



TOWN OF GRAVENHURST MUNICIPAL EVENT APPLICATION

**PLEASE SUBMIT YOUR COMPLETED
APPLICATION TO:**

Town of Gravenhurst
3 - 5 Pineridge Gate
Gravenhurst, ON
P1P 1Z3

Attention: Amanda Lomas
Community Events Facilitator & Marketing Assistant
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1. Applicant Information

Primary Contact Person: _____

Organization: _____

Mailing Address: _____

Town/City: _____

Province: _____

Postal Code: _____

Email Address: _____

Telephone Number: _____

Fax: _____

Cell Phone Number: _____

Alternate Contact Person: _____

Cell Phone Number: _____

2. Event Venues:

Please indicate which venues you would like to use for your event. To obtain fee information for any of these sites, please contact the Community Events Facilitator.

Muskoka Wharf:

- Central Square with Gazebo
- Lion's Pavilion
- Multi Use Court
- Special Events Field
- Docks (A, B, C)
- Baseball Diamond

Gull Lake Rotary Park:

- Ticketed/Gated Park
- Un-ticketed/Un-gated Park
- Baseball Diamond

Other location(s): _____

3. Event Description and Proposal

Please submit a description and proposal of your event. This can be limited to 300 - 500 words on a separate page. We also ask for you to provide a site plan (see above) for your event and also a work-plan for your event that outlines the timing of set up, event hours and tear down. This allows the Town to better prepare for the activities you have scheduled for your event. This proposal should also cover off any plans for rain dates and any site changes that might be impacted by weather

4. Summary of Event

NAME OF EVENT: _____

EVENT CATEGORY:

- | | |
|--|---|
| <input type="checkbox"/> Athletic Event | <input type="checkbox"/> BIA Event |
| <input type="checkbox"/> Fair/Midway/ Amusements | <input type="checkbox"/> Concert/ Performance |
| <input type="checkbox"/> Fundraising Event/ Walk | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Arts/Cultural Festival | <input type="checkbox"/> Auto Show |
| <input type="checkbox"/> Ethnic Festival/Celebration | <input type="checkbox"/> Other: _____ |

EXPECTED ATTENDANCE: #’s _____ per day

Event Setup Date and Time(s): _____

Event Date/Time(s): _____

Event Dismantle Date and Time(s): _____

Will your event be held rain or shine? YES NO

Rain Date (if applicable): _____

Will you be having any Amplified Sound YES NO
Please refer to Section 5 of the Guidelines for a definition of Amplified Sound.

Will you be playing any music or having any musicians, radio stations etc YES NO
If Yes: SOCAN Fees may apply.

Do you require the Town of Gravenhurst to supply Garbage/Recycling Cans? YES NO
 # of Cans Required: Garbage _____ Recycling _____

Do you require Town Staff to assist with Garbage Removal? YES NO

Have you arranged for temporary waste service at your event (dumpsters etc)? YES NO
If Yes: please indicate below the location of the dumpsters.

Do you plan to provide portable toilets at your event? YES NO
 Total number of portable toilets _____
You are responsible for delivery, pick up, and cleaning of portable toilets.

Do you need Town Staff assistance with Permanent Washroom Clean Up? YES NO

Please indicate the Locations of Portable Toilets, Garbage Cans, Recycling Bins and Waste Dumpsters:

5. Site Plan

To ensure appropriate review of your event, please include a description and/or sketch of:

- any portable structures or site built structures such as bleachers, tents, platforms etc
- vendor areas
- public areas occupied
- traffic control locations
- admission booths
- equipment locations
- garbage can/recycling bin locations

The Community Events Facilitator can supply you with a schematic of the event venue if needed, for you to use for your sketch. Please include any other pertinent information that will better assist in reviewing the activities and components of your event. Without a proper site plan your event may not be approved for implementation. For more information on your site plan please review Section 11 of the Events Guidelines.

Site Plan:

Inclement Weather Site Plan:

6. Utility Locates

Will you require fencing for your event?	YES	NO
<i>If Yes: please indicate on your site plan where the fencing will be installed.</i>		

Will you be erecting any tents?	YES	NO
<i>If Yes: please indicate on your site plan where these tents will be located.</i>		

Will you be using stakes/spikes/pegs to secure your tents?	YES	NO
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If you answered Yes to any of the above questions, locates will be required. Please submit a detailed site plan outlining the locations for fencing and/or tents. The Community Events Facilitator will arrange for the appropriate locates based on your submitted site plan. Failure to submit a site plan could result in your event not being approved.

7. Event Signage

In order to place directional or promotional signage for your event, you must receive approval from the Town prior to the placement of signs. Please be advised that for some locations approval from the District of Muskoka may be needed. Please include the following information:

Description of Sign: _____

Size: _____

Composition: _____

Wording: _____

Locations to be placed: _____

Date signs will be placed: _____

Date signs will be removed: _____

8. Road Closures

Do you require Road Closures or usage of any **Town** roads? YES NO
If Yes, please indicate, in the space below, what roads, with dates and times, that will be affected.

Do you require Road Closures or usage of any **District** roads? YES NO
If Yes, please indicate, in the space provided, what roads, with dates and times, that will be affected.

9. Certification

I have read the above application and certify, to the best of my knowledge, that the information contained in this application is correct.

I further understand that failure to produce completed, approved and required documents may hamper the review of this application and result in a denial of event implementation.

Event Organizer or Authorized Signing Officer
(Please Print)

Title

Signature

Date

Application Check List

Ensure you have completed and included the following or your application will **not** be processed.

- ❑ Completed Events Application
- ❑ Contact List for the Event – including Cell Phone Numbers for Primary and Alternate Contacts
- ❑ Liability Insurance indicating up to \$5,000,000.00 coverage naming the Town of Gravenhurst
- ❑ Deposit Cheque(s) for Facility Rentals, SOCAN Fees etc.

Include the following supporting documents for your event **IF APPLICABLE**:

- ❑ Noise By-Law Exemption Request
- ❑ Special Occasion Permit (AGCO or LCBO)
- ❑ Special Events Food Service Guidelines (Simcoe Muskoka Health Unit)
- ❑ Hawkers Peddlers Permit (Town of Gravenhurst)
- ❑ Refreshment Vehicle License (Town of Gravenhurst)
- ❑ Tent Building Permit (Town of Gravenhurst)
- ❑ Detailed Site Plan – indicating locations of any tents, parking, fencing, road blocks etc
- ❑ Letter to Town Requesting Road Closure/Usage
- ❑ Declaration that all Vendors/Owners/Operators have been or will be provided with the Fire Safety Checklists

Thank you for assisting the Town of Gravenhurst with this information. We look forward to working with you to ensure the success of your event!

Amanda Lomas
Community Events Facilitator and Marketing Assistant
705-687-3412 ext 271
alomas@gravenhurst.ca