



Washago Community Centre Corporation  
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## APPENDIX 2 INFORMATION TO BE SUBMITTED PRIOR TO EVENT

The following documents are required to be provided to the W.C.C.C. a minimum of fourteen (14) days prior to the Event:

- Copy of the Special Occasion Permit;
  
- In accordance with Section 9 of this policy, proof of a minimum of Two million dollars(\$2,000,000) Public Liability Insurance issued by an insurance company satisfactory to the W.C.C.C. that is licensed to carry on business in Ontario and which must at a minimum include the following:
  - coverage for bodily injury and property damage liability
  - host liquor liability endorsement
  - W.C.C.C. and the Township of Severn named as additional insured to the policy
  - show that the coverage is in effect prior to the start of the event during setup and be in effect until at least 5 hours after the bar closes and take down has been completed whichever is later
  - event organizer, Special Occasion Permit Holder, and facility renter should be included as additional insured
  
- List of the Smart Serve Event Staff including card numbers, in accordance with Section 2 of this Policy. The list of Event staff shall be provided in advance, however it is recognized that staffing levels may change. A complete list of staff with card numbers will be available at the event and shall be produced at the request of the W.C.C.C.
  
- Copy of the Operational Plan where required in accordance to Section 15 of this policy
  
- Any additional documentation as required in the Operational Plan.