



CITY OF STRATFORD Special Event Application

Approval from the City of Stratford is required to hold an event on municipal property, including, but not limited to, parades, walk-a-thons, road races, concerts, fairs, gatherings or other events on city streets or sidewalks, trails, parks, etc., or that involve temporary road closures. It is the responsibility of the organization to obtain approval for their event.

Instructions: At least 12 weeks prior to the event submit the completed application with all required attachments to the City Clerk's Office. The City Clerk's Office will advise whether or not approval has been granted after the complete application has been reviewed by Staff.

Checklist - The following must be submitted:

- Special Event Application and required fee, if applicable
- Certificate of Insurance completed by your Insurer (a copy is provided with this Application)
- Map of the proposed route/area marking the route with start/end locations or area and clearly showing the required 6 m accessible lane for the Fire, Police and Emergency vehicles. [Requirement for an accessible lane for emergency vehicles does not apply to parade routes.]
- Layout of Market Square (if applicable) – this layout provides a general layout of the Market Square Design, subject to change to locate/ identify which parts of Market Square are being requested for this event.
- List of streets that will be affected by this Event / list of streets to be closed
- List of Floats and Displays, including number of, type of, and vehicles involved, if applicable.
- Business Licence Application, if applicable
- Letter requesting permission to serve alcohol on municipal property, if applicable
- Letter requesting a Noise By-law Exemption, if applicable
- Application for use of City Hydro and/or Water, if applicable
- Application for use of City Hall Washrooms, if applicable

Name of Group organizing the Event: _____

Contact Person(s): _____

Mailing Address with Postal Code: _____

Contact Phone Number: _____

Email: _____

Name of Event: _____

Type of Event:

- Parade Musical Concert Public Gathering Ceremony
- Procession Bicycle Event Walk-a-thon Fireworks
- Filming Fair Sport/Athletic Event
- Other: _____

Are Floats or Displays part of this Event: Yes No **If Yes**, include a description on a separate sheet that lists the number and types of floats or displays and vehicles involved.

Date of Event: _____

Starting Time: _____ Finishing Time: _____

Start and end time of road closures: _____

Proposed Starting Location: _____

Proposed Finishing Location: _____

Estimated Number of People Attending/Participating in this Event: _____

Route Map - Attach a map clearly showing the proposed route and locations for traffic barricades for any street closures. If part of this event takes place on city streets, streets will need to be closed to vehicular traffic for public safety reasons. Barricades are required to block vehicles.

It is recommended that access to homes and business should not be restricted during your event. If you are requesting a street closure that will restrict residents or businesses from accessing their properties during your event, measures must be taken to ensure they are able to access their property.

Will access to homes or businesses be affected by your proposed event?: Yes No

If yes, a notice must be circulated to the affected homes and businesses indicating how access will be maintained to their property during the event and who to contact from your organization with any concerns regarding the closures.

For temporary street closures, other than parades, your map must clearly show the 6 metre access lane for the Fire, Police and Emergency vehicles that will remain unobstructed during the event.

The City may be able to provide barricades; however, your organization is responsible for picking up and returning the barricades. Please advise who will be the contact person from your organization responsible for the barricades should Stratford Police or Public Works require a meeting to review the details.

Name: _____ Telephone: _____

Is the required route map included with your application to the City?: Yes No

Ministry of Transportation approval is required if your event includes part of **Erie Street, Huron Street or Ontario Street**. The City will contact the MTO on your behalf if one or more of these 3 streets is involved with your event. As the MTO requires advance notice, it is important that your application is submitted to the City Clerk's Office **at least 12 weeks** prior to your event.

The MTO and/or the City reserve the right to deny or cancel use of Erie Street, Huron Street or Ontario Street, or any other street at their discretion.

Parks Board Approval

Will part of this event take place in the City's Park System? Yes No

If Yes, approval of the Stratford Board of Parks is required. Contact the Community Services Department at 519-271-0250 ext. 244.

Police Escort

If this event requires a Police escort because the route involves city streets contact the Stratford Police Services a minimum of six (6) weeks prior to your event at 519-271-4147.

Are you requesting a police escort for this Event? Yes No

Market Square

This Special Event Application must be completed in order to book Market Square for an Event.

