

SPECIAL EVENT APPLICATION PACKAGE

The Municipality of Kincardine's Special Event Application Package provides a detailed process for planning and managing events on municipal property, ensuring safety, compliance, and successful execution. Here is a complete guide to the application process and planning requirements.

What is a Special Event?

A **Special Event** is defined as any event held on municipal property that is exclusively reserved for that occasion. These events may be annual or infrequent. All special events require **written approval** from the **Municipality of Kincardine**.

Application Process Overview

Step One – Submit a Facilities Rental Form

Complete the **Facilities Rental Form** to confirm the availability of your desired location on municipal property. This includes parks, sports fields, waterfront areas, beaches, or any indoor facilities.

Rental pricing is outlined in the **Municipality's Consolidated Rates & Fees By-Law 2024-137**, available on the municipal website or by contacting the Community Services Department.

Step Two – Review Special Event Application Package and Special Events Policy

Carefully review the **Special Event Application Package** and **Special Events Policy** to understand the required steps and best practices for organizing your event. The guide includes a detailed checklist to ensure all items are addressed.

Step Three – Submit a Special Events Application

Submit your completed **Special Events Application Form** at least **90 days** before the event date. This allows sufficient time for review and approval.

Ensure your application includes the following details:

- a) Event Information (name, date, times, setup/teardown, location, description)

- b) Accessibility Plan (compliance with AODA)
- c) Entertainment (details of activities, performances, and any fire features)
- d) Road Closures (dates, times, locations)
- e) Volunteers (roles and responsibilities)
- f) Insurance Coverage (Certificate of Insurance with required coverage)
- g) Event Site Plan (layout and logistics)
- h) Municipal Equipment Requests (if needed)

Step Four – Special Events Review Committee Approval

The Special Events Review Committee will review the submitted application and documentation. The applicant will receive written notification of **final approval** once all necessary requirements and departmental reviews are complete.

Applicable departments (e.g., Fire, Public Works, Tourism) will review and approve various aspects of your event. Departmental reviews can take varying amounts of time.

Step Five – Submit Required Event Documentation for Approval

Submit all required documents a minimum of **14 days** prior to the event unless otherwise specified. If documents are not submitted on time, your event may be canceled. Applicants may contact designated staff for clarification on any requirements.

Event organizers should use the **Special Event Checklist** to ensure all documentation is provided.

Step Six – Public Notification (if necessary)

If the event may negatively impact the community or neighboring residents (e.g., road closures, large gatherings), you may be required to issue a **public notification** in advance of the event.

SPECIAL EVENTS PLANNING GUIDE

This detailed guide is designed to provide the applicant with the information and resources require to safely and successfully hose your event in the Municipality of Kincardine. Each section of this guide corresponds to a section within the application.

1. Contact Information

The event application must include the name and contact information of the primary organizer and a designated contact person. If multiple events are occurring under the same umbrella event, the Municipality will only contact the primary contact.

2. Event Information

You must provide the following:

- **Event Name:** The name of your event.
- **Event Date(s):** Start and end dates of the event.
- **Event Times:** Hours of the event, including setup and teardown times.
- **Event Location:** Specific municipal property or facility.
- **Event Description:** A brief overview of the event, including major activities or highlights.

3. Accessibility

Ensure compliance with the **Municipality of Kincardine Policy GG 3.8** on Accessibility Standards for Customer Service (aligned with the **Accessibility for Ontarians with Disabilities Act (AODA)**).

Organizers should consult the **City of London's "Guide: How to Plan Accessible Outdoor Events"** to plan for accessible pathways, washrooms, parking, and other accommodations for persons with disabilities.

4. Entertainment

Include details of the event pertaining to entertainment including featured entertainment, food vendors or refreshment vehicles, liquor licensing, signage and/or banners, amplified sound and/or music, etc.

A. Featured Entertainment

Provide details about the entertainment (e.g., bouncy castles, petting zoos, animal shows). If you plan to use inflatables, you must follow the **Technical Standards & Safety Authority (TSSA)** requirements.

B. Use of Fire Features

If the event includes a fire feature, specify the type, date, time, and location. The type of fire feature could include fireworks, campfires, propane fires, pyrotechnics, etc. If fireworks are included, follow the **Municipal Fireworks Bylaw 2018-040** and Risk Management considerations.

Note: a special occasion burn permit may be required depending on the circumstances of the fire feature.

For more information, visit the website at [Burn Permits | Municipality of Kincardine](#) or contact the Fire Department at 519-396-2141 x 2.

