

**SPECIAL EVENTS APPLICATION FORM**

1. DATE: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

LOCATION OF EVENT: (Civic Address & Legal Description) AND SIZE OF  
AREA ON WHICH THE EVENT WILL BE HELD (Section 3(c) (i)):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATES & TIMES OF THE EVENT (Section 3 (c)(ii)): \_\_\_\_\_

2. FACILITIES/ARRANGEMENTS FOR THE FOLLOWING:  
(Section 3(c) (iii) & 3 (c) (viii)):

(a) HANDLING OF FOOD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) TOILET AND SANITARY REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) GARBAGE DISPOSAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) SECURITY (Crowd and Traffic Control): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. SITE PLAN OF LANDS TO BE INCLUDED (Indicate location of entertainment, spectators, motor vehicles parking, food/refreshment, sale of goods/services, camping, sanitary services) (Section 3 (c)(iv)): \_\_\_\_\_

4. ESTIMATED NUMBER OF ATTENDEES (Section 3 (v)): \_\_\_\_\_

5. LETTERS OF COMPLIANCE (to be filed with this application)  
(Section 3 (c) (viii-x)):

ONTARIO PROVINCIAL POLICE (BANCROFT DETACHMENT): \_\_\_\_\_

MINISTRY OF HEALTH (LOCAL PUBLIC HEALTH UNIT): \_\_\_\_\_

SURROUNDING NEIGHBOURS WITHIN A RADIUS OF ONE (1) KILOMETER  
OF THE PROPETY BOUNDARY: \_\_\_\_\_

6. DESCRIPTION OF THE MEANS/METHODS TO KEEP NOISE TO A LEVEL  
THAT WILL NOT DISTURB INHABITANTS IN THE VICINITY  
(Section 3(c)(xi)):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. AGREEMENT BY APPLICANT(S) CONVENANTING TO INDEMNIFY AND  
SAVE HARMLESS THE CORPORATION (Section 3 (c) (xii): \_\_\_\_\_

8. CERTIFIED COPY OF COMPREHENSIVE GENERAL LIABILITY INSURANCE  
(Section 3 (c)(xiii)): \_\_\_\_\_

9. LICENSE FEE (Payment to be included with this Application) (Section 3 (c) (xiv): \_\_\_\_

10.DECLARATION (Section 3 (c) (vi)):

As the applicant(s)/owner(s) named above, I/We hereby make this application and confirm that I/We have read By-law Number 19-2008 and hereby agree to abide by its regulations.

11. INDEMNITY

As an organizer/owner, I hereby covenant and agree to indemnify and save harmless The Corporation of the Township of Carlow/Mayo, its officials, agents and employees from all costs, expenses, damages, claims and actions that are directly or indirectly caused by or that are the result of the Special Event or that may result from the issuing of a license for the Special Event.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant/Owner

\_\_\_\_\_  
Applicant/Owner

\_\_\_\_\_  
Applicant/Owner

\_\_\_\_\_  
Applicant/Owner

This license is hereby granted and approved by the Council of the Corporation of the Township of Carlow/Mayo and is in effect for the period.

\_\_\_\_\_

\_\_\_\_\_  
Clerk-Administrator

Copy To: Chief Building Official/By-law Enforcement Officer  
Fire Official(s)