

MUNICIPALITY OF TWEED

255 Metcalf Street, Postal Bag 729, Tweed, Ontario K0K 3J0

Phone: (613) 478-2535 Fax: (613)478-6457

APPLICATION FOR LICENCE FOR AN EXHIBITION HELD FOR HIRE OR GAIN

Pursuant to Section 4 of Municipality of Tweed By-law No. 2017-10 this Application must be submitted to the Clerk sixty (60) calendar days prior to the proposed date for commencement of the exhibition.

I/We hereby apply for a licence for an exhibition held for hire or gain within the Municipality of Tweed.

Name(s): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Email: _____

The required particulars of the proposed exhibition are as follows:

Location Municipal Civic Address: _____

Location Legal Description: _____

Date(s) of Proposed Exhibition: _____

Time(s) of Proposed Exhibition: _____

Brief description of the particulars of facilities and arrangements for:

1. Handling of Food: _____

2. Medical, Toilet and Sanitary Requirements: _____

3. Garbage Disposal: _____

4. Policing and Security, including Crowd and Traffic Control: _____

5. Fire Services: _____

Sketch of lands and premises to be used for the exhibition showing all areas outlined in instructions must be attached in order for Application to be processed.

Description of entertainment intended to be provided:

1. Type of entertainment: _____

2. Location where it is to be staged or provided: _____

3. Names of any band, group, troupe or other entity providing the entertainment: _____

4. Dates and times at which each entertainment is to occur: _____

5. Maximum number of persons who will be permitted to be in attendance at the exhibition at any time: _____

6. Means by which attendance will be limited to such number of persons: _____

Details of Emergency and Operations Plan for the proposed exhibition to ensure compliance with the following:

1. Zoning By-law: _____

2. Noise By-law: _____

3. Health/Sanitary Provision: _____

4. Waste Removal/Disposal: _____

5. Emergency/Medical Provisions: _____

6. Fire Services: _____

7. Protection of Properties: _____

8. Crowd/Traffic Control: _____

9. Security: _____

10. Police Protection: _____

Attachment Checklist:

- 1. Emergency and Operations Plan _____
- 2. Sketch of Lands and Premises to be used for the Exhibition _____
- 3. Indemnification Agreement between Application(s) and Municipality _____
- 4. Certified Copy of Comprehensive General Liability Insurance (\$2,000,000.00) _____

The undersigned submits the enclosed application and attachments for consideration in granting a licence for an exhibition held for hire or gain within the Municipality of Tweed and attests to the truth of the information.

Dated at _____ this _____ day of _____, 20 .

 Applicant Signature Applicant Signature Applicant Signature

Witnessed By: _____

OFFICE USE ONLY

| Application Requirement | Received from Applicant | Forwarded to | Received from | Comments |
|-------------------------------|-------------------------|-----------------------------------|-----------------------------------|----------|
| Completed Application | | | | |
| Application Fee | | | | |
| Insurance Certificate | | | | |
| Indemnification Agreement | | | | |
| Emergency and Operations Plan | | OPP Fire Chief Public Works | OPP Fire Chief Public Works | |
| Council Agenda | | | | |