



Township of Puslinch Special Event Permit Application

1. Applicant Information

- 1.1. Applicants Name:
- 1.2. Applicants Phone Number:
- 1.3. Applicants Email:
- 1.4. Applicants Address:

2. Organization Information (if applicable)

- 2.1. Organization Name:
- 2.2. Organization Email Address:
- 2.3. Organization Phone Number:
- 2.4. Organization Address:

3. Event Information

- 3.1. Event Description/Purpose:
- 3.2. Event Start Date and Time:
- 3.3. Event End Date and Time:
- 3.4. Number of Expected Attendees:
- 3.5. Address of Event:
- 3.6. Location of Event (Outside, House, etc.):
- 3.7. Name of person in charge on event day:
- 3.8. Phone Number of person in charge on event day:



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4. Event Location

4.1. Is the event taking place on a privately owner property?

Yes

No

4.2. Municipal Property (Township Road)

Yes

No

4.2.1. If yes, a certificate of insurance naming the Township as an additional insured in the amount of \$5 million dollars is required

Attached Certificate of Liability Insurance

4.2.2. If yes, is a road closure(s) required?

Yes

No

4.2.2.1. If yes, please provide details and map



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5. Event Types

5.1. Check all event types that apply:

- Community Event – An event located on private property that is open to the public held by Service Clubs, Non-profits and Charities for the benefit of the community
- Public Event – An event located on a private property that is advertised as open to the public with or without admission fees
- Private Event – An event located on private property that is by invitation only
- Parade – A public procession including marching bands, floats, etc., to mark a special day/event
If selected provide a map of the Parade Route
- Cycling Event – An organized cycling event with specified routes
If selected provide a map of the Cycling Route and any details of cycling pit stops located on green space or roadsides as additional permissions are required.

6. Event Details

6.1. Is the event taking place indoors?

- Yes
- No

6.1.1. If yes, specify the building

6.2. Is onsite parking provided?

- Yes
- No

6.2.1. Provide parking details



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6.3. Is a tent being used for this event?

Yes

No

6.3.1. If yes, a tent permit is required for:

- a) Tents that are larger than 60 square metres
- b) When a group of tents are spaced less than 3 metres apart are covering more than 60 square metres
- c) When a tent is attached to a building

Apply for a tent permit at Puslinch.ca/Building or contact our Services Department for more information at services@puslinch.ca

6.3.2. If yes, provide details regarding the use of tent including if heaters are being used, what kind of heaters are being used, and will there be any items with an open flame under the tent?

6.4. Are portable washrooms/hand wash stations being provided?

Yes

No

6.5. Is alcohol being served or sold at this event?

Served

Sold

Not applicable

6.5.1. If sold, attach Special Occasion Permit

Attached Special Occasion Permit

6.6. Is there live entertainment?

Yes

No



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6.6.1. If yes, provide details, Noise By-law Exemption Application may be required

6.7. Will an amplified sound system be used?

Yes

No

6.7.1. If yes, provide details, Noise By-law Exemption Application may be required

6.8. Is outdoor cooking equipment being used?

Yes

No

6.8.1. If yes, provide details of cooking equipment including the location of the equipment being used:

6.9. Are high hazard fireworks/pyrotechnic special effects being used?

Yes

No

6.9.1. If yes, apply for a [Fireworks Discharge Permit Application](#) or contact the Puslinch Fire and Rescue Service for more information at services@puslinch.ca.

6.10. Are there open air fires not being used for cooking?

Yes

No

6.10.1. If yes, apply for an [Open Air Burn Permit](#) or contact the Puslinch Fire and Rescue Service for more information at services@puslinch.ca.



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6.11. Is food being sold?

Yes

No

6.11.1. If yes, contact [Wellington-Dufferin-Guelph Public Health](#) for requirements

6.12. Are emergency medical services being provided?

Yes

No

6.12.1. If yes, provide details of the emergency medical services provided

6.13. Will there be police or security involvement? (e.g. Paid Duty Officers)

Yes

No

6.13.1. If yes, provide details of the police or security involvement

6.14. Will there be event signage? (E.g. Signs for cycling events)

Yes

No

6.14.1. If yes, attach a document detailing the sign location(s), sign size(s) and sign wording

Attached document detailing sign location(s)



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7. Special Event Permit Fee

7.1 Required Application Fee of \$85.56

Attached payment

Applicant Signature

Date

Personal information on this form is collected under the authority of the Municipal Act and will be used to determine the eligibility of a permit. The information is used for the purpose of processing this application and administering the Special Event Permit Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.