



Checklist for Community Event Traffic Control Devices

| Event Name: | | | | |
|---|--------------------------|--------------------------|----------|---------|
| Traffic Control Devices Required | Yes | No | Quantity | Initial |
| Safety Barrel Deliniator | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Traffic Cones | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Barricades | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Road Closed Signs | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Road Closed Sign Stands | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Personal Protective Equipment | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Special Event Signs | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Caution Tape (Cost of \$30.00 to applicant) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Other: Please specify: _____ | <input type="checkbox"/> | <input type="checkbox"/> | | |

Please initial in the space provided to indicate the applicant has PICKED-UP the above items

Please sign below to indicated that any person(s) participating in the set up and removal of signs and all other traffic control devices will be wearing the proper personal protective equipment.

 Authorized Representative of Organization (Print Name)

 Signature

 Date

For Use by Township

The above Traffic Control Devices have been returned to the Township of Scugog in good condition.

 Signature of Operations Manager/Designate

| For Use by Township | |
|---------------------|--------------|
| Date Received: | Receipt No.: |
| Approved By: | |

A. Applicant Information

| | | | | |
|------------------|-------------|--------------|-------------|----------|
| Last Name | First Name | Organization | | |
| Street Address | | | Unit Number | Lot/Con. |
| City | Postal Code | Province | E-mail | |
| Telephone Number | Fax | | Cell Number | |

B. Permit Information

Occupancy Type:
 Geotechnical/Survey
 Filming
 Event/Parade
 Utility Repair
 Utility Installation
 Forestry Works
 Half Load Exemption
 Construction
 Temporary Occupancy (includes, moving vehicles, trailers)

Dates Required: From: _____ To: _____
 Daily Inclusive

Times Required: From: _____ To: _____
 Daily Inclusive

C. Location/Activity Information

| | |
|--|------------------------|
| STREET: | BETWEEN: |
| AND: | IN THE TOWN/HAMLET OF: |
| LOCATION DETAIL: | |
| AREA OF OCCUPATION: <input type="checkbox"/> Sidewalk <input type="checkbox"/> Boulevard <input type="checkbox"/> Shoulder <input type="checkbox"/> Road Surface | |

D. Application Attachments

Attachments:
 Insurance
 Traffic Plan
 Security
 Site Location Sketch
 Notification to:
 Fire Dept
 DRPS
 Durham EMS
 Durham Transit
 Student Transit
 By-Law Dept

E. Declaration of Applicant

I, we hereby agree to comply with all the provisions in By-law 36-05 with respect to the work for which this application is made and to the conditions set forth in this application and agree to assume all costs incurred by the Corporation of the Township of Scugog as a result of aforesaid closure or occupancy.
ANY BREACH OF THE CONDITIONS OF THIS PERMIT IS SUBJECT TO A PENALTY NOT EXCEEDING \$5,000.

| | |
|---------------------|------|
| Applicant Signature | Date |
|---------------------|------|

| For Use by Township | |
|----------------------------|-----------------------------|
| Date Application Received: | Approved By: |
| Permit Fee Received: | Receipt No.: |
| Security Deposit Received: | Copy of Insurance Received: |

Section 1

| | | | |
|--|-------------|--------------|----------------|
| Last Name | First Name | Organization | |
| Street Address | | Unit Number | Lot/Con. |
| Municipality | Postal Code | Province | E-mail |
| Telephone Number | Fax | | Cell Number |
| Contact Name (if different than above) | | | Contact Number |

Section 2

THE UNDERSIGNED HEREBY APPLIES FOR A PERMIT TO OCCUPY THE FOLLOWING PARKING LOT

- | | |
|--|--|
| <input type="checkbox"/> Parking Lot 1- Shanly Street | <input type="checkbox"/> Parking Lot 6 - Municipal Office |
| <input type="checkbox"/> Parking Lot 2 - Joe Fowler Park | <input type="checkbox"/> Parking Lot 7- Birdseye Park |
| <input type="checkbox"/> Parking Lot 3 - Palmer Park | <input type="checkbox"/> Parking Lot 8 - Boat Launch |
| <input type="checkbox"/> Parking Lot 4 - Mary Street | <input type="checkbox"/> Parking Lot 9 - Scout Hall |
| <input type="checkbox"/> Parking Lot 5 Water Street | <input type="checkbox"/> Other Municipally Owned Parking Lot Please indicate which parking lot: |

