

Large-Scale Events on Private Property

June
2021



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CLERKS DIVISION
LARGE-SCALE EVENTS ON PRIVATE
PROPERTY GUIDELINES



2585 King Road
King City, ON L7B
1A1

Guidelines for Large-Scale Events

1. Purpose

The Township of King recognizes that special events provide economic benefits to the local economy and enhance the quality of life, tourism, arts and culture, recreation, education, health and wellness in the community.

The purpose of these guidelines is to compliment the Large-Scale Events on Private Property By-law and establish guidelines for the management of Large-Scale Events on Private Property within the Township.

The goals of these guidelines are to:

- Assist Event Organizers and businesses in planning safe and successful large-scale events.
- Provide best practices and the sharing of general information for event organizers.
- Ensure that liability to the Township is minimized.
- Facilitate the administration of events to a central point of contact and facilitate the scheduling of staff and resources.
- Maximize compatibility and minimize nuisance to surrounding residents.

The permit process outlined by these guidelines is implemented by by-law.

2. Definitions

The following definitions are provided for convenience only. For a full list of definitions, please refer to Large-Scale Events on Private Property By-law 2021-078.

- a) **Event Organizer** means any person or group, who creates, plans and initiates an event.
- b) **“Large-Scale Event”** means an organized, one-time, annual or infrequently-occurring gathering or function that does not exceed four (4) consecutive days in length, involving gatherings of 250 or more people, on (i) private property and (ii) organized by an Event Organizer which is not the Township and meets one or more of the following criteria:
 - i. pre-determined opening and closing date/time; or
 - ii. consisting of several separate activities at multiple locations; or
 - iii. available to the community at large; or
 - iv. involves amplified noise that requires approval of an exemption from the Township Noise By-law.

- c) **Private Property** means land owned by private individuals or corporations or agencies other than the Township.

Examples of Large-Scale Events on Private Property	Large-Scale Event Exemptions
<ul style="list-style-type: none"> • Craft sales with the exception of craft sales held within any place of worship; and • Outdoor functions including wedding receptions; and • Festivals; and • Entertainment such as concerts and dramatic productions. 	<ul style="list-style-type: none"> • Garage sales, lawn sales, rummage sales or similar casual sales; and • Golf courses; and • Agri-tourism; and • Township initiated, partnered, or sponsored events.

3. How to Apply

The *Event Organizer* shall review the guidelines and checklist, complete the application, and submit all required supporting documentation (Secondary Permits and Secondary Requirements) and application fees to the Clerks Division. All fees are non-refundable. Every *Person* who applies for a *Large-Scale Event Permit* shall make their application **no later than 90 days in advance** of the event date unless the *Clerk* determines that a shorter timeframe will allow for the processing of the application.

Each *Event Organizer* must submit an application every year for recurring events. *Event Organizers* may be required to meet with Staff and/or relevant agencies and key stakeholders (i.e. York Regional Policy ("YRP"), York Region, King Fire and Emergency Services) to review the application and discuss the details. Additional forms and/or applications may be necessary depending on the activities included in the event. Action items from meetings with staff and/or relevant agencies and key stakeholders must be addressed by the *Event Organizer* prior to the issuance of *Large-Scale Event Permit*.

The applicant agrees to pay a security deposit in accordance with the Township Fees and Charges By-law. The security deposit is required to ensure that there is no damage to Township property and that the event complies with all Township policies and by-laws.

Staff will circulate appropriate documentation to the applicable departments, agencies, and/or other key stakeholders on behalf of the Event Organizer for approval. If the departments require additional information on separate forms, these forms will be provided to the Event Organizer throughout the application process.

Delays in submitting the application and the required documents may delay the approval and the ability to fulfill event requests.

Event Organizers must submit their application in accordance with the table below to ensure there is enough time to plan and allow for administrative processing. Longer planning times may apply depending on the scope, size and scale of the event.

Minimum Application Timeline	Events with...
90 days prior to event date	250+ people

The Event Organizer shall adhere to all applicable policies, legislation, by-laws and regulations.

4. General Policies and Procedures

A Large-Scale Event on Private Property application submitted to the Township for approval must meet the criteria for approval, including compliance with the provisions of municipal, provincial and federal legislation and regulations.

