



COMMUNITY EVENTS PROGRAM (CEP)

INFORMATION AND APPLICATION PACKAGE

Review Annually April

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GENERAL INFORMATION

Funding Period:

January 1 to December 31 of each year

Application Due Date:

Community Events Program Applications must be received no later than October 31 of previous year for funding between Jan 1- Dec 31. Applications received after the deadline will not be considered.

Mailing Address

Municipality of Strathroy-Caradoc

52 Frank St.

Strathroy, ON N7G 2R4

Attention: Robert Lilbourne, Director of Community Services

Email

rlilbourne@strathroy-caradoc.ca

INTRODUCTION

The Municipal Community Events Program (CEP) is designed to support and promote community events that enhance the quality of life for residents of our municipality. By adhering to the eligibility and selection criteria outlined in this program, event organizers can ensure that their events are considered for funding under the CEP. The municipality is committed to working with community groups to ensure that our residents have access to high-quality, inclusive, and sustainable events that promote community engagement and pride.

GOALS AND OBJECTIVES

The primary goals of the Municipality of Strathroy-Caradoc's CEP Program are:

1. To promote and support community not-for-profit groups/organizations in hosting quality events that engage residents and visitors.
2. To improve the well-being of the community.
3. To promote volunteerism in the community.

The objectives of the program will be achieved:

1. By providing municipal funds or other forms of financial assistance, in limited amounts, to community groups/organizations that warrant municipal support.
2. By seeking full value for all municipal funds provided in financial assistance, through the program.
3. By evaluating all submissions equitably and consistently.
4. By submission of a final report from the community group/organization.

GUIDELINES

The following are the general guidelines, which will be used by the Municipality in evaluating applications for the CEP.

1. The CEP will provide municipal funds or other forms of financial assistance, in limited amounts, to community groups and organizations that warrant municipal support. Priority would be given to registered not-for-profit group/organization that have legal documentation to support their status (e.g. charitable number).
2. The applicant must provide a detailed plan and/or description of the event that the application is being submitted for. The event plan and/or description must include, but not be limited to, name of event, type of event, date, times, location, target audience, alcohol (if applicable), fundraising/sponsorship efforts, staff/volunteers, equipment and budget. NOTE: The completion of the CEP application does not exempt you from completing the Special Events Permit and Manual.
3. The CEP will provide a maximum of twenty-five percent (25%) of the event's total expenses, up to a maximum limit determined by the Municipality.
4. Since volunteers are an important part in community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
5. The applicant must extend its event to the public of Strathroy- Caradoc and should not exclude anyone by reason of race, religion, sex or ethnic background as per the Canadian Charter of Human Rights & Freedoms.
6. All requests for financial assistance will be assessed in terms of the need for the event, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and apparent quality.
7. The Municipality, through the CEP Program, will not contribute to deficits or funding shortfalls resulting from events of any kind which were undertaken without prior consultation with the Municipality.
8. The CEP recipient shall not transfer or assign the CEP funding or any part thereof to another organization or individual, without the prior written consent of the Municipality.

9. Any applicant being considered for financial assistance must not engage in providing a service that in the opinion of the Council, is beyond the requirements of the community, or is beyond a generally accepted standard of service already being provided by the Municipality of Strathroy-Caradoc, another level of government, or another organization.
10. Under normal circumstances, only one request per applicant is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated into one request. This includes direct funds, property rental reductions, equipment donations, fee reductions, etc.
11. The CEP funds are not to be used to offset the operating expenses of an organization, association, or group.
12. The CEP shall be used only for the purpose approved by Council. The CEP recipient shall notify the Municipality of Strathroy-Caradoc of any proposed material changes to the nature of, or budget for, the activities for which the CEP has been made and shall use the CEP for such altered activities only with the prior written consent of the Municipality.
13. The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years.
14. There will be no consideration given to financial requests from local recreation groups (ie. sports groups, etc.).
15. Applicants must provide the following financial information:
 - a) Previous year's balance sheet, income and expense statements, if applicable (to be audited if requested by the Municipality),
 - b) Current year's event budget,
 - c) List of all funding sources for event.
16. Applicant must provide a letter of confirmation from the board or committee showing that the board of committee is aware and approves the request.
17. The CEP recipient shall repay the whole or any part of the CEP, as determined by the Municipality of Strathroy-Caradoc, if the CEP recipient:
 - (a) Does not hold the event;
 - (b) Ceases to operate in the same capacity as at the time of application. IE not for profit to profit.
 - (c) Has knowingly provided false information in its CEP application;
 - (d) Uses CEP funds for purposes not approved by Council as identified in application;
 - (e) Breaches any of these terms or conditions; or
 - (f) Breaches any of the provisions of the Ontario Human Rights Code and the Canadian Charter of Human Rights and Freedoms in its operations.

