

Who needs this permit?

In general, a permit is required for any activity organized by an individual, organization or commercial establishment; which impacts or involves the use of Town of Deseronto services, sidewalks, medians, street areas, Municipal parks, properties or related infrastructure.

Application Form & Process

All special event permit applications are sent to the relevant Municipal department and applicable governing authorities for their review and approval.

All applicants for public events and block parties must obtain third party liability insurance or special event insurance which names the Town of Deseronto as an additional insured.

Application deadline:

15 days prior to event: Events that **don't require** site preparation by Municipality

30 days prior to event: Events that **do require** site preparation by Municipality

Examples of Municipal site preparation services include:

Road closures, grass cutting services, fencing installation, use/rental of Municipal equipment or supplies e.g. tents, waste/recycle receptacles, seating, tables, fencing

Please complete attached application form and submit to Deseronto Town Hall.

331 Main St. P.O. Box 310 Deseronto, ON K0K 1X0

dvalentyne@deseronto.ca; P: 613-396-2440; F: 613-396-3141

Forms are also available online at www.deseronto.ca and can be submitted to email address above.

Conditions of Approval

The applicant shall purchase and maintain third party liability insurance or special event insurance acceptable to the Town of Deseronto throughout the term of this Agreement. Unless otherwise specified, the terms of the insurance shall be from the date of commencement of set-up or assembly for the Special Event until the date of completion of all related activities on Municipal property. Such coverage shall protect the Town of Deseronto against all claims for all damages or injury including death to any person or persons and for damage to any property of any Town of Deseronto or any other public or private property resulting from or arising out of any act or omission on the part of the applicant or any of his or her servants or agents. Coverage shall consist of a comprehensive policy of public liability and property damage insurance for the Special Event.

If applicable, host Liquor Liability Endorsement will be required for a Special Event that requires a Liquor License. Such insurance shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the Town of Deseronto.

The Town of Deseronto reserves the right to modify the insurance requirements as deemed suitable.

The applicant, his or her heirs, executors, administrators and assigns will indemnify and save harmless the Town of Deseronto from any and all claims, demands, suits, actions and judgments made, brought or recovered against the Town of Deseronto and from all loss, costs, damages, charges or expenses that may be incurred, sustained or paid by the Town of Deseronto by reason of the granting of the Special Event Permit. The indemnity provisions of this Agreement shall survive the termination of the Agreement.

The applicant agrees to comply with special event permit approval requirements issued by the Town.



Special Event Permit Application

Applicant Information

Name of Organization/Group Hosting Event: _____

Name of Applicant: _____ Position in Organization: _____

Street Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Event Day Supervisor: _____ Phone # During Event: _____

Event Information

Name of Event: _____

Description of Event: _____

Examples: celebrations, fundraiser, concert/show, cultural, sporting, food, youth, community project, private party

Is this a public or private event? Public Private

Event Location: _____

Event Date(s):		For Each Date of Event:			
_____ to _____		Day 1	Day 2	Day 3	Day 4
(Month/Day/Year) (Month/Day/Year)		Start Time (including set up)			
		End Time (including clean up)			

Will this event include consumption of alcohol on Municipal property? Yes No

Expected # of organizers/volunteers at event _____ Expected # of visitors/participants at event _____

Event Activity and Equipment Details (check all that apply)

Music/PA ___ Rides ___ Games ___ Food ___ Tents ___ Vendors ___ Animals ___ Fencing ___

Other Equipment/Activities ___ (please list) _____

Will the event require the use of any town/public properties or closure of town roads? Yes No

If yes, please list the properties and set up requirements for each property below, and provide a site plan sketch.

This permit is conditional upon the applicant signing below and agreeing to the approval conditions/event restrictions.

Date: _____ Signature of Applicant: _____

Event Restrictions/Guidelines

Guidelines Applicable to All Events (Public, Private and Block Parties)

- Public events must adhere to relevant Municipal by-laws, local laws and enforcement authorities at all times, including: Noise By-Law 21-07, Traffic & Parking By-Law 6-97, Use of Streets, Highways & Sidewalks By-Law 6-88, Sign By-Law 01-10, and Open Air Burning By-Law 12-01
- The event applicant/organizer is responsible for the conduct of all event participants.
- A 20ft. wide emergency access lane must be maintained on closed streets.
- All structures (e.g. equipment, tents, activities) must be placed at sides of the street or must be easily moved in the event of an emergency.
- The consumption or distribution of alcohol is not permitted on public property e.g. municipal streets/sidewalks. If you plan to sell or serve alcoholic beverages on private property at a public or private event, you will need a Special Occasion Permit (SOP) available from the LCBO. In the case of a BYOB event or private property, an SOP is not required; however, participants are responsible to adhere to local laws and authorities.
- Clean up is the responsibility of the organizers.
- Street barricades are provided free of charge. Organizers are responsible for the return of barricades and will be invoiced for any lost or damaged barricades.
- The site should not be used for any other purpose than that specified in the permit.
- The organizer is liable for any damage to public property during the event.
- Nothing can be fastened to, or hung from boulevard trees, utility poles, or other Town property unless otherwise approved.
- Vehicles, including media vehicles, are not permitted on sidewalks, paths or grass areas unless they are a functional part of the event and have been approved in advance.
- All events which include music or other amplified sound are required to have a plan for controlling the type and volume of sound produced by the event. Sound levels must not unreasonably disturb the surrounding neighbourhood. The organizer will make attempts to address any complaints regarding sound levels.
- The Town or any other approving agency retains the right to cancel the event up to and including the day of the event or at any time during the event if there is an emergency or if permit conditions are not adhered to (e.g. loud music). Organizers must designate an on-site liaison person with authority to intervene and/or stop the event if necessary at any time during event.
- The applicant is required to obtain special event liability insurance. See details under "Conditions of Approval".
- In signing the application form, the organizer agrees to indemnify and save harmless the Town in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site by the organizer.

Guidelines for Block Parties

(Note: Block parties must adhere to these guidelines as well as those listed above.)

- Block parties must be held on Saturdays, Sundays and statutory holidays.
- All residents on the block and adjacent streets must be notified with the majority in agreement for the event to take place. Proof of this in the form of signed testimonials/petitions must be submitted with the permit application.
- In the case of block parties, all structures (e.g. equipment, tents, activities) must be set up on private property only. Use of the street is limited to pedestrian foot traffic only.