- Every Large-Scale Event Permit shall specify the name of the Permit Holder, and the nature, location, date(s) and time(s) of the event.
- The issuance of a Large-Scale Event Permit does not represent a commitment by the Township or the Clerk to issue a Large-Scale Event Permit for any subsequent, continuing, or similar event.
- No amendment shall be made to a Large-Scale Event Permit without prior authorization by the Clerk.
- No Applicant shall give false or misleading information for the purpose of obtaining a Large-Scale Event Permit.
- Every Applicant shall notify the Clerk in writing of any change in any of the information contained in an application as soon as possible, or at the latest, within two days of the change.
- A Permit Holder shall comply with all Large-Scale Event Permit conditions.

The Large-Scale Events on Private Property Application and a checklist of documents to be submitted to the Township are included at the end of this guide.

Before Your Event

5.1. Event Considerations

In considering the permission or approval of a *Large-Scale Event Permit*, the *Clerk* may have regard to:

- a) The nature of the event;
- b) The dates and times during which the event will occur;
- c) The location(s) of the events and whether the location(s) will inhibit the safe flow of pedestrian and vehicular traffic in the *Township*;
- d) Whether the activities are in compliance with *Township* by-laws and other applicable laws;
- e) The general health, safety and welfare of the participants in the event and the citizens and business owners of the *Township*;
- f) The impact and/or cost of the event on Township support services;

- g) Whether the event will minimize public disturbance;
- h) The frequency of the event or similar events; and
- i) Whether or not, considering past events, the *Large-Scale Event* is likely to be carried out in compliance with the *Large-Scale Event Permit* and this By-law.

5.2. Approvals

Upon receipt of the Large-Scale Events on Private Property Application, all required documentation, staff and key stakeholder review and all criteria being met, a letter of approval will be sent to the Event Organizer. Staff shall be authorized to approve *Large-Scale Events* in accordance with these guidelines.

The Township may attach such terms and conditions to an application as deemed necessary to ensure public safety and protect Township property. The Event Organizer may be required to provide written notice of the *Large-Scale Event* to all adjacent landowners and businesses. *Large-Scale Events* in excess of four consecutive days will not be approved.

5.3. Location

Event Organizers must provide confirmation that the location of the event complies with the requirements of the Zoning By-laws. Zoning information can be obtained from the Planning Division.

Express written permission from the *Owner* is required to be submitted to the *Clerk* prior to the issuance of the *Large-Scale Event Permit*.

5.4. Additional Services/Equipment

The *Event Organizer* is responsible for any costs incurred by the *Township* that are related to the event. These costs include, but are not limited to, road allowances and rental of site amenities such as snow fencing, road barricading, licensing fees, etc.

5.5. Cancellations

The *Township* reserves the right to revoke any approvals in order to ensure public safety, if in the sole opinion of the Township; the *Event Organizer* fails to comply with the requirements of the *Guidelines* or any other *Township* By-law.

In accordance with the Large-Scale Events on Private Property By-law, in the event of an emergency, a *Large-Scale Event Permit* may be cancelled/revoked, or may not be issued.

5.6. Insurance

The *Event Organizer* must maintain and provide proof of **general liability insurance of no less than \$5,000,000.00** naming the *Township* of King as additional insured. The *Township* reserves the right to request additional liability insurance where the very nature of the event exposes the *Township* for potentially greater liability. All insurance documents must be provided to the *Township* **at least ten (10) days** prior to issuance of a *Large-Scale Event Permit*.

5.7. Site Plan

A comprehensive site plan detailing event layout must be included with the application form and must be adhered to upon approval by the Township.

The following **must** be identified on your Site Plan (if applicable):

- Overview of area (including all street names or areas that are part of or surrounding the venue)
- Dimensions.
- Overview of activity areas.
- Road Closures and alternate routes, indicating direction of travel, dates/times/duration of planned closures.
- Location of onsite parking areas.
- Location of storage areas.
- Tents or temporary structures (bleachers, canopies, stages).
- Food operating areas and alcohol serving area.
- Washrooms/washing stations.
- Sign locations, including appropriate event-parking, alternate-route, and other appropriate signs for local and regional roads – to be reviewed by the By-law Enforcement Division and York Region where applicable.
- Waste disposal.
- First Aid and/or medical services.
- Emergency access routes.
- Storage areas for fireworks, propane or other fuels, and flammable materials.
- Private security
- Paid-duty YRP
- Signage for no weapons, gang clothing/colours

5.8. Temporary Road Closures

Road closure requests must accompany the *Large-Scale Events Application*. Please contact the Clerks Division for approval of a Road Occupancy for Special Events Permit or review the Township's website about road occupancies for special events at: <https://www.king.ca/i-want/apply-or-register/permits-and-licences/road-occupancy-special-events>.

