable Provincial or Federal Legislation;
3. Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to Fire and Building Codes, Street Closures etc.; and
4. Agree to circulate the details of your event to the required stakeholders including Police, Fire and Health Department and Lambton County Building Department (if applicable).

By signing, you agree that you have read and agree with the conditions of the Township of Dawn-Euphemia this, the Designation of Municipally Significant Events Policy.

Applicant

Date

SAMPLE LETTER



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

4591 Lambton Line, RR # 4, Dresden, ON N0P 1M0 www.dawneuphemia.ca
Tel: 519-692-5148 Fax: 519-692-5511 Email: clerk@dawneuphemia.on.ca

Date:

Address:

Re: Municipally Significant Event – (name of event)

The Township is in receipt of your letter regarding the (event) to be held (place) on (date).

Please be advised that Council at it's Regular Meeting of (date) passed the following resolution:

Res# *****

Please be advised the Corporation of the Township of Dawn-Euphemia considers this event to be a municipally significant event for the purpose of making a Special Occasion Permit (SOP) application.

I trust this information will assist you with respect to the issuance of the liquor license. If you should, however, require anything further, please do not hesitate to contact the undersigned.

Sincerely,

SAMPLE TEMPLATES – DAWN-EUPHEMIA COMMUNITY CENTRE GROUNDS



SAMPLE TEMPLATES – DAWN-EUPHEMIA COMMUNITY CENTRE GROUNDS



SAMPLE TEMPLATES – DAWN-EUPHEMIA COMMUNITY CENTRE GROUNDS