On the reverse is a map of Parking Lots _____

| | |
|------------------|-----------|
| Occupation Date: | Duration: |
|------------------|-----------|

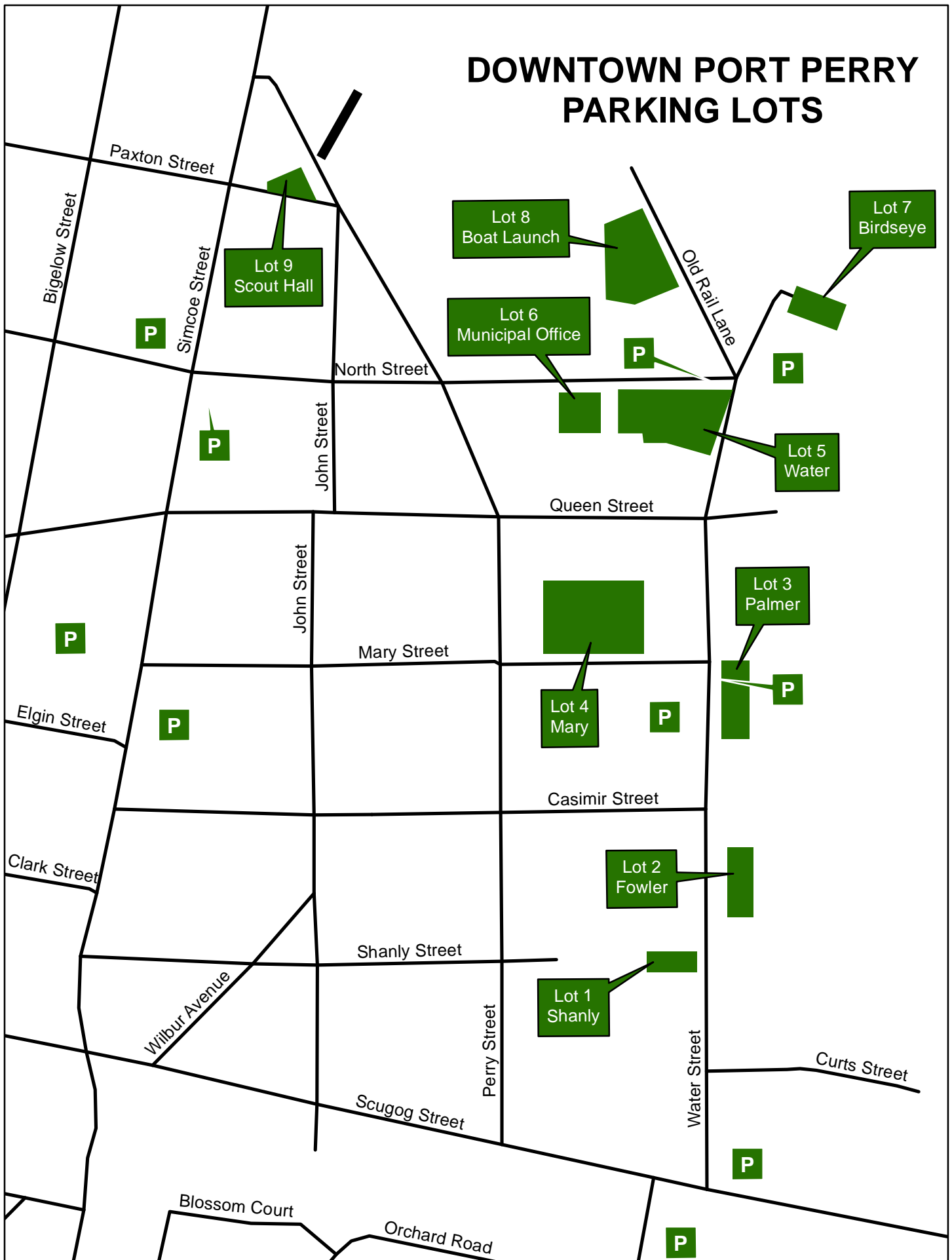
Please indicate any barricades/pylons and/or traffic control devices that are required for the use of the parking lot:

Section 3

I, WE HEREBY AGREE TO COMPLY WITH ALL THE PROVISIONS IN BY-LAW 48-05 WITH RESPECT TO THE OCCUPANCY FOR WHICH THIS APPLICATION IS MADE AND AGREE TO ASSUME ALL COSTS INCURRED BY THE CORPORATION OF THE TWP. OF SCUGOG AS A RESULT OF THE AFORESAID CLOSURE OR OCCUPANCY.

Signature

DOWNTOWN PORT PERRY PARKING LOTS



| For Use by Township | | |
|-----------------------------|---|-------------|
| Date Application Received: | Rental Approved By: | |
| Permit Fee Received: | Security Deposit Received: | |
| Receipt No.: | Clean Up/Damages Charged <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Amount of Deposit Refunded: | Date Refunded: | Cheque No.: |

| A. Event Information | |
|--------------------------|----------------------|
| Event Name: | |
| Township Park Requested: | No. of Participants: |
| Date(s) of the Event: | Time(s): |

| B. Event Details |
|---|
| Event Description: <i>(please provide a brief description of your event)</i> |
| <p>Is your organization a REGISTERED non-profit or charity? Registered No. _____ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will 100% of all profits remain within the Township of Scugog? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does your event require EXCLUSIVE use of the park? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will your event be charging admission fees? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will your event allow any vendors to sell, distribute or promote any goods or services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will your event be offering any raffles, lotteries or games of chance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will your event be using a commercial BBQ? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will your event be serving or selling alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes to the above, the applicant hereby agrees to provide the following documentation 5 days prior to the event:</p> <p><input type="checkbox"/> Copy of "Special Occasion Permit" from the LLBO</p> <p><input type="checkbox"/> Copy of Party Alcohol Liability Insurance Certificate naming the Township of Scugog as an additional insured.</p> <p><input type="checkbox"/> Copy of a Certificate from a LLBO recognized Server Training Program of the persons responsible for the serving of alcohol</p> <p><input type="checkbox"/> Read and understand the complete Municipal Alcohol Policy and abide by said conditions</p> |

| C. Applicant Information | | | |
|--|-------------|----------------|----------|
| Last Name | First Name | Organization | |
| Street Address | | Postal Code | Province |
| Telephone Number | Cell Number | E-mail | |
| Contact Name (if different than above) | | Contact Number | |

| D. Declaration of Applicant |
|---|
| <p>I _____ certify that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> The information contained in this application and other attached documentation is true to the best of my knowledge. I have the authority to bind the corporation or partnership (if applicable). <p>_____ Date _____ Signature of applicant _____</p> |

Special events requiring the use of Palmer Park, Birdseye Park, Putsey Park or any other major facility within the Township of Scugog, must comply with the following guidelines:

1. An application including site plan and appropriate damage deposit, if applicable, must be provided for approval one month prior to the event. The site plan shall show all areas of use including vehicle use, sign postings and specific purposes and activities and if approved, a formal agreement must be entered into.
2. Rental fee for the Park is in accordance with the Fees & Charges By-law, in addition to a \$500.00 refundable damage deposit.
3. No motorized vehicles are permitted in the Park, save and except those necessary for the event which have been specified and approved by the Township of Scugog.
4. The parking lots at the Municipal Boat Launch, Scugog Memorial Library and the Municipal parking lots adjacent to both the north and south lakefront ball diamonds are not to be used for entertainment equipment storage or any purpose other than public parking.
5. Specific guidelines will be supplied for public areas other than those indicated above, ie. public parking at rear of CIBC, Picnic Shelter at Joe Fowler Park etc.
6. No generators permitted.
7. No aspect of the Park is to be altered in any way.
8. The Park is to be returned to its original condition.
9. No alcohol is permitted in the Park, except in an approved licenced area.
10. Proof of liability insurance not less than \$5,000,000 naming the Township of Scugog as an additional insured.
11. Hydro may be made available at a cost of \$110.00 + HST per day or for small events - \$13.75 + HST per hour.
12. Overnight security must be provided.
13. A site meeting with Township Staff will take place prior to and at the conclusion of the event.
14. Event Co-ordinator to:
 - Provide additional garbage receptacles for vendors
 - Ensure all garbage is removed from the Park
 - Make arrangements with garbage contractor prior to the event for additional pick-up at the conclusion of the event
 - Ensure all signs have been removed within 12 hours of the conclusion of event

| For Use by Township | | |
|-----------------------------|---|-------------|
| Date Application Received: | Rental Approved By: | |
| Permit Fee Received: | Security Deposit Received: | |
| Receipt No.: | Clean Up/Damages Charged <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Amount of Deposit Refunded: | Date Refunded: | Cheque No.: |

A. Event Information

| | |
|-------------------------------|----------------------|
| Event Name: | |
| Township Structure Requested: | No. of Participants: |
| Date(s) of the Event: | Time(s): |

B. Event Details

Event Description: *(please provide a brief description of your event)*

Is your organization a REGISTERED non-profit or charity? **Registered No.** _____ Yes No

Will 100% of all profits remain within the Township of Scugog? Yes No

Does your event require EXCLUSIVE use of the park? Yes No

Will your event be charging admission fees? Yes No

Will your event allow any vendors to sell, distribute or promote any goods or services? Yes No

Will your event be offering any raffles, lotteries or games of chance? Yes No

Will your event be using a commercial BBQ? Yes No

Will your event be serving or selling alcoholic beverages? Yes No

If Yes to the above, the applicant hereby agrees to provide the following documentation 5 days prior to the event:

Copy of "Special Occasion Permit" from the LLBO

Copy of Party Alcohol Liability Insurance Certificate naming the Township of Scugog as an additional insured.

Copy of a Certificate from a LLBO recognized Server Training Program of the persons responsible for the serving of alcohol

Read and understand the complete Municipal Alcohol Policy and abide by said conditions

C. Applicant Information

| | | | |
|--|-------------|----------------|----------|
| Last Name | First Name | Organization | |
| Street Address | | Postal Code | Province |
| Telephone Number | Cell Number | E-mail | |
| Contact Name (if different than above) | | Contact Number | |

D. Declaration of Applicant

I _____ certify that:

(print name)

1. The information contained in this application and other attached documentation is true to the best of my knowledge.
2. I have the authority to bind the corporation or partnership (if applicable).

_____ Date _____ Signature of applicant _____

POLICIES AND PROCEDURES



COMMUNITY SPECIAL EVENTS IN TOWNSHIP PARKS

EFFECTIVE: Approved by Council June 1/15
APPROVED BY BY-LAW NO.: 38-15

- Section 1
Purpose: This policy has been developed to provide guidance for Council and Staff with respect to requests received from Organizations for use of Township Parks or Park Structure, such as, a Gazebo or Picnic Shelter to host special events.
- Section 2
Goal: To allow the Township to provide support to Organizations whose purpose is to host events.
- Section 3
Definitions:
- 3.1 Exclusive Use – Contractual sole use of a Township Park by the organization.
 - 3.2 Organization – Any non-profit or for-profit organization, group or agency.
 - 3.3 Non-Exclusive Use – The organization, group or person plans to use a Township Park or Park Structure but not for exclusive use where other persons can occupy or use freely and unrestricted.
 - 3.4 Registered Non-Profit Organization - A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.
 - 3.5 Recognized Community Event – an event organized by a registered non-profit or registered charity requiring either exclusive or non-exclusive use of the park and/or park structure or an event organized by a for-profit organization requiring either exclusive or non-exclusive use of the park and/or park structure AND where 100%

of all raised funds support the community.