**Clerks Division Contact
Info:**
clerks@king.ca or 905-
833-5321.

5.9. Temporary Structures

Temporary Structures must meet the requirements outlined in both the Ontario Building Code and the Ontario Fire Code.

Structures shall be constructed to the satisfaction of the Chief Building Official, which may include but is not limited to the submission of plans/drawings, be subject to inspections, or the need to acquire permits. If a building permit for a temporary tent or structure is required, a copy of the permit(s) must be provided to the Clerk prior to the issuance of a Large-Scale Events Permit.

The Ontario Building Code requires a building permit be obtained for a single tent or group of tents whose aggregate area is 60 square metres and over, is attached to a building, or is constructed closer than 3 metres from other tents or structures.

Additionally, a building permit must be obtained for stages, raised platforms, portable bleachers, stadia and grandstands exceeding 0.6 metres above grade must be designed and inspected by a Registered Professional Engineer. If required, Building permits may be obtained by submitting an application to the Township's Building Division.

Building Division
Contact Info:
bldsubmissions@king.ca or 905-833-5321.

Structures shall be constructed and outfitted to the satisfaction of the Fire Chief, which may include but is not limited to the submission of plans/drawings, submission of adequate fire safety plans, be subject to inspections.

Proof that tent materials meet flame proofing requirements of the Ontario Fire Code must be provided. Smoking, candles, or other open flame devices will not be allowed in tents. Hay, straw, shavings, or similar combustible materials will not be allowed in a tent used for assembly purposes.

5.10. Inspections

Inspections may take place during set-up, at the event and following the event. The Township has the authority to suspend/cancel an event on site if any of the event components are deemed unsafe or do not meet the inspection requirements or Township By-laws.

5.11. Food Concessions and Washrooms

An application to the York Region Community and Health Services Department must be submitted and approved for the sale and distribution of any food items. The Event Organizer will ensure that the food vendor application is completed and sent to the York Region Community and Health Services Department, 1 month prior to the event by each food vendor. Food service provisions must be administered, approved, monitored and inspected where necessary by the York Region Community and Health Services Department. The Event Organizer must follow guidelines pertaining to potable water, wastewater, garbage receptacles, and proper food handling and food storage.

All Event Organizers must provide public access to washrooms. There are requirements for the number of washrooms needed based on expected attendance, and increase when the public has access to tents serving food and/or beverages.

Food trucks and concessions that use gas-fired appliances to prepare food must be inspected by the Technical Standards and Safety Association (TSSA).

**York Region Community
Health Services**
Department Contact Info:
Health.Inspectors@york.ca or 1-800-361-5653

Commercial cooking in food trucks and concessions must comply with Ontario Fire Code requirements for exhaust and fire protection systems. A Fire & Emergency Services Department inspection may be required.

5.12. Public Health Forms

Any event serving or selling food must comply with York Region Public Health guidelines. Please visit www.york.ca and click under **Food Safety** for more information regarding Special Events. The event organizer is responsible for submitting and Organizer Application Event form to York Region

Public Health directly. The event organizer will need to provide the Township of King their Safe Food Handler Certificate.

5.13. Serving Alcohol

Event Organizers must complete an application for a SOP and submit it in accordance with AGCO timelines. Specific requirements are listed on the Special Occasion Permit Application Form and can be found at www.agco.on.ca.

A special occasion permit must be obtained from the AGCO and be posted at the event. A copy must be provided to the Township.

The event must comply with the Township Policies. Event Organizers must notify the York Region Police of specific dates and locations for all events providing alcohol service or sales.

In accordance with *Corporate Policy #COR-POL-127 – Municipally Significant Events – AGCO/SOP*, Event Organizers may obtain a letter from the Township Clerk declaring an event as “municipally significant” only where the event meets the outlined criteria. If an event cannot be considered as municipally significant, the Event Organizer will need to seek other means of obtaining a liquor licence such as a caterer’s endorsement to serve alcohol.

