

# Community Event Checklist

Community Event is defined as an event that has under 1000 guests, and is open to the general public.

Please ensure the following items have been reviewed and provided within the time limit. Please note: additional items may be required once your application and site plan is reviewed.

\*City Fees apply

Item	Due Date	Notes	Complete
1. Complete Event Application  <b>*Non-refundable \$25 application fee is required for new applicants.</b> If approved, non-profit organizations will receive a \$25 credit off their permit fees.	Minimum 90 days in advance (new applicants)  August 1 <sup>st</sup> in the year prior to the event (returning applicants)	Submit to <a href="mailto:events@pickering.ca">events@pickering.ca</a>	
2. Site plan / setup diagram (must be submitted with application form)  See Section 4 in the Community Festival & Events Manual for the requirements	Submitted with your application	See <b>Section 4: Site Plan</b> in the Community Festival & Events Manual for the requirements.	
3. Event Festival Committee Roles & Responsibilities list	Submitted with your application	Please review <b>Section 6: Staffing</b> in the Community Festival & Events Manual.	
4. *Obtain Park Permit	As soon as your application is approved	Adam Schumacher is the staff contact for permits. <a href="mailto:aschumacher@pickering.ca">aschumacher@pickering.ca</a>	
5. *Book applicable City items when obtaining your Park Permit:  <ul style="list-style-type: none"> <li>- Garbage cans</li> <li>- Compost receptacles</li> <li>- Recycling receptacles</li> <li>- Picnic tables</li> <li>- Barricades</li> <li>- Gazebo Sound Walls</li> <li>- Beer Tent Fencing</li> </ul>	Once approved and your booking park permit.	Adam Schumacher is the staff contact for permits. <a href="mailto:aschumacher@pickering.ca">aschumacher@pickering.ca</a>	
1. Obtain Proof of Insurance (2 or 5 million depending on your event activities)	When booking your park permit.	The City is to be named as “additionally insured”. This accompanies your request for a park permit.	

<p>2. Book Non-City equipment with outside companies (if applicable):</p> <ul style="list-style-type: none"> <li>- Tables</li> <li>- Chairs</li> <li>- Hand washing stations</li> <li>- Portable toilets</li> <li>- Tents*</li> <li>- Lighting</li> <li>- Fencing</li> </ul>	<p>90 - 30 days prior to event (depending on rental companies)</p>	<p>Review Community Special Events Requirements document from <a href="http://www.durham.ca">www.durham.ca</a> for hand washing stations and portable toilet ratios.</p> <p>*Tents larger than 20'x30' will require a tent permit.</p>	
<p>3. *Book your Food Vendor Fire Inspection with Fire Services.</p> <p>See Fire Vendor Checklist in the appendix of the Community Festival &amp; Events Manual</p>	<p>90 days prior to event</p>	<p>Steve Fowlds at <a href="mailto:sfowlds@pickering.ca">sfowlds@pickering.ca</a></p> <p>\$150 charge</p>	
<p>4. Review City's Weather SOP and create an Event Emergency/Disaster Plan</p>	<p>60 days prior to event</p>	<p>Provide completed Plan to <a href="#">Adam Schumacher</a> for City approval.</p>	
<p>5. *If applicable, obtain your Lottery License to conduct a raffle, bingo, and/or all Monte Carlo events.</p>	<p>30 days prior to event</p>	<p>To see if your event is eligible please <a href="#">visit our website</a>.</p> <p>Apply at the Clerk's Office at City Hall to complete the application.</p>	
<p>6. Apply for liquor license (if applicable)</p> <p>Review the City's Alcohol Policy to ensure all standards are met.</p>	<p>30 days prior to event</p>	<p>Please apply online and follow all guidelines for obtaining license.</p> <p><a href="http://www.agco.on.ca/en/whatwedo/permit_special.aspx">http://www.agco.on.ca/en/whatwedo/permit_special.aspx</a></p>	
<p>7. Obtain your Tent permit – Applicable for tents bigger than 20'x30'.</p> <p><b>*Note:</b> If tents are staked – locates MUST be done. A copy of completed locates must be provided to City Staff and on hand for organizers when tents arrive for setup.</p> <p><b>If in Kinsmen Park or Alex Robertson</b> – you MUST obtain an OPG Dig Card if staking.</p>	<p>30 days prior to event</p>	<p>Tent drawings must be provided from Rental company for this application.</p> <p>Apply at Planning &amp; Development in City Hall, 1<sup>st</sup> Floor.</p> <p>Please contact OPG to obtain your OPG Dig Card:</p> <p>905-837-7272  <a href="mailto:PickeringNuclear@opg.com">PickeringNuclear@opg.com</a></p>	

<p>8. Obtain your Carnival Permit (if applicable)</p> <p><b>Note:</b> Locates for electrical grounding MUST be completed and a copy provided to City Staff, and on hand for organizers when setup takes place.</p> <p><b>If in Kinsmen Park or Alex Robertson</b> – you MUST obtain an OPG Dig Card if staking.</p>	<p>30 days prior to event</p>	<p>Bylaw Services in City Hall, 2<sup>nd</sup> Floor</p> <p>Please contact OPG to obtain your OPG Dig Card:</p> <p>905-837-7272  <a href="mailto:PickeringNuclear@opg.com">PickeringNuclear@opg.com</a></p>	
<p>9. Complete the Community Special Events with Food Vendors application for Durham Health</p>	<p>30 days prior to event</p>	<p>All food vendors within event need to complete a <a href="#">Vendors Application</a> that will accompany your <a href="#">Special Events Application</a></p> <p>**Review Community Special Events Requirements document from <a href="http://www.durham.ca">www.durham.ca</a></p>	
<p>10. Submit Vendors list for City approval</p>	<p>30 days prior event</p>	<p>Provide completed list to <a href="#">Adam Schumacher</a> for City approval.</p>	
<p>11. Provide final site plan to City Staff</p>	<p>30 days prior to event</p>	<p>***It is strongly recommended that an Electrician review your site map to ensure all electrical requirements are properly planned for each vendor requesting power.</p>	
<p>12. Submit final list of Vendor list</p>	<p>1 week prior to event</p>	<p>Provide completed list to <a href="#">Adam Schumacher</a></p>	
<p>13. Develop contact list of all event volunteers/committee members and provide the City with a copy</p>	<p>1 week prior to event</p>	<p>Provide completed list to <a href="#">Adam Schumacher</a></p>	
<p>14. Accessibility Acknowledgement Form for all volunteers and staff</p>	<p>1 week prior to event</p>	<p>Staff and volunteers of your event should have “Customer Service Standards” training from <a href="http://accessforward.ca">accessforward.ca</a></p> <p>This form is for the event organizer to sign, acknowledging that everyone has taken this training.</p> <p>Provide signed from to <a href="#">Adam Schumacher</a></p>	
<p>15. Post NO SMOKING signs under all tents, and enclosed areas</p>	<p>Setup Day of Event</p>		

16. Event Organizers on site to oversee setup and delivery of all equipment	Setup Day of Event		
17. Any vehicle(s) entering City property must be walked-in by a volunteer or staff member with the vehicle four-ways on.	Setup Day of Event		