- 3.6 Registered Charity - an organization established and operated for charitable purposes, and devotes its resources to charitable activities.
- 3.7 Special Event – Any event specifically designed to attract visitors and or participants from a Township, Region or Province wide area organized by for-profit organizations AND funds raised remain with the for-profit organization.

Section 4
Process:

Obtain Approval for the Recognized Community Event and Special Event

- 4.1 • The Organization will provide a “Letter of Request” to the Director of Public Works and Parks for use of a park a minimum two (2) months prior to the proposed event, to a maximum of one (1) year, in advance.
- 4.2 • The “Letter of Request” will clearly outline the proposed event(s) in detail including: site plan; contact names and information; levels of supervision for coordination of event; times of event activities; waste management during and following event; and any Township equipment or materials required.
- 4.3 • The “Letter of Request” will clearly state either the *Exclusive Use* or *Non-exclusive Use* of the park is requested.
- 4.4 • Following the receipt of the “Letter of Request”, the Public Works and Parks Clerk will coordinate the requisite documentation, including but not limited to application forms, insurance and security deposit.
- 4.5 • The Director of Public Works and Parks shall approve or deny the application for the Event. Fees will be payable dependent upon the type of event, ie.

Community Recognized or Special Event.

- 4.6 • If the event is denied the Organization may request a deputation before Council.
- 4.7 • If the Organization is not eligible to have the permit at no charge, the Organization may apply to the Community Grants Committee for funds.
- 4.8 • The Township reserves the right to refuse any event and/or equipment or proposed activity relating to the event, if, in the determination of the Director of Public Works and Parks, such an event or activity is contrary to Township By-laws, policies or is considered not in the best interest of the community.
- 4.9 • The Organization may be requested to appear before Council to provide information with respect to the proposed special event and to answer any questions from Council.

Section 5

Submit Documentation for the Recognized Community Event

- 5.1 • For *Recognized Community Events*: the following documentation will be submitted:
 - Application for Special Event;
 - Application for Use of Township Park;
 - Application for Use of Gazebo/Picnic Shelter.
 - Application for Use of Parking Lot
- 5.2 • The Organization will provide a "Security Deposit" in accordance with the Fees By-law, to compensate the Township in the event excessive clean-up, repairs or lost Township equipment or materials. The amount to be refunded will be determined by the Director Public Works and Parks following completion of the event.

- 5.3 • The Organization will provide liability insurance in the amount of \$5 million to indemnify the Township. The insurance coverage shall name the Township as an additional insured party.

Section 6

Submit Documentation for the Special Event

- 6.1 • For *Exclusive Use* Events: the following documentation and fees will be submitted:
 - Application for Special Event and the required fee in accordance with the Fees By-law;
 - Application for Use of Township Park and the required fee in accordance with the Fees By-law;
 - Application for Use of Gazebo/Picnic Shelter and the required fee in accordance with the Fees By-law;
 - Application for Use of Parking Lot and the required fee in accordance with the Fees By-law.

- 6.2 • For *Non-Exclusive Use* Events: the following documentation and fees will be submitted:
 - Application for Special Event and the required fee in accordance with the Fees By-law;
 - Application for Use of Township Park;
 - Application for Use of Gazebo/Picnic Shelter.
 - Application for Use of Parking Lot

- 6.3 • The Organization will provide a "Security Deposit" in accordance with the Fees By-law, to compensate the Township in the event excessive clean-up, repairs or lost Township equipment or materials. The amount to be refunded will be determined by the Director Public Works and Parks following completion of the event.