Alcohol & Gaming
Commission of Ontario
Contact Info:
416-326-8700

5.14. Fireworks/Pyrotechnic Special Effects and Open Air Burning

Fireworks/Pyrotechnic Special Effects

Events involving the discharge of professional high-hazard Display Fireworks and/or Pyrotechnic Special Effects must obtain a permit from the Office of the Fire Chief. Proof of a valid Fireworks Supervisor or Special Effects Pyrotechnician Certificate must be submitted with the application. A copy of the permit(s) must be provided to the Clerk to the prior to the issuance of a Special Events Permit.

Open Air Burning

Open air burning (bonfires, fires contained in non-combustible barrels etc.) is not permitted by the Ontario Fire Code unless approved by the Office of the Fire Chief.

All Open Air Burnings (Fires) shall comply with the Township's Open Air Burning By-law 2015-109, including the fire being supervised at all times and includes adherence to Schedule A of the By-law, known as the Open Air Burning guidelines. The Office of the Fire Chief will review the application and may conduct a site inspection to determine if open air burning can be safely permitted. A copy of the permit(s) must be provided to the Clerk to the prior to the issuance of a *Large-Scale Event Permit*.

Office of the Fire Chief
Contact Info:
fire@king.ca or
905-833-2800.

Whether it is in regards to Fireworks/Pyrotechnic Special Effects, Open Air Burning, or other areas of concerns, special conditions may be imposed by the Office of the Fire

Chief to promote the health and safety of the public at the event shall also be adhered to and may be listed within the *Large-Scale Event Permit* terms and conditions.

5.15. Fire Occupancy

Outdoor events that will have a perimeter fence surrounding their footprint will be required to submit their site plan to the Office of the Fire Chief to obtain an occupancy number for the site. Please submit your request a minimum of 2 weeks prior to your event date.

5.16. Outdoor Entertainment

All outdoor entertainment must comply with all Township By-laws including the Township Noise By-law. While it is the obligation of the Event Organizer to obtain all applicable permits and regulatory approvals, outdoor entertainment requiring additional equipment, staging, tents, etc. are subject to inspection from the appropriate authorities (i.e. Fire & Emergency Services Department and Building Division) to confirm compliance with issued permits. Staff from these departments may set up a time with the Event Organizer to visit the site prior to the event.

5.17. Lottery Licences

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for overseeing licensed lottery events such as bingo, raffles etc. For more information regarding eligibility, please visit www.agco.ca. Please contact our Clerks Division regarding steps to obtain a licence.

Municipalities and the AGCO are responsible for issuing lottery licences to eligible charitable and religious organizations. Eligible charitable and religious organizations may raise funds through provincially or municipally licensed lottery events. For eligibility on Charitable Lottery Licences, please contact the Clerks Division.

Clerks Division Contact

Info:

clerks@king.ca or
905-833-5321.

5.18. Amusement Devices/Activities

Any amusement devices (midway rides) and/or inflatables (bouncy castles), must be TSSA certified and the company must provide liability insurance naming the Township of King as an additional insured.

At Your Event

5.19. Parking

The Event Organizer is responsible for:

- a) ensuring there is sufficient parking for event attendees; and
- b) arranging off-site parking if there is no available parking on site; and
- c) arranging shuttle service for off-site parking if required; and
- d) advising attendees of parking arrangements and enforcement for the even; and
- e) arranging appropriate traffic management plans that may incorporate the need for parking attendants and/or paid-duty York Region Police.

Parking areas should be clearly identified on the Site Plan. All parking shall comply with Township By-laws respecting parking. Where there is a large attendance expected, parking attendants shall be arranged. The Township encourages accessible parking to be located in close proximity to the event entrance. In the interest of public safety, on-street parking will be considered only where parking on private property cannot be wholly accommodated in accordance with By-law Division

recommendations. If the parking request includes the desire to use Regional Roads, express permission must be provided by York Region and given to the Clerk.

5.20. Fencing, Digging, Staking

All requests for installation of any object that penetrates the ground including fence posts, tent poles/pegs, and sign installation on Township land must be pre-approved by the Township. This information must be included in the site plan.