18. The CEP recipient shall notify the Municipality of the occurrence of any of the events referred to in clauses 17(a) through 17(f).
19. Any unused portion of the CEP remains the property of the Municipality. If an unused portion of the CEP has already been paid to the CEP recipient, it shall be repaid by the recipient on request.
20. If the application is successful, the event must identify the Municipality as a major supporter. IE Supported by the Municipality of Strathroy-Caradoc. Must comply with the Municipal Branding Policy.
21. No financial donation or assistance will be considered unless specially authorized by this policy.
22. The organization and or group shall submit a final report 90 days after the event detailing, how the funds were utilized and how the municipality was promoted for its support.
23. A lack of filing the final report will deem the group ineligible for further funding until a final report is received for the previous event.
24. Events income and expense statement must be submitted with the final report.
25. Council makes the final decision on all financial assistance requests.

EVALUATION

The evaluation of applications will be conducted by the Community Development Advisory Committee (CDAC) and recommendations will be forwarded to Municipal Council for final approval.

ELIGIBILITY

1. Are you a Not For Profit group/organization? Yes No
2. Please provide proof of Not For Profit status (e.g. Revenue Canada Charitable Registration Number). _____.
3. Is your group/organization located within the Municipality of Strathroy-Caradoc?
Yes No If no, please identify where it is from: _____.
4. Is your group/organization governed by a community based volunteer board of directors?
Yes No

5. Has your group/organization made any other applications to the Municipality for financial assistance within the current period? Yes No If yes, when? _____.
6. Has your group/organization received funding from the Municipality in previous years? Yes No If yes, how much? _____.
7. Have you submitted your final report from the previous years funding if applicable. Yes No
8. Applicant must provide a letter of confirmation from the board or committee showing that the board of committee is aware and approves the request. Yes No

EVENT PLAN

Name of Event: _____.

Location of Event: _____
Primary (e.g. Gemini Sportsplex)
Site Specific (e.g. Blue Pad)

Date(s) of Event: _____ to _____

	DD/MM/YYYY		DD/MM/YYYY
Day: _____	Time: _____	to	_____
Day: _____	Time: _____	to	_____
Day: _____	Time: _____	to	_____
Day: _____	Time: _____	to	_____

Number of Staff/Volunteers Running Event: _____

Type of Event (e.g. carnival, sports, variety, etc.): _____.

Description of Event:

Will the event serve alcohol? Yes No

If yes, the Municipal Alcohol Policy package will need to be completed.

Budget

Proposed Revenue: \$ _____

Funding Sources:

Proposed Expense: \$ _____

Detailed Expenses:

Funding amount requested: \$ _____

Would this event occur without Municipal financial support? Yes No

If yes, please explain why the funds are needed:

Does the group/organization have any outstanding loans or deficits? Yes No

Is the event a fundraiser for the community? Yes No

If yes, please identify the benefactor(s): _____

What is the target audience: Children Adults Seniors Family

Other: _____

Is this a public or private event? _____

If private, why? _____

Explain the impact to the community:

Please identify how you will acknowledge the Municipality's support. If social media and websites are a part your plan, please include the details necessary for us to engage:

FIRE AND EMERGENCY PLAN

This CEP application must be submitted with a completed Fire and Emergency Plan. See Appendix A for the Fire Safety/Emergency Planning Guide and Appendix B for the Event Safety Plan Checklist for assistance.

CONTACT INFORMATION

Organization Name: _____

Address: _____

Contact Person/Position: _____

Phone: (H) _____ (C) _____

Email: _____

Authorized Signature: _____

Name/Position: _____

Date: _____

DD/MM/YYYY

Administration Use Only:

Approve: Yes ___ No ___ If yes, approved amount: \$ _____

Community Services Designate

Signature

Date: _____

DD/MM/YYYY

FINAL REPORT

Name of Event: _____.

Location of Event: _____
Primary (e.g. Gemini Sportsplex) Site Specific (e.g. Blue Pad)

Date(s) of Event: _____ to _____
DD/MM/YYYY DD/MM/YYYY

Day: _____ Time: _____ to _____

Number of Staff/Volunteers Running Event: _____

Attendance at the event: _____

Brief description of impact of the event:

Did the impact of the event meet expectations? Yes No

Budget

How were the funds, provided by Municipality, used for the event?

