



# 2025


## REQUEST TO HOST SPECIAL EVENT

### Application Form

#### Please submit your request to:

Cole Belcourt  
Events Coordinator  
cbelcourt@penetanguishene.ca  
(705) 549-7453 ext.252  
10 Robert St West  
Penetanguishene ON, L9M 2G2



 (705) 549-7453

 [penetanguishene.ca](http://penetanguishene.ca)

 [events@penetanguishene.ca](mailto:events@penetanguishene.ca)



## Request to Host Special Event Application

### **What is a special event?**

A special event is a sporting, cultural, business or other type of activity that occurs for a limited time. It is presented to a public audience and impacts the Town of Penetanguishene by involving the use of publicly owned/controlled land.

### **The primary characteristics of Special Events are:**

- An event open to the public
- The program may consist of several different activities (performances, inflatables, vendors, etc.)
- They have an infrequent or one time occurrence

Activities that are part of a regular series are not deemed a special event, unless they are different from the regular series. (e.g. A regularly scheduled Pickleball Match is not a special event, but a Pickleball Tournament is a special event).

### **Event Criteria:**

**There are several factors determining if your activity is considered a special event. These factors may include:**

- The amount of municipal coordination required
- The length of the event
- The expected attendance of the event
- The venue(s) that may be used for the event (e.g. parks, roads, parking lots, facilities)
- Event advertising
- Inclusivity of the event

If your proposed activity falls within the scope of a special event, an application to host a special event will be required. All other requirements will be listed after submitting the event application.

If the event is not a public event, but will be held at a municipal facility, a rental permit will be required.

If you are unsure if your activity qualifies as an event, please contact [events@penetanguishene.ca](mailto:events@penetanguishene.ca) for assistance.



# Request to Host Special Event Application

## Section 1

### Applicant Details

Name:

Address:

Phone:

Email:

### Organization Details, If different from applicant

Name:

Address:

Phone:

Email:

\*I understand that this will be the primary contact for the event. The Events Coordinator will only be discussing event matters with this individual.

### Is the Organization any of the following?

Some charitable/non-profit organizations may qualify to have some event fees waived. Please review the policy to see if you qualify. If you believe you qualify, please email [events@penetanguishene.ca](mailto:events@penetanguishene.ca) for next steps.

- Registered non-profit    Community Organization    Penetanguishene Business

## Section 2

### Event Details

Event Name:       Expected Attendance:

**Event Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Type of Event

Festival    Run/Walk-a-thon    Sidewalk Sale    Filming  
 Tournament    Bicycle Race/Ride    Town Dock Booking    Other \_\_\_\_\_  
 Parade    Music Event    Demonstration

### Target Audience

Adults    Seniors    Families    Children  
 Teenagers    Students (Elementary)    Students (High School)    Other \_\_\_\_\_  
 All of the Above

**# of Event Staff:**

**# of Event Volunteers:**

\*Note: Town staff will not be available for events.

### Event Date and Time

Event Start Date:       Event End Date:   
 Event Start Time:       Event End Time:

### Setup Date and Time

Event Setup Date:       Event Setup Time:

### Take-down Date and Time

Event Take-down Date:       Event Take-down Time:



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### Is this event recurring?

- Yes
- No

### Rain Date(s) & Time(s)

Event Rain Date(s): \_\_\_\_\_ Event Rain Time(s): \_\_\_\_\_

Admission Fee Details: \_\_\_\_\_

### Will the Event have Vendors?

- Yes
- No
- Maybe

### Will the Event have Music?

- Yes
- No
- Maybe

\*SOCAN fees may apply.  
An exemption permit may be required.

## Section 3

### Proposed Event Location

- Huronia Park
- Memorial Park
- 51 Dunlop St (Soccer Field)
- Rotary Champlain Wendat Park
- Town Dock
- Pickleball Courts
- Other \_\_\_\_\_

\*Please include a site map with your submission

Describe the Specific Location Within Site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### This event, or a portion of the event, takes place on or in the water.

- Yes
- No

Please note that the Simcoe Muskoka District Health Unit (SMDHU) collects water samples from public beaches within Simcoe and Muskoka for E. coli bacteria and the beach may be posted when bacteria levels exceed the recreational water quality guideline of 200 E. coli per 100 mL of water.

Beaches may also be unsafe due to excessive weed growth, oil, floating debris, turbidity and blue-green algae blooms. In addition to water sampling, we conduct observational safety assessments as part of our summer beach program.

Indicate below that you understand water-based events may need to be modified, moved, or cancelled if the water is deemed to be dangerous by the SMDHU.

- I understand



# Request to Host Special Event Application

## Section 4

**Is this event political in nature?**

- Yes
- No
- Not sure

\*Events that may incite violence may require council approval.

