



# The Town of Huntsville

## S.E.A.T. Application

# 2019

### Purpose

The Town of Huntsville has consolidated our major event application procedure so that the process is streamlined. Please complete the following application and submit it to Manager of Sales & Customer Service, Greg Pilling.

It is important to read the document prior to filling it out. It is required that all appropriate fields be completed with detailed information. If your event does not require a section please use N/A in the field.

Please note that the S.E.A.T application must be received by the Town of Huntsville **no less than ninety (90) days in advance of the special event**. No permit will be issued for special event applications received within ninety (90) days of the special event.

If you have questions and or comments about the S.E.A.T Application process, please contact Greg Pilling at 705-789-6421 ext. 3027 or email [greg.pilling@huntsville.ca](mailto:greg.pilling@huntsville.ca)

### CONTACT INFORMATION

Organization:	
Contact Person:	
Address:	
City or Town:	
Province:	
Postal Code:	
Phone ( office ):	
Phone ( cell ):	
Do you Grant the Town of Huntsville permission to give your Organizations telephone number to the general public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Website:	
Email:	

Describe your organization:	<input type="checkbox"/> Registered Charity <input type="checkbox"/> Incorporated Non-Profit <input type="checkbox"/> Incorporated Business <input type="checkbox"/> Unincorporated Group (with non-profit goals) <input type="checkbox"/> Other: _____
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## ALTERNATE CONTACT INFORMATION

Please provide two additional contacts, one who can speak on the event's behalf if you are not available as well as an Emergency onsite contact person.

Alternate Event Contact Person:	
Phone ( office ):	
Phone ( cell):	
Email:	
Onsite Emergency Contact:	
Phone ( cell ):	
Email:	

## GENERAL EVENT INFORMATION

Please provide details on your event.

### EVENT DETAILS

Event Name:	
Event Date(s):	
What type of event is this for?	<input type="checkbox"/> Parade <input type="checkbox"/> Run/race/cycle/walk-a-thon <input type="checkbox"/> Festival <input type="checkbox"/> Triathlon <input type="checkbox"/> Conference <input type="checkbox"/> Dance/Party/Wedding <input type="checkbox"/> Other: _____
Is this a single event or annual Event	<input type="checkbox"/> Single Event ( one-off ) <input type="checkbox"/> Annual Event
Please provide a brief description of your event. What are you doing at your event? What is your event about? What do you hope to achieve?	
Please describe your event activities (planned and anticipated):	
Why do you feel you need to do this event? Why is it important?	

Is this event private or open to the public?	<input type="checkbox"/> Private <input type="checkbox"/> Public
If the event is open to the public, HOW are you going to advertise your event to the community to promote inclusiveness and participation?	<input type="checkbox"/> Social Media <input type="checkbox"/> Television <input type="checkbox"/> Print media <input type="checkbox"/> Radio <input type="checkbox"/> Event website <input type="checkbox"/> Posters
Will you be charging admission to your event? If yes, describe cost if applicable (e.g. cost to participants but not cost to spectators)	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please explain cost:
How will you be selling tickets and who will be the ticket provider?	
Event Accessibility:	<p><i>The Town of Huntsville requires that all events held on Municipal property or within a Municipal building shall meet the requirements set out under the ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT(AODA) S.O. 2005, CHAPTER 11 as amended. Go to <a href="https://accessontario.com/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf">https://accessontario.com/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf</a> to access the link to Planning Accessible Events. A completed Accessible Festivals and Outdoor/Indoor Events Checklist is required with your application. A copy is found at the end of the application package. Additional information can be found at: <a href="http://www.festivalsandeventsontario.ca">http://www.festivalsandeventsontario.ca</a> as well as the Guide to Accessible Public Engagement and Guide to conducting Accessible Meetings: <a href="http://www.omssa.com/accessible-community-engagement/omssa-guides/">http://www.omssa.com/accessible-community-engagement/omssa-guides/</a></i></p>

#### EVENT ATTENDANCE

Please estimate all that apply:

