



Name of Organization: _____

Event Name: _____

Returning Event? _____ New Event? _____

A. Organization Information

Contact Name: _____

Position: _____

Address: _____

City: _____ Postal Code: _____

Tel (Day): _____ Tel (Evening): _____

Fax: _____ Email: _____

Do you grant permission to release your contact info to the public? Yes No

B. Event Information

Location: (For booking detail, include dates/times for the event and also set up & take down.)

Complex (e.g. G'town Fairgrounds)	Facility (e.g. Diamond #1)	Day of Week (Mon. Tues)	Start Date	End Date	Start Time	End Time

Type of Event: Parade Festival Other (specify):
 Walk/Run/Cycle – Written route & map required.

Approximate # of participants: _____ Approximate # of spectators: _____

C. Event Components

For each activity or item, check (x) either yes or no and provide additional information as required. If you answered yes, please refer to the page number as indicated in the Public Events Manual.

- 1. Will you require a road closure? Page 5..... Yes No
- 2. If no, will your event take place on a road and/or sidewalk? Page 5 Yes No
- 3. Will alcohol be served at your event? Page 7..... Yes No
- 4. Will you have a fireworks or pyrotechnical display? Page 9 Yes No
- 5. Will you be selling merchandise? Page 14..... Yes No
- 6. Will you be selling or serving food? Page 9..... Yes No
- 7. Will you require hydro at your event? Page 10..... Yes No
- 8. Will you require Town equipment or materials? Page 11 Yes No
 (i.e. picnic tables, pylons)
- 9. Will you be having live entertainment or using amplified sound? Yes No
 (any event approved by way of application process is still subject to
 the provisions of the Noise By Law 2010-0030) Page 11
- 10. Will there be carnival or amusement rides? Page 13 Yes No

- | | | |
|---|-----|----|
| 11. Will there be bouncy castles/inflatable devices? Page 18 | Yes | No |
| 12. Will you have a petting zoo or animals? Page 13..... | Yes | No |
| 13. Will there be fundraising activities, e.g. 50/50 draw? Page 14 | Yes | No |
| 14. Will you have any promotional signage? Page 16..... | Yes | No |
| 15. Will you be installing tents, canopies, stages or similar structures? Page 16 | Yes | No |

D. Insurance

Event organizers are required to carry liability insurance in the amount of \$2 million dollars or greater. Insurance may be available to purchase through the Town. This insurance is only valid for activities that occur on approved Town or School Board property. Groups to provide a "Certificate of Insurance" naming Town of Halton Hills, and the appropriate school board when applicable, as "additional insured". Page 11

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|--|-----|----|
| 1. Are you providing your own insurance? | Yes | No |
| 2. Are you purchasing insurance through the Town?..... | Yes | No |

Please check all boxes that apply:

- I have completed the application in its entirety.
- I have included the route / site plan / map / parking plan.
- I have included the event program.
- I have included the security plan.
- I have included the insurance certificate.
- I am aware that there may be additional costs.
- I have read the Public Events Manual.
- I have read and agree to the Town's Rental Terms and Conditions per this link:
[Town of Halton Hills Rental Terms and Conditions](#)

E. Acknowledgement

By typing my name below (eSignature), I certify that the information I have provided above is true and correct. You may wish to print this document for your records.

Please enter your full name: _____

Date: _____

Forward the Public Event Application and all supporting documents to Recreation & Parks Community Development Coordinator.

NOTE: Incomplete applications may result in the decline of an event, in part or in its entirety.

Office Use ONLY

Application Received: _____

The personal information on this form is collected under the authority of the Municipal Act, as amended. The information is used to process this application. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator.