



Festival and Event Application Form

Submission of this application constitutes a request to use County property for the purpose of a Special Event and does not guarantee event approval. To avoid any misunderstanding, please read the "Festival and Event Approval Process Guidelines."

Part 1: EVENT INFORMATION

EVENT NAME: Caledonia Victoria Day Fireworks

Name of Sponsor Organization: Caledonia Regional Chamber of Commerce

Type of Organization:

- ☒ Non-Profit
 ☐ Association
 ☐ Private
 ☐ Commercial
☐ Other (please specify): This is the first

Mailing Address (street, town & postal code):

1 Grand Trunk Lane, Box 2035, Caledonia, ON, N3W 2G6

Website for event details: TBD

Type of Event:

- ☒ Community or Holiday Celebration (1 day or less)
 ☐ Festival (multi day)
☐ Run/Walk/Ride
 ☐ Sporting Event
 ☐ Tournament
 ☐ For Profit
☐ Charitable – Proceeds to Benefit: _____
☐ Other (please specify): _____

First Time Event: ☒ Yes ☐ No

Annual Event: ☒ Yes ☐ No

Admission Fees: ☐ Yes ☒ No

Anticipated Attendance: 3000

of years held: This is the first

☐ per Entry ☐ per Attraction

Event Date(s), Location(s), Time(s):

Please specify each park you are requesting as well as the specific locations in each park.
Please include set up and take from date(s) and time(s) if different from event dates.

Dates	Park and Location	Set Up		Event Time		Take Down	
		Start	End	Start	End	Start	End
Sunday May 20, 2018	Caledonia Kinsmen Park	1400	2000	2000	2300	2300	0000
Sunday May 20, 2018	Forfar Park (at Mill)	N/A		2000	2300	N/A	

In the event of inclement weather, will the event be cancelled or rescheduled (provide details):

Rain date intended to be Monday May 21, 2018.

Brief description of event: Victoria Day Fireworks Display, and an entertainment stage with a local musicians performing.	
For returning events, please list changes in activities for this year's event: N/A	

Part 2: APPLICANT INFORMATION		
	Primary Applicant	Alternate Applicant
Name:	Ian D. Thompson	Barbara A. Martindale
Position within sponsor organization:	Chair	Executive Director
Preferred Contact Number:	[REDACTED]	9057650377
E-mail Address:	[REDACTED]	info@caledonia-chamber.com
Can this information be shared with the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Part 3: DIGNITARY REQUEST: On occasion, the Mayor and Members of Council are invited to Opening Ceremonies, presentations or to participate in a parade. Please use this space for your request. Confirmation of the Mayor's attendance will occur prior to the event. Councillors will respond as available.	
<input checked="" type="checkbox"/> Mayor Ken Hewitt	
<input type="checkbox"/> Ward 1: Councillor Leroy Bartlett	<input type="checkbox"/> Ward 2: Councillor Fred Morison
<input checked="" type="checkbox"/> Ward 3: Councillor Craig Grice	<input type="checkbox"/> Ward 4: Councillor Tony Dalimonte
<input type="checkbox"/> Ward 5: Councillor Rob Shirton	<input type="checkbox"/> Ward 6: Councillor Bernie Corbett
Date Requested:	May 20, 2018
Time Requested:	21:45
Requested Level of Participation (i.e.: Opening remarks, parade): To provide opening remarks prior to Fireworks.	

	Emergency Medical Services	Fire Department	OPP
Participation in Parade:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Public Relations or Display:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Additional Assistance – user fees or service changes may apply:			
Bike Medics	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Ambulance	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Paid Duty Officers			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (contact OPP directly)

Part 4: SAFETY PLAN
How will event officials be identified: Lanyards
Please identify the safety measures that will be in place for the event:
First Aid: Bike Medics Requested. Will additional first aid provisions be available: <input type="checkbox"/> St. John's Ambulance of site <input checked="" type="checkbox"/> certified first aiders on site
Crowd Control: Volunteers on-site
Security: Volunteers on-site Will an external security company be on site: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide company name:
Parking: N/A public parking available on-street and in public lots.
Traffic Control: N/A
Other (please specify): N/A

