Special Event Application
~ General Events ~

Planning Your Small Scale Event in Smiths Falls

We look forward to assisting with your event!

The Town of Smiths Falls is home to many festivals and events each year. These activities enrich our community spirit and vibrancy, providing cultural experiences for those living in and visiting Smiths Falls. We value local festivals and events, and are here to support organizers to ensure success!

Event Sizing

The size an event, and which application is most appropriate, is determined not only by the number of people expected to attend but also based on what activities will be taking place and the impact it has on the community and municipal resource. Events that estimate more than 50 but less than 250 people, are not serving alcohol or require road closures require a General Event Permit. *Events that estimate 250 or more people or include Alcohol and Road Closures require a Major Events Permit.*

Consolidated application process

The Town has created this Event Application Package to assist you in planning and obtaining municipal approvals for your event. To begin the process of applying to host your event in Smiths Falls, please review the application and the **Special Events Guide**, then complete and return the application package to the Economic Development and Tourism Department at jcrowder@smithsfalls.ca, **no less than 30 days before your event**.

Any fees associated with your proposed event will be confirmed once the application has been reviewed. Payment of any permit fees will occur once all conditions of the event has been conditionally approved.

Still have questions? At any point feel free to give us a call to chat about your event.

Primary point-of-contact

The Town's Economic Development and Tourism Department is your primary point-of-contact for the details concerning your application, permits and all municipal requirements. Connect with the Economic Development and Tourism Department by email jcrowder@smithsfalls.ca or phone 613-283-4124 x 1107.

Required Information/Documents

The following event documents will be required for submission with your event application depending on the nature and details of your event. Find information on our website at smithsfalls.ca/PlanYourEvent
- **Detailed Event Site Map**
- **Certificate of Insurance (minimum of $2 Million Liability)**
- **Emergency/Risk Management Plan**

Other necessary documents listed below may be required for approval.
- Health Unit Approvals
- Refreshment Vehicle License

Community events calendar

Community events in Smiths Falls will be feature on our website and social media platforms. Add your event to the community events calendar at Smithsfalls.ca/AddMyEvent   It's FREE!

General Information

Event Organizer information:

Organization name: _____

Contact name: _____ Alternate Contact:_____

Address_____

Email:_____

Primary phone number:_____ Alternative phone number: _____

Event information:

Type of Event:
☐   Outdoor Festival/Event   ☐   Concert

☐   Film/Photo Production   ☐   Marathon/Race/Parade

☐   Vendors Market   ☐   Weddings

Event Size:

# of Estimated Guests: _____   **# of Event Staff/Volunteers: _____**

Dates and Times:

Date(s) of event:_____ Start time:_____ End time:_____

Date of setup:_____ Setup start time:_____ Setup end time:_____

Date of takedown:_____ Takedown start time:_____ Takedown end time:_____

Location:
☐ Centennial Park ($85/day)   ☐ Victoria Park ($85/day)

☐ Murphy Park ($85/day)   ☐ Town Square ($85/day)

☐ Lower Reach Park ($85/day)   ☐ Downtown Core (No Fee)

☐ Water Tower Park (Only) ($85/day)   ☐ Municipal Road Way (No Fee)

☐ Community Centre Parking Lot ($85/day)

Note: HST is applicable and in addition to all rental and services fees and charges as per the municipal bylaw.

Noise Exemption

Event expected to exceed the permitted noise/sound levels or will extended past 11 p.m. will require Council

approval. Do you require a noise exemption? ☐ No ☐ Yes, Extension to: _____ ☐ a.m. ☐ p.m.

Please provide us with a summary of your event

*A Site Map outlining the event space is required with your application. Be sure to show the location of any vendors, tents, washrooms, parking areas, signage, emergency routes, etc on your site map. Printable maps of parks and the Downtown are available online for your use **Smithsfalls.ca/PlanYourEvent**

Will your special event involve/require any of the following (check all that apply)?

- ☐ Auction
- ☐ Buskers (Street performers)
- ☐ Music/Sound Amplification
- ☐ Filming (videography or commercial filming)
- ☐ Food Trucks (#_____)
- ☐ Food Vendors (#_____)
- ☐ Fire or open flames
- ☐ Fundraising at the event
- ☐ Water Activities (boat races, etc.)
- ☐ Raffle, Lottery, Bingo Games
- ☐ Vending (Sales of any kind, artisans, etc.)

