



## **SPECIAL EVENT PERMIT GUIDE**

Welcome to the Township of Muskoka Lakes and thank you for selecting Muskoka Lakes as your location for your event. We are committed to assisting you in planning your event and look forward to being the host community.

This guide is intended to help you through the Township of Muskoka Lakes Special Event Application process to seek approval to hold your event and to help you understand your responsibilities as an event organizer.

### **WHAT IS S.E.T – Special Event Team?**

The S.E.T is comprised of Township staff representing various municipal divisions and Emergency Services. It facilitates and supports events taking place in the Township of Muskoka Lakes that have a significant impact on Township of Muskoka Lakes services.

The S.E.T ensures that these events have all of the necessary permits, permissions and insurance in place to ensure that the event is healthy, accessible and safe for the organizers, participants, and the corporation.

### **WHEN DO I NEED TO SUBMIT AN APPLICATION?**

#### Township Property

Any event that is being held on a Township roadway or property is required to fill out the Special Event Permit Application if at least one of the following criteria apply to the proposed event or if determined by staff:

- Alcohol will be served;
- Filming is taking place;
- The duration of the event is at least 6 hours;
- Attendance levels are forecasted at 250 patrons or more; and/or if
- Road closure is required.

Any event that fits at least one of the criteria above will be considered a ‘Special Event’ by the Township of Muskoka Lakes. All Special Events, including recurring events are required to fill out a Special Event Permit Application Form and follow the requirements for each event occurrence.

If your event does not fit in any of the above requirements but is on Township property, please contact the facility staff to book your facility or park space.

These are general guidelines, and some events may require a Special Event Permit outside of these requirements due to the event activities. If event organizers are not sure if an event requires a Special Event Permit, please contact the Economic Development Officer to verify.

### Private Property

Any event that is being held on private property with more than 500 people in attendance at any given time is required to fill out the Special Event Permit Application.

Any event that fits this criterion will be considered a 'Special Event' by the Township of Muskoka Lakes. All Special Events, including recurring events are required to fill out a Special Event Permit Application Form and follow the requirements for each event occurrence.

### **EVENTS NOT REQUIRING A PERMIT**

Organizers are reminded that, even though an event may not require a Special Event Permit, all municipal, provincial, and national by-laws and laws are in effect and organizers are responsible to adhere to any such by-laws/laws.

A few examples include:

- roadways must remain passable at all times for emergency vehicles
- under the Ontario Building Code permits are required for a tent or tents with a combined floor space of over 60 square meters in size
- under the Fire Code, permits are required for open flames and/or fireworks
- Township noise and parking by-laws will be enforced at all times
- any special insurance requirements for events on public and private property
- facilities contracts for booking Township property must be adhered to including requirements for rental fees and damage deposits.

### **SPORTS TOURNAMENTS**

Sports Tournaments are not facilitated by the S.E.T. They are facilitated directly by the Township of Muskoka Lakes facility staff.

### **S.E.T APPLICATION DEADLINES**

The S.E.T has the following deadlines. You are strongly encouraged to submit earlier.

Applications for events with less than 500 attendees must be received **60 DAYS** at minimum before your event is scheduled to start. Applications for events with more than 500 attendees must be received **90 DAYS** at minimum before your event is scheduled to start.

This gives both you and the Township enough time to ensure that your event is safe and that all required approvals and applicable licenses (i.e. food service vehicles) are in place. The larger and more complex the event, the more time it will take to review and process your application. For example, if your event involves alcohol, the process to obtain approval may take upwards of 3 months. Please plan accordingly to avoid disappointment and do not leave your S.E.T application to the last minute.

## **HOW DO I FILL IN THE S.E.T APPLICATION?**

Before you fill in your application, please read this Guide as it will help you understand the S.E.T application process.

Follow the instructions and use this guide to assist you in the process. Any areas that are not applicable to your event can be left blank. Paper copies of the application may be requested. If you have any questions and are not sure if you need to use this application please contact:

James Cox, Economic Development Officer  
1 Bailey Street, Port Carling, ON  
(705)765-3156 ext. 279  
[jcox@muskokalakes.ca](mailto:jcox@muskokalakes.ca)

## **HOW DO I SUBMIT A SITE/ROAD CLOSURE MAP?**

As part of the S.E.T application you are required to submit a legible map of your event site or road closure indicating your event layout. Take some time to draw your event site and/or your road closure map detailing all necessary closures.

These maps do not need to be to scale but they should provide a clear picture of how your event will be laid out. Please include as much information as you can on your site map such as where your vendors, washrooms, performance stages and other event activities will be placed.

If you are a parade, walk-a-thon or race your map must also indicate what the marshalling, starting/end points are as well as highlighting the route you want your event to follow. Google Maps can be used to create a map.

## **CONTACT INFORMATION**

Please provide the name of your organization, main contact person, complete address, and phone numbers including cellular phone if available. Please also include the website address if applicable and the main contact's email address.

Please describe your organization as this will help S.E.T determine the rates that are applicable to your event. Rates may vary depending on the nature of your organization.

Please also provide an alternative contact person who can speak on the event on behalf of the main contact.

Please provide the contact information for the on-site Emergency Contact including cellular phone number and email address.

## **EVENT DESCRIPTION**

Please provide a description of your event. This would include what you are doing at your event, what is your event about, what do you hope to achieve, why you feel the need to host this event and why the event is important.

Describe the activities planned and anticipated for your event, please include all details. Please inform S.E.T if the event is private or open to the public. For public events please describe how you are going to advertise your event to the community to promote inclusiveness and participation.

Also include any admission costs to the public for your event and how you will be selling tickets for the event.

## **EVENT ACCESSIBILITY**

Events held on Municipal property or within a Municipal building shall meet the requirements set out under the *Accessibility for Ontarians with Disabilities Act (AODA)*, S.O. 2005, C. 11 as amended.

To this end, S.E.T requires that all event organizers wishing to hold their event on Township property ensure that their event is as accessible as possible. This can include but is not limited to:

- Prominently displayed signage at events.
- Well-placed and clearly signed accessible parking space (if possible).
- Designated wheelchair accessible entertainment viewing areas.
- Providing accessible washrooms near accessible pathways for people with disabilities.
- Volunteers trained on accessibility features and disability awareness.

For more information please review the link to Planning Accessible Events at <https://accessibilitycanada.ca/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf>.

## **EVENT TIMING**

Please provide the event start and end date including set up and tear down time. This section is very important to ensure no conflicts are created due to multiple events and will ensure appropriate permits are in place for your event.

Under the event description please outline the time the event is actually open to the public with both the start and end time of the event. Please also include on a separate line when the set up will begin and when the tear down will be complete and the location has been returned to its original state. This includes all removal of equipment, garbage, tents, vehicles, etc.

### **EVENT ATTENDANCE**

Please include the estimated attendance for your event as this will affect permit fees and allow S.E.T to determine the impact of the event on Township Services such as EMS, Fire and OPP. To the best of your ability, please estimate the total attendance for the event and the peak attendance for the event with the timing.

### **EVENT VOLUNTEERS**

If your event is using volunteers for marshaling, information booths, set up and tear down etc. please indicate how many volunteers you are expecting to have onsite, how they will be identified and how they will be utilized.

### **EVENT SECURITY**

Please indicate the type of security your event will have in place, and whether they are volunteers or paid private security personnel.

### **EVENT PERFORMERS**

Please indicate the number and type of performers that will be at your event including buskers, bands, comedians, etc.

### **EVENT VEHICLES**

Please indicate the type and number of vehicles that will be involved with your event.

### **EVENT FOOD VENDORS**

Please list all the food and beverage vendors that will be at your event and note if the food and beverage be complimentary or sold to the event attendees. All food vendors will be required to ensure all Business Licensing By-law requirements are met.

### **EVENT MERCHANDISE VENDORS**

Please include all merchandise vendors that will be involved in your event and where they will be located.

### **EVENT HISTORY**

Please indicate the type of event you are hosting.

Please indicate if this is a first-time event or annual event. If the event has been hosted in another municipality, include the previous venue, dates, locations, and previous organizers. Indicate if this year's event is expected to be the same as previous events. Include any past emergency incidents, issues or concerns. Note if a debriefing was held after your previous events to address past emergency incidents, issues, or concerns.

## **LOCATION REQUEST**

S.E.T needs to know if your event takes place indoors, outdoors or a combination of both to determine if you need to proceed with S.E.T application. Certain permits are only applicable to events that take place outdoors and can vary depending on location. Please include details if your event is using private property.

S.E.T needs to alert other Township departments about potential road closures/parks use in the interest of public health and safety. For example, S.E.T requires involving Emergency Medical Services so that ambulances and fire trucks can avoid road closures and respond to emergencies faster.

## **ROAD CLOSURES**

### **IF YOUR EVENT TAKES PLACE ON A TOWNSHIP ROADWAY / ROAD ALLOWANCE**

ALL road closure requests must be made a minimum of **60 DAYS PRIOR TO YOUR EVENT**. This is to ensure adequate time to approach Council if additional approvals are needed, and to coordinate with both emergency services and the Township's traffic division. All signage and barricade requirements will be at the expense and set up by the event organizer.

S.E.T will work with the event organizers to obtain necessary approvals from Township Council. The event organizer may be required to attend the Council meeting in case of complex events.

If Council approves your road closure, changes cannot be made to your closure/route without notification to S.E.T as a second Council approval must be sought.

S.E.T. needs to know which road you wish to close for your event to determine availability and prevent scheduling conflicts with other events/activities.

As the use of roadways is for use to ALL residents and visitors, S.E.T has an obligation to prioritize public safety when closing roads to ensure that the rest of the community can safely keep moving and operating even while various events are taking place.

## WHERE DO YOU GET SUPPLIES TO CLOSE A ROAD?

The Township has some equipment that can assist with road closures. For any additional equipment the event organizer will need to source and rent appropriate equipment for road closures.

More information about these requirements will be communicated to you if your event is approved.

If you are requesting a road closure on your S.E.T application, a detailed map specifically outlining the requested road closure **MUST** be submitted in order for your S.E.T application to be considered complete. Your application **WILL NOT BE CONSIDERED** without a map detailing your requested closure. This detailed map will assist the Township in the approval process.

Please indicate the name of the street(s) you are proposing to close including the start and end time of the closure. Please indicate if you are using District or MTO roads.

For **District of Muskoka Road closures** please visit their website at [www.muskoka.on.ca](http://www.muskoka.on.ca). There is separate application form to be completed. They will also require a map. Contact for District of Muskoka Road Closures is:

Director of Engineering and Transportation

Mark Misko

Telephone: 705-645-6764 or toll free in Ontario only 1-800-281-3483

Email: [publicworks@muskoka.on.ca](mailto:publicworks@muskoka.on.ca)

For **Ministry of Transportation (MTO) Road closures** please visit their website at [www.mto.gov.on.ca/english/engineering/management/corridor/index.shtml](http://www.mto.gov.on.ca/english/engineering/management/corridor/index.shtml) . There is a separate application form required for any MTO road closures. Contact for MTO Road Closures is:

Corridor Management Officer

Fran Hampel

Telephone: 705-789-2392 ext. 238 or 1-800-255-7814 ext. 238

Email: [Fran.Hampel@ontario.ca](mailto:Fran.Hampel@ontario.ca)

**Traffic lights** are also operated by the District of Muskoka. For any requirements to have these lights adjusted or set to flashing please contact:

Traffic Division

Scott Clayton

Telephone: 705-645-6764 or toll free in Ontario only 1-800-281-3483

Email: [publicworks@muskoka.on.ca](mailto:publicworks@muskoka.on.ca)

## EVENT SITE MAP PLAN

An event site map provides a visual diagram of your event to S.E.T. Please include as much information as possible on your site map to show the locations of vendors, washrooms, performances, tents, parking, information desks, sounds systems, fencing/barricades, ticket locations, alcohol sale location(s), etc.