Where an area is confined by fencing or otherwise enclosed, the Ontario Fire Code requires that sufficient emergency exits be provided for the anticipated number of attendees. There are also regulations regarding the control of fire hazards and ignition sources, and for fire safety procedures in fenced or enclosed areas. The Event Organizer will be expected to comply with those regulations.

Locates shall be obtained prior to any excavation, or penetration of the ground for the purpose of installing posts, etc. Locates must be obtained for gas, electric utilities and all other services in or near the area to be excavated or in any areas where an object will penetrate the ground.

5.21. Signage/Banners

Permission is required to erect any sign or banner on Township property and must be indicated in the application. Signs erected/posted on all property must comply with the specifications of the Township Sign By-law and/or be subject to permit fees. Signage will be reviewed by by-law staff and the By-law Division may impose conditions on the use of signage.

**By-law Division Contact
Info:**
by-law@king.ca or
905-833-4002.

5.22. Security/Policing/Traffic Control

The Event Organizer is responsible to arrange for required security, policing and traffic control. The Event Organizer shall be responsible for the cost of officers to monitor these particular activities, which will be pre-determined by the Event Organizer and the York Regional Police for each event. Event organizers must adhere to any and all requirements or recommendations made by York Regional Police, the Clerk of Public Works, the Manager of Roads and Operations, the Township Clerk, Fire Chief, York Region, York Region Public Health, Chief Building official, and other emergency services or relevant agencies such as but not limited to conservation authorities.

5.23. Health & Safety

Public health and safety is a priority for the Township and is regarded as a responsibility of the Event Organizer. Health and safety issues are strongly considered during the approval process and Event Organizers must meet the necessary parameters with respect to fire safety and emergency services. The Event Organizer is asked to incorporate health and safety consciousness into his/her own planning (through such things as hazard assessments, volunteer orientation and training, and a site inspection before the event).

**York Region Community
Health Services
Department Contact
Info:**
Health.Inspectors@york.ca or 1-800-361-5653

Events involving petting zoos, animal rides or animal exhibits will be expected to comply with the guidelines for such events developed by York Region Community and Health Services. For more information, the Event Organizer should

contact York Region. Officers may perform inspections to determine compliance with the Large-Scale Events on Private Property By-law and these Guidelines.

Any Applicant(s) intending to use animals in their event must comply with all Township By-laws including the Animal Control By-law (2016-85), and in particular Schedule A that lists prohibited animals. Applicants must have an appropriate safety plan applicable to both the animals and people, and an animal retrieval plan in the event that an animal is not under the full control of their handler, all of which is subject to the satisfaction of the By-law Division and the Township's Animal Control Services provider Vaughan Animal Services. Such animals must be provided with a species-appropriate living environment while in the Township. Animal Services Officers may enter upon such areas at any reasonable time for the purpose of carrying out inspections to determine compliance with the Township By-laws.

5.24. Emergency Services, Access, and Medical Services/First Aid

The Township and/or the Region will determine if emergency services (fire, police, and ambulance) will be required to standby at the event. If emergency services are required at an event, the Event Organizer will be responsible for the cost of providing emergency services.

Provisions for emergency access must be maintained during event operations. All emergency access routes require a **minimum** unobstructed width of 6 metres at all times to allow passage of emergency vehicles.

Event Organizers will meet with representatives from the Township, York Regional Police, Fire and Emergency Services, and anyone else that the Clerk deems necessary to attend. It is strongly recommended that if the Event Organizer has made arrangements with the security company that will be contracted for the event, they also bring a representative. The criteria to determine if emergency services will be required to standby at the event will be discussed and decided during this meeting.

It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency. All first aid stations should be clearly marked with appropriate signage.

5.25. Accessibility

Event Organizers must implement [Township Accessibility Guidelines](#) and adhere to all Provincial legislation.

5.26. By-law Enforcement

During *Large-Scale Events*, Officers will use as much discretion as reasonable, with violations being identified and infraction notices being issued as necessary for safety issues or based on complaints.

Officers may request such documents as are necessary to determine compliance with applicable By-laws.