Part 5: EVENT DETAILS***Alcoholic Beverages** (e.g. beer gardens, VIP area, etc.)**Required:** Special Occasions Permit (SOP), requires a Municipally Significant Designation
Information regarding Special Occasion Permits can be found at: www.agco.ca☐ Yes
☒ No

If yes, please provide the dates and times of sale and service of alcohol:

Date	Start Time	End Time	Area/Location	Estimated Attendance

***Food** (e.g. BBQ, pre-packaged snacks, bottled water, food vendors, etc.)**Required:** Haldimand Norfolk Health Unit Event Organizer Form and Food Provider Form which can be found at: www.hnhu.org and search Food Safety at Special Events☐ Yes
☒ No

If yes, please describe:

Use of Outdoor Cooking Equipment*Required:** Special Event Fire Safety Requirements Form☐ Yes
☒ No

If yes, please specify type, etc.:

<p>*Temporary Structures (e.g. tents, sun shelters, stage, bleachers, climbing wall, portable washrooms, etc.)</p> <p>A building permit is <i>required</i> for a single tent or group of tents whose aggregate area exceeds 60 m² (646 square feet), is attached to a building or is constructed closer than 3 m (10 feet) from other tents or structures.</p> <p>Required: Special Event Fire Safety Requirements Form to be submitted for tents or temporary structures requiring permits.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please list type of structure, quantity and dimensions:</p> <p>Portable stage- owned by Caledonia Fair. Dimensions to be provided at a later date.</p>	
<p>*Use of County Roadways and Sidewalks (e.g. parade, soap box derby, runs, bikes, walks, etc.)</p> <p>Required: Traffic Control Plan for Special Events required for temporary road closures.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>If yes, please describe:</p>	
<p>*Live Entertainment</p> <p>If live or recorded music is included in the event activities, the Event Organizer is responsible for the SOCAN license fees. SOCAN is the Society of Composers, Authors and Music Publishers of Canada.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please specify type (e.g. musician, magician, etc.)</p> <p>Musicians on-stage.</p>	
<p>*Amplified Sound</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please describe:</p> <p>Musicians on-stage.</p>	

*Fireworks/Pyrotechnics Display Vendor must submit <i>required</i> paperwork to the Fire Department.		<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe: Fireworks performed by Kerr-Boom.		
*Games of Chance, Lotteries, Raffles, etc. Contact Haldimand County at 905 318 5932 ext. 6351 for information regarding licensing requirements.		<input type="checkbox"/> Yes <input checked="checked" type="checkbox"/> No
If yes, please describe:		
*Other (e.g. vehicle access in park, petting zoo, closure of public amenities such as boat ramp, etc.)		<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe: Closure of accessible fishing dock above dam for fireworks launching. Vehicles to drive into Dam area of Kinsmen Park for loading/unloading.		
# of picnic tables requested: 0		# of garbage cans requested: 10

Part 6: INSURANCE REQUIREMENTS:

Festival or Event Organizers must submit a Certificate of Insurance (COI) that shall be maintained in full force and effect throughout the festival or event (including set up and tear down). Higher limits and different types of insurance may be required depending on the nature of the event.

At a minimum, the COI shall contain the following requirements:

- ☒ Commercial General Liability in the amount of not less than two million dollars (\$2,000,000)
- ☒ Occurrence Based Coverage
- ☒ Cross Liability & Severability of Interest Clauses indicated as included under the CGL
- ☒ Haldimand County named as an Additional Insured
- ☒ Description of the event/activity for which the insurance applies
- ☒ Dates and Times of Events
- ☒ 30 days notice of cancellation or alteration
- ☒ Policy number, policy period, name and address of Insurer
- ☒ Liquor Liability Coverage if the event involves the sale or serving of alcohol
- ☒ Signature of Authorized Representative

Insurance Options:**Option 1:**

☒ I/We will be securing insurance through our own insurance provider and providing a Certificate of Insurance to the County for this Event which meets the mandatory requirements listed above.

***Please have your insurance representative review the checklist above prior to issuing the Certificate of Insurance.**

Option 2:

☐ I/We believe the Event meets the criteria listed below and wish to apply to be covered under the Haldimand County Special Event Insurance Policy.

