



# The Corporation of the Township of Huron-Kinloss

## Township of Huron-Kinloss Special Events By-law # 2016-64

### Special Event Checklist

#### Insurance

	YES	NO	N/A
1. Is a Commercial General liability Policy for a minimum of \$2 Million or other satisfactory coverage in place (attach proof to permit application)			

#### Alcohol

	YES	NO	N/A
1. Is alcohol being sold or served at this event?			
2. Have you reviewed the municipal alcohol/alcohol risk management policy?			
3. Have you been granted the necessary permit/licence from the LCBO/AGCO			

#### Structures

	YES	NO	N/A
1. Does this event require any temporary structures (tents, amusement devices)?			
2. Do any of these structures require a building permit to be issued?			
3. Do you plan on having amusement rides or inflatables?			

#### Traffic Management

	YES	NO	N/A
1. Will this event be using any public roads, public trails or roadways?			
2. Do you require any full or partial road closures?			
3. Do you anticipate any impact on the regular flow of traffic?			
4. Have you ensured adequate parking is available for the anticipated attendance?			



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### Community Impact

	YES	NO	N/A
1. Could this event have any potential negative impact on the residents and community?			
2. Will you be having live entertainment or using amplified sound?			
3. Have you been granted the necessary permit/licence from the LCBO/AGCO			
4. Do you require a Noise By-law exemption from Council?			
5. Will you be using any type of fireworks and/or associated pyrotechnics?			
6. Have you provided adequate directional signage for participants?			
7. Have you required with all partner agency sign requirements?			
8. Will the event have a Tourism benefit/positive economic impact/social benefit to the community?			
9. If this event is taking place on private property do you have the appropriate permission to use the property (if not the owner)			

### Public Lands

	YES	NO	N/A
1. Will this event be using any public lands including trails, parks, sidewalks and/or water courses?			
2. Do you require the use of any other public lands or roads that are not the property of the Township of Huron-Kinloss?			

### Risk Management

	YES	NO	N/A
1. Do you have an Emergency Action Plan in place for this event?			
2. Have you completed a detailed Hazard Identification and Risk Assessment?			
3. Do you have a site plan that clearly outlines access and egress routes for emergency personnel and vehicles?			



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### Security

	YES	NO	N/A
1. Do you have a Security Plan in place?			
2. Have you notified the Ontario Provincial Police of your event?			
3. Have you addressed any and all concerns from the OPP?			

### Fire and Life Safety

	YES	NO	N/A
1. Do you have a Fire Safety Plan in place?			
2. Have you notified the appropriate Fire Department of your event?			
3. Have you addressed any and all concerns from the Fire Department?			
4. Do you have acceptable access and egress for Fire Department vehicles?			

### Medical Emergencies

	YES	NO	N/A
1. Do you have a Medical Emergency plan in place?			
2. Do you have sufficient First Aid/CPR qualified personnel on site			
3. Have you notified the County of Bruce Emergency Medical Services of your event?			
4. Have you addressed any and all concerns from the Bruce County Emergency Medical Services?			

### Food Service

	YES	NO	N/A
1. Will Food Service be offered on site?			
2. Are all of your Food Vendors permitted and insured?			
3. Have you applied for a permit from the Grey-Bruce Public Health Unit?			



## The Corporation of the Township of Huron-Kinloss

### Washroom and Sanitation

	YES	NO	N/A
1. Do you have sufficient washroom facilities available?			
2. Do you have a sufficient amount of garbage and recycling receptacles?			
3. Have you arranged for the removal of all garbage, recycling and compost after the event?			

### Attendance

	YES	NO	N/A
1. Will this event have more than 200 attendees or anticipated attendees at any one time in the same place?			