THE MUNICIPALITY OF
LAMBTON SHORES

Indoor Event Permit Application Form

All events are subject to the Parks and Facilities By-Law .

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Personal information collected on this form will be used for the purpose of the administration of a special event at a facility in the Municipality of Lambton Shores.

If you have questions about this form, please contact the Municipality of Lambton Shores – Community Services at 519-243-1400, option 3 or events@lambtonshores.ca or visit our website at www.lambtonshores.ca/plan-an-event for more information. If you have questions about the collection; use, and disclosure of this information, contact the municipal Director of Corporate Services at 519-243-1400, ext.8414.

Applications must be received:

- Public event applications must be received a minimum **90 days** prior to the scheduled event.
- Private event applications must be received a minimum **30 days** prior to the scheduled event.

**Failure to submit your complete application on time could result in the event not receiving approval.

Please print clearly or complete electronically. You must **complete all questions** on this form.

Event Information		
Event Name		
Event Description *(if more space is required, attached a separate document)*		
Event Venue		
Event Date(s)		
Set Up Begins	Date:	Time:
Event Begins	Date:	Time:
Event Ends	Date:	Time:
Clean Up Ends	Date:	Time:
Will the event date be changed due to inclement weather or other uncontrollable circumstances?	☐ Cancelled ☐ Rescheduled Proposed Alternate Date:	
Type of Event	☐ Public Event (eg. Festival, concert, dance, tournament) ☐ Private Event (eg. Wedding, family reunion)	
Expected Daily Attendance		
The event is: (**check all that apply**)	☐ Private (invite only) ☐ 19+	☐ Open to the General Public – Free ☐ Open to the General Public – Entry Fee
Insurance Provisions (Minimum of $2 million in general liability is required. If the event is licensed, alcohol liability is required too.)	☐ Providing Own (The Municipality must be named as an additionally insured party to the policy for the event)	☐ Purchasing through Municipality (if applicable)

Applicant Information	
Name of organization *(if applicable)*	
Address (including Postal Code)	
Is your group a Charitable or Non-Profit Organization? (if applicable)	☐ Yes - Charity ☐ Yes - Non-Profit ☐ No
Phone Number	
Website	
Event Contacts	
Primary Contact	
Email Address	
Cell Number	
Secondary Contact	
Email Address	
Cell Number	

Signature

I, the undersigned, hereby acknowledge and certify that:

- I have read and understood the policies and by-laws pertaining to the special event for which I am now making application;
- The information contained in this application is true and complete to the best of my knowledge, and that failure to provide complete or accurate information may delay the licensing process;
- I have the authority to bind the Event Organization.

Applicant Name:	Signature:
Date:	

Hold Harmless and Indemnification Agreement

I, the undersigned, agrees to indemnify and save the Municipality and the Municipality's employees, officers and agents harmless from any claims prosecutions, actions, proceedings and judgments of any type relating to the use of the municipal property by the Event Organizer. The Event Organizer shall respond to any such matter by engaging legal counsel (at the Event Organizer's expense) to represent the Municipality's interest and will promptly satisfy any settlement amount, fine, bill of costs or judgment imposed with respect to same.

The Event Organizer is required to indemnify the Municipality for expenses incurred. If a claim arises, the Event Organizer should indemnify the Municipality to the extent that the Municipality has not acted with negligence or willful intent.

Applicant Name:	Signature:
Date:	

Required Documents - **All applicants** must submit:			
☐ Application Fee ☐ Event Layout Plan (municipal staff will request if needed)			
Note: Required documents specific to each category are listed below, however the Municipality of Lambton Shores reserves the right to ask for additional information to substantiate compliance with other legislation. **Forms are available at www.lambtonshores.ca/plan-an-event or can be obtained from Lambton Shores Parks and Recreation upon request.**			
Item	***Yes***	***No***	***Details Required***
Food Services, Goods and Fundraising			
Arena Concession – would like it open for the duration of the event.	☐	☐	☐ Shores Recreation Centre ☐ Legacy Recreation Centre
Food Sales/Served	☐	☐	Provision of food service must follow Lambton County Community Health Services guidelines. The Community Health Services Department must be contacted at 519-383-8331 directly for food service at special events for the public.
Cooking Equipment (other than the onsite kitchen) BBQ (set up outdoors) Other	 ☐ ☐	 ☐ ☐	Specify the type of equipment and heating source:
Alcohol	☐	☐	Licensed area to be indicated on the site layout. AGCO Special Occasions Permit is required. Municipal Alcohol Policy applies.
Vendors Food Vendors Food Trucks Retail Vendors Service Vendors	 ☐ ☐ ☐ ☐	 ☐ ☐ ☐ ☐	A list of the participating vendors with their requirements (e.g. electrical, water, etc.) is required 30 days prior to the event date. Food trucks are subject to the Food Truck By-Law.
Fundraising Raffles, 50/50s, Bingos, etc	 ☐	 ☐	A lottery licence is required for any game of chance taking place.
Installation of Equipment			
Amusement Rides	☐	☐	TSSA permits and vendor insurance required.
Inflatables	☐	☐	TSSA permits and vendor insurance required.
Stage	☐	☐	Inspection by Chief Building Official may be required. Provide a drawing of the stage with dimensions.
Pop-Up Tents	☐	☐	Quantity: Location:
Municipal Equipment			
Tables and Chairs Tables Chairs	 ☐ ☐	 ☐ ☐	Set up is the responsibility of the organizer. Note: if the event is taking place in multiple facilities, indicate the number needed at **each** facility. Quantity: Quantity:
Carpets (for ice events only)	☐	☐	☐ Shores Recreation Centre ☐ Legacy Recreation Centre
Electrical and Sound Amplification			
Access to facility hydro is required	☐	☐	Amps required:
Sound System	☐	☐	
Recorded Music	☐	☐	Type:
Live Music	☐	☐	Type:

Other Requests:

Please complete and submit the application to:

Municipality of Lambton Shores
9577 Port Franks Rd, RR 1, Thedford, ON N0M 2N0
Attn: Community Services Department
Tel: 519-243-1400, option 3 Email: events@lambtonshores.ca

Application and Damage Deposit Fees
Application Fee $25.00
Damage Deposit – dependent on facility being use

Rental Fees and Damage Deposit (if applicable) will be invoiced once the event has been approved. Fees are set in current Municipal Fee By-Law and are subject to change