- 6.4 • The Organization will provide liability insurance in the amount of \$5 million to indemnify the Township. The insurance coverage shall name the Township as an additional insured party.

Section 7

Carry Out the Recognized Community Event or Special Event

- 7.1 • Once the Park Permit is obtained, the Operations Manager will be contacted by the Public Works and Parks Clerk to arrange for any Township equipment or materials required to carry out the Event at least two (2) weeks prior.
- 7.2 • The Organization will pick-up Township equipment or materials needed for the Event at the location and time specified by the Operations Manager or arrange for the Township to deliver and pick up the equipment or materials required at the cost of the Organization.
- 7.3 • The Organization will return, in the same conditional found, Township equipment or materials to the location specified by the Operations Manager within 48 hours of the event conclusion.
- 7.4 • The Organization will abide by all Township by-laws, policies and procedures governing the proposed event and usage of said lands.
- 7.5 • The Organization will abide by all applicable Regional, Provincial, Federal or any other governmental laws, policies and/or procedures governing the proposed event and use of said lands.
- 7.6 • The Organization will provide appropriate supervision and coordination of proposed event as deemed necessary by the Director of Public Works and Parks and/or his/her designate.

Section 8
General
Provisions

- 8.1 • The Organization must submit a site plan which show all areas of use including vehicle use, sign postings and specific purposes and activities

- 8.2 • No motorized vehicles are permitted in the Park, save and except those necessary for the event which have been specified and approved by the Township.
- 8.3 • The parking lots at the Municipal Boat Launch, Scugog Memorial Public Library and the Municipal parking lots adjacent to both the north and south lakefront ball diamonds are not to be used for entertainment equipment storage or any purpose other than public parking, unless authorized by the Director of Public Works and Parks or his designate.
- 8.4 • The use of chairs, including the supply, setting up, taking down and delivery of chairs, in the Park is permitted, however at the sole responsibility of the Organization.
- 8.5 • No alcohol is permitted in the Park, except in an approved licenced area.
- 8.6 • Hydro may be made available at a cost in accordance with the Fees and Charges By-law, unless otherwise directed by Council.
- 8.7 • If the use of the Park spans over a two day period or more, the Organization must provide overnight security.
- 8.8 • The Township will provide additional garbage receptacles upon request from the Organization at a cost in accordance with the Fees and Charges By-law unless otherwise directed by Council.
- 8.9 • The Organization must ensure all signs have been removed within 12 hours of the conclusion of the event.

Related By-laws and

- Fees and Charges By-law
- Business Licence By-law

Policies

- Parks By-law
- Park Refuse Collection Policy

POLICIES AND PROCEDURES



COMMUNITY SPECIAL EVENTS WITHIN TOWNSHIP ROAD ALLOWANCES

EFFECTIVE: Approved by Council June 1/15
APPROVED BY BY-LAW NO.: 38-15

Section 1
Purpose: This policy has been developed to provide guidance for Council and Staff with respect to requests received from Organizations for use of Township road allowances to host special events

Section 2
Goal: To allow the Township to provide support to Organizations whose purpose is to host special events.

Section 3
Definitions: Exclusive Use – Contractual sole use of the road allowance by the organization.

Organization – Any non-profit or for-profit organization, group or agency.

Non-Exclusive Use – The organization, group or person plans to use or reside within the road allowance but not for exclusive use where other pedestrians can occupy or use freely and unrestricted.

Recognized Community Event – an event organized by a registered non-profit or registered charity requiring either exclusive or non-exclusive use of the road allowance or an event organized by a for-profit organization requiring either exclusive or non-exclusive use of the road allowance AND where 100% of all raised funds support the community.

Registered Charity - an organization established and operated for charitable purposes, and devotes its resources to charitable activities.

Registered Non-Profit Organization - A corporation or an

association that conducts business for the benefit of the general public without shareholders and without a profit motive.

Special Event – Any event specifically designed to attract visitors and or participants from a Township, Region or Province wide area organized by for-profit organizations AND funds raised remain with the for-profit organization.

