

by completing a Special Events Application Form and Categories B and C will apply (as applicable).

Event Tools:

The following tools exist to support the delivery of events happening in Milton.

Policies/Legislation: Various as outlined in the Special Event Application Form and Events Manual.

The Special Events Review Team (SERT) is made up of staff and service partners who meet to review events in the municipality. Town departments service partners represented at the Special Events Review Team include but are not limited to: Community Services, Corporate Services, Engineering, Executive Services, Fire, Planning and Development, Halton Region Police Services, Halton Region Paramedic Services, Halton Region Health Department, Halton Region Waste Department, Conservation Halton, Niagara Escarpment Commission, and Regional Tourism Association.

The Special Event Application Form is intended to create a collaborative dialogue between everyone involved in the coordination of an event including event organizers, host venues/property owners and government agencies responsible for public safety, community by-laws and community development. This process is intended to:

- Increase communication and coordination amongst key stakeholders;
- Minimize potential conflict between events/venues;
- Assist in marketing and promotion;
- Optimize planning, and support event organizers through the permitting process;
- Minimize negative community impact.

The Form has been created to adjust to the amount of information required based on the size and scope of the event. The form acts as both a notification to the Town that an event will be taking place within the municipality, and if being held on public lands/property, the form also acts as an application/approvals process for the permitting of the facility, park or roadway.

The Events Manual is a resource guide providing information, processes and best practices to assist Event Organizers in the organization of their event. It includes information on the following key functional areas of event management:

- Insurance
- Site Plan
- Alcohol
- Structures and Temporary Structures
- Traffic Management
- Community Impact/By-laws
- Conservation Authority
- Public Lands/Facilities
- Risk Management
- Security
- Fire and Life Safety
- First Aid and Medical Emergencies
- Food Service
- Washrooms and Waste Management
- Marketing
- Benefits of Affiliation Program