C. Use of Liquor License

If alcohol is being served at the event, it is essential to ensure full compliance with the **Municipal Alcohol Policy (GG.1.6)** and the **Alcohol and Gaming Commission of Ontario (AGCO)** regulations. Specifically, the following steps must be taken:

- **Special Occasion Permit (SOP):** A Special Occasion Permit (SOP) is required and must be obtained through the local Liquor Board. The SOP application must be submitted **at least 30 days prior** to the event to allow for processing and approval.
- **Certificate of Insurance:** A Certificate of Insurance in the amount of **\$5 million** is also required to cover potential liabilities associated with the event. This certificate must be submitted alongside the SOP application.

D. Use of Food Vendor/Refreshment Vehicle

If the special event will include a food vendor or refreshment vehicle, the following steps are required for municipal review and approval.

- i. **Refreshment Vehicle Special Event Application:** The event organizer must submit a Refreshment Vehicle Special Event Application that includes the following documentation:
 - **Food Premises Inspection Report:** As per R.R.O 1990, Regulation 562, this report is required to ensure compliance with food safety standards.
 - **Mobile Food Service Equipment (MFSE) Annual Inspection Certificate:** This certificate, issued by the Technical Standards & Safety Authority (TSSA), is required for any mobile food service equipment.
 - **Insurance Certificate:** A certificate of insurance with \$2 million liability coverage is required, with the Municipality of Kincardine listed as an additional insured.
 - **Fire Department Certification:** A certification from the local fire department confirming that the refreshment vehicle meets all fire safety regulations.
- ii. **Required Permits:**
 - **Organizer's Permit:** Issued to the event organizer.
 - **Vendor's Permit:** Issued to the food vendor or refreshment vehicle
- iii. **Exemption for Existing Permits:** If the vendor has already been issued a current Refreshment Vehicle Permit from the Municipality of Kincardine, the Refreshment Vehicle Special Event Application is not required.

For more information, visit the website at [Host and Event | Municipality of Kincardine](#) or contact Legislative Services at 519-389-3468 ext. 7113.

E. Use of Amplified Sound/Loud Music

If the special event will include amplified sound or loud music, describe the time(s), location(s), and details. If the event requires a Noise By-Law Exemption, please complete and submit the **Noise By-Law Exemption** application form to forward your request to Council. All applicants requesting an exemption to the Noise Control By-Law should reference **Noise Control By-Law No. 2008-076**

For more information, visit the website at [By-Law Directory and By-Law Enforcement](#) or contact Legislative Services at 519-389-3468 ext. 7113.

F. Use of Signage and/or Banners

If the special event will require signage and/or banners, describe the signage and/or banners and their location. Signage advertising used to locate the special event must be approved by the **Building & Planning Department** and street banners by the **Tourism Department**. A maximum of three (3) banners is allowed, and installation must be coordinated with municipal staff.

For more information regarding signage, visit the website at [Building Permits | Municipality of Kincardine](#) or contact the Building Department at 519-389-7641 ext. 7128.

For more information regarding banners, contact the Tourism Department at 519-389-7641 ext. 7145.

G. Use of Stage

If the special event will require a stage, review the permit requirements for stages as directed by the province. A copy of the permit will need to be provided to specialevents@kincardine.ca.

Demountable stages require a building permit where;

- The aggregate area of all platforms is more than 60m² and any part of the platform is more than 3m in height above adjacent grade level,
- When the aggregate area of all platforms of the demountable stage is more than 225m², or
- Any part of the platform or any roof, wall, or structure attached to or located

Demountable support structures required a permit where;

- It is more than 3m in height above adjacent ground level,
- Designed to carry superimposed specified loads greater than 11kg, or
- Would create a hazard to the public.

For more information, visit the website at [Building Permits | Municipality of Kincardine](#) or contact the Building Department at 519-389-3468 ext. 7128.

H. Use of Tent

If the special event will require a tent, review the tent permit requirements. A copy of the permit will need to be provided to specialevents@kincardine.ca. A building permit is required for tents or groups of tents that are:

- Greater than 646ft² (60m²)
- Assembled less than 9'-10" (3m) from other buildings or structures (another tent)
- Tents greater than 2421ft² (225m²) also require engineered drawings and a Commitment for General Review signed and submitted with the permit application

The Building Department must receive your application for a Building Permit a minimum of **30 business days** prior to the date of the tent installation.

If tents or temporary structures are being installed that require holes in the ground, utility locates will be the responsibility of the applicant. Locates must be completed prior to the date of the tent installation.