Total Attendance Expected (per day):	
Peak Time Attendance (per day):	
Estimated Peak Time (per day):	
Duration of Estimated Peak Time: (per day):	
Volunteers "Marshalls": If yes, describe the number, how they will be identifiable, how they will be utilized.	
Private Security? If yes, describe the number, how they will be identifiable, how they will be utilized?	
Performers (per day):	
Bands (per day):	
Vehicles/Floats (per day):	
Food Vendors (per day):	
Merchandise Vendors (per day):	

#### EVENT HISTORY

Event in Huntsville: Has this event been conducted in Huntsville?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	If yes, provide venue locations:
	If yes, provide past dates: mm/dd/yyyy
Event Not Previously in Huntsville: If not previously in Huntsville, has this event been conducted elsewhere?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	If yes, provide venue locations:
	If yes, provide previous dates: mm/dd/yyyy
Expectations: Is the proposed event expected to be the same as previous year(s)? <i>S.E.A.T. requires this information to better facilitate your needs as this will affect road closure procedures.</i>	
Do you know of any past emergency incidents, issues or concerns?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please provide details:
Was a debriefing conducted following the past event to address and resolve past emergency incident issues or concerns?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please provide details:

#### LOCATION REQUEST

Please list any Town of Huntsville facilities you intend on using.	
Please list any Town of Huntsville Parks or green space you intend on using.	
Please list any Private Property you intend on using. (provide address)	
What other locations will you be using, if any?	

#### EVENT TIMING

Please use the chart below to outline your Event Timing and Dates. If you need more room than what is provided, copy and paste the form fields in Microsoft Word, as needed.

Event Date(s) & Time: <i>Please included dates and time your event is open to the public.</i>	
Event Set-up Date(s) & Time:	
Day 1:	Date: MM/DD/YYYY
	Open to the Public:
	Closed to the Public:

Day 2:	Date: MM/DD/YYYY	
	Open to the Public:	
	Closed to the Public:	
Tear Down Date(s) & Time:		

## ROAD, PARK & PARKING LOT CLOSURES

Please read the following carefully. It is important to include all Town of Huntsville Roads, District Roads and Provincial Highways that are going to be affected due to your event. All District and Provincial roads need approval from the applicable legislation.

Please provide a Road Closure Map attached to this application. A Road Closure Map provides a visual of the road(s) being partially closed or closed to traffic.	<input type="checkbox"/> No <input type="checkbox"/> Yes. Our event road closure map is attached.
Will you be using Municipal Roads?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please fill out the Municipal Road Closure Details for your event in the section 1.1 below.
Will you be using any Municipal Parking Lots for event operations?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please fill out the Municipal Parking Lot Closure Details for your event in the section 1.2 below.
Will you be using District Roads?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please fill out the District Road Closure Details for your event in the section 1.3 below.
Have you contacted the District to apply for a Road Closure Approval?	<input type="checkbox"/> No. Please contact 705-645-6764 for approval <input type="checkbox"/> Yes. If so, provide date you applied MM/DD/YYYY
Will you be using a Provincial Highway?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please fill out the Provincial Highway Details for your event in the section 1.4 below.
Have you contacted the Province to apply for a Road Closure Approval?	<input type="checkbox"/> No. Please contact 705-789-2392 ext. 238 for approval <input type="checkbox"/> Yes. If so, provide date you applied MM/DD/YYYY
Will you be using any Waterways for your event?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please fill out Waterway Usage/Closure Details for your event in the section 1.5 below.
Will Barricades be required for your road closures?	<input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, you agree that as the <i>applicant you are responsible for the pick-up, set-up and return of barricades. Please contact Huntsville Lake of Bays Chamber of Commerce to book barricades and other event equipment. 705-789-4771 or <a href="mailto:chamber@huntsvillelakeofbays.on.ca">chamber@huntsvillelakeofbays.on.ca</a></i>
Will off Duty Police Officers be required?	<input type="checkbox"/> No <input type="checkbox"/> Yes
What advance notice is proposed to inform the public of proposed closures?	<i>Be specific (i.e. inform abutting land owners, advertise, radio, print advertise, social media, etc.)</i>

### 1.1 MUNICIPAL ROAD CLOSURES

Please fill out the following Road Closure information. If you need to provide additional closure information than is indicated in the space below, please copy and paste the form fields as required.