The City of Stratford has full authority over the scheduling of events in Market Square and reserves the right to cancel an event with prior notice. Events held in Market Square must be open to the public and admission fees cannot be charged for access to the space.

Use the layout of Market Square provided with this Application Form, to identify / locate where any stage(s), tents, additional furniture, vendors, equipment or other aspects of your event will be located. Note the specific location for where tents are permitted is already shown on this layout of Market Square

If your event for Market Square is approved by the City, please note that this approval does not include exclusive use of Market Square. The public will continue to have access and use of Market Square during all times when your event is being held.

A limited number of movable tables and chairs are available in Market Square. The City does not provide additional tables and seating and this is the responsibility of the Event organizer. There may be a charge for set up and take down of the City's movable tables and chairs for this Event.

Are you requesting use of the City's movable tables and chairs for this Event?:

Yes No (subject to availability)

Are you requesting the use of City Hall washrooms for this Event? Yes No

If yes, please complete the attached application for use of the City Hall washrooms and return with this completed Special Event Application.

Are you requesting the water feature be turned off for this Event? Yes No

Are you requesting a portion of the lighting be turned off for this Event? Yes No

If yes, please provide details below:

Recycling

If this event requires recycling containers, contact the City's Recycling Coordinator at 519-271-0250, Ext 279 or ksimpson@stratford.ca

Are you requesting assistance with recycling for this Event? Yes No

Bottled Water

The City of Stratford discourages the distribution and sale of commercially-packaged bottled water at all events on municipal property. Please consider providing tap water to participants and encouraging the use of refillable containers.

Tents

If tents are involved with this event, contact the City's Building Division at 519-271-0250, Ext. 345 or building@stratford.ca to inquire about tent permits and anchoring.

Note – tent pegs, stakes or poles are not to be driven into city streets, sidewalks or other municipal property. If this event is being held in Market Square, tents can only be located in the area of Market Square specifically identified for tents where tent anchors are provided. If it is required by the City that additional tent anchoring is required for larger tents, the additional tents will need to be anchored as further advised by the City.

Will tents be used for this Event? Yes No

If Yes, describe the type, size and number of tents: _____

Parking Plan

If your proposed event has more than 500 participants attending, a parking plan may be required by the City. The plan should include:

- Parking locations for event participants to use
- Number of spots available at each of these locations
- Shuttle Service or other form of transportation from alternate parking locations to event if applicable
- Type of advertising or communications to event participants of alternate parking locations

Does your event anticipate more than 500 participants attending? Yes No

If yes, is there a parking plan attached? Yes No

Stages

Is a stage(s) required for this event? Yes No

If yes, is the stage greater than 60 cm (2 feet) above grade? Yes No

Is the stage on wheels? Yes No

A Permit is required for a stage that is greater than 60 cm (2 feet) above grade and is not on wheels. Contact the City's Building and Planning Department at 519-271-0250, Ext. 345 or building@stratford.ca

Hydro Hook-Up and Water Access

If your event is taking place in Market Square and hydro/electricity and/or water is required, access is available for a fee for hydro and for water. Include the completed Application for Use of City Hydro and Water if your event is located in Market Square.

Will access to hydro and/or water from Market Square be required for this Event?

Yes No

If yes, complete the Application for Use of City Hydro and Water included with this form.

Alcohol

If your event includes the serving and consumption of alcohol, you must obtain a provincial Liquor Permit from the Alcohol and Gaming Commission of Ontario. There are different types of liquor permits depending on the type of event – public or private, type of alcohol being served and number of people attending the event.

Secondly, if alcohol is being served or consumed on municipal property, permission of City Council is required. The City's Municipal Alcohol Risk Policy must also be followed and signed by the event organizers..

Will alcohol be served or consumed as part of the Event? Yes No

If Yes, a Security Plan is required.

Have you included a Security Plan with this Application? Yes No

Off-Road Vehicles

All motorized vehicle(s) operated in conjunction with the event must be licensed and insured by the owner. Off-road vehicles (ATVs) are prohibited on City streets.