Did the funds, provided by the Municipality, provide what the event needed? Yes No

If no, please explain.

Please identify how you have acknowledged the Municipality's support. If social media and websites are a part your plan, please include the details necessary for us to engage:

Events income and expense statements attached to the final report. Yes No



STRATHROY-CARADOC

URBAN OPPORTUNITY - RURAL HOSPITALITY



SPECIAL EVENTS

FIRE SAFETY / EMERGENCY PLANNING GUIDE

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STRATHROY-CARADOC SPECIAL EVENTS

FIRE SAFETY AND EMERGENCY PLANNING GUIDE

INTRODUCTION

This guide is intended to provide organizers of special events on municipal property with information on how to develop an emergency plan that will be used to assist with preventing emergency situations from occurring and to coordinate the actions of event organizing staff should an emergency occur. It also includes specific measures that address fire safety issues.

An emergency plan should be tailored to the type and scale of the event to ensure its appropriateness – simplicity is essential in ensuring that all of the necessary considerations have been addressed and will therefore be usable by event organizers and staff.

A special event emergency plan will need to address a wide range of potential emergency situations such as a fire, explosion, medical emergency, or community emergency. Therefore, conducting a risk assessment is essential to identify the situations that will need to be covered in the emergency plan.

Having an emergency plan is vital to ensuring that the actions of on-site personnel, volunteers, vendors, performers, etc. are suitable. With a well-written emergency plan, event staff will be able to take charge of an emergency by promptly responding to the situation and then providing support to professional emergency responders when they arrive.

OVERVIEW OF THE EVENT

The first step in developing the plan, after conducting a risk assessment, is to include an overview of the planned event by describing the dates, times, features, numbers of people involved, etc.

RISK ASSESSMENT

Conducting a risk assessment can be a simple task that involves considering what types of hazards potentially exist and the types of emergencies that could result from those hazards. The plan should therefore list those hazards and then include content that describes the prevention measures (if any) and how to cope with risks if an emergency does occur. For the most part, the following items will, if addressed, prescribe the actions that will be taken by event organizers and others involved in the event during the span of an emergency.

FIRE SAFETY

For any type or size of event, fire prevention measures must be included to avoid personal injuries and property damage. If the event is to include the use of tents where people will assemble, specific fire safety planning and measures are required. Appendix A1 includes a list of requirements if tents are being used. Appendix A2 includes a list of requirements if refreshment vehicles are present for the event.

SECURITY

If the event is to have security staff on-duty, they can play an important role in assisting with response and coordination to an emergency. Security personnel can also serve to help prevent situations from occurring by, for example, watching out for unsafe conditions or behaviours that could result in an emergency or crisis. Therefore, having security staff as part of the event team is an important component of the emergency management preparedness process.

An emergency plan should therefore include a description of the security arrangements that are being planned for and their assigned roles from a prevention and/or response perspective.

SITE EVACUATION

There are a variety of emergency situations that could occur, which could result in a partial or full evacuation of the event area. Those situations could be something that has happened on-site as part of the event or it could be an emergency that is occurring off-site and involving a community evacuation.

An emergency plan should therefore include information on how to notify the event attendees of the emergency situation and a plan of how to ensure that a prompt and organized evacuation will occur.

FIRST AID

Much like having security staff on-scene, first aid staff can play an important role in the event of an emergency situation and they too can become part of the emergency response team.

An emergency plan should therefore address the matter of having first aid staff available to provide routine first aid services in addition to becoming part of a large scale emergency response.

EMERGENCY MANAGEMENT

Efficient and effective management of on-site resources and activities is vital to success during an emergency. Coordination and communications is an important aspects of ensuring that event staff is able to play out their roles as part of the overall emergency response, which of course would eventually involve professional responders from the emergency response agencies.

An emergency plan must include a description of how on-site staff will be organized and managed during an emergency. It must include a description of who will play the primary role of managing the on-site event staff during the emergency. That person will be considered to be the “Event Emergency Leader” and will work directly with the “Incident Commander” from one of the emergency response agencies such as Fire or Police. The plan must also contain details on how the team will be notified of the emergency, what their duties and responsibilities will include, how they will communicate with each other and most importantly staying in touch with the on-site “Event Emergency Leader.”

