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APPENDIX 1 OPERATIONAL PLAN

APPLICANT INFORMATION

Organization or Individual: _____

Person in Charge of Event: _____

Applicant Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

EVENT INFORMATION	Office Use Only
<p>Purpose of Event:</p> <p><input type="checkbox"/> Private Event (limited to invited guests only and may not be publically advertised; public cannot be admitted and there can be no intent to gain or profit directly or indirectly from the sale of alcohol at the event).</p> <p><input type="checkbox"/> Public Event (open to the public; event can be advertised, and fundraising from the sale of alcohol is permitted).</p> <p>Select the one that applies to you: <input type="checkbox"/> Registered Charity (under the Income Tax Act (Canada)) <input type="checkbox"/> Non-Profit association or organization <input type="checkbox"/> Other: _____ Events of municipal significance require a municipal resolution – please submit your letter of request to the Township of Severn Administration Offices. <input type="checkbox"/> Provincial, national, or international significance</p>	<p><input type="checkbox"/> Proof of Registered Charity or Non-Profit: # _____</p>
<p>Activity or Activities you are requesting space for:</p> <p>_____</p> <p>Will there be on-site vendors?</p>	
<p>Location Requested:</p> <p>_____</p>	
<p>Proposed Date(s) of Event:</p> <p>_____</p>	
<p>Time of Event: Start time: _____ End time: _____</p> <p>***Remember to include set up and tear down in these times</p>	
<p>Time the doors/gates will open:</p> <p>_____</p>	
<p>Projected Attendance:</p> <p>_____</p>	
<p>How many people do you expect to arrive at once?</p> <p>_____</p>	

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ALCOHOL – complete this section if alcohol is being served or sold	
Describe who, where, and how you will check I.D.	
<p>Who is selling the alcohol tickets? How many ticket sellers will be on duty during all times of the event?</p> <p>Location of ticket sales: _____</p> <p>Type of alcohol being served:</p> <p>Price of alcohol tickets (e.g., beer, coolers, wine, etc.):</p> <p>***Serving practices: maximum of 4 tickets sold to a person at a time, 2 servings of alcohol at a time.</p>	
<p>List your Smart Serve Programme trained bartenders and their certificate numbers:</p> <p>Location of bar service: _____</p>	<input type="checkbox"/> Smart Serve Info received
Outline your procedure for handling intoxicated persons:	

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<p>What method of alcohol service will be used? (e.g., plastic cups, cans, etc.) Outline your recycling plan.</p>	
<p>How will alcohol be stored during the event and for multiple events when the event is not open?</p>	
<p>Outline your safe transportation plan, and signage as required in the W.C.C.C. Alcohol Policy.</p>	
<p>Describe your refund policy for unused alcohol tickets.</p>	
<p>SAFETY AND SECURITY</p>	
<p><i>When planning security for your event, employ a risk-based strategy; the higher the risk to public safety, the more security measures that should be in place. The number of staff, security, and police will be based on, but not limited to the: nature of the event and the sponsor; age range of the people attending; location of the event; dates and hours of the event; number of people expected to attend; alcohol consumption; tiered seating in the area where patrons can take alcohol; types of beverages (alcoholic and non-alcoholic) being sold or served; portion size, price, and container of beverages; if minors are allowed; and how people will get in and out of the event.</i></p> <p>Attach your security plan in the case of hurricane, tornado, emergency medical condition, bomb threat, etc. If EMS and Fire Services are servicing the event, include their schedule and what services will be on site (e.g., 1 ambulance, 2 paramedics, 4 first-aiders, etc.).</p> <p>If you do not plan to have EMS or Fire Services on site, outline how you would contact them in the case of an emergency.</p>	<p><input type="checkbox"/> Fire Safety Evacuation Plan shown to renter</p> <p><input type="checkbox"/> Security Plan received, if applicable</p>

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<p>Will there be security at your event?</p> <p>If yes, name and phone number of licenced private security :</p> <p>Number of paid duty police officers:</p> <p>How will you communicate during the event? (portable radios, headsets, cell phones, etc.)</p> <p>Provide a schedule of your security by the hour.</p>	<input type="checkbox"/> Security schedule provided
<p>Are there any road closures being requested for this event? If so, which roads? Attach detailed map</p>	
<p>Will there be an application for noise by-law exemption?</p>	
<p>Smoking is not permitted. How will you enforce this?</p>	
<p>How will you handle parking for the event? How many accessible handicapped spots will be available for your event?</p>	
<p>In the event that children will be attending your event, what is your plan if a child is lost?</p>	
<p>What is your security plan for money at the event?</p>	

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OUTSIDE SPACE RENTALS –complete this section if your rental includes outside space(s)	
Provide a site map. Your map should show the dimensions of the overall site, including, if applicable, licensed area and serving area. If guests will be permitted to carry alcohol throughout the event area, please show where all fencing will be positioned. Other items to include are: entry and exit gates/location; lighting; fencing; food area; washrooms; licensed area; first aid location/lost child area; street references; tent location; cooking area; ID check location; on-site vendors; ticket sales location; bar service area; EMS and fire routes; structures within licensed area or adjacent fencing.	<input type="checkbox"/> Site map provided
If you are serving alcohol, based on your site map, what is the capacity of your licenced/permit area? * How will you ensure accurate capacity numbers for your licenced area? (*Maximum capacity for all outdoor areas is calculated by dividing the actual size of the permit area (in square metres or square feet) by 1.11 square metres or 12 square feet per person. For example, 30m x 60m = 1800square metres divided by 1.11 = 1621 people Or, 100' x 200' = 20,000 square feet divided by 12 = 1,666 people.)	<input type="checkbox"/> Capacity of licensed area
Will you be erecting any portable structures such as tents, stage, etc.? If so, include the details for installation. The Township of Severn must issue permits and inspect these structures. Who is the provider of the portable structures?	<input type="checkbox"/> Permit shown
Will additional lighting be erected? Name of company who will be providing the electrical requirements:	
Ensure sufficient numbers of washrooms are available, including accessible facilities. Pump-out and clean washrooms during the event. Maintain supplies such as toilet paper, hand sanitizer, soap, and water at each station. How many washrooms will you have, the location, and the provider's name and phone number.	
Outline the fencing that will be used during the event. The following are best practices: Low Risk: 36" or portable 4' modular fencing Medium Risk: single or double 4' modular fencing; if double, include a 10' no-go zone between fences High Risk: double 6' or 8' modular fence with a 1' moat between fences	<input type="checkbox"/> Discuss and review fencing
How will you monitor entry line ups for orderly conduct?	

Authorized Signature of Group/Organization's Representative

Today's Date

W.C.C.C. Signature

Date Received