- ☐ Waste/Recycling Containers
- ☐ Stage (Size:_____feet)
- ☐ Tent(s) (#_____) (Size:_____feet)
- ☐ Washroom Facilities
- ☐ Generators
- ☐ Signage
- ☐ Power/Water Supply
- ☐ Barricades/Fencing
- ☐ First Aid Services
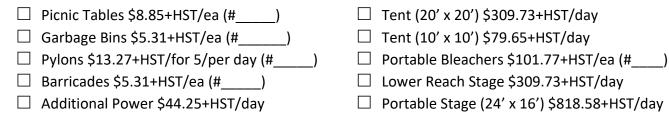- ☐ Council Attendance/Speeches
- ☐ Other: _____

Note: Events which include; alcohol, road closures, fireworks, inflatables/amusements requires a Major Events Permit

Requested Resources

The Town provides limited access to event equipment. A list of resource costs will be provided following consultation with your special event liaison. A fee of $40/hr plus HST per staff person for set up/take down, in addition to $30/hr plus HST per staff person for delivery and pick up of related event equipment will apply.

A $1,000 refundable Sports Field damage deposit will be required for any events being hosted on a designated sports field (per field). The deposit will be reimbursed upon inspection after the event. In the event of damage, the deposit will be used for repairs, and any remaining funds will be returned to the event organizers.

Please indicate *all* requested municipal resources.

- ☐ Picnic Tables $8.85+HST/ea (#_____)
- ☐ Garbage Bins $5.31+HST/ea (#_____)
- ☐ Pylons $13.27+HST/for 5/per day (#_____)
- ☐ Barricades $5.31+HST/ea (#_____)
- ☐ Additional Power $44.25+HST/day

- ☐ Tent (20' x 20') $309.73+HST/day
- ☐ Tent (10' x 10') $79.65+HST/day
- ☐ Portable Bleachers $101.77+HST/ea (#_____)
- ☐ Lower Reach Stage $309.73+HST/day
- ☐ Portable Stage (24' x 16') $818.58+HST/day

Any permit and resource fees associated with your proposed event will be confirmed upon application review and an invoice will be provided to event organizers. Payment of any permit fees can be received in Cash, Cheque, Debit at Town Hall or online (Credit Card or PayPal) through the online ecommerce portal on the Town's website at https://www.justinter.net/eBill/ebill.asp?c=2994

Full payment will be required once all conditions of the event have been approved.
Event Permit Applications are not deemed complete until full payment has been confirmed.

Event & Festival Waiver Policy

Release and Waiver of Liability

I_____, the Event Organizer, shall defend, indemnify and save harmless the Corporation of the Town of Smiths Falls, their elected officials, officers, employees and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence acts, errors, omissions, whether willful or otherwise by organizer, their officers, employees, volunteers, contractors, sub-contractors, guests, invitees, agents, or others who the organizer is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance provided in accordance with this agreement and shall survive this agreement.

The Event Organizer must at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the event or otherwise stated, provide the Town with evidence of Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than $2,000,000.00 per occurrence / $2,000,000.00 annual aggregate for any negligent acts or omissions by the organizer relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees & volunteers as Additional Insured(s); contingent employer's liability; tenant's legal liability; Liquor Liability (if applicable); cross liability and severability of interest clause.

Such insurance shall add the Corporation of the Town of Smiths Falls as Additional Insured subject to a waiver of subrogation with respect to the operations of the Event Organizer. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Town.

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than $2,000,000 inclusive for each and every loss.

Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of the Named Insured and the Town shall bear no cost towards such deductible. The Organizer is responsible to keep their property / assets insured – failure to do so shall not impose any liability on the Town. The Town reserves the right to require the organizer to purchase such additional insurance coverage as the Town may reasonably require. The Town also reserves the right to request higher limits of insurance or otherwise alter the types of insurance coverage requirements as the Town may reasonably require from time to time.

The Organizer shall provide to the Corporation of the Town of Smiths Falls with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled, materially changed, or lapsed unless the Insurer notifies the Town in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company licensed to carry on business in Ontario which are, in all respects, acceptable to the Town.

Signature

By Signing, I have read and understand all requires and responsibilities of hosting an event in the Town of Smiths Falls, and further agree to the terms and conditions set forth.

Signature:_____   Date: _____