Festivals or Events that meet ALL the requirements listed below, may qualify for Haldimand County Special Event Insurance:

- The event is mostly, if not all, held on County owned property
- The event is sponsored by a volunteer, not-for-profit organization
- The event is held on an annual recurring basis
- The event is for the benefit of the general public, as opposed to a specific target audience
- The event contributes to community vibrancy and may encourage tourism
- The event is not for the purpose of fundraising
- The main event is free of admission charges
- Funding of the insurance for an event does not create an inconsistency with other similar events held on property not owned by the County

All applicants applying for the Haldimand County Special Event Insurance Policy must complete the following questions:

1. Insurance Period (include set up & tear down):

Effective Date: _____ Time: _____ ☐ AM ☐ PM

Expiry Date: _____ Time: _____ ☐ AM ☐ PM

2. Has the Event Organizer ever received a claim? ☐ Yes ☐ No

If yes, please provide details:

3. Name of Current or Previous Insurance Carrier:

4. Has any company denied or cancelled coverage? ☐ Yes ☐ No



If yes, please provide details:

5. Do you verify that all information provided in this Application is correct, to the best of your knowledge? ☐ Yes ☐ No

Please Note: It is the responsibility of the Festival or Event Organizer to collect a Certificate of Insurance which meets the mandatory requirements listed above, from each vendor that is providing services at the event (such as food, entertainment, rides, fireworks) listing Haldimand County and the Sponsor Organization as additional insured.

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

On behalf of the sponsoring organization, with its authorization, I shall indemnify and hold harmless Haldimand County, its Mayor, Councillors, officers, directors, employees, agents, representatives, successors and assigns, from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on Haldimand County including reasonable legal fees, occasioned wholly or in part by any negligent acts or omissions by the Sponsoring Organization, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of Municipal property in connection with the Festival or Event which is the subject of this application.

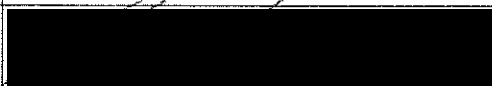
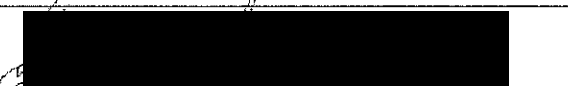
	Primary Applicant	Alternate Applicant
Signature:		
Print Name:	Ian D. Thompson	Barbara A. Martindale
Position:	Chair	Executive Director
Date:	2018-02-11	2018-02-11

EVENT APPLICATION

I have read the terms and conditions as outlined in the guidelines and on this application and fully disclosed all details and components of the proposed event.

I will abide by all terms, conditions and regulations as indicated on the applications required.

I am aware that failure to comply as outlined could lead to cancellation of this application and/or my event at any time.

	Primary Applicant	Alternate Applicant
Signature:		
Print Name:	Ian D. Thompson	Barbara A. Martindale
Position:	Chair	Executive Director
Date:	2018-02-11	2018-02-11

Festival & Event Application Form Checklist:

A completed Festival & Event Application includes:

- ☒ A completed application
- ☒ A detailed map or site plan clearly and accurately identifying locations of tents, temporary structures, stages or bleachers, storage of propane, fuel or hazardous materials, emergency access, food vendors, Bavarian gardens, any enclosed fenced area, portable washrooms, fireworks displays, etc.
- ☒ Certificate of Insurance (COI) meeting the requirements herein — *To be provided by Barbara*
- ☒ Facility Rental Application
- ☒ Signed Indemnification/Hold Harmless Agreement
- ☒ Signed Event Application

And additional forms as required:

- ☐ Submitted separately: HNHU Special Event Organizer Application Package *N/A*
- ☐ Submitted separately: HNHU Special Event Food Provider Application Package(s) *N/A*
- ☐ Submitted separately: AGCO Special Occasion Permit Application required for events with alcohol *N/A*
- ☐ Community Event Trailer Request *N/A*
- ☒ Traffic Control Plan for Special Events
- ☒ Special Events Fire Safety Requirements Form
- ☐ Installation of Cross Road Banner Request *N/A*
- ☒ Digital Reader Boards Announcement Request (if applicable)
- ☒ Tourism Free Listing Form (if applicable)

Please return completed application packages to:

