



Municipality of North Perth Special Events By-Law No. 110-2019

Special Event Checklist

Please complete the Special Event Checklist for the event you are requesting a permit for. The Special Event Checklist is a helpful tool for you and the Municipality to ensure all aspects of your event are planned, considered and addressed.

Insurance	YES	NO	N/A
1. Is a Commercial General Liability Policy for a minimum of \$2 million or other satisfactory coverage in place? (attach proof to permit application)			

Alcohol	YES	NO	N/A
1. Is alcohol being sold or served at this event?			
2. Are attendees permitted to bring their own alcohol to the event?			
3. If your event is occurring on municipal property, have you reviewed the municipal alcohol policy? <i>Please request a copy from the CEMC if you will be selling or serving alcohol at your event on municipal property.</i>			
4. Have you been granted the necessary permit/licence from the LCBO/AGCO? (attach proof to permit application)			

Structures	YES	NO	N/A
1. Does this event require any temporary structures (tents, amusement devices)?			
2. Do any of these structures require a building permit to be issued? (If Yes, please ensure building permit is attached to application)			
3. Do you plan on having amusement rides or inflatables? (If Yes, please provide copies of TSSA permits once received)			

Traffic Management	YES	NO	N/A
1. Will this event be using any public roads, public trails or roadways?			
2. Do you require any full or partial road closures?			
3. Do you anticipate any impact on the regular flow of traffic?			
4. Have you ensured adequate parking is available for the anticipated attendance?			

Public Lands	YES	NO	N/A
1. Will this event be using any public lands including trails, parks, sidewalks and/or water courses?			
2. Do you require the use of any other public lands or roads that are not the property of the Municipality of North Perth?			

Community Impact	YES	NO	N/A
1. Could this event have any potential negative impact on the residents and community?			
2. Will you be having live entertainment or using amplified sound? If Yes, do you require a Council exemption from the Noise By-law No. 32-AD-2001?			
3. Will you be using any type of fireworks and/or associated pyrotechnics? (If Yes, a permit must be issued under the North Perth Fireworks Regulation By-law No. 39-2011)			
4. Have you provided adequate directional signage for participants?			
5. Have you required with all partner agency sign requirements?			
6. Will the event have a Tourism benefit/positive economic impact/social benefit to the community?			
7. If this event is taking place on private property, do you have the appropriate permission to use the property (if not the owner)? (Please attach written proof of permission)			

Risk Management	YES	NO	N/A
1. Do you have an Emergency Action Plan in place for this event? <i>Review the Emergency Response and Operational Plan Framework for Special Events for directions on how to create an Emergency Action Plan.</i>			
2. Have you completed a detailed Hazard Identification and Risk Assessment? (See page 3 in Emergency Response and Operational Plan Framework document)			
3. Do you have a site plan that clearly outlines access and egress routes for emergency personnel and vehicles? (attach proof and/or include in Emergency Response and Operational Plan)			

Security	YES	NO	N/A
1. Do you have a Security Plan in place? (attach proof and/or include in Emergency Response and Operational Plan)			
2. Have you notified the Ontario Provincial Police of your event? (attach written proof if applicable)			
3. Have you addressed any and all concerns from the OPP?			

Fire and Life Safety	YES	NO	N/A
1. Do you have a Fire Safety Plan in place? (attach proof and/or include in Emergency Response and Operational Plan)			
2. Have you notified the appropriate Fire Department of your event? (attach written proof if applicable)			
3. Have you addressed any and all concerns from the Fire Department?			
4. Do you have acceptable access and egress for Fire Department vehicles?			

Medical Emergencies	YES	NO	N/A
1. Do you have a Medical Emergencies Plan in place? (attach proof and/or include in Emergency Response and Operational Plan)			
2. Do you have sufficient First Aid/CPR qualified personnel on site?			
3. Have you notified the County of Perth Emergency Medical Services of your event? (attach written proof if applicable)			
4. Have you addressed any and all concerns from the Perth County Emergency Medical Services?			

Food Service	YES	NO	N/A
1. Will Food Service be offered on site?			
2. Are all Food Vendors permitted and insured?			
3. Have you applied for a permit from the Perth Public Health Unit? (attach proof of permit)			

Washroom and Sanitation	YES	NO	N/A
1. Do you have sufficient washroom facilities available?			
2. Do you have a sufficient amount of garbage and recycling receptacles?			
3. Have you arranged for the removal of all garbage, recycling and compost after the event?			

Attendance	YES	NO	N/A
1. Will this event have more than 200 attendees or anticipated attendees at any one time in the same place?			
2. Will youth younger than 19 years of age be permitted to attend the event?			
3. If alcohol is being served or permitted at the event, is security in place to I.D. and distribute wrist bands to attendees prior to entry?			