Are off-road vehicles or ATVs planned as part of this Event? Yes No

Business Licensing

By-law 187-2004 states in part: No person shall carry on, conduct, operate, maintain, keep or engage in any business as provided for in this By-law within the City without first obtaining a licence to do so from the City:

- Adult Entertainment Establishments and Performers
- Auctioneers
- Body Piercing Parlours
- Body Ruby Parlours and Attendants
- Circus
- Old Gold, Other Precious Metals and Old Jewellery Sales
- Outdoor Cafes
- Refreshment vehicles and bicycle ice cream vehicles
- Indoor and/or Outdoor Vendors
- Hawker-Pedlar (Flea markets, craft/antique/trade shows, door to door sales)
- Tattoo Parlours

If your event includes any of the above-noted activities, contact the City Clerk's Office at 519-271-0250 ext 237 to obtain a business licence application.

Are goods, food, products or services being sold at this Event? Yes No

If **Yes**, please attach a list of the items being sold.

Certificate of Insurance – For events held on municipal property, including streets or sidewalks, a Certificate of Insurance must be provided that names 'The Corporation of the City of Stratford' as an additional insured for the event – minimum amount of insurance coverage is \$2 million dollars per occurrence.

If your event includes part of Ontario Street, Huron Street, and/or Erie Street, the Certificate of Insurance must also name 'The Ministry of Transportation' as an additional insured for the event and the minimum amount of insurance coverage is \$5 million dollars per occurrence. The Insurance Form attached with this application must be completed **by your Insurance Company** and submitted with your completed application.

Confirmation of Insurance Coverage: Attached To Follow

Fireworks

If your event includes plans to set off fireworks, a permit from the Stratford Fire Department is required. Fireworks By-law 73-2006 sets out the requirements for fireworks and obtaining a permit.

Are fireworks planned to be set off as part of this Event? Yes No

If Yes, contact the Stratford Fire Department (519) 271-3212 (non-emergency telephone) to apply for a fireworks permit.

Street/Sidewalk Markings

If route markings or locations are to be sprayed, painted or chalked onto city streets, sidewalks or any other municipal property, prior approval must be obtained. In all cases, only washable paint or chalk may be used and must be removed by the event organizers immediately following the event. Failure to do so will result in the organizer being billed for clean-up costs.

Will paint, chalk or other markings on city streets, sidewalks or other municipal property be used for this Event? Yes No

If Yes, describe the type of markings, the product to be used, and how will the markings be removed at the end of the event _____

Noise Control By-law Exemption

If your event includes music or amplified sound past certain hours or on Sundays or holidays, contact the Clerk’s Office. An exemption from the Noise Control By-law may be required.

Letters must be circulated to all residents and businesses within at least 120m of your event indicating when the event is taking place and what Noise Control By-law exemption has been requested from the City. Include a deadline for recipients to respond to your letter with any concerns they may have. After the deadline has passed, provide a letter to the Clerk’s Office indicating what responses, if any, were received and attach any written responses received.

Once this information has been received by the Clerk’s Office the Noise Control By-law exemption request will be considered by City Council. Allow 8-10 weeks for consideration prior to your event.

Are you requesting an exemption from the Noise Control By-law for this Event?

Yes No

If Yes, please complete the following:

Date(s) and Time(s) of Exemption Request: _____

Reason for Exemption (eg. Amplified Music, Fireworks): _____

Proposed Date of Circulation of Letters to 120m List: _____

Deadline for Comments from Circulation: _____

SOCAN and Re:Sound - If your event includes live or recorded music, you are required to pay a licence fee to SOCAN and to Re:Sound. SOCAN and Re:Sound collect tariffs for the public performance of live and recorded music in Canada. These tariffs are then distributed to music creators. Contact SOCAN and Re:Sound to obtain the applicable tariff schedule for your event.

Online: www.socan.ca/sp/en/resources/tariffs.isp

www.resound.ca/en/index.htm

Will live or recorded music be part of this Event?: Yes No

If Yes, please provide your Account Numbers:

SOCAN Account #: _____ Re:Sound Account #: _____

Accessibility

The City of Stratford encourages barrier-free events. The suggestions are not a requirement from the City of Stratford, but may help to plan your event to reduce barriers to accessibility and ensure your event is accessible and enjoyable for all who wish to participate.

Creating a successful event means ensuring all who would like to participate can do so without any limiting barriers. Accessibility is not only for persons with disabilities, but also for seniors and families using strollers and for all those attending your event. Remember, not all disabilities can be seen.

Getting There

- Are there accessible parking spots close to the event?
- Are all entrances and exits to the event designed to allow access to persons using a wheelchair or other mobility device?