**By-law Division
Contact Info:**
by-law@king.ca or
905-833-4002.

5.27. Noise

Where an exemption to the *Township Noise By-law* is required, the *Event Organizer* must submit to the Township a request for permission to be exempt from the Township Noise By-law and the applicable fee(s) as listed in the Township's Fees and Charges By-law. The request must include the applicable dates and the time frame for the exemption. The Event Organizer must indicate the type of the noise and must include the location of the source of the noise such as amplified music and amusement devices, on the required site plan as well as distances from surrounding sensitive land uses. The exemption must be approved by the Township.

The Township reserves the right to require that the Event Organizer reduce public address system levels and amplified music if these are found to be excessive (i.e., causing undue public complaint, unreasonably interfering with adjacent users, or in excess of the limits of the Noise By-law.

Amplification of sound during *Large-Scale Events* will be limited to the terms and conditions of an approved noise exemption permit (if applicable) that is issued under delegated authority by the *Clerk*.

The *Event Organizer* is expected to cooperate fully with all *Township* staff and/or *Officers* that may be on the site to monitor sound levels during events.

Event Organizers that do not comply with a request to reduce noise levels, will have their security deposit forfeited in the amount of \$10.00 per minute for amplification after the time frame in the approved noise exemption or may be invoiced for same. As well, *Event Organizers* that do not comply with a request to reduce noise levels may have the event suspended and any future approvals may be refused.

**Clerks Division Contact
Info:**
clerks@king.ca or
905-833-5321.

After Your Event

5.28. Greywater Disposal

The *Event Organizer* is responsible to dispose of greywater. If the organizer is disposing of it within the *Township* it must be deposited so that it is treated by a Regional wastewater treatment plant. Contact York Region's Environmental Services Department at 1-877-464-9675 or email accessyork@york.ca for more information.

5.29. Waste Disposal

The *Event Organizer* is responsible for litter control and waste disposal.

Upon completion of a *Large-Scale Event*, all litter, garbage and recycling collection must be completed by the *Event Organizer*.

The Township reserves the right to impose additional restrictions and fees for waste removal depending on the size and nature of the event.

5.30. Security Deposit/Damage to Township Property

A refundable security deposit may be requested at the time of application and must be paid before the permit is approved. If *Township* property is left clean, undamaged and the *Event Organizer* does not conduct activities that have not been approved the deposit will be returned to the organizer once a site inspection has been made by the *Township*. If policies, procedures or rules are not followed the deposit or a portion thereof may not be returned.

Township property is to be protected from vandalism, crowd damage or excessive use during events. All damage costs will be the sole responsibility of the *Event Organizer*. Security deposits will be used to pay for any related costs and an invoice will be sent to the *Event Organizer* for any outstanding balance.

**CLERKS DIVISION
LARGE-SCALE EVENTS ON PRIVATE
PROPERTY APPLICATION
FORM-CLK-124**



Application Process

To apply for a Large-Scale Events on Private Property Permit within the Township of King, please complete the following form and submit it to the Clerks Division a **minimum of 90 days in advance** of the scheduled activity to allow time for adequate review and processing.

Applications may be submitted by e-mail to clerks@king.ca, by mail, or in person to the Township of King at 2585 King Road, King City, ON, L7B 1A1.

Submitted applications are circulated to internal Staff and partner agencies for comment. The proposed event will be approved upon the satisfaction of the Clerks Division that all conditions have been met by the applicant and any comments or questions from Staff and partner agencies have been addressed.

Applicant Information

Name	
Street Address	
Municipality & Postal Code	
Contact Phone #	
E-Mail Address (<i>optional</i>)	

Event Information

Event Name/Description		
Date(s), Hours, and Frequency		
Organization/Business		
Event Organizer/Contact		
Address		
Phone		
Email		
Web		
Secondary Contact		
Phone		Email

This event is: ☐ First Time ☐ Annual If annual, how many years has the event been held?

