

## S.E.A.T. CHECKLIST – SPECIAL EVENTS

(Print this page as an easy reference tool to add to your planning binder).

### 120 Days in Advance

- S.E.A.T. Application (Special Event Application)
- Staff report to Council (Internal – ALL NEW Events)
- Alcohol Service Application / Special Occasion Permit (S.O.P.) AGCO
- Special Event Application Form (to request additional garbage barrels, recycling carts, barricades, picnic tables, etc.)
- Non-refundable deposit once the Special Event permit is created and received by Event Organizer
- Utility Locates – Ontario1Call (gas, electric, telephone, water, sewer)

### 90 Days in Advance

- Certificates of Insurances (including third party participants)
- Hawkers and Peddlers License (if applicable)
- Alcohol – Applied for approval for licensed event, including Completion of Operational Plan – Facilities
- Smart Service – provide copies of Smart Serve Certificates of those serving alcohol.
- Grey Bruce Public Health Unit Special Event Application Form – for those serving food to the public.
- Tent Permit
- Sign Permit
- Facility Use Agreement (Internal)
- Road/Lane/Sidewalk Occupancy (Closure) Application
- Noise By-Law Exemption
- Lottery license
- Contact Owen Sound Fire Department regarding Fireworks/Pyrotechnics
- First Aid or Paramedic Requirements
- Payment of any required fees
- Operational Plan
- Attend a S.E.A.T. meeting if required.

### 60 Days in Advance

- Certificates of Insurances (including third party participants)

### 30 Days in Advance

- Final site plan
- Electrical and Water requirements

### 7 Days in Advance

- Distribution of Road/Lane/Sidewalk Occupancy Notification Letters