<b>Municipal Road 1</b>	Name of Street:	From:	To:
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the road:		
Type of Closure:			
<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Partial Road Closure <input type="checkbox"/> Rolling Road Closure			

<b>Municipal Road 2</b>	Name of Street:	From:	To:
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the road:		
Type of Closure:			
<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Partial Road Closure <input type="checkbox"/> Rolling Road Closure			

\*To add additional closure information, please copy and paste the above form fields.

### 1.2 MUNICIPAL PARKING LOT CLOSURES

Please fill out the following Parking Lot Closure information. If you need to provide additional closure information than is indicated in the space below, please copy and paste the form fields as required.

<b>Parking Lot 1</b>	Name of Street where parking lot is located:		
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the parking lot:		

<b>Parking Lot 2</b>	Name of Street where parking lot is located:		
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the parking lot:		

\*To add additional closure information, please copy and paste the above form fields.

### 1.3 DISTRICT ROAD CLOSURES

Please fill out the following District Road Closure information. If you need to provide additional information than is indicated in the space below, please copy and paste the form fields as required.

<b>District Road 1</b>	Name of Street:	From:	To:
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the road:		
	Type of Closure:		
<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Partial Road Closure <input type="checkbox"/> Rolling Road Closure			

<b>District Road 2</b>	Name of Street:	From:	To:
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the road:		
	Type of Closure:		
<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Partial Road Closure <input type="checkbox"/> Rolling Road Closure			

\*To add additional closure information, please copy and paste the above form fields.

### 1.4 PROVINCIAL HIGHWAY CLOSURES

Please fill out the following Highway Closure information. If you need to provide additional information than is indicated in the space below, please copy and paste the form fields as required.

<b>Highway 1</b>	Name of Highway:	From:	To:
	Date of Closure:	Time Closed:	Time Open:
	Reason for Closure: Describe how you wish to use the highway:		
	Type of Closure:		
<input type="checkbox"/> Full Closure <input type="checkbox"/> Partial Closure <input type="checkbox"/> Rolling Closure			

<b>Highway 2</b>	Name of Highway:	From:	To:
	Date of Closure:	Time Closed:	Time Open:

	Reason for Closure: Describe how you wish to use the highway:
	Type of Closure:
<input type="checkbox"/> Full Closure <input type="checkbox"/> Partial Closure <input type="checkbox"/> Rolling Closure	

\*To add additional closure information, please copy and paste the above form fields.

### 1.5 WATERWAY USAGE / CLOSURES

Please fill out the following usage/closure information. If you need to provide additional closure information than is indicated in the space below, please copy and paste the form fields as required.

<b>Waterway 1</b>	Name of Lake or River:	Area Used: Indicate the location or general area.	
	Date of Usage/Closure:	Time in use / closed:	Time Open:
	Reason for Closure: Describe how you wish to use the waterway.		

### EVENT SITE MAP

An Event Site Map provides a visual of your event. Please include as much information as you can on your site map such as; where the vendors, washrooms, accessible washroom locations, designated accessible parking, performances stages and other event programs/components will be set-up.

Please attach an event site map to your application.	<input type="checkbox"/> Yes I have attached the event site map <input type="checkbox"/> No	
Components	Included in map(s) plans?	Comments If "NO", please explain
Event administration location(s) Marshaling/staging areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event emergency incident command location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event emergency incident response resource (people, equipment, facilities) locations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Critical systems control locations including Structures (tents, stages, fencing, accessibility)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Designated public parking areas and designated accessible parking areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public access points, accessibility and exits (include queuing locations)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Designated event vehicle parking/standing areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Restricted access areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazardous areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Community Communication Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Security Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Severe Weather Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Evacuation Plan/Crowd Management Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Missing Person/Lost Child Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency mustering locations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency exits	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Traffic Flow management Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Detour Route Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Truck Route Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Detour signage Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
First aid locations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Washroom and accessible Washroom Locations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Medical Emergency Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
AGCO licensed areas (show access points & Controlled area)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
On-site cooking & fuel storage (indicate type), if yes additional form to complete. Use of residential type BBQ's etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fireworks or Pyrotechnics. Please indicate type. If Yes <a href="#">Display Fireworks Event Approval Form</a> or <a href="#">Pyrotechnics Fireworks Event Approval Form</a> must be attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tents or temporary structure used for the assembly of persons (Please include each tent or structure in your site map).	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## EVENT COMPONENTS

