

City of Sault Ste. Marie Community Events Hosted on Closed Streets Application

The purpose of this application is to request the City's approval to temporarily close a portion or the entirety of a City street and/or to occupy a City street to host an Event. Applications are reviewed by relevant City staff and require formal approval from the Public Works Department and Community Development & Enterprise Services Department ("CDES"). Where any structures will be placed on the closed street, a Licence to Occupy City Property Agreement will be required.

Applications must be submitted **at least thirty (30) days prior** to the proposed Event date. Completed Application forms and supporting documents shall be submitted to the City Clerk's Department, Level 4, Civic Centre, 99 Foster Drive or via email to the City Clerk at cityclerk@cityssm.on.ca.

1. CONTACT INFORMATION

APPLICANT INFORMATION

First Name	Middle Initial	Last Name	
Mailing Address	City	Prov.	Postal Code
Primary Phone	Secondary Phone		Email

ESTABLISHMENT/ORGANIZATION INFORMATION

Operating Name	Corporation Name/Number (if applicable)
Address	Phone Number
Full name of the individual who can legally bind the corporation:	

2. EVENT DETAILS

Event Name	Event Date
Event Location	Anticipated number of attendees
Duration of Event From _____ a.m./p.m. to _____ a.m./p.m.	

<p>Will the Event involve structures being assembled on City Property (i.e., tents, stages, seating, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/> *If yes, please complete section 3 below</p>
<p>Does the Event require the temporary closure of a City street(s) or other portion of City property? Yes <input type="checkbox"/> No <input type="checkbox"/> *If yes, please complete section 4 below</p>
<p>Will alcohol be served at the Event? Yes <input type="checkbox"/> No <input type="checkbox"/> *If yes, please complete section 5 below</p>
<p>Will food be served at the Event? Yes <input type="checkbox"/> No <input type="checkbox"/> *If yes, please complete section 6 below</p>

3. EVENT PROGRAMMING

A sketch/illustration of the proposed Event setup **must** be included with this application. The sketch must clearly identify the approximate location of any structures or displays that will be placed on City property (i.e., stages, tents, vehicles, food trucks, railing systems, outdoor furniture, etc.). Sketches must include dimensions and approximate distances from City sidewalks. **See Appendix A for an example of a sketch.**

Pursuant to the Ontario Building Code structures of a certain size and location require a permit. Applicants must consult with the Building Department, Level 5, Civic Centre to obtain all necessary approvals and permits.

Is a sketch of the proposed Event setup attached?

Yes No

Applicants must also include a list of proposed activities/programming (i.e., live music, face painting, car displays, dancing, alcohol service, etc.) to take place during the Event. **See Appendix B for an example of a programming list.**

Is a programming list attached?

Yes No

If any structures are proposed to be set up on City property, a Licence to Occupy City Property Agreement will be necessary. However, there is no guarantee that this proposal will result in a Licence to Occupy City Property Agreement.

PROGRAMMING PROVIDER(S)

Name of Licensed Establishment (i.e., business name)	Name of Primary Contact	Primary Telephone Number

4. STREET CLOSURE DETAILS

I acknowledge that all street closure plans are subject to approval by the Manager of Traffic & Communications and the Director of Public Works and that a consultation may be required.

I acknowledge that I am responsible for closing the City's street(s) in accordance with the Ministry of Transportation's Ontario Traffic Manual (Book 7 Temporary Conditions); and supplying the signage, barricades, cones, and other equipment necessary for the road closure, unless approved through the City's Sustaining and Other Grants Policy.

If Public Works authorizes the use of City equipment for the street closure, I acknowledge that I am responsible for contacting Public Works at 705-759-5201 five (5) business days prior to the street closure to enter a work order for equipment setup.

STREET CLOSURE TIMELINE

Date of street closure	Time of street closure From _____ a.m./p.m. to _____ a.m./p.m.
Date of street closure	Time of street closure From _____ a.m./p.m. to _____ a.m./p.m.
Date of street closure	Time of street closure From _____ a.m./p.m. to _____ a.m./p.m.