☐ Other (please specify) _____

If a group/organization, is your group/organization:

☐ Non-Profit ☐ Charitable Charity # _____

Your organization's mandate is:

☐ Education ☐ Religion ☐ Community
☐ Business ☐ Other _____

Large-Scale Events on Private Property Guidelines

Purpose of Event	
24/7 on-site emergency contact name and details	

Event Details

Proposed	Submitted (where applicable)		Details
	Yes	No	
Open to the Public	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Road Closures or Occupancies Required (parades, race, run, walk-a-thon, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	Attach Road Occupancy – Special Events Form
Alcohol at Event	<input type="checkbox"/>	<input type="checkbox"/>	Dates/Times, location(s). AGCO permit
Installation of Tents, Stage or Portable Structures	<input type="checkbox"/>	<input type="checkbox"/>	Specify types and sizes, may require building permit
Camping at Event	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Live Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Use of Amplified Sound System	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Security Required	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Exhibits or Competitions	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Paid-Duty YRP	<input type="checkbox"/>	<input type="checkbox"/>	Paid invoice required
First-Aid/Medical Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>	Paid invoice required
Use of Outdoor Cooking Equipment	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Food Concessions	<input type="checkbox"/>	<input type="checkbox"/>	Specify (including locations on site map)
Tournament in conjunction with the Event	<input type="checkbox"/>	<input type="checkbox"/>	i.e. Hockey, Soccer, Baseball, Other
Lottery, raffle, 50/50 draw	<input type="checkbox"/>	<input type="checkbox"/>	Check with Corporate Services
Fireworks/Pyrotechnic Special Effects	<input type="checkbox"/>	<input type="checkbox"/>	Attach Fireworks/Pyrotechnic Special Effects Application
Liability Insurance of \$5,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>	Attach Certificate of Insurance
Open Air Burning	<input type="checkbox"/>	<input type="checkbox"/>	Consult Fire Department
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Waste Disposal Services	<input type="checkbox"/>	<input type="checkbox"/>	Paid Invoice Required
Parking	<input type="checkbox"/>	<input type="checkbox"/>	Parking Plan, including locations, traffic control plan, shuttles and alternative locations
Washrooms/washing stations	<input type="checkbox"/>	<input type="checkbox"/>	Paid invoice required
Storage areas for fireworks, propane or other fuels, and flammable materials	<input type="checkbox"/>	<input type="checkbox"/>	Indicate on site map
Filming of event	<input type="checkbox"/>	<input type="checkbox"/>	Specify, may require filming permit
Use of drones	<input type="checkbox"/>	<input type="checkbox"/>	Pilot licence and certificate of insurance

Large-Scale Events on Private Property Guidelines

Directional signage	<input type="checkbox"/>	<input type="checkbox"/>	Specify – to be reviewed by the By-law Division
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Additional requirements:

- Signage for no weapons, gang clothing/colours
- No glass or outside food/beverages or alcohol
- Use of clear garbage/recycling bags
- Searches of patrons and belongings

Terms & Conditions

- Every Permit shall specify the name of the Permit Holder, and the nature, location, date(s) and time(s) of the Special Event.
- The issuance of a Permit does not represent a commitment by the Township or the Clerk to issue a Permit for any subsequent, continuing, or similar event.
- No amendment shall be made to a Permit without prior authorization by the Clerk.
- No Applicant shall give false or misleading information for the purpose of obtaining a Permit.
- Every Applicant shall notify the Clerk in writing of any change in any of the information contained in an application as soon as possible, or at the latest, within two days of the change.
- A Permit Holder shall comply with all Permit conditions.
- In the event of an emergency, it is understood that an application may be refused, cancelled, or revoked.

Large-Scale Event Agreement

I have read the terms and conditions as outlined and have fully disclosed all details and components of the proposed event, and agree to the terms as outlined. I will abide by all conditions and regulations contained in the Township of King Large-Scale Events on Private Property Guidelines and any applicable policies, procedures, by-laws and responsibilities outlined. I am aware that failure to comply as outlined could lead to cancellation of event approval at any time.

Event Organizer Signature

Date (YYYY-MM-DD)

Property Owner Authorization Signature
(if different then event organizer)

Date (YYYY-MM-DD)

Personal information (PI) is collected on this form under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer Large-Scale Events on Private Property Permits. The personal information provided on this form is protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Should you have any questions or concerns regarding the collection of personal information (PI), please contact the Clerks Division, King Township, 2585 King Road, King City, L7B1A1 (905) 833-5321.

Office Use Only				
External/Department Reviews		<input type="checkbox"/> CLK <input type="checkbox"/> BYL <input type="checkbox"/> BLD <input type="checkbox"/> FIRE <input type="checkbox"/> YRP <input type="checkbox"/> YR <input type="checkbox"/>		
Other				
Comments				
Permit	Number	Issued:	_____	Date of Issue: _____