For locates call Ontario One Call at 1-800-400-2255 or go online at 222.on1call.ca. Please note that you must be present and have locates on site when structure(s) are being installed. A copy of all locates received must be submitted to the Municipality of Kincardine prior to your event date and tent installation.

For more information, visit the website at [Building Permits | Municipality of Kincardine](#) or contact the Building Department at 519-389-7641 ext. 7128.

I. Use of a Lottery Licence

If the special event will include a running a lottery scheme, applicants must abide by regulations set out by the Alcohol and Gaming Commission of Ontario (AGCO) and obtain a lottery licence from the Municipality of Kincardine. A lottery has the following three components:

- A prize,
- A chance to win the prize, and
- Consideration or a fee.

For more information, visit the website at [Lottery Licences | Municipality of Kincardine](#) or contact Legislative Services at 519-389-3468 ext. 7113.

5. Road Closures

If the special event requires a temporary road closure, applicants must obtain approval from the Municipality of Kincardine through the [Road Closure Permit Application](#).

Applicants are responsible for ensuring that adequate signage and barricades are in place, that emergency access is maintained at all times, and that barricades are attended for the entire duration of the road closure. They must also notify surrounding residents and businesses of the planned closure in advance.

For more information, contact Operations at 519-389-3468 ext. 7122.

6. Volunteers

Details about potential volunteers at the event. Event applicants are responsible for ensuring there is adequate coverage at each of the road closure. Volunteers must be wearing reflective safety vests and, for some routes, the use of walkie-talkies will be encouraged. Additional Personal Protective Equipment (PPE) may be required at the discretion of the organizer.

7. Insurance Coverage

Any event using municipal facilities or land is required to have adequate insurance. The applicant must provide proof of insurance in the form of a Certificate of Insurance. If liquor is being served, social host liquor liability is necessary. Proof must be provided at least 30 days prior to the event. The Municipality's will not afford any protection to the applicant.

The applicant must maintain the required minimum liability insurance in accordance with the following insurance requirements:

General Liability Requirements for Non-Licensed Events	\$2 million
Social Host Liquor Liability for Licensed events of 1000 people or less	\$2 million
Social Host Liquor Liability for Licensed events of 1001 people or more	\$5 million

Commercial General Liability Insurance, for third party bodily injury, personal injury and property damage to an inclusive limit of not less than Two Million Dollars (\$2,000,000.00) per occurrence. The policy shall include:

- A limit of liability not less than \$2,000,000/occurrence with an aggregate of not less than \$2,000,000
- Add the Municipality as an additional insured with respect to the operations of the Named insured
- The policy shall contain a provision for cross liability and severability of interest of the Named Insured
- Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- Tenants' Legal Liability
- Products and completed operations coverage
- Broad Form Property Damage
- Contractual Liability
- The policy shall provide 30 days prior notice of cancellation
- Host Liquor Liability (if applicable)

The applicant shall provide the Municipality with a valid Certificate of Insurance as evidence of the above charges. Such insurance must be in effect for the entirety of the event. This includes setup and event take down.

Failure to provide a Certificate of Insurance as evidence of acceptable insurance to the Municipality 30 days prior to the event may void any approval to hold the event.

8. Event Site Plan

Provide an event site plan. Event organizers are required to submit an event site plan with their application that clearly illustrates the set-up and layout of their event, including entertainment areas, road closures, etc. Any changes to the originally submitted event site plan must be communicated with municipal staff immediately and may affect permissions for this event. A site visit with municipal staff may be required based upon the submitted event site plan.

9. Municipal Equipment Requests

Identify the equipment/materials required at the event. All equipment must be returned in the condition in which it was received, otherwise the applicant may be responsible for replacement costs. Equipment requests are not guaranteed and confirmation of availability will be provided following the processing and review of the application.

Municipal equipment fees are in accordance with the Municipality's current "Consolidated Rates and Fees By-Law" available on the municipal website. To ensure accurate invoicing, please be diligent when completing your application.

In the case of major special events, due to the significant amount of municipal staff time and labour that goes into assisting, the Municipality of Kincardine is to be recognized alongside other major sponsors in view of this in-kind donation.

10. Emergency Planning

If road closures or events interfere with emergency routes, the applicant needs to work with the Community Emergency Management Coordinator to make alternative arrangements and/or routes.

Organizers of any event that takes place in a municipal facility or on municipal property should have a plan in place that is understood and followed by all parties involved, including organizers', even personnel, and volunteers. Event organizers must ensure comprehensive preparedness for any first aid emergencies that may arise during their events. It is essential to have a fully stocked first aid kit on-site at all times. For events with over 500 attendees, it is crucial to have professional medical support, such as St. John's Ambulance volunteers, available on location to manage any potential health or safety incidents.

