



The Village of Sundridge



The Village of South River



The Township of Strong



The Township of Joly

Check Applicable Municipality

# Community Special Events Event Coordinator/Organizer Application Form

## EVENT INFORMATION (a detailed map or site plan must accompany application)

Name of Event/Organization:
Date of Event:
Proposed Location: (Address & Municipality)

<b>Name of Main Contact: (must be at event)</b>
Address:
Phone Number (daytime): _____ (evening): _____
Email:
<b>Name of Secondary Contact: (must be at event)</b>
Phone Number: (daytime) _____ (evening): _____
Email:

Expected Attendance:
Does the Event exceed normal occupancy/capacity of the space (see back of form for definition) (For Example: Venue or Building and Inside or Outside)
Yes <input type="checkbox"/> or No <input type="checkbox"/>
If you have selected No, you do not need to fill out the rest of the form
If you have selected Yes, please complete the rest of the form

Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, M.56, R.S.O.1990 and will be used for the sole purpose that it has been collected.

Event Insurance Provider:	Policy Number:		
<p>Event Features:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Animals (Livestock)  <input type="checkbox"/> Fireworks (South River n/a)  <input type="checkbox"/> Generator         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Inflatables  <input type="checkbox"/> Tents or Temporary Structures  <input type="checkbox"/> Other _____         </td> </tr> </table>		<input type="checkbox"/> Animals (Livestock) <input type="checkbox"/> Fireworks (South River n/a) <input type="checkbox"/> Generator	<input type="checkbox"/> Inflatables <input type="checkbox"/> Tents or Temporary Structures <input type="checkbox"/> Other _____
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<p>Does the Event require: (please check)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Electricity   <input type="checkbox"/> Signage   <input type="checkbox"/> Road Closings   <input type="checkbox"/> Restricted Parking Areas         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Other: <u>Municipal Resources</u>          i.e.: Barricades, pylons (additional fees may apply)         </td> </tr> </table>		<input type="checkbox"/> Electricity  <input type="checkbox"/> Signage  <input type="checkbox"/> Road Closings  <input type="checkbox"/> Restricted Parking Areas	<input type="checkbox"/> Other: <u>Municipal Resources</u> i.e.: Barricades, pylons (additional fees may apply)
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**Normal Occupancy or Capacity Definition**

Normal occupancy or capacity of a space is determined by the number of people the venue can safely and comfortably accommodate based on the buildings design and infrastructure, as approved by its legal use and building code standards.

To be considered normal occupancy, the venue must provide sufficient permanent washroom facilities and **on-site parking** to support the usual number of users or washrooms and parking can accommodate, the event would be considered to exceed normal occupancy/capacity – and may require additional facilities or special arrangements.

**DISCLAIMER**

The Village of South River, The Village of Sundridge, The Township of Strong and The Township of Joly Council's have created a shared Emergency Management Program including a Primary Municipal Emergency Management Program Coordinator (as per Council Resolution(s) September 2023).

The Emergency Management and Civil Protection Act (EMPCA) and its supporting regulation, O Reg 380/04, provide requirements for Municipalities regulating emergency management and preparedness.

The Municipal Emergency Management Program Coordinator (CEMC) has the authority to shut down community and/or municipally sanctioned events, either prior to or during an event due to a potential or an impending emergency situation.

**OFFICE USE ONLY**

**Has this form been sent to:**

CEMC       Alternate CEMC       SSFD Fire Chief       SRMD Fire Chief       OPP       EMS

**Emergency Management Program Committee** (via Municipal Offices)

Village of South River       Village of Sundridge       Township of Strong       Township of Joly