Facilities

- Have you provided, if applicable, accessible portable washrooms?
- Are the accessible portable washrooms located in an accessible area?
- Have you provided, if applicable, accessible hand washing stations? Remember, those with accessible needs may be unable to use a foot pedal wash station.
- If your event has seating have you designated an area for persons using wheelchairs and other mobility devices?
- Are any cables covered to allow wheelchairs, strollers, etc. to manoeuvre easily?
- Have you considered a reduced rate for companions who are accompanying those with accessible needs?

Service Animals

- Are Service Animals permitted at the event venue?

Signage

- Does signage for the event have large letters, plain language and is free of glare?

Emergencies

- Is event personnel trained to respectfully assist persons with accessible needs and respond to accessibility issues as they arise?
- Do you have personnel/staff trained to assist those with accessible needs in case of an emergency?
- In the event of an emergency are there auditory and visual alarms?
- Do you have an evacuation plan that addresses the evacuation of persons with special needs?

Special Event Application Fees

There may be application fee(s) for this special event. Applicable fees are payable to the City of Stratford Clerk's Office at the time of application. Fees are non-refundable. Fees may be paid by cash, cheque, debit, Visa or Master Card.

Event Application Fees:

- a) no charge for parades and special events if the completed application is received more than three months prior to the date of the event;
- b) \$150 for expedited service where the event is less than three months prior to receipt of the completed application;
- c) if a change order is requested less than three (3) weeks prior to your event and circulation is required, a \$150 expedited service fee will apply;

Veterans and Military parades and Canada Day and Santa Claus parades are exempt from paying the fee for Parade and Street Event applications.

Cancellation

The City of Stratford and/or Stratford Police Services may cancel or reroute any parade or event as deemed necessary.

ACKNOWLEDGEMENT:**I/We agree to the following conditions:**

1. To obtain all approvals necessary from the City for this event.
2. To indemnify and save harmless The Corporation of the City of Stratford from any and all claims and/or damages arising out of this event and to provide any bond or insurance required in this regard.
3. To provide proof of insurance on the Insurance Form (attached) in the amount of \$2,000,000 per occurrence (minimum).
4. To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the traveling public and participants.

5. To accept the responsibility for notifying the public and affected property owners.
6. To ensure that all areas used for the event are cleaned up and garbage and recyclables are removed immediately after the event.
7. To assume the cost of repair for any damage incurred as a result of the event and any cost for clean-up performed by/on behalf of the City.
8. That no markings will be sprayed, painted or placed on any city streets, sidewalks or other municipal property without prior approval of the City.
9. To maintain all equipment and facilities supplied by the City in good working order and repair and if such equipment and facilities, when returned to the City are not in as good condition as they were at the commencement of the Event, reasonable wear and tear excepted, the City may make such repairs as may be necessary and charge the cost to the Event Organizer.
10. To pay all subcontracts, suppliers and employees in accordance with the normal business practice of the trade in a timely and proper fashion.
11. That approval to use Market Square for this event, does not also grant exclusive use of Market Square and that the public continues to have access to the use of the space.
12. I/We have authority to bind the Event Organizer and its authorized agents.

Signature: _____ Date: _____

Print Name: _____

Contact the Clerk's Office at 519-271-0250, Ext. 230 or vtrotter@stratford.ca with any Special Event inquiries.

NOTICE OF COLLECTION

Personal information collected on this form is collected under the *Municipal Act, 2001* and will be used by City staff, Stratford Police Services, Perth District Health Unit and the Ministry of Transportation where applicable, for the purpose of reviewing the application and other administrative purposes. Names, addresses and comments will be included in material made available to the public upon request. Questions regarding this collection and use should be forwarded to the City Clerk, P.O. Box 818, Stratford ON, N5A 6W1 or by telephone 519-271-0250 ext. 235 during business hours.

If you require this form in an alternate format, contact the Clerk's office at 519-271-0250 ext. 235 or TTY 519-271-5241.



**APPLICATION FOR USE OF CITY HYDRO AND WATER
CITY HALL AND MARKET SQUARE, STRATFORD**

Date(s) of use: _____

- Check required box: City Hall Hydro – Front (key required) Market Square Water
 City Hall Water – Rear (key required) Market Square Hydro
 City Hall Hydro – Rear (key required)

Name of event: _____

Name of organization: _____

Name of Contact: _____

Mailing Address: _____

Contact Phone Number: _____

Number of Keys Required: _____

Access keys are to be signed out from the Clerk’s office by the event organizer the last business day before the event and returned to the City Clerk’s Office the first business day after the event.