Section 4
Process:

Obtain Approval for the Recognized Community Event and Special Event

- 4.1 • The Organization will provide a “Letter of Request” to the Director Public Works and Parks for use of a subject road allowance(s), a minimum two (2) months prior to the proposed event, to a maximum of one (1) year, in advance.
 - 4.2 • The “Letter of Request” will clearly outline the proposed event(s) in detail including: route map; contact names and information; levels of supervision for coordination of event; times of event activities; waste management during and following event; and any Township equipment or materials required.
 - 4.3 • The “Letter of Request” will clearly state either the *Exclusive Use* or *Non-exclusive Use* of the road allowance is requested.
 - 4.4 • Following the receipt of the “Letter of Request”, the Public Works and Parks Clerk will coordinate the requisite documentation, including but not limited to application forms, insurance and security deposit.
 - 4.5 • The Director of Public Works and Parks shall approve or deny the application for the Event. Fees will be payable dependent upon the type of event, ie. Community Recognized or Special Event.
- • The Organization may be requested to appear before

Council to provide information with respect to the proposed special event and to answer any questions from Council.

-
- The Township reserves the right to refuse any event and/or equipment or proposed activity relating to the event, if, in the determination of the Director of Public Works and Parks, such an event or activity is contrary to Township By-laws, policies or is considered not in the best interest of the community.

Step 2 – Submit Documentation for the Recognized Community Event

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- For *Recognized Community Events*: the following documentation will be submitted:
 - Application for Special Event;
 - Application for Use of Township Park;
 - Application for Use of Gazebo/Picnic Shelter.
-
- The Organization will provide a “Security Deposit” in accordance with the Fees By-law, to compensate the Township in the event excessive clean-up, repairs or lost Township equipment or materials. The amount to be refunded will be determined by the Director Public Works and Parks following completion of the event.
-
- The Organization will provide liability insurance in the amount of \$5 million to indemnify the Township. The insurance coverage shall name the Township as an additional insured party.

Step 3 – Submit Documentation for the Special Event

-
- For *Exclusive Use Events*: the following documentation and fees will be submitted:
 - Application for Special Event and the required fee in accordance with the Fees By-law;
 - Application for Road Occupancy for Community

Events;

- Application for Road Occupancy Permit and the required fee in accordance with the Fees By-law.
- For *Non-Exclusive Use* Events: the following documentation and fees will be submitted:
 - Application for Special Event and the required fee in accordance with the Fees By-law;
 - Application for Road Occupancy for Community Events;
 - Application for Road Occupancy Permit
- The Organization will provide a "Security Deposit" in accordance with the Fees By-law, to compensate the Township in the event excessive clean-up, repairs or lost Township equipment or materials. The amount to be refunded will be determined by the Director Public Works and Parks following completion of the event.
- The Organization will provide liability insurance in the amount of \$5 million to indemnify the Township. The insurance coverage shall name the Township as an additional insured party.

Step 4 – Carry Out the Recognized Community Event and Special Event

- Following approval by the Director of Public Works and Parks or his/her designate, the appropriate Operations Manager will be contacted by the Public Works and Parks Clerk to arrange for any Township equipment or materials required to carry out the Event at least two (2) weeks prior.
- The Organization will pick-up Township equipment or materials needed for the Event at the location and time specified by the Operations Manager.
- The Organization will return, in same condition as found, Township equipment or materials to the locatior

specified by the Operations Manager within 48 hours of the event conclusion.

- • The Organization will abide by all Township by-laws, policies and procedures governing the proposed event and usage of said lands.
- • The Organization will abide by all applicable Regional, Provincial, Federal or any other governmental laws, policies and/or procedures governing the proposed event and use of said lands.
- • The Organization will provide appropriate supervision and coordination of proposed event as deemed necessary by the Director Public Works and Parks and/or his/her designate.

Related
By-laws
and
Policies

- • Fees and Charges By-law
- • Road Occupancy By-law