

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 and Community Development & Enterprise Services (CDES) Departments. 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 Community Services Department, 99 Foster Drive or via email to the Recreation and Culture Division. Please include both Manager of Recreation and Culture at v.mcleod@cityssm.on.ca and Events Assistant at t.childs@cityssm.on.ca

1. Contact Information

Applicant Full Name			
Mailing Address	City	Prov.	Postal Code
Primary Phone	Secondary Phone		Email

Establishment/Organization Information (If Applicable)

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

Site Plan

A sketch/illustration of the proposed Event setup **must** be included with this application at time of submission. The sketch must clearly identify the approximate location of any structures or displays that will be placed on City property (i.e., stages, tents, portable toilets, 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.

Programming

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

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: business name	Name of Primary Contact	Primary Telephone Number	Email

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. **Initial here** _____

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 securing the signage, barricades, cones, and other equipment necessary for the road closure. **Initial here** _____

- Arrangements can be made for pickup and of required equipment prior to your neighborhood street closure and return following the event.
- For festivals/events, set-up of the street closure is included in the **\$200 application fee**.

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

The Event organizer and/or host wishing to host a licenced area on City property must satisfy all liquor licence requirements and provide written confirmation from either the AGCO, or City Staff that such approval has been granted.

Depending on the nature of the event the Alcohol and Gaming Commission of Ontario (“AGCO”) approvals are required when a Special Occasion Permit or a Catering Endorsement is being used 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.

The following are facilitated by City staff:

- If the applicant requires a temporary patio extension [Temporary Patio Extension](#)

Has contact with the AGCO or appropriate City Department been made?

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

An approved Operational Plan for the event is required and must be submitted with the application.

Alcohol Provider(S)

Name of Licensed Establishment: business name	Name of Primary Contact	Primary Telephone Number	Email

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) (Attach list if required)

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

7. Road Closure fees

- Neighbourhood/Non-profit charitable street closure \$ 25.00 (HST Included)
- Road Closure Permit Event/Festival \$200.00 (HST Included)
(Includes set-up of signage/barricades identified on the street closure plan)
- Late Application Fee (less than 30 days prior to event) \$ 50.00 (HST Included)
- Orange Barricades (additional) \$ 3.00 (HST Included)

8. Attachment Checklist

<ul style="list-style-type: none"><input type="checkbox"/> Sketch/illustration of Event setup<input type="checkbox"/> Programming list<input type="checkbox"/> Street closure plan<input type="checkbox"/> Application filed with AGCO* /Approved Patio Extension<input type="checkbox"/> Security and Compliance Pan (Alcohol Events)<input type="checkbox"/> Application filed with APH/Food Vendor Permits<input type="checkbox"/> Other: _____ <p>*if applicable</p>
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9. 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 **a minimum of 7 days** prior to the event.

10. Statement of the Applicant

<p>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.</p> <p>Questions about this collection of information can be made to the City’s Legal Department (705-759-5400).</p> <p>Signature of Applicant: _____ Date: _____</p>
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Internal Use Only (Recreation and Culture Department)

Date Application received by Community Services Dept.: _____

Date Application forwarded to Public Works: _____

Date circulated: _____

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

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

*if applicable

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: _____

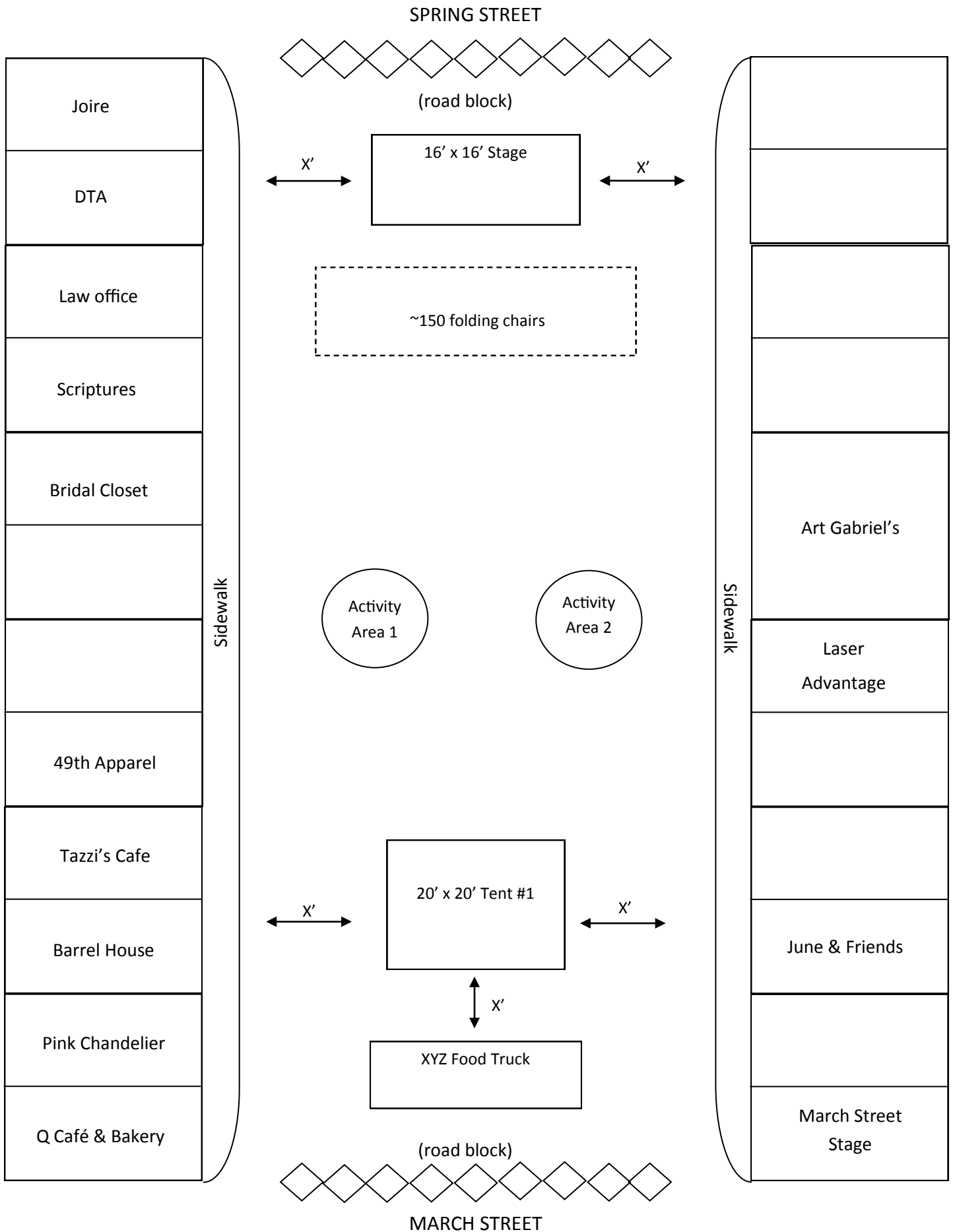
Approved Denied

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