Please note the following components on your application and site map plan and provide extra details where possible:

- Administration locations, marshaling/staging areas
- Emergency command/medical facilities/first aid locations
- Structures such as tents, staging, fencing, washrooms and accessible washrooms
- Public and accessible parking as well as event vehicle parking
- Restricted access areas / Hazardous areas IE generator locations
- Emergency exits
- Accessible seating and routes/paths

## MANAGEMENT PLANS

The following Management Plans may be required:

- Communication Plan
- Security/Risk Management Plan
- Severe Weather Plan
- Evacuation, Crowd management, and other Contingency Plans
- Traffic Management Plan
- Event Medical Emergency plan
- AGCO licensed areas (show points of access and controlled areas/fencing plan)

## EMERGENCY SAFETY AND APPROVALS

There are many components to consider when adding cooking, barbequing, generators or having fireworks/pyrotechnics. The S.E.T will assist you in obtaining the appropriate approvals from the Muskoka Lakes Fire Department.

The following components of your event will require additional approval from the Fire Department:

- **Fire Safety Plan**
- **Display Fireworks Event Approval**  
There is a separate form for Firework approvals.
- **Pyrotechnic Fireworks Event Approval Form**  
There is a separate form for Pyrotechnic Firework approvals.



## **TENTS, CANOPIES, TEMPORARY STRUCTURES, INFLATABLES AND SIGNAGE**

S.E.T will require the appropriate approvals for tents greater than 60m<sup>2</sup> from the Township of Muskoka Lakes Building Department. If you plan to group together multiple tents (3m or less apart) that are smaller than 60m<sup>2</sup> you will still require approval if the area the tents cover combined is greater than 60m<sup>2</sup>. In addition they will require the professional engineering stamp that you can obtain from your tent rental company.

### **Vendor Tents**

- If a tent, tarp, canopy or similar shelter is being used by the vendor, the tent or canopy shall be labeled or have documentation provided confirming a high degree of flame resistance in accordance with one of the following standards:
  1. NFPA 701, or
  2. NFPA 705, or
  3. CAN/ULC S-109.
- Small tents and canopies manufactured by “Caravan” and “EZ-UP” have been proven to meet the above noted standards by the manufacturer, even if they are labeled otherwise (i.e. CPAI-84 etc.).

### **Set up and Orientation of Tents in Park**

- Any individual tents that have an aggregate area of greater than 60 sq. m. (645 sq. ft.) require approval through building permit application and inspection by the building department.
- Multiple tents in a grouping shall not exceed a maximum area of 30 sq. m. (320 sq. ft.) without a minimum 3 m. (10 ft.) fire break separating the grouping from other tents or structures.

## **EVENT COMPONENTS**

There are various permits and approvals that must be obtained in order to incorporate specific elements into your event. Based on the information you provide in your S.E.T application, S.E.T will advise you of any additional paperwork that must be filled in to secure the applicable permits and approvals required for your event to safely take place on Township property.

## **ELECTRICAL POWER REQUIREMENTS**

S.E.T needs to know if your event has power requirements so that we can confirm that the Township site you wish to book has access to electrical plug-ins.

If you have access to power, we want to ensure that the generators you bring can be safely set up in the site you wish to use for your event. It must be vented to the outside and a fire extinguisher should be readily available in case of fire. Parks department may advise as to the best location for your generator and the Fire Department will require additional approvals, please see Fire Safety section above.

## **NOISE / AMPLIFICATION / SOUND AMPLIFICATION**

Although your event may be approved by S.E.T, you must comply with the Township [Noise By-law](#). Noise in excess of these limits required Council approval.

Please indicate on your application if you will be having live music or speakers and indicate the timing for the sound amplification.

## **ALCOHOL**

Events with alcohol service will require a Special Occasions Permit through the Alcohol and Gaming Commission of Ontario (AGCO). It may also require approval from the Township Council and/or Clerk for designation of a significantly important event.

The Special occasions Permit must be obtained through the AGCO. More information can be found at their website at: <https://www.agco.ca/alcohol/special-occasion-permits-public-event>

## **LOTTERY / RAFFLE / 50-50 DRAW / BINGO**

The Township must follow provincial regulations that are set out by the Alcohol and Gaming Commission of Ontario (AGCO) when it comes to allowing these activities to take place.