There are various permits and approvals that must be obtained in order to incorporate specific elements into your event. Based on the information you have provided on the Special Event Application, the S.E.A.T will advise you on any additional paperwork that must be filled in to secure the applicable permits and approvals required for your event to safely take place on Town property.

Do you require access to power?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where is the power needed - <i>S.E.A.T needs to know if your event has power requirements so that we can</i>	

<i>confirm that the site you wish to book has access to electrical plug-ins. Fees may apply for access to power.</i>	
Will your event have amplified noise? Describe how sound will be amplified (live music, speakers, guest speaker):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will Noise Exemptions be requested?  If your event is outside and amplified by live music / speakers you must remain in compliance with the Town of Huntsville (2008-33) <b>NOISE BYLAW 2015-31</b> : <a href="http://huntsville.ca/en/DocumentUploads/Bylaws/doc_635693758840905270.pdf">http://huntsville.ca/en/DocumentUploads/Bylaws/doc_635693758840905270.pdf</a> To request for a Noise Exemption <a href="http://www.huntsville.ca/en/townHall/DeputationApplicationForm.asp">http://www.huntsville.ca/en/townHall/DeputationApplicationForm.asp</a>	<input type="checkbox"/> Yes, Please indicate the date you applied for a "Noise Exemption": _____  <input type="checkbox"/> No
If your event will be hosting Live Music, indicated Date(s) and Time(s) of Shows:	
Will Alcohol be served?  <i>If yes, include map of fenced off area where alcohol will be served. If you wish to have alcohol at your event you will need to adhere to both provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol. Provincially, all alcohol licensing is handled by the Alcohol and Gaming Commission of Ontario (AGCO) <a href="http://www.agco.on.ca">www.agco.on.ca</a>. On the AGCO website you'll find information related to Special Occasion Permits and Temporary Liquor License extensions. S.E.A.T requires that you read through all of the Alcohol and Gaming Commission of Ontario's regulations first and develop an understanding of the procedures to avoid confusion and disappointment. You will not be permitted to serve alcohol on Municipal property without applying for and obtaining a license from the AGCO.</i> <i>For more information about AGCO liquor licenses please contact: Alcohol &amp; Gaming Commission of Ontario: Toll-Free: 1-800-522-2876, Fax: 416-326-5555 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a> Municipally, the Town of Huntsville has a <b>Municipal Alcohol Policy (MAP)</b> that encourages the safe consumption of alcohol on Town property. Please contact <b>Manager of Sales &amp; Customer Service</b> for more details.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using a Tent or Temporary Structure?  <i>There are permits and approvals that must be obtained for you to erect tents or temporary structures on your event site. The permits exist to ensure that tents are fireproof, have emergency exits and are spaced in such a way to facilitate calm and orderly evacuation should an emergency arise. By checking this box on your Event application you will alert us to of your request and provide additional paperwork and regulations that are associated with including tents or temporary structures at your event. General info. You will be required to fill out the following forms: Building Permit, Fire Safety Plan For Tents Form, Temporary Tent Requirements Form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please tell us how many tents or temporary structures will be used and indicate size of each tent or temporary structure.	
Will your event require the digging of the ground or placing in the ground of any poles/pipes/tent stakes?  If yes the event originator will need to contact <b>Ontario One Call</b> locates and complete the appropriate application and have the locates completed. If any underground services/utilities are damaged the event organizer will be held liable and responsible for any and all damages.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using any Inflatables (eg Bouncy Castles)?  <i>The Town of Huntsville Municipal Bylaw department needs to ensure the health and safety of the public if these types of elements are including in your event. Vendor insurance requirements may be required.</i>	<input type="checkbox"/> Yes. If yes, please provide the service provider: _____ <input type="checkbox"/> No
Will there be Merchandise/Craft Vendors at your event?  <i>There are permits and approvals that must be obtained for you to include vendors (merchandise/craft vendors) at your event. By checking this box on your S.E.A.T application you will alert us to your request. Additional paperwork will follow when event has been approved.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the event will be taking place in Downtown Huntsville or River Mill Park (RMP), will access to the Town Hall washrooms or RMP washrooms be required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be displaying signs and or banners at the event?  <i>Please see the Building Department – sign bylaw 2009-100 <a href="http://huntsville.ca/en/DocumentUploads/Bylaws/bylaw_2009_100_signbylaw.pdf">http://huntsville.ca/en/DocumentUploads/Bylaws/bylaw_2009_100_signbylaw.pdf</a> Contact Chamber of Commerce for Swing Bridge Banner 705-789-4771 or <a href="mailto:chamber@huntsvillelakeofbays.on.ca">chamber@huntsvillelakeofbays.on.ca</a>.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## FUNDRAISING