STREET CLOSURE LOCATION

Name of City street to be closed: _____	Between which reference points (i.e., civic addresses, intersections, or side streets) are you requesting the street to be closed? From: _____ To: _____
Name of City street to be closed: _____	Between which reference points (i.e., civic addresses, intersections, or side streets) are you requesting the street to be closed? From: _____ To: _____
Name of City street to be closed: _____	Between which reference points (i.e., civic addresses, intersections, or side streets) are you requesting the street to be closed? From: _____ To: _____

5. ALCOHOL

Applicants wishing to host a licenced area on City property must obtain Alcohol and Gaming Commission of Ontario (“AGCO”) approval for the Event. As part of the application process, it is possible the AGCO will require applicants to obtain a “Letter of Non-Objection” from the Municipality. **A sample of a “Letter of Non-Objection Request” is presented in Appendix C.**

The Event organizer and/or host must satisfy all liquor licence requirements and provide written confirmation (by facsimile or email) from the AGCO that such approval has been granted.

Has contact with the AGCO been made?

Yes No *If no, please do so prior to submitting this application

ALCOHOL PROVIDER(S)

Name of Licensed Establishment (I.e., business name)	Name of Primary Contact	Primary Telephone Number

6. FOOD

Applicants wishing to serve food or beverages on City Property must contact Algoma Public Health (“APH”) to ensure the necessary steps are taken and appropriate applications are filed. The Event organizer must ensure that it has satisfied the requirements set out by APH and provide written confirmation from APH that such approval has been granted.

Has the APH been contacted?

Yes No *If no, please do so prior to submitting this application

FOOD PROVIDERS (Any vendors, including food trucks, who will be providing food at the proposed Event)

Name of vendor (i.e., business name)	Telephone number	E-mail

7. ATTACHMENTS

- Sketch/illustration of Event setup
 Programming list
 Street closure plan
 Application filed with AGCO*
 Application filed with APH*
 Other: _____

*if applicable

8. INSURANCE REQUIREMENTS

The applicant must meet insurance requirements to the satisfaction of the City Legal Department—coverage in the amount of \$5,000,000. The Corporation of the City of Sault Ste. Marie must be named as “Additional Insured” on the policy and proof of insurance must be filed with the CDES Department.

9. STATEMENT OF THE APPLICANT

I _____ hereby declare that the information and attachments provided in this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application. I submit this application with the acknowledgement that the information contained in this application will be on file in the City of Sault Ste. Marie’s Clerks Department, will be circulated to various City departments and external agencies for comments, and will be made available to the public upon request.

Questions about this collection of information can be made to the City’s Legal Department (705-759-5400).

Signature of Applicant: _____ **Date:** _____

INTERNAL USE ONLY (CLERK'S DEPT.)

Date Application received by Clerk's Dept.: _____

Date Application forwarded to Public Works & CDES: _____

Date circulated: _____

Police Fire Services EMS Transit Legal Risk Manager CDES C.A.C.C. DTA

Building Accessibility Public Works Traffic & Communications Engineering APH* AGCO*

*if applicable

Date comments submitted to Public Works & CDES: _____

Date departments notified Event/street closure will proceed: _____

INTERNAL USE ONLY (PUBLIC WORKS)

Date of street closure consult: _____

Application reviewed by: _____

APPROVED DENIED

Date Applicant notified (street closure only):

Date CDES & Clerk's notified (street closure and Event):

INTERNAL USE ONLY (CDES DEPT.)