OTHER CONTENTS

An event emergency plan must include a site plan and floor plans of any structures, tents, or enclosed areas. Those schematics must contain notations and/or graphics that indicate the layout of the various specific events/activities, plus the emergency exiting and fire extinguisher locations. Emergency contact information must also be included in the plan.

EVENT STAFF EDUCATION AND TRAINING

Volunteers, staff, vendors and any other personnel that are part of running the event must be instructed on the basics of the emergency plan and very specifically on the roles that they will be playing if an emergency was to occur.

An emergency plan should therefore describe how those people will be prepared to discharge their respective roles during an emergency.

PLAN CONSULTATION, REVIEW AND APPROVAL

During the plan development, the Strathroy-Caradoc Chief Fire Prevention Officer can be contacted with questions or for advice by calling (519)245-1990 or by email:

Jayson Chabot – Chief Fire Prevention Officer jchabot@strathroy-caradoc.ca

Once a final draft plan is completed, it should be forwarded to the Chief Fire Prevention Officer jchabot@strathroy-caradoc.ca or designate and the Director of Community Service or designate rlilbourne@strathroy-caradoc.ca for review and acceptance.

After setting up the event, a member of the Fire Prevention Division will attend the site to conduct a walk-through with the organizers.

Also attached is a checklist to assist you in preparing your Event Safety Plan.

APPENDIX “A1” TENT REQUIREMENTS

In accordance with the Ontario Fire Code, the following requirements must be satisfied for tents exceeding 30 m² (322 sq ft) in the area:

1. All tents shall be in conformance with the Ontario Building Code.

NOTE: Inquiries regarding applicable permits shall be made directly to the:

Chief Building Official
Municipality of Strathroy-Caradoc
52 Frank St. Strathroy-Caradoc ON N7G 2R4
T. (519)245-1105 ext. 236
bhartman@strathroy-caradoc.ca

2. Flame-proofing treatment of the tent material shall be renewed as often as necessary to ensure it will pass the match flame test in NFPA 705 “Recommended Practice for a Field Flame Test for Textiles and Films”.
3. Tents, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, “Flame Tests of Flame-Resistant Fabrics and Films”, or NFPA 701 “Fire Tests for Flame-Resistant Textiles and Films”.
4. Hay, straw, shavings, and similar combustible materials other than those necessary for the daily feeding and care of animals, shall not be permitted within any tent used for assembly occupancy.
5. If a tent does not have a fire alarm system that conforms to the Building Code or an approved fire alarm system, a responsible person shall be employed for fire watch duty as specified in the fire safety plan.
6. A portable fire extinguisher with a minimum 2A,10 B,C rating shall be provided near each exit from the tent.
7. “EXIT” signs shall be displayed at each exit from the tent.
8. All waste receptacles shall be of non-combustible construction.
9. Access shall be provided to and around all tents for firefighting and other emergency purposes.
10. Cooking within tents or under canopies is prohibited regardless of the size of the structure.

GENERAL SAFETY REQUIREMENTS:

1. "NO SMOKING" signs shall be displayed throughout the tent area and at the main entrance.
2. Security staff responsible for the tent shall use a whistle or similar signaling device to alert occupants in the event of an emergency requiring evacuation.
3. A cellular phone must be made available at all times for the purpose of calling 9-1-1 in the event of an emergency.
4. Electrical extension cords shall only be used on a temporary basis and in a manner to prevent fire/trip/strangulation hazards.
5. The exhaust from all portable generators shall be discharged in a safe direction and away from the tent area.

For further information and assistance in achieving acceptable compliance, please contact Strathroy-Caradoc Fire Services at (519)245-1990.

APPENDIX “A2” REFRESHMENT VEHICLE REQUIREMENTS

1. Every refreshment vehicle shall be equipped with a portable fire extinguisher with a minimum 2A/10B/C rating. Where an approved fixed extinguishing system is required, a portable “K” class fire extinguisher shall be provided.
2. Where a fixed extinguishing /hood system is present, a valid (within twelve months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
3. A valid Inspection Certificate (Director’s Order #FS-056-06) issued by the Technical Standards and Safety Authority (TSSA) shall be provided. TSSA is the authority having jurisdiction over propane/natural gas equipment.
4. A valid Certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided. ESA is the authority having jurisdiction over all electrical installations, including portable generators. Inquiries regarding applicable permits shall be made directly to the ESA.