The Town of Huntsville Bylaw Department must follow provincial regulations that are set out by the Alcohol and Gaming Commission of Ontario when it comes to allowing these activities to take place. There are permits and approvals that must be obtained for you to include lottery at your event. By checking this box on your S.E.A.T application you will alert us to your request. Additional paperwork will follow when event has been approved.

Lottery License Link [http://www.huntsville.ca/en/townHall/LotteryLicensing.asp?\\_mid\\_=19530](http://www.huntsville.ca/en/townHall/LotteryLicensing.asp?_mid_=19530)

Will you be conducting any Raffles, Bingo, or 50/50 Draws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a silent auction (no gaming License required)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate any other fundraising activities:	

## FOOD/ NON-ALCOHOLIC BEVERAGE SERVICE

Will there be food and non-alcoholic beverages sold and/or given away at your event?	<input type="checkbox"/> <b>given</b> <input type="checkbox"/> <b>sold</b> <i>At the Canada Summit Centre, Oliver's Coffee has the exclusivity of all sales of food and beverages. A written authorization is required if you are selling food. Please contact Manager of Sales &amp; Customer Service.</i>  <i>At McCulley Robertson Sports Complex The Town of Huntsville has the exclusivity of all sales of food and beverages. A written authorization is required if you are selling food. Please contact Manager of Sales &amp; Customer Service.</i>
Number of food vendors at your event?	
Food vendor locations:	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Inside & outside
What kind of food will the Food Vendors be selling and/or giving away? Please check all that apply.	<input type="checkbox"/> Perishable <input type="checkbox"/> Non-Perishable <input type="checkbox"/> Food Service Vehicles Food: Name of Food Trucks (if known):
Will food be prepared:	<input type="checkbox"/> On-site (at your event) <input type="checkbox"/> Off-site (at a location other than at your event) <input type="checkbox"/> Both on-site and off-site
Please provide details on how food will be prepared: <i>By checking this box on your Event application you will alert us to of your request and provide additional paperwork and regulations that are associated with providing food at your event.</i> <i>All food vendors, food and methods of food preparation must be approved by the Simcoe Muskoka Health Unit prior to your event.</i> <i>If you will be preparing food by method of a Propane BBQ, the Fire Department will be required to approve to ensure safety.</i> <i>If preparation will take place onsite, the following forms will be required:</i> <b>Vendor Cooking Conditions Form</b> <b>Vendor General Non-cooking Form</b>  <i>Use of residential type BBQ's the following forms will be required:</i> <b>Outdoor Special Events – Fire Safety Requirements Form</b>	

## WASTE MANAGEMENT

Event organizers are responsible for ensuring appropriate measures are in place to contain waste and to clean up litter on Town property. Fees may apply for some Town waste management services including cleanup costs. Town of Huntsville takes great pride in keeping Huntsville clean and green.