Application reviewed by: _____

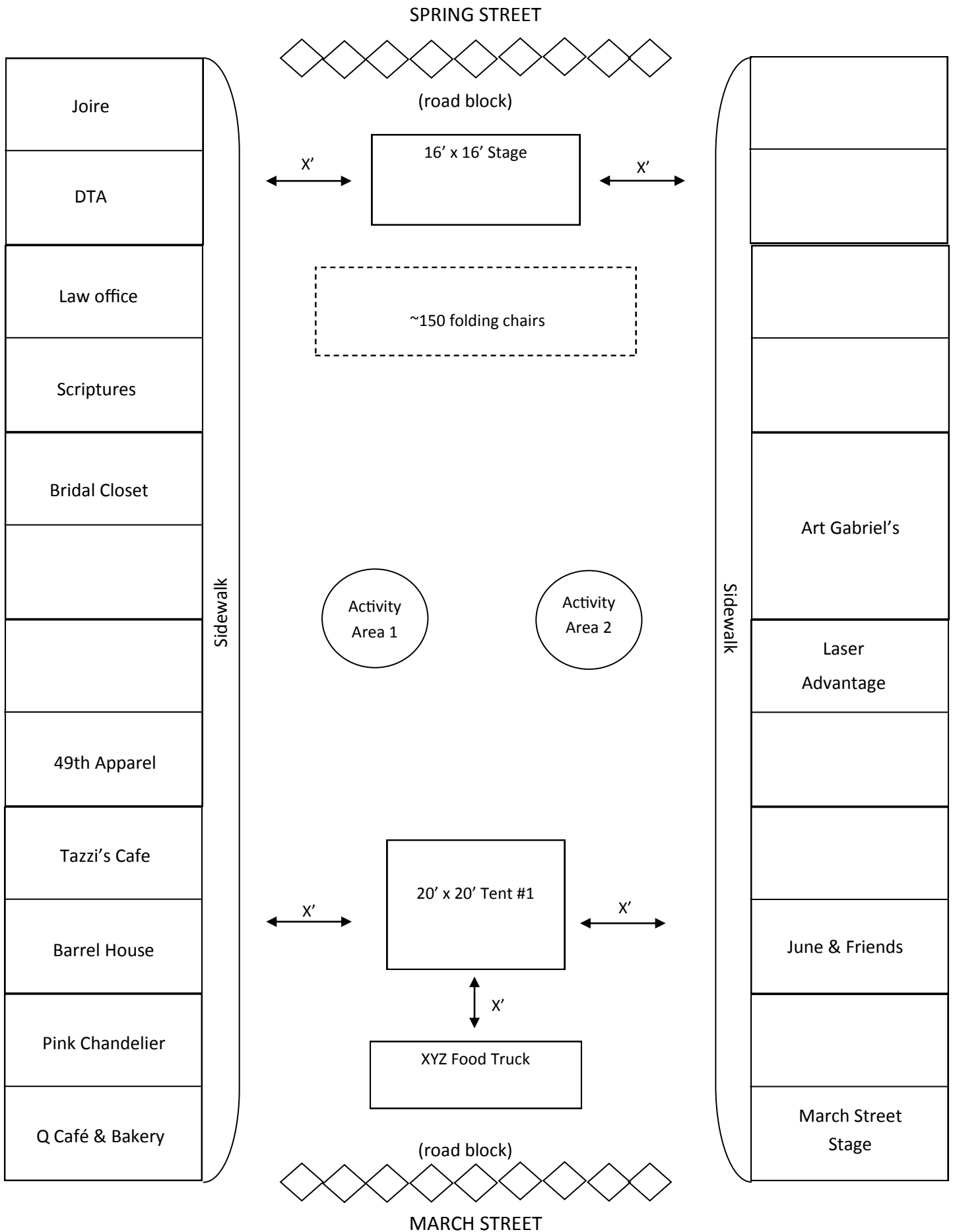
APPROVED DENIED

Date Applicant notified: _____

Date Public Works & Clerk's notified:

Date Licence to Occupy signed: _____

Appendix A—Sample Event Layout



Appendix B - Sample Event Programming List

1. XYZ Food Truck
 - a. XYZ Food Truck will be providing barbecue style food for guests. The truck will be providing food for the entirety of the event.

2. 20' x 20' Tent #1
 - a. This tent will house the licensed area where alcohol will be served. ABC Bar Inc. will operate the licensed tent.

3. Activity Area 1
 - a. Arts and crafts for children will be located in this approximate location.
 - b. A balloon artist will providing balloon art to attendees

4. Activity Area 2
 - a. A face painting station will be located in this approximate location

5. 16' x 16' Stage
 - a. A 16' x 16' stage (3' in height) will be setup for live musicians that will begin playing at 6 p.m. to 10:00 p.m.

Appendix C - Sample Request for Letter of Non-Objection

XYZ Bar & Restaurant Inc.
123 Fake Street
Sault Ste. Marie, ON A1B 2C3

DATE

City Clerk Department
Civic Centre, 4th Floor
99 Foster Drive
Sault Ste. Marie, ON P6A 5N1

To Whom It May Concern:

RE: Event title – letter of non-objection request

The XYZ Bar & Restaurant Inc. is currently in the process seeking City approval to host a downtown event [BRIEF PARTICULARS OF THE EVENT] on Queen Street East on [EVENT DATE], from [TIME SPAN].

In accordance with the requirements of the Alcohol & Gaming Commission of Ontario (AGCO), we at XYZ Bar & Restaurant Inc., license #XXXXXX, have applied for a temporary extension of our licence specifically for the event. We have met with AGCO Inspector, Jane Doe to inform her of the event details.

We are seeking a letter from the municipality stating its non-objection to the proposed extension. We require a letter confirming same to forward to the AGCO inspector.

Your assistance in this matter is greatly appreciated.

Yours truly,

John Doe
XYZ Bar & Restaurant Inc.

c. Community Development & Enterprise Services Department
Civic Centre, 3rd Floor
99 Foster Drive
Sault Ste. Marie, ON P6A 5N1