



This checklist is a tool to be used internally by your organization  
**You are not required to submit this checklist to the Town of Amherstburg**  
 Please call to make an appointment with the relevant department's designate before you begin your planning to ensure whether you will need or do not need required documents for your particular event.

Public Event Application - Submission	Committee Contact Amherstburg Town Hall 271 Sandwich St. S	Documents Required	Time Line	Completed
<p>Will you require a road closure?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Pay Duty Officers                      Please call to discuss with Police Services if extra coverage is required</p> <p><b>Inform Windsor Essex County EMS</b>                      of road closure/event details <i>(even if not requesting their services)</i></p>	<p>Engineering and Public Works Department                      (519) 736.3663</p> <p>Amherstburg Police Services                      (519) 736-8559</p> <p>519-776-6441                      Essex Civic Center</p>	<p>*Route/ Barricade Plan List is required with barricade locates is required</p> <p>Pay Duty Officer Form                      Please call ahead</p>	<p>6 weeks prior to event</p> <p>6 weeks prior to event</p> <p>6 weeks prior to event</p>	
<p>Will alcohol be served at your event?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Alcohol Gaming Commission  <a href="http://www.agco.on.ca">www.agco.on.ca</a></p> <p>Licensing and Enforcement Department                      (519) 736-0012 Ext. 2219</p>	<p>Special Occasion Permit (SOP)  <a href="http://www.agco.on.ca/forms/en/1575_a.pdf">http://www.agco.on.ca/forms/en/1575_a.pdf</a></p> <p>Smart Servers  <a href="http://www.smartserve.org">www.smartserve.org</a></p> <p>Please refer to the Municipal Alcohol Policy</p> <p>If you require copies of the mandatory alcohol serving area signage, please contact the Community Services Department – Food and Beverage                      *please be sure to reference additional Insurance requirements</p>	<p>Please visit the website for further details and specific deadlines.</p> <p>A copy of the SOP must be submitted to the Community Services Dept. prior to the event and release of the Town Facility Permit</p>	



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Will you have a fireworks or pyrotechnical display? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amherstburg Fire Department (519) 736-6500	Fireworks Application as per the Public Events Manual  *please be sure to reference additional Insurance requirements	Before Town Facility Permit issued	
Will you be selling food or merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>FOOD</b> Serving food at events. Please visit <a href="http://www.wechealthunit.org/inspect/food-safety-1/fair-festivals">www.wechealthunit.org/inspect/food-safety-1/fair-festivals</a>  <b>Merchandise</b>  Licensing & Enforcement (519) 736-0012 Ext. 2219	Please visit Health Unit website  <a href="http://www.wechealthunit.org/inspect/food-safety-1/fair-festivals">www.wechealthunit.org/inspect/food-safety-1/fair-festivals</a>	Please visit Health Unit website	
Will you require hydro at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	ESA <a href="http://www.esasafe.com">www.esasafe.com</a> or 1-877-372-7233	Application for Inspection by ESA.  Town of Amherstburg requires inspection to take place the day prior to the event start date and inspection to take place after 4PM.	48hrs prior to event	
Will you require Town equipment or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No	Parks, Loan of Town Equipment, Banners Parks Department 519.736.3664	Loan of Equipment \$250.00 Deposit  Complete Festival & Events Rental of Assets form	ASAP, first come, first serve – deposit required when submitting form	
Will you be having live entertainment or using amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Licensing and Enforcement Department (519) 736-0012 Ext. 2219	Application for Noise Exemption (if required)	6 weeks prior to event	
Will you have a petting zoo or animals? <input type="checkbox"/> Yes <input type="checkbox"/> No	Licensing and Enforcement Department (519) 736-0012 Ext. 219	* please be sure to reference additional Insurance requirements	6 weeks prior to event	

**APPENDIX A**

**PUBLIC EVENT APPLICATION CHECKLIST**



Public Event Application - Submission	Committee Contact Amherstburg Town Hall 271 Sandwich St. S	Documents Required	Time Line	Completed
Will there be carnival or amusement rides? <input type="checkbox"/> Yes <input type="checkbox"/> No	Licensing and Enforcement Department (519) 736-0012 Ext. 2219	Business License as per the Town of Amherstburg's Business License By-Law 2009-44		
Will there be any fundraiser activities, <input type="checkbox"/> Yes <input type="checkbox"/> No	Alcohol Gaming Commission of Ontario <a href="http://www.agco.on.ca">http://www.agco.on.ca</a>  Licensing and Enforcement Department (519) 736-0012 Ext. 2219  (only registered charities/ non - profit organizations)	Applications vary – visit AGCO website for further information or speak to the licensing officer at Town Hall  Visit <a href="http://www.amherstburg.ca/clerkslicensing">www.amherstburg.ca/clerkslicensing</a>	Deadlines vary – visit AGCO website for further information.	
Will you be installing tents, canopies, stages or similar structures? <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Department 519.736.5408 ext. 247  Fire Department (519) 736-6500	Building Permit Application Please see Building Inspector at Town Hall . <b>Please note:Tents that are anything over (645.8 sq. ft) will need a permit. A 20x30 at 600 would not need a permit.</b>  Fire Department exit and fire extinguisher plan & form, required for tents over 320 sqft in size.	6 weeks prior	
<b>Site plan/map</b>	Amherstburg GIS Dept. (519) 730-2108	Consider first aid station, washrooms/garbage dispensers, emergency exits, parking locations (on and off-site or on-street), fire route access, tents locations, event staging areas, volunteer/parking control locations	6 weeks prior with your application	
<b>Emergency Plan</b>	Fire Department (519) 736-6500	Depending on scope and size of your event, an emergency plan may be needed. Please check with the Fire Department  EMS/Ambulance event coverage personnel can be requested.	6 weeks prior to your application	
<b>Security Plan</b>	Amherstburg Police Services (519) 736-8559	Depending on scope and size of your event, an emergency plan may be needed. Please check with the Police Department.	6 weeks prior	



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<b>Facility Permit</b>	Community Services Guest Services (519) 736-5712 Ext. 2101	Please see Facility Scheduling Clerk at The Libro Centre at 3295 Meloche Road for contract .	Town will issue permit at time of booking. Permit must be signed and paid for in full prior to event	
<b>Insurance</b>	By-laws, Insurance Requirements, Risk Management Municipal Governance 519.736.0012 Ext. 2238	<b>This is a very specialized and important area with specific criteria. Please speak with the Risk Management Manager</b>  <b>Please refer to the Insurance Matrix</b>  <b>Please refer to the Release and Indemnification of Liability Agreement</b>	6 weeks prior	
<b>Temporary Signage</b>	Licensing Officer 519-736-0012 ext 2219	Discuss required signage.	6 weeks prior	
<b>Promotion and Marketing</b>	Tourism & Culture Department 519-730-1309	Discuss consideration for website, social media and other marketing exposure	At least 6 weeks prior.	
<b>COVID-19 Safety Plan</b>	Licensing Officer 519-736-0012 ext 2219	Ensure safety plan is detailed with measures for provincial and local health guidelines.	6 weeks prior	