Will you be contracting a waste management company to remove the garbage, organic waste and/or recyclables?	<input type="checkbox"/> Yes - By checking yes, you will be responsible for waste management. Fee may be applied if waste is not picked up. <input type="checkbox"/> No – we will be responsible for waste management ourselves
Name of waste management company:	
What recycling program will you have in place (recycling containers, signage, recycling centers, emptying and storage or recyclables)? Who will be supplying the containers?	
What waste containers will you use (containers, garbage bags, dumpsters) and how many? Who will supply the containers?	
How will you control litter (schedule to empty containers, locations for waste storage, litter pickers)?	

## INSURANCE

Do you require purchasing liability insurance through the Town of Huntsville insurance program?	<input type="checkbox"/> Yes. If Yes, S.E.A.T will work the Risk Management Coordinator to determine your Insurance rate. Additional fees will apply and will be included as an extra fee on your rental contract. <input type="checkbox"/> No
Will you be providing your own Certificate of Insurance listing the Corporation of Town of Huntsville as additionally insured?	<input type="checkbox"/> Yes <input type="checkbox"/> No, if no please explain how your insurance will be addressed.
<p><i>The responsibility for a safe, well-managed facility rental and/or event is the responsibility of the event organizer. The role of the municipality is to support the user in their venture.</i></p> <p><i>The policy highlights the following with respect to insurance:</i></p> <ul style="list-style-type: none"> <li>• No person or entity shall hold, organize or sponsor any event or activity on Town property or other public facilities unless the municipality has been provided with necessary insurance coverage for such event or activity</li> <li>• Users that do carry insurance must provide a Certificate of Insurance with a five million (\$5 million) liability coverage naming the Corporation of The Town of Huntsville as an additional insured.</li> <li>• Users who do not carry insurance coverage can purchase through a program offered by the Town of Huntsville that is available by our Insurance Company as part of the Facility User Rating Guide Prices vary per event.</li> <li>• All renters are responsible for any insurance premiums associated with their event including tax and administration fees. Premiums will vary depending on the event. In the event of any claims the renter shall have the sole responsibility and obligation to pay the insurance deductible</li> </ul> <p><i>Events that include Alcohol require an insurance certificate for:</i></p> <ul style="list-style-type: none"> <li>• Five million (\$5 million) Commercial General Liability</li> <li>• Naming the <u>Corporation of the Town of Huntsville</u> as Additional Insured</li> <li>• Five million (\$5 million) Host Liquor Liability</li> </ul> <p><i>The Corporation of the Town of Huntsville requires that ALL the following information be included on the "Certificate of Insurance". Please advise your insurance provider of these requirements as failure to include this info on your Certificate of Insurance will render it invalid for S.E.A.T purposes and can result in delays in your approval and possible cancellation of your event:</i></p> <ul style="list-style-type: none"> <li>• Name of Insurer (the insurance company)</li> </ul>	

- Policy number
- Term of Policy
- Type of Policy: General Liability Policy
- Limit of Policy: \$ 5,000,000.00 per claim or occurrence basic/ or as determined by the Risk Management Coordinator.
- Name of Insured (The "Named Insured on the certificate must be the same as the organization that is listed as the organizer on the S.E.A.T application.)
- Add the Corporation of the Town of Huntsville as an "Additional Insured"
- Description of event and Activities to be insured (i.e. event/parade/)
- Dates and Times of Event (include set-up and strike dates)
- Signature of insurance provider or broker

## HAZARD IDENTIFICATION, RISK ASSESSMENT, PREVENTION AND RISK MANAGEMENT

Please identify risks and hazards associated with the event.

Identify risks and hazards associated with the event and prevention/risk reduction methods using the risk matrix (below)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Or attach a separate table/diagram			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Hazard / Risk	Potential Harm or Loss	Probability L M H	Impact L M H	Prevention/Risk Reduction Actions	Is Risk Managed? Next Steps

Please indicate if your special event is Indoor or Enclosed Space and has one of the following circumstances:

1. Use of candles or open flames.
2. Pyrotechnics or fireworks display.
3. Tent or air-supported Temporary Membrane Structure over 30m2 (300sq.ft.)
4. Liquid or gas-fuelled vehicles or equipment in assembly buildings
5. Special amusement (includes haunted houses).
6. Indoor cooking

Yes     No

## FINAL AUTHORIZATION

It is vital that as the event organizer that you read and understand both S.E.A.T Guideline and the Event application form. We also need to ensure that the information you are providing is accurate to the best of your ability in order to properly facilitate and support your event.

