

Special Events Permit Application

The following special events application is required to be completed by the special event organizer and returned to the Township of Wellesley. Special event permit applications must be received 90 days prior to the date of the event.

General Definition of a Special Event

The term “special event” is used to describe a broad range of activities planned to mark special occasions or to achieve specific social, cultural or economic objectives. The term “special event” is applied to civic, provincial, or national celebrations, cultural performances or gatherings, sports contests, fairs and festivals, and a wide range of commercial or corporate functions.

Does your organization provide direct service to the Township of Wellesley residents? *

Yes

No

Contact Person / Event Organizer *

Application Date *

Event Name *

Name of Organization *

Address *

City / Province *

Postal Code *

Telephone Number *

Email Address *

Event Location *

Event Map / Route *

Date that assembly will commence? *

Time that assembly will commence? *

Start Date *

Start Time *

Finish Date *

Finish Time *

Number of Expected Participants *

Please check the box that most applies to your event *

- Special Events (such as parades, street events, and festivals)
- Participation Event (such as large scale motorcycle, vehicle, cycling, running or walking event)
- Miscellaneous Event (all other special events not included in the two other categories i.e. filming a movie)

Will the event have live entertainment and / or use of a amplified sound system? *

- Yes
- No

Please contact the Township of Wellesley Clerk's Department at 519-699-3946 or email gkosch@wellesley.ca for a copy of the noise By-law.

Are installation of tents, canopies, or portable structures required at the event? *

- Yes
- No

Provide the size of the tent, canopies and / or portable structures?

All tents, canopies and / or portable structures exceeding 60m² require a [building permit](#)

Will you have food for sale at the event? *

Yes

No

Will there be mobile food vending at the event? (Food cart, BBQ, food truck) *

Yes

No

How many food vendor will be present? *

Please provide a map of the locations where the mobile food vendors will be located. *

Please provide the business information for your mobile food vendors below.

Mobile food vendor business name or operator name, Address , Phone and email required *

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Does your event require road closures? *

Yes

No

Select the roads that will be effected by the closure? *

Township of Wellesley Roads

Region of Waterloo Roads

Both Township of Wellesley
and Region of Waterloo
Roads

Please contact the Region of Waterloo for any road closures that effect roads owned by the Region of Waterloo. A regional permit is required for many types of road-related projects. For more information and application forms, visit our [Road & Traffic Permits](#) page or call 519-575-4558.

**What is the start date
for road closure? ***

**What time do you
require the road
closure? ***

**What is the end date
for road closure? ***

**What time do you
require the road re-
opened? ***

Please list the roads you require to be closed? *

Will your special event create traffic stoppage? *

Yes

No

Provide the locations and durations of the traffic stoppage? *

Do the effected roads require no parking signage? *

Yes

No

List the roads that require no parking signage?

Please ensure that all local business that are effected by the closure no parking are notified 90 days prior to the event.

Will Waterloo Regional Police be providing traffic control for the event? *

Yes

No

If you need to set up traffic control for your event contact [Waterloo Regional Police Services](#).

Name of the person responsible for traffic control? *

Contact phone number of person responsible for traffic control *

Email address of the person responsible for traffic control

The Traffic Control Person identified below will be responsible for the traffic control requirements for the above-noted Special Event as per the current version of Book 7 of the Ontario Traffic Control Manual.

The Traffic Control Person identified below agrees to the proposed detailed traffic control plan. The Traffic Control Person identified below agrees to the proposed detour within the plan.

Signature of the Traffic Control Person

Date *

Will you have sanitation facilities or portable toilets present at the event? *

Yes

No

Do you require garbage dumpsters and waste management services from the Township of Wellesley? *

Yes

No

Please list what waste management services you are requesting?

Applicable fees for waste management service will apply

Do you require the Township of Wellesley use water and or hydro during the event? *

Yes

No

Applicable fees for water and hydro will apply

Are you using electrical generators at the event? *

Yes

No

Larger events that include electrical equipment and large generators require an [Electrical Safety Authority](#) electrical permit and an electrical inspection in addition to any permits required by local municipalities – it's the law! Plan ahead and arrange permits four to six weeks in advance of your event.

Will you have carnival rides, amusements and or inflatables? *

Yes

No

A copy of the certificate of Liability insurance from the supplier of the equipment in the amount of \$5,000,000 is required naming the dates, times, location and the Township of Wellesley as additionally insured.

Are you wishing to run a lottery at the event? (bingo, raffle, nevada break open tickets etc.) *

Yes

No

Please contact the Township of Wellesley Clerk's Department at 519-699-3946 or email gkosch@wellesley.ca for a Lottery License Application.