GENERAL SAFETY REQUIREMENTS:

- All propane cylinders shall be properly supported/anchored to prevent accidental movement.
- Electrical extension cords shall only be used on a temporary basis and in a manner to prevent fire/trip/strangulation hazards.
- The exhaust from all portable generators shall be discharged in a safe direction and away from all food preparation areas.

For further information and assistance in achieving acceptable compliance, please contact Strathroy-Caradoc Fire Services at (519)245-1990.



**EVENT SAFETY PLAN
CHECKLIST**



INTRODUCTION

This Event Safety Plan Checklist has been developed to assist event organizers in carefully considering all necessary precautions be taken to create a safe environment.

This checklist is designed to serve as a guide for event organizers and stakeholders, identifying a number of areas of concern including, communication, staff requirements, emergency assistance, venues, weather, entertainment, and vendors.

By following this checklist, we aim to proactively identify potential hazards and risks, implement appropriate measures to prevent incidents, and ensure the safe and smooth operation of the event.

While this checklist provides a framework, it is important to recognize that each event is unique and may require additional safety measures tailored to its specific circumstances. Event organizers should conduct a thorough risk assessment to identify event-specific hazards and adapt the checklist accordingly.

This Event Safety Plan Checklist should be used in conjunction with local regulations, industry best practices, and expert advice as suggested in Fire Safety/Emergency Planning Guide.

Community Services staff are available for assistance if required.

Event Safety Plan Checklist

Name of Event		Date		Time	
Location					
Contact Information		Type of Event			
Number of Participants		Age Group			

RESPONSE TEAM/VOLUNTEER RESPONSIBLE	FUNCTION	CONTACT INFORMATION

COMMUNICATION		NA	YES	NO
1.	Have you set up a reliable system of communication between key people?			
2.	Have you set up a reliable system of communication with the audience/crowd?			
3.	Has a control point been identified? Location:			
4.	Have marketing materials been prepared? (signage at event and venue, materials before/during/after the event)			
5.	Have important announcements been prepared?			
6.	Have you set up a briefing with all the key event members to assign their responsibilities?			
7.	Have you set up a briefing with security staff to inform them about their responsibilities and safety aspects for the event?			
8.	Will there be any media coverage of the event? If yes, what kind? <input type="checkbox"/> Live <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Paper <input type="checkbox"/> Social <input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> International			
9.	Is there a list of media representatives and do they require authorization?			
10.	Are there any restrictions regarding audio and/or video taping of the event? If yes, elaborate.			
11.	Is there adequate parking, working space, and equipment and/or power supply for the media?			
12.	Is a media kit provided with appropriate event information and instructions that will facilitate activities?			
13.	Are there sponsors for the event? If yes, list.			
14.	Have your sponsors been involved in any public controversies here or abroad? If yes, explain			

STAFF REQUIREMENTS		NA	YES	NO
1.	Have the following key personnel been identified? (event organizer, safety manager, chief steward, stewards)			
2.	Have you calculated how many volunteers are required for a secure and safe event? If yes, what is the number?			
3.	Do your volunteers fit the age requirements of the event?			
4.	Do your volunteers represent the public that will be present during the event?			
5.	Are your volunteers covered by insurance?			
6.	Have you conducted background checks on your volunteers?			
7.	Do your volunteers have the right qualifications to assist during this event?			
8.	Will your volunteers be equipped with radios and cell phones throughout the event?			
9.	Will your volunteers be easily identifiable among the crowd? If Yes, Describe.			
10.	Have the volunteers been informed of the event guidelines beforehand?			
11.	Are your volunteers going to be trained on the details of the event?			
12.	Have your volunteers been trained on filling out an incident report?			
13.	Have your volunteers been assigned roles and responsibilities that specify exactly what to do and when?			
14.	Are the volunteers assigned to supervisors that have ability and experience to manage these resources?			
15.	Have you established contingencies for the continuance of the event if key staff cannot be there?			
16.	Have you arranged for relief for your volunteers exposed to hot or cold weather conditions?			
17.	Do your volunteers have First Aid training?			
18.	Have your volunteers been trained on WHMIS?			
19.	Are your volunteers trained in money handling?			
20.	Is your Fleet aware of the important routes connected to the event?			
21.	Have your volunteers been trained to operate gators or golf carts?			
22.	Do you have backups in case there are volunteers that do not show up on the day of the event?			

