



BRACEBRIDGE
The Heart of Muskoka

APPLICATION FOR SPECIAL EVENT PERMIT

Must be submitted at least 90 days prior to event

Application Fee: \$25.00

Name of Event _____	
Location(s) _____	<i>a detailed map or site plan must accompany application</i>
Date(s) _____	Time(s) _____
Organization _____	
Main Contact _____	Phone # (daytime) _____
Address _____	Phone # (evening) _____
	e-mail _____
Detailed description of event _____	
	Expected attendance ()
Does the event require: (please check)	Electricity <input type="checkbox"/> <i>Please attach specifications and proposed locations</i> Tent(s) <input type="checkbox"/> <i>Please attach specifications and proposed locations</i> Mobile Advertising Sign(s) <input type="checkbox"/> <i>Please attach specifications and proposed locations</i> Road Closings <input type="checkbox"/> <i>Please attach map</i> Restricted Parking Areas <input type="checkbox"/> <i>Please attach map</i>
Are you serving food, beverages or alcohol? _____ If yes, provide details _____	
<i>Serving Alcohol? A Special Occasion Permit must be obtained from the L.C.B.O. (or visit www.agco.on.ca)</i>	
Are you using amplified sound? _____ If yes, provide details _____	
Are you discharging fireworks? _____ If yes, provide details including safety precautions, licensed personnel, etc. _____	
Do you have qualified first aid / CPR personnel on-site? _____	
Please provide cellular phone # for use in case of emergency _____	

All organizers and participants must abide by the conditions detailed in the Town of Bracebridge Special Events Policy.

A public liability Certificate of Insurance in the amount of \$2 Million naming the Town of Bracebridge as additional insured must be submitted before a permit will be issued. **ALCOHOL INVOLVED? Additional "Party Alcohol Liability" naming the Town of Bracebridge as additional insured must be obtained.**

NAME (PLEASE PRINT) _____

SIGNATURE _____

Town of Bracebridge Special Event - Key Items Checklist

- Complete the Town of Bracebridge Application for Special Event Permit. Please Read Special Events Policy. Submit application 90 days prior to event.
- Attach \$25.00 dollar application fee.
- Mandatory Public liability Certificate of Insurance in the amount of 2 million dollars naming The Corporation of the Town of Bracebridge as additional insured (Note: Ensure the Certificate specifically names **The Corporation of the Town of Bracebridge** and that the 2 million dollars liability coverage is also displayed on the certificate).
- Detailed Site Sketches (if applicable) showing locations of tents, water sources, alcohol and food serving locations, washrooms, signs, road closings, parking, electricity, routes, etc.
- Party Alcohol Liability Insurance (if applicable) naming The Corporation of the Town of Bracebridge as additional insured if alcohol is being served.
- Application for Special Occasion Permit (if applicable) - (visit L.C.B.O or www.agco.on.ca).
- Fireworks (if applicable) – proof of valid pyrotechnic license