

Kelso/Glen Eden Special Event Application



For information: Kelso Conservation Area 905.878.5011 x1278 or email kelsoevents@hrca.on.ca

Complete this form on your own, or arrange a meeting with a staff liaison for assistance. The information provided will assist in determining the approvals or special requirements that will be necessary for the Special Event to proceed.

Based on this information, the staff liaison will advise on further requirements which may include third party liability insurance coverage, special licences, approval from other agencies such as Department of Health, AGCO, etc.

Once the staff liaison has received all required information and approvals, an Activity Agreement will be issued to confirm the event and all approved activities.

Activities/facility reservations may be cancelled by notifying the staff liaison, in writing, a minimum 3 weeks prior to the event.

Event: _____ **Event Date(s):** _____

Event Description: _____

Organization Information

ORGANIZATION NAME: _____

CONTACT:

Name _____ Position with Organization _____

Address _____

City _____ Postal Code _____

Phone # _____ Cell Phone # _____

Email _____

Event Information

Proposed Dates(s)	Operating Hours		Estimated Daily Attendance
	For Event	For set-up & tear down	
Day 1			
Day 2			
Day 3			
Day 4			

Event Insurance

Require a minimum of 2 million dollars in Commercial General Liability Insurance naming "The Halton Region Conservation Authority" as an additional name insured.

Event Components

For each activity or item, select either yes or no and provide additional information as required (outline details separately if necessary).

Proposed Component	Yes	No	Additional Information
Installation of Tents/Canopies <i>For any structure with an area larger than 60 m² you must apply for a building permit through the Town of Milton. Use of stakes over 12 inches may require locates with the associated fee</i>			Quantity & Size(s): Delivery: Pick-up:
Portable Washrooms			Delivery: Pick-up:
Barricades, Signage, Stage, Finish Line, etc.			Delivery: Pick-up:
Food/Beverages Provided for Participants <i>When foods are prepared, processed, or sold to the public for eating either on or off-site, you require approval from the Health Department. Please note that a Coordinator Application must be filled out on behalf of the event organizer.</i>			Please be specific: Date(s): Time(s):
Other Outside Vendors <i>Conservation Halton reserves the right to approve all vendors.</i>			Please be specific: Date(s): Time(s):
Carnival Rides/Amusements/Bouncers <i>Conservation Halton reserves the right to approve all vendors.</i>			Date(s): Time(s):
Live Entertainment or use of Amplified Sound System			Specify Type: Date(s): Time(s):
Revenue Generation/Admission Charged			Amount Charged (\$):

Park Resources

For each activity or item, select either yes or no and provide additional information as required (outline details separately if necessary).

Property	Yes	No	Additional Information
East Lodge			
West Lodge			
Outdoor Facilities (other)			
Campsites			
Picnic Sites/Shelters			
Hiking/Mountain Bike Trails			
Parking Zones – west, boat rentals, summit			
Kelso Lake			

Services/Equipment (based on availability)	Yes	No	Additional Information (days/times)	
Gatehouse Operation (gate procedure to be reviewed)			Day(s):	Time(s):
Food Services			Day(s):	Time(s):
Operations Staff (parking attendants, garbage, set-up, etc.)			Day(s):	Time(s):
Program Staff (Climbing Tower, Aerial Course, Low Ropes, Archery, Mountain Biking)			Day(s):	Time(s):
Race Course Design and Set Up			Day(s):	Time(s):
Boat Rentals			Day(s):	Time(s):
First Aid Services			Day(s):	Time(s):
Lifeguards			Day(s):	Time(s):
Chairlift Operation			Day(s):	Time(s):

EXTRA FEES MAY BE APPLICABLE FOR ADDITIONAL SERVICES OR REQUESTS. A CHARGE WILL APPLY FOR EXCESSIVE CLEAN-UP REQUIREMENTS.

NOTE: All Event installations, including portable toilets, MUST be removed at the end of the event day, unless specific arrangements have been included in your Activity Agreement.

Event Deposits

1. A non-refundable \$500 deposit is required to hold your date and will be applied against the events final invoice.
2. A damage deposit of \$1500 to be submitted prior to event. This deposit will be returned pending a positive post site inspection. Damages over the deposit amount may also be payable. Cheques are to be made out to "Conservation Halton".

Applicant Signature

Application Completed by (please print): _____

Signature: _____ Date: _____