EMERGENCY ASSISTANCE		NA	YES	NO
1.	Have you ensured that you have all the necessary health and safety measures in place?			
2.	Have you decided who should be responsible for health and safety at your event? If yes, list			
3.	Do you need the presence of Police, Fire and Emergency Services during your event?			
4.	Are emergency plans in place and have these been agreed with emergency service? If yes, list emergency services used.			
5.	Can emergency vehicles get on and off the site easily?			
6.	Do you have effective fire control measures?			
7.	Do you have adequate dedicated first-aid space? If yes, list the location.			
8.	Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, parking?			
9.	Do you have appropriate First Aid Equipment?			

VENUES		NA	Yes	No
1.	Do you have permission (permit) from the Municipality of Strathroy-Caradoc?			
2.	Is the site suitable for your event?			
3.	Is there a more suitable site for your event?			
4.	Have you prepared maps, site plans details of gas/electricity installations, and an outline program of events?			
5.	Are you selling tickets or raffles? If yes, do you have the licensing and permits required?			
6.	Do you know the profile of the participants you are expecting? Elaborate.			
7.	Do you know where the entrances and exits on your site are?			
8.	Are the entrances and exits controlled and stewarded?			
9.	Are the entrances and exits suitable for baby strollers and wheelchairs, and are they appropriately signed?			
10.	Have you met the needs of people with disabilities? (viewing area, parking, sanitation, assistance)			
11.	Are crowd control barriers necessary?			
12.	Do you have adequate first-aid facilities?			
13.	Do you have a specific service for lost children?			

POLITICAL ATTENDEES (IF APPLICABLE)		NA	YES	NO
1.	Are any political figures attending your event If yes please list:			
2.	Are additional protection services required for special guests?			
3.	Do they require special parking privileges?			
4.	Is a media area/podium/staging required?			
5.	Is an AV system required?			

Lost / Found children staff must have no other role than this during the event. The following details must be completed in full.

Name	Address	POLICE CHECK DONE	
		YES	NO

WEATHER REQUIREMENTS		NA	YES	NO
1.	Have you checked the expected weather conditions on the day(s) of your event?			
2.	Do you know the average and record high and low on the day(s) of the event? <i>Consult with the Weather Network/Environment Canada to get daily and hourly weather updates.</i>			
3.	Have there been any injuries, deaths, and /or property damage due to weather conditions?			
4.	Will the facility protect people from expected weather conditions?			
5.	Are there any weather related perils that could affect your event? If yes, what are the most likely perils?			
6.	Has the event ever been cancelled due to weather conditions? If yes, explain the procedures that took place			
7.	Is there an adequate supply of drinkable water for the event?			
8.	Have you planned for attendees that may be affected by extremely warm or cold conditions?			
9.	Will any temporary structures/tents be erected as part your event?			
10.	Have you consulted with the building department to ensure compliance for temporary structures/tents?			
11.	Do you have policies in place in case of rain? If yes, explain.			
12.	Are alternate weather resistant sites available? If yes, where?			
13.	Are there established procedures for event postponement or cancellation? If yes, explain.			
14.	Is someone in charge of making the decision to cancel or postpone the event? If yes, list.			
15.	Do you have communications messages ready in case the events gets postponed or cancelled? If yes, how is the decision communicated to event personnel, those in route or those already present?			
16.	Will tickets be refunded? If yes, how and when is this to be done?			

ENTERTAINMENT		NA	YES	NO
1.	Are you providing entertainment? If yes, list.			
2.	Is approval or a permit for public entertainment license required?			
3.	Have all permits and safety licenses been obtained for the amusement devices used: amusement rides, etc.?			
4.	Does your event propose to include fireworks and have all applicable permits, etc. been obtained?			
5.	Have you established controlled safety procedures for stage setup and take down?			
6.	Will a children's area be required?			
7.	Have you ensured the safety and security of sound, light, and special effect materials and equipment?			
8.	Are all activities covered by adequate insurance naming the Municipality of Strathroy-Caradoc as additionally insured?			

VENDORS (IF APPLICABLE)		NA	YES	NO
1.	Have you made vendors aware of the requirements to participate?			
2.	Have you collected and maintained copies of food vendor Health Unit, Fire, ESA, and TSSA inspection approvals?			
3.	Have you engaged in a process to approve/not approve vendors before the event?			
4.	Do you have insurance coverage?			
5.	Have you fulfilled all the documentation requirements, including providing copies of vendor inspection approvals to KFES?			
6.	Have you procured a Food Handling Permit if required?			
7.	Will alcohol be sold and are all applicable permits completed?			
8.	Have you calculated the Set Up and Take Down process times?			