In the event of an emergency, it is essential to have a clear and detailed plan in place to ensure the safety of all involved.

11. Plan for Inclement Weather

It is strongly advised that applicants take inclement weather into consideration while planning the event. If a rain date or alternative location for the event takes place on municipal property or at a municipal facility, the date and/or alternate location need to be outlined on the Special Event Application.

12. Other Considerations

A. Washroom Facilities

The number of washrooms required for a special event shall be determined by the **Building & Planning Department** as per the **Ontario Building Code**. The suggested formula is as follows: one unit for every *100 males*, and one unit for every *75 females*.

B. Garbage and Recycling

The Municipality of Kincardine is dedicated to improvement of the environment and reduction of waste is sent to the landfill. The Municipality encourages event organizers to plan their events targeting minimal waste generation by ensuring recycling opportunities and other green initiatives are available for their patrons. Please note that larger events that generate a significant amount of garbage will be responsible for disposing of their own garbage at the landfill.

Key Submission Timelines

- **90 Days Prior to Event:** Submit the **Special Events Application Form** to ensure sufficient time for review and approval.
- **30 Days Prior to Event:** Provide **proof of insurance** (Certificate of Insurance) meeting the required coverage levels.
- **14 Days Prior to Event:** Submit all **required event documentation** for approval. Late submissions may result in event cancellation.

Note: Failure to meet these deadlines or provide necessary documents may lead to the cancellation of the event.



1 - Submit Facilities Rental Form

Complete a Facility Rental Form to confirm the availability of your desired location on municipal property.



2 - Review Special Event Application Package & Special Events Policy

Carefully review the Special Event Application Package & Special Events Policy to understand the required steps and best practices for organizing your event.



3 - Submit Special Events Application

Submit your completed Special Events Application at least **90 days** in advance.



4 - Special Events Review Committee Approval

The Special Events Review Committee will review the submitted application and documentation. The applicant will receive written notification of final approval once all necessary requirements and departmental reviews are complete.



5 - Submit Required Event Documentation for Approval

Submit all required documents a minimum of **14 days** prior to the event unless otherwise specified. Event organizers should use the Special Event Checklist to ensure all documentation is provided. Please note: proof of insurance should be submitted **30 days** prior to the event.



6 - Public Notification (if necessary)

If the event may negatively impact the community or neighboring residents (e.g., road closures, large gatherings), you may be required to issue a public notification in advance of the event.

SPECIAL EVENT CHECKLIST

Municipality of Kincardine

Congratulations on hosting a special event in the Municipality of Kincardine! Special events are an essential part of community life and contribute to tourism, culture, recreation, and local economic growth. This checklist is designed to help you ensure your event is organized, safe, and inclusive. Please review each item carefully and confirm your event meets the necessary requirements outlined in the updated **Special Events Policy**.

Facility and/or Park Rental

- Have you pre-booked your facility and/or park?
(Ensure availability by completing the Facility Rental Request Form and submitting it for approval as per the Municipal "Consolidated Rates & Fees By-law")
-

Accessibility

Making your event accessible to all attendees is a priority:

- Have you made your event accessible (e.g., accessible customer service, parking, pathways, signage, and washrooms)?
- Are entrances and exits suitable for strollers and wheelchairs, and clearly signed?
- Have you considered the needs of attendees with disabilities (e.g., viewing areas, parking, sanitation, assistance)?

(For guidance, refer to the [Guide to Accessible Festivals & Outdoor Events](#))

Washroom Facilities

If your event has over 100 people:

- Do you have enough washroom facilities?
(Suggested formula: 1 unit for every 100 males and 1 unit for every 75 females)
-

Animals

If your event involves animals:

- Have you made provisions for the disposal of animal waste during or after the event?
-

Fire Features

If your event includes fire features (e.g., fireworks, open fires, propane heaters):

- Have you obtained the necessary permits for fireworks and open fires from the Fire Department?
- Do you have specific insurance coverage for fireworks? Have you provided this to the Fire Department?
- For open fires, have you obtained a permit?
- For propane heaters, do you have fire extinguishers available?

