

Partner Event Checklist

Partner Event is defined as an event that has 5000+ guests, and/or takes place in Esplanade Park, and/or has a Parade and/or has fireworks.

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 *Non-refundable \$200 application fee is required for new applicants. If approved, non-profit organizations will receive a \$200 credit off their permit fees.	Minimum 18 months in advance (new applicants) August 1 in the year preceding your event (returning applicants)	Submit to events@pickering.ca	
2. Proposed site plan / setup diagram	Submitted with your application	See Section 4: Site Plan in the Community Festival & Events Manual for the requirements.	
3. Event Proposal Meeting to discuss: <ul style="list-style-type: none"> - Event Scope - Identify committee roles/responsibilities - Background information about the Event Organizers and reason for hosting event - Discuss site plan - Discuss city fees - Prepare Event Organizers for Community Event Committee review and if then if approved, Council review 	Once application and fee have been received	This meeting is to review all the requirements from the Event Organizer and move forward to be approved through Community Event Committee. The Coordinator, Community Partnerships will reach out to the Event Organizer to book meeting.	
Once your event has gone through Council and has been approved, you may then proceed with the checklist			
4. *Obtain Park Permit	As soon as your application is approved	Adam Schumacher is the staff contact for permits. aschumacher@pickering.ca	
5. *Book applicable City items when obtaining your Park Permit: <ul style="list-style-type: none"> - Garbage cans - Compost receptacles - Recycling receptacles - Picnic tables - Barricades - Gazebo Sound Walls - Road Occupancy Permit(s) 	When booking park permit.	Adam Schumacher is the staff contact for permits.	

6. Obtain Proof of Insurance (2 million or 5 million depending on your activities.)	When booking park permit.	The City is to be named as “Additionally Insured”. This accompanies your request for a park permit.	
7. Determine if your event requires Bylaw Services and book accordingly.	180 days prior to event	If event exceeds 10,000 ppl per day, with a Road Closure and Fencing – *Bylaw is required.	
8. Set planning meeting schedule with City Staff	As soon as your application is approved	Coordinator, Community Services will meet with Event Organizers to go through the event and setup schedule of meetings.	
9. Book Non-City equipment with outside companies (if applicable): <ul style="list-style-type: none"> - Tables - Chairs - Hand washing stations* - Portable toilets* - Tents** - Lighting - Fencing 	90 - 30 days prior to event (depending on rental companies)	*Review Community Special Events Requirements document from www.durham.ca for hand washing stations and toilet ratios. ** Tents larger than 20'x30' will require a tent permit.	
10. *Book your Food Vendor Fire Inspection with Fire Services See Fire Vendor Checklist in the appendix of the Community Festival & Events Manual	90 days prior to event	Steve Fowlds at sfowlds@pickering.ca \$150 fee	
11. Determine Security and Police Pay Duty Officer needs and book accordingly	90 days prior to event	Pay Duty Officers: Online application visit www.drps.ca	
12. Book your Electrician for day of Setup	90 days prior to event	An Electrician will oversee and review all hookups with vendors requiring power. Ensuring power supply is not being overdrawn to cause a power outage. If requested, you may use the City’s electrical company at your own cost.	
13. Review City’s Weather SOP and create an Event Emergency/Disaster Plan	60 days prior to event	Provide completed Plan to Krystal Ferguson for City approval.	

14. Plan to meet with all City Services involved in your event	30 days prior to event	To be included (if applicable): <ul style="list-style-type: none"> - Culture & Recreation - Fire Services - Bylaw - Parks - Roads - Event Representatives 	
15. *Apply for Fireworks permit (if applicable)	30 days prior to event	Please apply online .	
16. Apply for liquor license (if applicable)	30 days prior to event	Please apply online and follow all guidelines for obtaining license. http://www.agco.on.ca/en/what_wedo/permit_special.aspx	
17. *If applicable, Obtain your Lottery License to conduct a raffle, bingo, and/or all Monte Carlo events.	30 days prior to event	To see if your event is eligible please visit our website . Apply at the Clerk's Office at City Hall to complete the application.	
18. *Obtain your Tent permit – Applicable for tents bigger than 20'x30'. *Note: 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. If in Kinsmen Park or Alex Robertson – you MUST obtain an OPG Dig Card if staking.	30 days prior to event	Tent drawings must be provided from Rental company for this application. Apply at Planning & Development in City Hall, 1 st Floor. Please contact OPG to obtain your OPG Dig Card: 905-837-7272 PickeringNuclear@opg.com	

<p>19. *Obtain your Carnival Permit (if applicable)</p> <p>*Note: 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>If in Kinsmen Park or Alex Robertson – you MUST obtain an OPG Dig Card if staking.</p>	<p>30 days prior to event</p>	<p>Bylaw Services in City Hall, 2nd Floor</p> <p>Please contact OPG to obtain your OPG Dig Card:</p> <p>905-837-7272 PickeringNuclear@opg.com</p>	
<p>20. 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 Vendors Application that will accompany your Special Events Application</p> <p>**Review Community Special Events Requirements document from www.durham.ca</p>	
<p>21. Submit Vendors list for City approval</p>	<p>30 days prior to event</p>	<p>Provide completed list to Krystal Ferguson for City approval.</p>	
<p>22. 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>23. Submit final list of Vendor list</p>	<p>1 week prior to event</p>	<p>Provide completed list to Krystal Ferguson</p>	
<p>24. 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 Krystal Ferguson</p>	

25. Accessibility Acknowledgement Form for all volunteers and staff	1 week prior	<p>Staff and volunteers of your event should have “Customer Service Standards” training from accessforward.ca</p> <p>This form is for the event organizer to sign, acknowledging that everyone has taken this training.</p> <p>Provide signed form to Krystal Ferguson</p>	
26. Post NO SMOKING signs under all tents, and enclosed areas	Setup Day of Event		
27. Event Organizers on site to oversee setup and delivery of all equipment	Setup Day of Event		
28. 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		