

The Town of Parry Sound

Hosting a Special Event

Background:

Whether you are involved with a non-profit community group or organization, a charity, or private enterprise, there are several things you need to know before hosting your special event if your event is on Town property or you are requesting the use of Town equipment or services.

Event Planner:

If you are requesting the use of a Town facility, Town equipment, or support from Town staff (ie: delivery and/or pick-up of equipment, etc.), you must complete the Municipal Event Planner as attached. This Planner must be completed and returned to April Heitman, Leisure Services Co-ordinator, a minimum of 3 months prior to your event.

If you are requesting to use a Town facility or park for your event, you must book the facility/park by completing the Rental Application form and returning it, along with a deposit, to April Heitman, Leisure Services Co-ordinator. Copy of the rental application is attached along with the Terms & Conditions and rental rates.

Licensed Event:

If your event is a licensed event (involving alcohol) and to be held on Town property or in a Town facility, you must obtain a liquor licence from the LCBO. The LCBO can be consulted directly if you need help completing the form.

Insurance:

If you would like to hold your event on Town property or in a Town facility and your event involves a liquor licence, you must obtain \$2,000,000. liability insurance coverage, naming the Town of Parry Sound as an additional insured. You must provide the Town with a copy of the Insurance Certificate.

Temporary Road Closures:

If you would like to request that a municipal road be temporarily closed for your event, you must send a written request to Tammy Purdy, By-law Enforcement Officer, a minimum of 3 months prior to your event. Temporary road closures can only be approved by Council through municipal by-law. Your request will need to include:

- date(s) of the closure
- time (ie: from 9am - 3pm)
- security plan (ie: will you have traffic marshals in place and how many)
- signage (what type of signage you will have advising of road closure and where it will be located)
- a condition of the by-law is that once Council approves the temporary road closure, event organizers contact the OPP, Ambulance and Fire

- Department, to advise of them of the temporary road closure.
notification - how you will notify residents/businesses impacted by the temporary road closure

Use of Municipal Parking Lot(s):

If you would like to request permission to use one of the municipal parking lots for your event, contact Tammy Purdy, By-law Enforcement Officer at 746-2413 or bylaw@townofparrysound.com

Sign Permit:

If you would like to seek permission to install temporary signage to advertise your event, you must obtain a sign permit from John Este, Chief Building Official. Attached is a copy of the Sign Permit application form. This permit is required for all event signage.

Municipal Business Licence: Event Sales (Class 7) and Craft Show (Class 4)

Whether your event will be held on private or municipal property, and if you will be selling product at your event, you must obtain a Municipal Business Licence: Event Sales (Class 7). This includes the exhibiting or offering for sale on a temporary basis at one location by several manufacturers or distributors, goods, ware, food or merchandise which are associated with the event being conducted where such use is permitted under the Zoning By-law. A copy of the application form and checklist are attached. Kelly Hurry, Accounts Receivable Clerk, can help you if you have questions and can be reached at 746-2101 or khurry@townofparrysound.com. There are some exemptions, such as registered charities.

Health Unit:

If food will be served or sold at your event, it is your responsibility as the event organizer to contact the Health Unit at 70 Jopseh Street, to obtain a permit.

Safety & Security:

If your event requires security (ie: OPP off-duty paid officers, or security guards), it is your responsibility as the event organizer to contract these services directly.

If your event requires first aid support, it is your responsibility as the event organizer to contract these services directly.