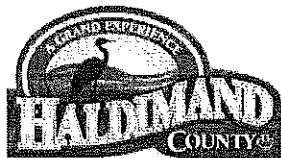
Haldimand County
Attention Lynda Kissner, Supervisor Community Programs & Events
45 Munsee Street N, PO Box 400
Cayuga, ON N0A 1E0

For further information and assistance, contact Lynda Kissner:

By phone: 905 318 5932 ext. 6134 or by email: lkissner@haldimandcounty.on.ca

All required forms can be found on the Haldimand County website at:

HaldimandCounty.on.ca
Residents Tab
Festivals and Events
Planning a Special Event



FACILITY RENTAL APPLICATION
Haldimand County Community Development & Partnerships
3-100 Haddington Street, Caledonia, ON N3W 2N4
Telephone (905) 318-5932 ext. 6507; Fax (905) 765-5716
cwhittle@haldimandcounty.on.ca

Applicant: <u>ION D. Thompson</u>		Organization: <u>Caledonia Regional Chamber of Commerce</u>		Event: <u>Victoria Day Fireworks</u>	
Address: <u>16 GRAND TRUNK LANE BOX 2025</u> <u>CALEDONIA, ONT</u>		Postal Code: <u>N3W 2G6</u>			
Phone: <u>[REDACTED]</u>		E-mail: <u>[REDACTED]</u>		FAX: <u>[REDACTED]</u>	
Alt. Phone: <u>(405) 765 0377</u>					
Alternate Contact: <u>BARBARA MARTINDALE</u>					
Phone: <u>405 765 0377</u>		E-mail: <u>info@caledonia-chamber.com</u>			
Facilities Requested		Date(s)		Hours	
1. <u>CALEDONIA KINSMEN PARK</u>		<u>MAY 20, 2018</u>		<u>1400-0000</u>	
2. <u>FORFAR PARK (at Mill)</u>		<u>MAY 20, 2018</u>		<u>2000-2300</u>	
A <u>RAIN DATE MAY 21, 2018</u>		Date(s)		Hours	
Number of Participants <u>3000 +</u>		Alcohol (please check one):		Food/Non-Alcoholic Drinks (please check one):	
Age of Participants		None <input checked="" type="checkbox"/> Served _____ Sold _____		None <input checked="" type="checkbox"/> Served _____ Sold _____	
Youth <input checked="" type="checkbox"/> (under 18)		Details: _____		Details: _____	
Adult <input checked="" type="checkbox"/> (18+)		_____		_____	
SPORTS		ARENA ROOMS/FLOOR		PARK RENTALS	
Arena Ice:		Personal:		Pavilions/Gazebos/Ball Diamonds:	
Recreational Skating _____		Birthday Party _____		Family Reunion _____	
Figure Skating _____		Anniversary Party _____		Picnic _____	
Hockey - Non-contact _____		Family Dinner _____		Birthday Party _____	
Hockey - Contact _____		Shower _____		Shower _____	
Hockey - Power Skating _____		Reception _____		Wedding _____	
Hockey - Skills Non-Contact _____		Funeral _____		Church Service _____	
Hockey - Skills Controlled Contact _____		Other (specify) _____		Community Event <input checked="" type="checkbox"/>	
Curling _____		_____		Other (specify) _____	
Other (specify) _____		_____		_____	
Arena Floor		Business:		POOLS	
Lacrosse (Non-Contact) _____		Meeting _____		Recreational Swimming _____	
Broomball _____		Seminar/Workshop _____		Fitness Classes _____	
Ball Hockey _____		Worship/Service _____		Other (specify) _____	
Other (specify) _____		Trade Show _____		_____	
Ball Diamonds:		Concert _____		GENERAL INFORMATION:	
Baseball _____		Blue Line Club _____		Fundraiser: YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	
Other (specify) _____		Other (specify) _____		Non-profit Organization: YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	
FOR TOURNAMENTS & LEAGUES ONLY:		Fitness:		Ticket Sales: YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	
# OF TEAMS: <u>[REDACTED]</u>		Dry Land Training _____		Vendors: YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	
_____		Fitness Classes _____		Amplified Sound: YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	
_____		Other (specify) _____		NOTES: _____	
_____		_____		_____	