(For guidance, refer to the *Burning By-Law*)

Liquor License

If your event will serve alcohol:

- Does your event comply with the regulations outlined in the Alcohol Risk Management Policy?
 - Have you included the provision of event security, as required by the Municipal Alcohol Policy?
 - Have you provided a copy of your event SOP and Certificate of Insurance (\$5M coverage) to the Municipality?
-

Food Vendors / Refreshment Vehicles

If your event includes food vendors or refreshment vehicles:

- Have you obtained approval from the Grey Bruce Health Unit?
 - If cooking with propane or gas, has the Fire Department conducted an inspection?
 - Have you submitted the food vendor inspection certificates to the Fire Department?
 - If using a refreshment vehicle, has the operator:
 - Submitted a Refreshment Vehicle Special Event Application form?
 - Provided a copy of their Municipality of Kincardine Refreshment Vehicle License?
-

Amplified Sound / Loud Music

If your event requires an exemption from the Noise Control By-law:

- Have you submitted an application for a Noise By-law exemption?
(Refer to the Noise Control By-law No. 2008-076 for details)
-

Signage / Street Banners

If your event requires signage or street banners:

- Have you obtained approval from the Municipality?
 - Have the locations of signage been confirmed by municipal staff?
-

Tents and Structures

If your event includes tents larger than 646 sq. ft.:

- Have you contacted the Building Department to discuss specific requirements?
 - Have you obtained the necessary Tent Permit(s)?
 - For tents larger than 2421 sq. ft., have you arranged for building permits, engineered drawings, and inspections?
-

Lottery License

If your event will include a lottery scheme (e.g., merchandise raffles, cash or 50/50 draws, bingo):

- Have you obtained a lottery license from the Municipality of Kincardine?
-

Road Closures

If your event requires a road closure:

- Have you completed the Road Closure Permit Application through the Special Event Application?
- Have you ensured signage, barricades, and emergency access (minimum 6 m / 19.7 ft clearance) are in place?
- Have you arranged for volunteers to assist with setup and ensure emergency access throughout the closure?
- Have you notified surrounding residents and businesses of the planned road closure?

Insurance

If your event is held on municipal property:

- Have you obtained proof of insurance for your event?
- Have you listed the Municipality of Kincardine as an additional insured on your certificate?
- Have you submitted the insurance certificate to the Municipality?
(Commercial General Liability insurance coverage should be a minimum of \$2 million, with additional coverage for specific risks such as alcohol or fireworks)

Municipal Equipment

If your event requires municipal equipment:

- Have you requested the equipment on your application form?
- Have you agreed to return the equipment in the same condition?
- Will you be responsible for setting up and taking down the equipment after the event?

Waste Disposal and Recycling

If your event generates waste:

- Have you made arrangements for waste disposal?
- Have you arranged for recycling bins at your event?
- Have you made arrangements for larger waste disposal if necessary?

Communications

The Municipality of Kincardine

1475 Concession 5, R.R. #5, Kincardine, ON N2Z 2X6

Phone: 519-396-3468 | Fax: 519-396-8288

kincardine.ca

Clear communication ensures event success:

- Do you have a communication plan for potential postponement or cancellation?
 - Have you set up a communication system for staff and volunteers during the event?
 - Have you briefed volunteers and staff on their responsibilities and safety measures?
 - Is there a central location for inquiries and issues?
 - Are event organizers and volunteers identifiable (e.g., vests, name tags)?
-

Emergency Planning

Event safety is essential—ensure emergency plans are in place:

- Have you assigned roles and responsibilities for emergencies (e.g., medical, fire, evacuation, missing persons, extreme weather)?
 - Have you coordinated emergency plans with local emergency services (Police, Fire, EMS)?
 - Do you have emergency vehicle access to the event site?
 - Do you have effective fire control measures?
 - Is there adequate medical space and first aid equipment?
 - Have you considered obtaining St. John's Ambulance services for large events?
 - Have you considered inclement weather protocols?
-

Final Checklist

- Have all necessary permits and approvals been obtained?
- Have you ensured your event is accessible, safe, and environmentally responsible?
- Do you have a team of responsible staff and volunteers who are briefed on their roles and emergency procedures?

Thank you for following the guidelines outlined in the **Special Events Policy**. If you have any questions or need assistance, please reach out to the Community Services Department. Together, we'll ensure your event is a safe and successful experience for the entire community!

SPECIAL EVENT CONTACT LIST

Grey Bruce Health Unit

519-376-9420
www.publichealthgreybruce.on.ca

Municipality of Kincardine

Community Services

519-396-3491 x 7300
recreation@kincardine.ca

Legislative Services

519-396-3468 x 7113
nbauman@kincardine.ca

Infrastructure & Development

519-396-3468 x 7124
tadamsbell@kincardine.ca

Operations

519-396-3468 x 7122
kvickery@kincardine.ca

Strategic Initiatives

519-396-3468 x 7145
lfioze@kincardine.ca

Fire & Emergency Services

519-396-2141 x 2
dhealey@kincardine.ca