



Township of Huron-Kinloss Special Event Checklist By-law # 2016-64

INSURANCE	YES	NO	N/A
1. Is a Commercial General liability Policy meeting requirements below (proof required prior to issuing the permit) Commercial General Liability Insurance satisfactory to the Owner and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to: (a) A limit of liability of not less than \$5,000,000/occurrence with an aggregate of not less than \$5,000,000 (b) Add the Corporation of the Township of Huron Kinloss as an Additional Insured with respect to the operations of the Named Insured (c) The policy shall contain a provision for cross-liability and severability of interest in respect of the Named Insured (d) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96) (e) Tenants' Legal Liability (f) Products and Completed Operations coverage (g) Contractual Liability. (h) The policy shall provide 30 days prior notice of cancellation. (i) Host Liquor Liability			
2. Has your organization obtained insurance certificates for all vendors and entertainers attending your event?			
ALCOHOL	YES	NO	N/A
1. Is alcohol being sold or served at this event?			
2. Have you reviewed and can comply with the municipal alcohol/alcohol risk management policy? 2023-134 Alcohol-Risk Management Policy (huronkinloss.com)			
3. Have you been granted the necessary permit/licence from the LCBO/AGCO (proof required prior to issuing the permit)			
STRUCTURES	YES	NO	N/A
1. Does this event require any temporary structures (tents, amusement devices, stage)?			
2. If yes, size: _____			
3. Do these structures require a building permit to be issued? (tents greater than 60m ²) (please submit separate applications for each tent that requires a permit)			
4. Do you plan on having amusement rides or inflatables?			
5. If yes, has your organization obtained TSSA certificates from amusement vendor?			
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. If yes, do you require township staff assistance with setting up road closures?			
4. Do you anticipate any impact on the regular flow of traffic?			



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5. Have you submitted a traffic control plan?			
6. Have you ensured adequate parking is available for the anticipated attendance?			
COMMUNITY IMPACT	YES	NO	N/A
1. Could this event have any potential negative impact on the neighbours, residents and community?			
2. Will you be having live entertainment or using amplified sound?			
3. Will live entertainment or amplified sound play past 11pm?			
4. If yes, have you applied for a Noise By-law exemption from Council? Noise Exemption Request Form - Township of Huron-Kinloss (huronkinloss.com)			
5. Will you be using any type of fireworks and/or associated pyrotechnics?			
6. If yes, have you applied for a Noise By-law exemption from Council? Noise Exemption Request Form - Township of Huron-Kinloss (huronkinloss.com)			
7. Have you provided adequate directional signage for participants?			
8. Have you complied with all Township of Huron-Kinloss and/or Bruce County sign requirements? Huron-Kinloss regulate signs ; Bruce County Advertising Signs			
9. Will the event have a Tourism benefit/positive economic impact/social benefit to the community?			
10. If this event is taking place on private property do you have the appropriate permission to use the property (if not the owner)			
11. Have you considered any potential negative impact on the environment? An environmental impact plan may be required prior to issuing the permit.			
12. Have you provided accessible options for event attendees?			
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? (proof required prior to issuing the permit) special-events-planning-guidelines.pdf (huronkinloss.com)			
2. Have you completed a detailed Hazard Identification and Risk Assessment? (proof required prior to issuing the permit)			
3. Do you have a site plan that clearly outlines access and egress routes for emergency personnel and vehicles? (proof required prior to issuing the permit)			
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 all concerns from the OPP?			



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FIRE & LIFE SAFETY	YES	NO	N/A
1. Do you have a Fire Safety Plan in place?			
2. Have you notified the Township of Huron-Kinloss Fire Chief of your event?			
3. Have you addressed all concerns from the Huron-Kinloss Fire Chief?			
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 all concerns from Bruce County Emergency Medical Services?			
FOOD SERVICE	YES	NO	N/A
1. Will Food Service be offered on site?			
2. If yes, are all of your Food Vendors permitted and insured?			
3. Will your event have Refreshment Vehicles? If yes, a fire safety inspection is required.			
4. Have you applied for a permit from the Grey-Bruce Public Health Unit? Organizer Application (publichealthgreybruce.on.ca)			
WASROOM 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? Please explain _____			
ATTENDANCE	YES	NO	N/A
1. Will this event have more than 500 attendees or anticipated attendees at any one time in the same place? # _____			
2. How many volunteers are helping with the event?			
Please provide a description of any changes from events held in prior years (if annual event) i.e. changes to event access, layout, hours of operation, activities offered, impacts to security or emergency services etc.:			