RENTAL TERMS AND CONDITIONS

- All visitors to Haldimand County's recreational facilities are expected to adhere to the Public Conduct on Haldimand County Property Policy and behave or act in a manner that respects the rights of others so that they may use and enjoy our facilities. The policy can be viewed on-line or is available on request.
- The Renter is responsible for reading and adhering to all aspects of the County's Facility Booking and Ice Allocation Policy, which can be viewed on-line or is available on request.
- Alcohol is strictly prohibited on County property unless permission has been granted. Permission for alcohol will only be granted if the following has been received from the Renter and it is deemed acceptable to the County:
 - Special Occasions Permit
 - Smart Serve certificates for all servers
 - A valid Certificate of Insurance confirming the required coverages, including liquor liability, from the renter's overriding body or through the Facility User Insurance Program (hereafter referred to as FUIP (described in detail below).Haldimand County reserves the right to prohibit alcohol sales, service or consumption on its property.
- Due to the high risk of injury associated with inflatables/air bounce devices, they are not permitted on County property with the exception of Council-approved Special Events.
- The Renter is responsible for picking up a key, where applicable, for certain park facilities. Please check with the Booking Clerk at least one week prior to your event to make arrangements as required.
- The Renter shall be personally responsible for any costs resulting from damages caused by accidents, negligence or malicious damage to any part of the facility and/or equipment therein by any person or persons connected with the function. Charges to be invoiced include the actual cost of repairs/replacement plus administrative charges.
- Direct adult supervision of all participants under the age of 18 must be provided.
- Bookings on firm contracts cannot be cancelled, unless otherwise noted in the Facility Booking and Ice Allocation Policy.
- Your contract may be amended at the discretion of Haldimand County for reasons including but not limited to:
 - facility maintenance
 - inclement weather
 - facility scheduling
- The Renter is not permitted to sub-rent the facility to any other person or organization.
- The Renter must ensure dressing rooms are vacated no more than 1/2 hour after leaving ice/floor surface or additional charges may apply.
- The Renter must ensure the premises are vacated within 1/2 hour of the end time shown on their rental contract for rentals or additional charges may apply.
- Renters are not permitted to offer any services or goods such as those offered by concession or pro shop operators that are presently contracted by Haldimand County. Any attempt by the renter to provide said services will be considered a breach of contract.
- The Renter shall inspect the facility at the commencement of the rental to ensure that it is in satisfactory condition for the purposes of the rental. Any issues shall be reported promptly to the Facilities and Parks Operation Attendant, where available, or to the Facility Booking Clerk. Where facilities are not staffed during the rental, please contact the Emergency Contact Number on this Contract to report an issue.

The Renter hereby acknowledges the following:

Liability insurance is mandatory to be carried by the renter of the herein mentioned facility(ies). The insurance requirements are as follows:

- * \$2 million general liability insurance on an occurrence basis containing cross liability/severability of interest clauses, with coverage for bodily injury and/or property damage
- * Haldimand County named as an additional insured
- * 30 days notice of cancellation

If the Renter is a member of an overriding body (ie. Parent Association, Church Group, Business Affiliate) that carries liability insurance which meets the requirements for this rental (listed above), the Renter will provide Haldimand County with a Certificate of Insurance in a form satisfactory to Haldimand County a minimum of 14 days prior to the booking.

If the Renter is not a member of an overriding body, the Renter will purchase the required insurance through the County's Facility User Insurance Program (FUIP) to be added to the contract cost.

The Facility User Insurance Program is subject to a \$500 deductible and in the event of a claim, the Renter will be responsible for the payment of the deductible under the FUIP.

The Renter indemnifies and holds harmless Haldimand County, it's elected officials, employees, servants, agents, successors and assigns from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, including legal fees, or other proceedings of every kind or nature whatsoever brought against, suffered by or imposed on Haldimand County arising from the rental and use of said facility(ies).

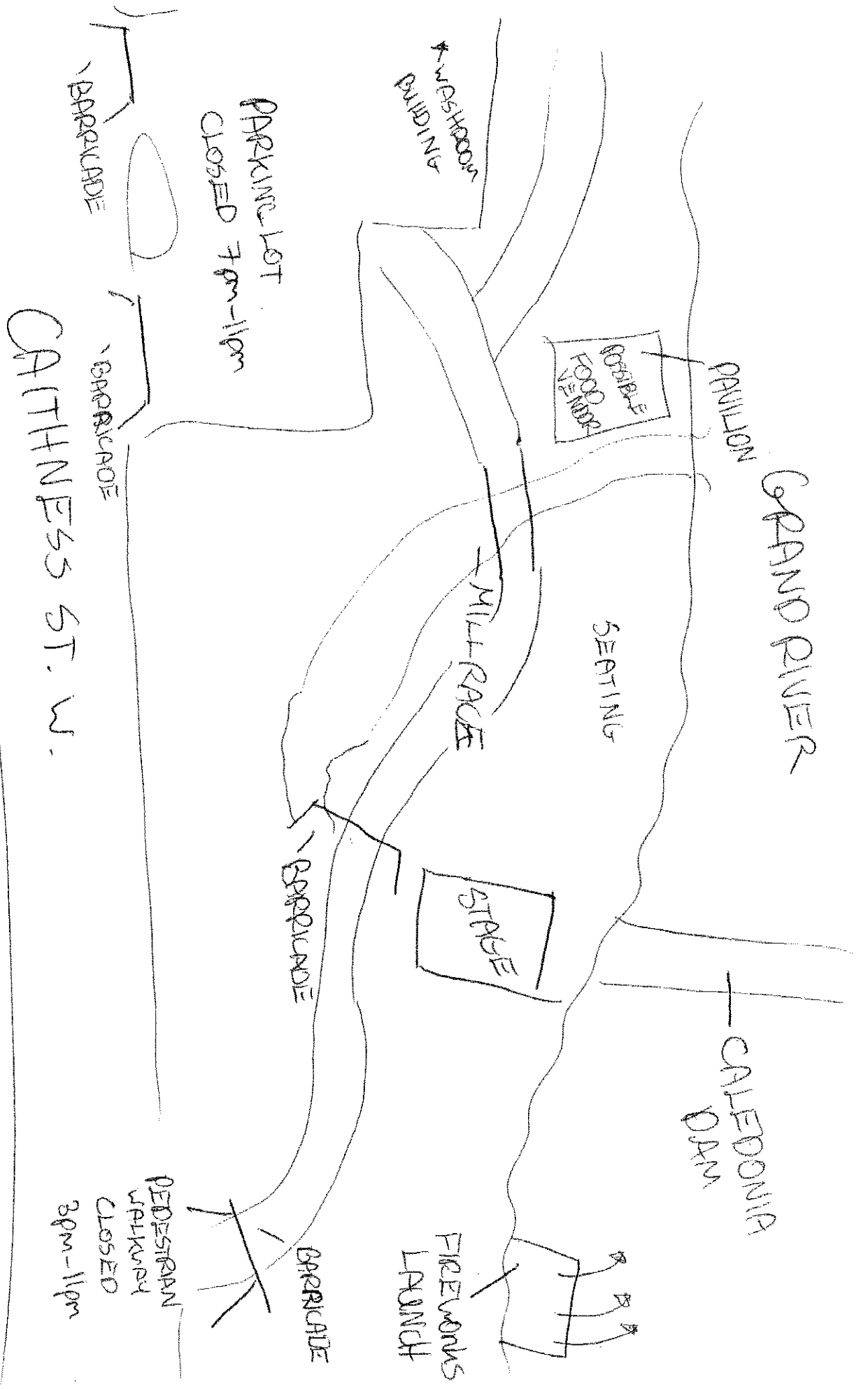
With the exception of seasonal sport contracts, signing and returning this application will be confirmation of the booking and it can only be cancelled under exceptional circumstances, as per the Facility Booking & Ice Allocation Policy.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS OF THE RENTAL.

Renter's Signature

Date

2/15/2018



GRAND RIVER

PAVILION

FOOD VENDOR

SEATING

MILL RACE

STAGE

FIREWORKS LAUNCH

CALEDONIA DAM

WASHROOM BUILDING

PARKING LOT
CLOSED 7pm-11pm

BARICADE

BARICADE

BARICADE

BARICADE

PEDESTRIAN WALKWAY
CLOSED
3pm-11pm

CAITHNESS ST. W.

Garbage receptacles
located throughout the park.