Hydro Access Fee - \$15 each area / per day Water Access Fee - \$15 per day

The fee is charged for each day the event organizer has access to hydro and/or water and will be invoiced after the event. A fee of \$50 will apply to each lost key.

By signing below, I have agreed to the above noted terms.

Signature: _____ Date: _____

Signature of Clerk’s Office Staff when keys are returned and payment collected.

Signature: _____ Date: _____

Notice of Collection

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If you require this form in an alternate format, contact the Clerk’s Office at 519-271-0250, Ext. 237 or TTY 519-271-5241.



APPLICATION FOR RENTAL OF CITY HALL WASHROOMS

Date(s) & time(s) of rental: _____

Name of event: _____

Name of organization: _____

Name of contact person: _____

Mailing Address: _____

Phone: _____

1. Invoice for rental will be mailed to above noted address after your event has taken place
2. Any and all damages incurred during the rental period are the sole responsibility of the event organizers.

By signing below, I have agreed to the above noted terms.

Signature: _____ Date: _____

Rental Period	Rental Fee* (minimum 1 hour)
Monday to Friday between 4:30 p.m. and 11:30 p.m.	\$18.23 per hour
Monday to Friday after 11:30 p.m.	\$122.90 per hour
Saturday between 5:00 p.m. and 11:30 p.m.	\$40.60 per hour
Sunday between 4:00 p.m. and 11:30 p.m.	\$40.60 per hour
Saturday and Sunday after 11:30 p.m.	\$122.90 per hour

*All rates are subject to applicable tax.

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If you require this form in an alternate format, contact the Clerk's Office at 519-271-0250, Ext. 237 or TTY 519-271-5241.



CERTIFICATE OF INSURANCE

THE CORPORATION OF THE CITY OF STRATFORD

This is to certify that the Insured, named below, is insured as described below

CITY FILE NUMBER

*****This form must be completed and signed by your insurer or insurance broker*****

- Note: 1. Proof of liability insurance will be accepted on this form only **(with no amendments)**
2. If a facsimile has been transmitted, the original certificate must follow

NAME OF INSURED		TELEPHONE NUMBER	AREA CODE
ADDRESS OF INSURED	STREET NAME	CITY	POSTAL CODE

TYPE OF INSURANCE	INSURER'S NAME	POLICY NUMBER	EFFECTIVE DATE			EXPIRY DATE			LIMITS OF LIABILITY Bodily Injury & Property Damage-Inclusive
			YR.	MO.	DAY	YR.	MO.	DAY	
Commercial General Liability									Per Occurrence \$ Aggregate \$
<input type="checkbox"/> Umbrella <input type="checkbox"/> Excess									\$

Commercial General Liability Occurrence Basis CLAIMS MADE POLICIES ARE NOT ACCEPTABLE

Including Personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause. The policy also includes:

Tenant's Legal Liability No or Yes (Limit) \$ _____ Liquor Liability No or Yes (Limit) \$ _____

THE CORPORATION OF THE CITY OF STRATFORD has been added as an additional insured but only with respects to their interest in the operation of the Named Insured.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned, an Insurer licensed in the Province of Ontario, Canada, to the insured named above are in force at this time.

If cancelled or changed in any manner that would affect The Corporation of the City of Stratford as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the City of Stratford
Attention: Clerks Office
P. O. Box 818
1 Wellington Street
Stratford Ontario, N5A 6W1
Fax: 519-273-5041

This Certificate is executed and issued to the aforesaid, The Corporation City of Stratford, the day and date herein written below.

Date	YR	MO	DAY	NAME OF INSURANCE COMPANY OR BROKER (COMPLETING FORM)			
ADDRESS OF INSURER OR INSURANCE BROKER			TELEPHONE NO.	FAX NO	AUTHORIZED REPRESENTATIVE OR OFFICIAL BY:		

*****THIS FORM MUST BE COMPLETED, SIGNED & STAMPED BY YOUR INSURER OR INSURANCE BROKER***** Revision 2011

Layout of Market Square, subject to change