**Will the event raise funds through events such as bingos, raffles, break-open-tickets or social gaming events?**

- Yes
- No
- Not sure

**Will the event include any of the following?**

- |                                    |  |  |  |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Motorized Vehicles    | <input type="checkbox"/> Use of Drones | <input type="checkbox"/> Animals/Petting zoo           |
| <input type="checkbox"/> Alcohol   | <input type="checkbox"/> Amusement Rides       | <input type="checkbox"/> Stage         | <input type="checkbox"/> Food Available for the Public |
| <input type="checkbox"/> Tents     | <input type="checkbox"/> Overnight Parking     | <input type="checkbox"/> Road Closure  | <input type="checkbox"/> Parking Lot Closure           |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Horse and Wagon Rides | <input type="checkbox"/> None of These |  |

## Section 5

**Requests to the Town of Penetanguishene - Indicate Requests Below**

\*Note: Limited resources available & extra fees applicable

- |                                      |                                      |                              |                              |
|--------------------------------------|--------------------------------------|------------------------------|------------------------------|
| <b>Extra Garbage Cans:</b>           | <b>Extra Recycling Bins:</b>         | <b>Hydro Access:</b>         | <b>Water Access:</b>         |
| <input type="checkbox"/> Yes #: ____ | <input type="checkbox"/> Yes #: ____ | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <input type="checkbox"/> No          | <input type="checkbox"/> No          | <input type="checkbox"/> No  | <input type="checkbox"/> No  |

**Road Barricades:**  
 Yes \*Please describe: \_\_\_\_\_  
 No

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <b>Launch Ramp Parking Passes</b>    | <b>Boat Slip Passes</b>              |
| <input type="checkbox"/> Yes #: ____ | <input type="checkbox"/> Yes #: ____ |
| <input type="checkbox"/> No          | <input type="checkbox"/> No          |

## Section 6

**Designated Emergency Event Day Contact (name and phone #):**

**Alternate Emergency Event Day Contact (name and phone #):**

**Who is responsible for event security, if applicable?:**

**Who is responsible for event first aid?:**

\*If third party first aid is not used, event staff should have first aid certification.



# Request to Host Special Event Application

**Please detail the risks associated with the following factors:**

1. Environmental (weather, sound, traffic, crowds etc.);
2. Medical Emergency (injury, life-threatening, etc.);
3. Fire/hazardous material (ex. gas, debris, etc.);
4. Event Specific Risks.

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**\*Please attach your emergency plan.**

## Section 7

I will provide the Town with a certificate of insurance naming "**The Corporation of the Town of Penetanguishene**" as an additional insured, a minimum of 7 days before the event. The Town will require a minimum of \$2 Million, but more coverage may be required depending on the nature of the event. Special Events with liquor licensed areas, midways, fireworks and other high-risk activities are required to have General Liability Insurance of no less than \$5 million. Staff will confirm the coverage required before the event application is approved. The Town reserves the right to request higher amounts and/or require additional coverage based on the activities offered at the event.

I understand

**I will require a Sign Permit.**

\*If you have temporary signs, a sign permit may be required.

- Yes
- No
- Not sure

**I will require a Noise By-Law Exemption Request.**

- Yes
- No
- Not sure

**I will require a Building Permit.**

\*Temporary structures including tents larger than 60 square meters and stages require a building permit.

- Yes
- No
- Not sure

**I have read and understand the Town of Penetanguishene's Special Events Policy.**

Yes



## Request to Host Special Event Application

■ I acknowledge that by submitting this application it does not warrant automatic approval of said event. I also acknowledge that the Town also has the right to apply recommendations, restrictions and requirements that must be adhered to in order for the Special Event Application to be approved. The Town reserves the right to deny any special event applications.

■ I acknowledge that the municipality recommends that all contractors utilized with respect to the proposed event are covered with WSIB, are professionally designated, and are insured for the appropriate level of liability.

■ I acknowledge that all fees, expenses, and costs associated with hosting said event above are the responsibility of the event host, including repayment of any damages to grounds and/or equipment. I agree to indemnify and save harmless the Town, its officials, agents and employees from all costs, expenses, damages, claims and actions caused by or resulting from the event as a result of the above event being approved.

■ I further attest to the truth of the information contained in this application

### **What are the costs to apply and operate a special event?**

1. Special Event Application fees: There is no cost to apply.
2. Rental permit fees: The fee to rent the physical space for your event. Rental permit fees range from \$0 to \$500 depending on the specific location.

It is the responsibility of the applicant to meet all of deadlines below. Approval of Third Party Special Event Applications are contingent on the applicants successful of all requirements. Failure to comply with the deadlines may result in the reversal of approvals.

1. 30 Days Noise exemption application 30 days;
2. Sign permit 30 days before signs go up;
3. Insurance – 7 days.

\_\_\_\_\_  
**Applicant Name (Printed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**