If there are any changes to your Event application, it is imperative that you notify the Community Services Division of these changes **at least 30 days in advance**. The Town of Huntsville reserves the right to revoke any approvals or permissions based on changes that render the event unsafe. If you have any further questions regarding S.E.A.T Guidelines or Event Application please don't hesitate to contact the Manager of Sales & Customer Service ([greg.pilling@huntsville.ca](mailto:greg.pilling@huntsville.ca) or 705-789-6421 ext. 3027).

I have read and understood S.E.A.T Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read and understood the S.E.A.T Application	<input type="checkbox"/> Yes <input type="checkbox"/> No
I acknowledge that all the information contained in this application is, to the best of my ability, accurate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please enter Your Name:	

The personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). The information is collected will be used for the purpose of assisting with your event. Questions about this collection can be directed to the Clerk’s Department, Town Hall, 37 Main Street East, Huntsville, ON, P1H 1A1, 705-789-1751 ext. 2255, [clerk@huntsville.ca](mailto:clerk@huntsville.ca).

**Did I include everything?**

- |                              |               |                         |
|------------------------------|---------------|-------------------------|
| <b>1. Accessibility Plan</b> | <b>yes/no</b> | <b>if no, why</b> _____ |
| <b>2. Emergency Plan</b>     | <b>yes/no</b> | <b>if no, why</b> _____ |
| <b>3. Security Plan</b>      | <b>yes/no</b> | <b>if no, why</b> _____ |
| <b>4. Site Plan</b>          | <b>yes/no</b> | <b>if no, why</b> _____ |
| <b>5. Traffic Plan</b>       | <b>yes/no</b> | <b>if no, why</b> _____ |
| <b>6. Waste Plan</b>         | <b>yes/no</b> | <b>if no, why</b> _____ |

**Accessible Festivals & Outdoor/Indoor Events – Checklist**

- Designated Accessible Parking Spaces** – **designated** accessible parking spaces should be placed close to venue entries and exits, accessible toilets, pay stations and lifts/ramps.
- Public Transportation** – post local accessible routes and schedules.
- Paths of Travel** – provide wide, even, slip-resistant paths, without steps or barriers that lead to all the public areas of the event.
- Stages and Seating** – provide a ramp for your stage, and ensure **it is** visible for someone watching from **the designated** accessible seating or from a wheelchair.
- Food Services and Public Eating Areas** – design food areas so that someone who needs mobility support can easily navigate them. Provide options for people using wheeled mobility devices.
- Washrooms and Temporary Toilets** – provide accessible toilets or washrooms at ground level, away from crowds and sound systems.
- Rest areas and rain/wind/sun shelters** – offer quiet areas and weather shelters.
- Signs** – provide high-contrast signs in high and low positions, and make sure signs use sans serif fonts that are readable in all light conditions.
- Support Persons** – a support person can go wherever the person they support goes. Post any admission fees for support persons in the same place general admission information is found.
- Service Animals** – a person with a disability can be accompanied by their service animal to all areas available to the public.
- Training Staff and Volunteers** – train staff and volunteers to welcome people with disabilities and on your festival’s accessibility features.
- Communication Supports** – consider offering captioners, sign language interpreters, or individuals who can describe performances.
- Maps and Information** – provide information about your festival’s accessibility features and consider people with disabilities in your emergency plans. Provide an accessibility information area.
- Other Accessibility Considerations** – provide dedicated accessibility volunteers, rent/buy accessible equipment, provide accessibility information areas.
- Promote your Festival** – tell people about your accessibility features in the same places you promote your festival.
- Ask for Feedback** – collect feedback before, during, and after the festival.

Name:

Signature:

Date: