



Township of Hamilton

Township Parks Special Event Application Form

Organization Name			
Contact Person		Telephone	
Mailing Address		City	
Postal Code		Email	

Facilities requested: Check box.

Bewdley Waterfront Park <input type="checkbox"/>	Gores Landing Dock Park <input type="checkbox"/>	Harwood Dock Park <input type="checkbox"/>	Cold Springs Memorial Hall Park <input type="checkbox"/>	Baltimore Recreation Centre Park <input type="checkbox"/>	Other Parks <input type="checkbox"/>
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Date(s) & Time requested: _____

Description of Event/Number expected: _____

Will the event include (please check)

Will the event require (please check)

BBQ If BBQ on site, a fire extinguisher needs to be on hand	Yes	No	Washrooms Contact Parks Department at 905-372-5662 Ext 2	Yes	No
Provision of Food *Permission may be required. Public Health Food Handling guidelines must be followed. Contact Health Unit for permits/approvals at 905-885-9100	Yes*	No	Hydro Available at Bewdley Waterfront and Baltimore. Contact Parks Department 905-372-5662 Ext 2	Yes	No

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Will the event include (please check)		Will the event require (please check)			
<p>Fire Works</p> <p>Township of Hamilton Fire Works By-law.</p> <p>Contact the Township Fire Chief at 905-342-2810 Ext 137</p>	Yes	No	<p>Picnic tables</p> <p>If you require additional tables contact the Parks Department at 905-372-2662 Ext 2</p>	Yes	No
<p>Amplified Music</p> <p>Township of Hamilton Noise By-law.</p> <p>Contact By-law Enforcement officer at 905-342-2810 Ext 125</p>	Yes	No	<p>Tents</p> <p>A building permit may be required for tent over 25" x 25". Please contact Building Department 905-342-2810 Ext 125</p>	Yes	No
<p>Vehicle access in park (loading/unloading)</p> <p>Contact Parks Department at 905-372-5662 Ext 2</p>	Yes	No	<p>Fencing</p> <p>Anything, regardless of size, that requires stakes, anchoring or the likes of it to be put into the ground requires the organizer to contact the Parks Department regarding locates.</p>	Yes	No
<p>Licensed Event</p> <p>Contact the Parks Department at 905-372-2662 Ext 2 for further information</p>	Yes	No	<p>Garbage cans</p> <p>All park areas have a base number available for use. For additional contact Parks Department 905-372-5662 Ext 2.</p>	Yes	No
<p>Other (Please specify)</p>	Yes	No			

Insurance Requirements

All users are required to obtain and maintain insurance coverage in the amount of \$5,000,000 for public and general commercial liability insurance, and must name The Corporation of the Township of Hamilton as additional insured. You will be required to supply a Certificate of Insurance to the Township prior to the issuance of a permit.

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Note to Applicants:

1. It is the applicant's responsibility to request adequate time for set-up/take down prior to event.
2. It is the applicant's responsibility to ensure all required licenses, insurance, permits and documentation are secured and copies provided to the Township of Hamilton Parks and Recreation Department a minimum of five (5) business days prior to the event. Failure to do so may result in the cancellation of the event.

Print name: _____

Signature of applicant/organizer: _____

Date: _____

Please submit this application to Sharon Day, Administrative Assistant – Parks & Recreation Department.

sday@hamiltontownship.ca

or

**Attention: Sharon Day
Township of Hamilton
PO Box 1060
Cobourg ON K9A 4W5**