Number of Workers / Volunteers *

Are you serving alcoholic beverages at the event? *

Yes

No

[Special Occasion Permit](#) is required if you are planning to sell or serve alcohol at special events. A [Special Occasion Permit](#) is needed any time alcohol is offered for sale **or** served **anywhere** other than in a licensed establishment or a private place (for example, a private office or a residence).

In addition to the appropriate fee payment, please provide the following:

- Certificate of Liability Insurance in the amount of \$5,000,000 is enclosed (naming the Corporation of the Township of Wellesley as additional insured) Insurance limits may be amended and increased coverage type depending on event size, risk and past history. The certificate of insurance may be inspected by the insurance providers for the Township and will be approved to their satisfaction.

Indemnity - The Organization/Event Organizer, both during and after the term of this Agreement, shall at all times, and at its own cost, expense and risk, indemnify and hold harmless the **Township of Wellesley**, its elected officials, officers, employees, volunteers, agents, events, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the services required to be performed by the Event, its agents, employees and sub-consultants on behalf of the **Township of Wellesley**, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Event, its agents, employees, volunteers or sub-consultants.

Additional Terms and Conditions:

The Organization shall, at no cost to the Township of Wellesley, obtain and keep in force prior to the date of the event and until ten (10) days after the Special Event, Commercial General Liability (CGL) Insurance satisfactory to the Township of Wellesley, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

1. The Township holds the right to adjust the amount of Liability insurance required depending on the risk, size of the event and past history of the event;
2. The Township of Wellesley shall be named as an additional insured;
3. The policy shall contain a provision for cross liability and severability of interests clause;
4. Non-owned automobile coverage with a limit equal to those required for liability
5. Products and completed operations coverage (Broad Form) in the same amount of the CGL policy
6. That 30 days prior notice of an alteration, cancellation or material change in policy terms which

reduces coverage shall be given in writing to the Township of Wellesley.

7. If alcohol is to be served or consumed at the event, Alcohol Liquor Liability insurance will be required listing the Township as Additional Insured.

It shall be the sole responsibility of the Event to determine what additional insurance coverage, if any, is necessary and advisable for its own protection and/or to fulfill its obligations under this agreement. Any such additional insurance shall be obtained and maintained at the sole cost of the Event and the Township shall be added as additional insured or loss payee where applicable.

The Organization recognizes and accepts that Township of Wellesley roads are not in a new condition and may have some deficiencies, including, but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washouts that could contribute to a possible injury to a participant or event staff/volunteers of the event. As such, the Event & Event Organizer agree to the indemnity within the application.

The Organization must ensure that the Applicant is authorized to act on behalf of the Organization and is a knowledgeable person in the event, in the Township of Wellesley's reasonable opinion. Being "a knowledgeable person in the event" means being a person who is aware of the procedures necessary and risks involved with organizing such events. Notwithstanding above, the Organization is responsible for ALL aspects of the event.

The Applicant has reviewed the proposed route and as a knowledgeable person in the event has determined that the route does not exceed the capabilities of the least experienced participant in the event.

The Applicant shall be responsible to ensure all event participants abide by the requirements of the Highway Traffic Act unless the Police are permitting the non-conformance of the Highway Traffic Act.

The Applicant shall be responsible to ensure that all event participants adhere to all by-laws and laws.

The Applicant shall be responsible to ensure that all event participants adhere to all applicable conditions of the Special Event Permit.

The Organization shall have a reasonable amount of first aid available on site during the event.

The appropriate fees have been provided, as well as the associated maps outlining the event location/signage and detour route/signage.

The Township reserves the right to reject any or all future Special Event Permit Applications from persons or Organizations who have not met the conditions of any Special Event Permit issued by the Town. In addition, the Township has the right to amend conditions depending on size, risk and past experience of events.

The Township of Wellesley reserves the right to modify this application to meet specific needs of the Township and the Organization.

I agree to all terms outlined within the Special Events Permit Application and have the authority to sign this form, which binds the Organization, and accept full responsibility for any suits, actions, or damages that may arise or be taken against the Corporation of the Township of Wellesley by reasons of or in connection with this event.

Signature Required *

Enter todays date *

Special Event Permit Fees

Organizations that provide direct service to the Township of Wellesley residents

- \$0.00

Organizations that DO NOT provide direct service to the Township of Wellesley residents

- Minimum Fee \$500.00

OR

3% of entry/participation fee

(which ever is greater)

**All fees subject to HST

Minimum fee of \$500.00 will be collected when permit is issued. If needed remaining balance of permit fee will be Invoiced after the event is completed.

Township of Wellesley Sign Off

Director of Recreation

Date

Director of Pubic Works

Date

Treasurer

Date

Fire Chief

Date

Clerk

Date

Director of Planning

Date

Chief Building Official

Date

CAO

Date

Police

Date

Township Insurance Provider

Date

Thank You

The Special Events Permit Application will be reviewed and Township of Wellesley staff will be in contact with you soon.