

Date of Application: _____

Contact Information	
Name of Special Event Organizer <small>*Person(s) appointed to obtain permit</small>	
Mailing Address:	
Phone Number:	Cell:
Email:	
Name of Special Event Host <small>*Person(s), Organization or Entity</small>	
Mailing Address:	
Phone Number:	Cell:
Email:	
Name of Property Owner(s): <small>*If the Host does not own the property</small>	
Mailing Address:	
Phone Number:	Cell:
Email:	

Special Event Information	
Name of Event:	
Date(s) of Event:	
Daily Start Time(s):	
Daily End Times(s):	
Address of Event:	
Description of Event: <small>*Can be appended separately</small>	
Expected Attendance:	
Is this Special Event to be held: <input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Combination of Inside and Outside	
Is this a community-sponsored, non-profit, or religious affiliated event? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Details regarding municipal permits and required supporting documents are provided on the next page.

If you answer "Yes" to any of the questions in the section below, please ensure that all necessary permits have been obtained and that the relevant supporting documents are included with your application. Proof of permit issuance must also be attached.

Municipal Permit and Supporting Document Requirements	
A Venue Plan *A diagram or sketch detailing the proposed layout of a special event	Required
Proof of general liability insurance with the limits of not less than five million dollars (\$5,000,000) for events that include food vendors, alcohol, fireworks, or games/sports that present an elevated safety risk. Proof of general liability insurance with the limits of not less than three million dollars (\$3,000,000) for events that do not include the above elements.	Required
Will parking be offered at the special event? Even if off-site? *If yes, please submit a Parking Plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the special event include non-food vendor(s)? *If yes, please include a list of Vendors participating in the Special Event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the special event include food vendor(s)? *If yes, please direct each vendor to obtain an Annual or Temporary Vendor Licence, from the Clerk's Office.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include the sale or consumption of alcohol? *If yes, please consult the Alcohol and Gaming Commission of Ontario and provide any necessary approvals (i.e. Liquor Licence).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any roads be temporarily blocked, fully blocked, or closed during the special event? *If yes, please submit a Traffic Management Plan and Emergency Response Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the special event include fireworks, open flame or fuel fired cooking appliances? *If yes, please obtain a Firework Permit and/or Open-Air Burn Permit from Fire Services.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the special event include amplified noise? (i.e. stereo, live band etc.) *If yes, please obtain a noise by-law exemption from the Clerk's Office.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include a tent or group of tents with a total area of 60 m ² (645 ft ²) or larger? Will the event include a tent of any size which is attached to or within 3m of a building? *If yes, please obtain Building Permit(s) from Building Services. Note: All tents at a public function, regardless of size, must receive a fire inspection. Please contact the Fire Prevention Officer to book the inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will permanent or temporary signage be used to publicly advertise the special event? *If yes, please obtain a Sign Permit from By-law Services.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the special event contain carnival rides, animal rides, animal exhibits or amusement? *If yes, please contact and obtain the necessary approvals from the Niagara Region.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Approval from each relevant department is required prior to the issuance of the Special Event Permit. Additional requirements may apply beyond those listed above. Associated fees are outlined in the Town's Fees and Charges By-law.

Additional Information:

1. All required permits and approvals, as outlined above, must be submitted along with the completed application form.
2. Please submit your completed application and supporting documentation to the Town of Pelham Clerk's Office using one of the following methods:
 - a. Email: clerks@pelham.ca
 - b. Regular Mail: Town of Pelham, Town Hall, P.O. Box 400, 20 Pelham Town Square, Fonthill, Ontario, L0S 1C0
 - c. In person/ Town Drop-Box: Town of Pelham, Town Hall, P.O. Box 400, 20 Pelham Town Square, Fonthill, Ontario, L0S 1C0

By signing this application, the Special Event Host and Special Event Organizer agree to the following conditions:

1. **Indemnification:** The Special Event Host and Special Event Organizer agree to hold the Town of Pelham harmless from any and all claims, damages, or liabilities arising out of the event and/or any associated road closures. The Special Event Host and Special Event Organizer will also provide any required bonds or insurance to cover such claims as specified by the Town.
2. **Traffic Control and Safety:** The Special Event Host and Special Event Organizer are responsible for all costs associated with providing and maintaining adequate traffic control measures to ensure the safety of both the traveling public and event participants. This includes compliance with traffic management plans as required by the Special Event Permit By-law.
3. **Compliance with By-laws:** The Special Event Host and Special Event Organizer agree to comply with all applicable Town By-laws, including the Special Event Permit By-law 78-2024, and to adhere to any conditions outlined in the municipal permit authorization letter issued by the Town.
4. **Public Disclosure:** The Special Event Host and Special Event Organizer acknowledge that by submitting this application, the information provided—including any attached documents—will become public records. The application and related materials may be released upon request.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____