## **PARKS**

Municipal Parks are available Victoria Day weekend to Thanksgiving Weekend. Approval outside this time frame will require approval by the Director of Public Works. This approval will be included in the S.E.T application process.

Most washroom facilities in municipal parks are open May – October. S.E.T. can provide guidance on which parks have year-round washrooms. Events that take place outside of this time frame may need to rent port-a-potties (including accessible washrooms) at your own expense, to provide washrooms for event attendees. Also, depending on the size of the event, you may be required to provide adequate washroom facilities (porta-potties) at your expense if the S.E.T determines that existing facilities cannot handle the amount of people expected at your event.

Event organizers requiring power or power greater than a standard 110V outlet will need to rent a generator at your own expense. S.E.T will advise as to where the generator is to be placed.

You are expected to leave the park or facility in the same condition in which you found it. Cleaning, garbage removal, and repair costs will be billed back to your event if the Township determines that the condition of the facility or park used for your event requires cleaning and/or repair to return to normal operation. Please be respectful of the

space and ensure that you have a clean-up strategy in place. It is the event organizer's responsibility to cover the costs for their event garbage removal.

## **FOOD / NON – ALCOHOLIC BEVERAGES**

Please list all food requirements and services on your S.E.T application form. This includes food for sale to the general public. Approvals may be required by the Simcoe Muskoka District Health unit in most circumstances and will require permits to be present at the event and secured in advance to ensure safe food handling, preparation and storage.

The Simcoe Muskoka District Health unit requires at least 10 business days' notice prior to the start of the event. The application can be found at <https://www.simcoemuskokahealth.org/JFY/Businesses/specialevents.aspx>. For any questions, please contact them at: 705-721-7520 or 1-877-721-7520 ext. 8811.

On your S.E.T application please indicate all food vendors, the type of food they are serving/selling, where the food will be prepared, and details of how the food will be prepared.

## **LIABILITY INSURANCE**

The organization that is listed on the S.E.T application must also be the entity that is listed as the "Named Insured" on any insurance certificates required by the Corporation of the Township of Muskoka Lakes.

Event organizers are required to provide proof of general liability insurance naming the Corporation of the Township of Muskoka Lakes as an additional insured. The coverage must be for a minimum of 5 million per occurrence, or as determine by the Risk Management Coordinator and coverage shall include bodily injury including death, personal injury, property damage including loss of use thereof, blanket contractual liability, non-owned automobile, contain a cross liability/severability of insure clause and confirm coverage applies to both employees and volunteers. For any higher risk activities such as serving alcohol, the use of amusement rides including an inflatable apparatus, any form of racing motorized or otherwise or a derby the certificate of insurance must confirm that coverage applies to these activities up to the full policy limits. The policy shall be endorsed to provide the Town with 30 days written notice of cancellation.

In this case, you will be required to add the Corporation of the Township of Muskoka Lakes to your insurance as an "Additional Insured" if your event on District of Muskoka property involves the use Township services/staff and provide a copy of this insurance to S.E.T.

For a fee, the Township offers general liability insurance to eligible events that take place on Municipal facilities and parks through its Facility User Insurance program. This can be arranged through the Public Works Assistant.

If you are interested in purchasing your liability insurance through the Township's Insurance program, please check the box so that we can book this insurance for you.

## **WASTE MANAGEMENT**

All events within the Township of Muskoka Lakes require a waste management plan. Event organizers are responsible to ensure they leave the area they are using as they found it. All garbage must be removed, and proper recycling and disposal methods must be used.

The Township has some equipment that can assist with waste management. For any additional equipment the event organizer will need to source and rent appropriate equipment.

## **FINAL AUTHORIZATIONS**

Final approval will be communicated to you by the S.E.T Coordinator. During the process additional information may be required and S.E.T will work with you to ensure all compliances and approvals are in place. Final proof by the event organizer will be required for all permits and insurance before the event date. S.E.T reserves the right to remove approval if proper proof is not provided before the event.

## **HOW MUCH IS THIS GOING TO COST?**

### **TOWNSHIP PERMIT / RENTAL FEES**

Vary depending on location and event.

### **SET APPLICATION FEE**

The cost for a SET application is \$50 for not for profit groups and \$100 for profit groups.