



# Application for Special Event

## City of Kenora

### Kenora Recreation Centre/Keewatin Memorial Arena

For More Information Contact Kenora Recreation Centre- 807-467-2087

In order to obtain all of the necessary approvals, event applications should be submitted to the Community Services Department a minimum of three (3) months prior to the event, along with a non-refundable deposit of \$500.00.

Note that individual agencies may require that you obtain additional permits and pay any relevant associated fees for such services.

**Instructions** – Complete all sections except Sections 6 & 7. Upon completion, City of Kenora Official shall indicate additional requirement in Section 6 and duly record receipt in Section 7.

#### Section 1- Organization Information

Date of Application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Phone Numbers: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Email: \_\_\_\_\_

#### Section 2- Event Information

Name of Event: \_\_\_\_\_

Preferred Event Location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Event Time(s): \_\_\_\_\_

Access Time(s): \_\_\_\_\_

#### Section 3- Nature of the Event

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| 1. _____ Outdoor                | 4. _____ Indoor                      |
| 2. _____ Serving Alcohol        | 5. _____ Selling Food/Beverages      |
| 3. _____ Serving Food/Beverages | 6. _____ Carnival or Amusement Rides |

7. \_\_\_\_\_ Fireworks                      8. \_\_\_\_\_ Fundraising Activities (gambling/raffles)
9. \_\_\_\_\_ Live Entertainment      10. \_\_\_\_\_ Petting Zoo or Animals
11. \_\_\_\_\_ Use of Amplified Sound
12. Describe your Event (i.e. festival, sports tournament, social, etc):
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13. If appropriate, attach detailed layout of property requested.

Map Attached     Map Not Attached

14. Has your organization ever hosted a similar event before in the City of Kenora? If so, please describe.

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**Section 4-Facilities Requested-Kenora Recreation Centre or Keewatin Memorial Arena**

A.

<b>Arena Ice Surface</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Electrical Outlet Panels			Amount of Electricity:
P.A. System			
Stage (\$75.00)			Size:
Tables Needed			#:
Chairs Needed			#:
Handicapped Ramps			
Boards &/or Glass &/or Netting removed (specify locations)			
Note: Additional Power requirements will be at the expense of the event organizer. Any connection & disconnection that must be done by a licensed electrician will be at the cost of the event. <b>Rates: \$50.00 to \$200.00 depending on # of panels and use.</b>			

B.

<b>Dressing Rooms</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Dressing Room #1			
Dressing Room #2			
Dressing Room #3			
Dressing Room #4			
Officials' Room			
West Dressing Room			

C.

<b>Other Areas (KRC)</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Aerobics Room			
Multi-purpose Room			
Lobby			
Meeting Room- Adult Events Only			
Party Room			
Rotary Room			

D.

<b>Outdoor Facilities</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Ball Field #1 (closest to			

Centre)			
Ball Field #2 (large grass field)			
Front Parking Lot			
Tennis Courts			
Skateboard Park			
Basketball Court			
Back Parking Lot			
Volleyball Court			

E.

<b>Other Areas (KWTN)</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Board Room			
Community Hall			
Ball Field – East Back			
Ball Field – West Front			
Skatepark			
Tennis Courts			

F.

<b>Miscellaneous</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Clean-up by Group			
Electrical Access			
Water Access			
Extra Garbage Requirements			
Stage Rental (20 sections available in 4x8 increments)			Size of stage:

Section 5- Insurance

Obtain Comprehensive General Liability Insurance in an amount not less than \$5,000,000.00 inclusive, adding the City of Kenora as additional insured with respect to this event. Events approved to serve liquor must include host Liquor Liability Insurance. A Certificate of Insurance must be presented a minimum of ten (10) days prior to the event. Certain Events may qualify for some reduction in the amount of required insurance coverage. Please inquire.

Section 6- Additional Requirements (to be completed by City of Kenora Official)

___ City Council Resolution	Letter of request to Mayor & Council
___ Special Occasion Liquor Permit	Application to Alcohol & Gaming Commission of Ontario
___ Caterer’s Endorsement	Proof from Caterer
___ City of Kenora Business License	Re: Circus, Amusement Rides, Auctions, etc.
___ Municipal Alcohol Policy O.P.P.	Appendix “B” and “C” Letter of Approval
___ Kenora Fire Department	Letter of Approval
___ Food Service Permit	Application to Northwestern Health Unit pending approval of the Recreation Manager of Community Services
___ Security &/or Parking	Proof of arrangements
___ Solid Waste Disposal Service	Proof of arrangement

Section 7-Agency Approvals Received (to be completed by City of Kenora Official)

<b>Agency</b>	<b>Contact</b>	<b>Detail</b>
Alcohol and Gaming Commission of Ontario	L.C.B.O. Store, Patti Paulson 807-468-8022 or Caterer	Special Occasions Permit or Caterer’s Endorsement
City of Kenora Mayor and Council	Heather Kasprick, City Clerk 807-467-2295	Resolutions-Letter of Approval (alcohol, noise, etc)

Licensing Department	Licencing Clerk-807-467-2000	Business Licences (circus, Amusement rides, Auctioneers, etc)
Community Services	Casey Pyykka Acting Recreation Services Division Lead 807-467-2087	Booking of Recreation Facilities, Municipal Alcohol Policy- Appendix "B" and "C" Food Concessions
O.P.P.	Jeff Duggan, (807) 548-5534	Letter of approval
Kenora Fire Department	Todd Skene, (807) 467-2107	Letter of approval
Equipment Rentals	467-4639 (W)	Arrangements – additional tables, chairs, P.A. system, etc (Harbourfront)
Northwestern Health Unit	Kurtis Casey, Health Officer 807-468-3147	Food Services Permit

## Section 8-Terms and Conditions

The Group/Organization/Individual, as Lessee, shall –

- Obtain & submit a Certificate of Insurance as indicated in Section 4 – Insurance;
- Submit all applications to the applicable Agencies (Special Occasions Permits requires 30 days. Special Occasions Permit Applications may require proof of Council approval through Resolution which requires an additional 30 days notice);
- Obtain & submit required approvals as indicated in Section 5 – Additional Requirements;
- Adhere to dates, times, locations, provisions of personnel & material needs of the event;
- Obtain extra tables, chairs, equipment, licensed electrician, etc., at the expense of the event;
- Provide ticket sellers/takers and tickets, passes, etc. for the event;
- Supply and remove all personnel and event equipment from the facilities at conclusion of event unless otherwise agreed upon in writing;
- Shall not use glitter or confetti of any kind while using the facilities;
- **Forward \$500.00 non-refundable deposit together with signed permit application;**
- Ensure all associated event personnel have been trained and advised of their roles and responsibilities and are in place;
- Provide payment immediately for all monies owing, including overtime for facility staff at the applicable C.U.P.E. rate, upon written notice being given;
- Will not sell or give away any product(s) sold by the Kenora Recreation Centre or those under contractual agreement with the City of Kenora
- Will not sell or distribute drink products other than "Pepsi" within the Kenora Recreation Centre or the Keewatin Memorial Arena to protect the existing facility exclusivity agreement & lease.
- Provide the Recreation Coordinator with a list of possible event sponsors to protect existing facility exclusivity agreements & leases in place with the Kenora Recreation Centre;
- Shall be responsible for the discipline of its Club/Group while using the facilities;
- Shall not do or permit to be done any act, which shall or may be a nuisance, annoyance, inconvenience or damage to the City of Kenora or its members, and persons lawfully using the premises;
- Shall assume all liability for damages caused directly or indirectly by him/herself or his/her invitees while using the facilities;
- Shall assume risks of damage and injury while on the premises for him/herself and his/her invitees, and hold the City of Kenora harmless and indemnified therefrom;

- He/she and his/her invitees shall observe all signs posted by the City of Kenora on the leased premises;
- Shall not allow alcoholic beverages of any kind to be consumed in these said premises without a permit to do so;
- Where Council has granted approval to serve alcohol in/on a municipal property/facility, the Municipal Alcohol Policy must be adhered to;
- The City of Kenora will not be held responsible for any failure in supplying facility services due to circumstances beyond their control and the Lessee, in such cases, will be exonerated from payment for facility services not provided.

The City of Kenora, as Lessor, and its Management reserves the right & authority to –

- Enforce the above regulations and any regulations such as By-Laws, provincial codes not listed, and refuse admission to any person or group of persons on any reasonable grounds;
- Eject and refuse the privileges of returning to any facility at any time to any person or group or persons without prejudice to the right of the Lessor the rent secured under this agreement;
- This agreement is not transferable or assignable;
- Accept facility bookings on civic and statutory holidays where the facilities are normally closed. Pending approval from the Recreation Coordinator, wage recovery at the applicable overtime rate of pay is required under the C.U.P.E. union agreement.

The Lessee hereby agrees to indemnity to save harmless the City Of Kenora, its servants or agents, against any or all liability, loss, damages, costs and expenses which it may hereafter incur, suffer or be required to pay by reason of the use of the City of Kenora property by the lessee. Without limiting the generality of the foregoing, the lessee hereby agrees to indemnity and save harmless the City of Kenora against all claims arising out of infringement of royalty rights, copyright, performing rights charges, slander or libel which may occur as a result of a public performance or speeches.

The lessee has read and understands the conditions which form part of this application.

Further, where an individual is acting on behalf of the group/organization named in this application, he/she certifies that he/she has the authority to act on behalf of said group/organization.

In witness thereof, the Officer for the City of Kenora has hereunto affixed his/her hand and the Lessee has affixed his/her hand.

\_\_\_\_\_  
City of Kenora, Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

Deposit Received: \_\_\_\_\_ Date: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Personal information contained on this form is collected pursuant to the municipal act, 2001 and will be used for the purpose of this agreement only. Questions about this collection should be directed to: the Freedom of Information and Privacy Coordinator, City of Kenora, One Main Street South, Kenora, ON P9N 3X2 (807) 467-2295.

Form #R016