



28 Pulford Street, Kingsville, Ontario N9Y 1B4

October 1, 2021

The Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario, N9Y 2Y9

Attention: Sandy Kitchen, Acting Clerk  
& Paula Parker, Incoming Clerk

**Notice of Motion for Council**

(In Accordance with By-law 77-2021 I am hereby providing written notice of Motion prior to the advance notice time frame.)

**Subject: SERT APPLICATION, Process and Approval**  
**Reference Staff report Page 12, June 28 the by Mr. John Norton**

In the past the public access to apply to SERT for special events.  
A sample of the SERT application that was in use for years attached.

The person or group that wanted the Special Event could then sit down with the Special Event Committee that included:  
The Manager of Parks and Rec. Programs  
Municipal Services  
Police,  
Fire  
EMS  
And the Alcohol Government sector

Following the meeting a staff report or minutes were prepared that noted, not only the application  
But also exactly:  
What the Town was expected to do,  
But also, What the special Event group was to do.

**The June 28 report by Mr. Norton notes this is now and Administrative Group,**  
**But**  
**"Closure of streets and parks for special events will come forward to Council for approval."**

**At the next regular meeting of Council, I may move that Council received detailed reports, including the applications, minutes of the SERT Committee meetings that include exactly What the Town is to do, as well as what the applicant for the SERT application is to do for any request sent to Council for approval.**  
**Thus, ensuring that Council and thereby the public is aware of the work of and for this.**

Respectfully Submitted

Encl 1



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
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## SPECIAL EVENT APPLICATION

<b>DETAILS ABOUT THE SPECIAL EVENT</b>		
Name of Special Event:		
Date(s) proposed for Special Event:		
First Time Special Event	Y/N	
Recurring Special Event	Y/N	
If this is a recurring Special Event, how many times has the Special Event been held?		
Proposed location of the Special Event:		
Estimated attendance:		
<b>Please answer "yes" or "no" to the following and provide details where indicated:</b>		
Use of Town Facility	Y/N	
<input type="checkbox"/> Arena	<input type="checkbox"/> Ice Surface Floor	<input type="checkbox"/> Ball Pavilion
<input type="checkbox"/> Lakeside Pavilion	<input type="checkbox"/> Park Gazebo	<input type="checkbox"/> Lake Gazebo
<input type="checkbox"/> Ridgeview Park	<input type="checkbox"/> Unico Hall	
Dates and times:		
Open to the Public	Y/N	
Specify:		
Road Closures Required	Y/N	
OPP Services Required	Y/N	
Purpose of Road Closure:		
<input type="checkbox"/> Race, Run, Walk-a-thon		
<input type="checkbox"/> Parade		
<input type="checkbox"/> Other – specify:		
Specify location of road closure and/or route and attach a map:		
Alcohol at Special Event	Y/N	
Dates and times available:		
Fireworks	Y/N	
Dates and times:		
Details:		
Carnival Rides, Amusement Equipment, Air Bounce Equipment	Y/N	
Details:		
Tents, Stage or Other Portable Structures	Y/N	
Details:		

Live Entertainment	Y/N
Details:	
Use of Amplified Sound System	Y/N
Details:	
Security Required	Y/N
Details:	
Petting Zoo, Animal Show, Exhibits or Competitions	Y/N
Details:	
Food Concessions	Y/N
Details:	
Tournament in conjunction with the Special Event	Y/N
<input type="checkbox"/> Hockey <input type="checkbox"/> Slo-Pitch <input type="checkbox"/> Fastball <input type="checkbox"/> Volleyball <input type="checkbox"/> Other – specify:	
Lottery, Raffle, 50/50 draw, Nevada tickets	Y/N
Details:	
<b>DETAILS ABOUT THE SPECIAL EVENT ORGANIZER</b>	
Name of Special Event Organizer:	
Address:	
Contact Person:	
Email:	
Phone (H):	(M) Fax:
Alternate Contact Person:	
Email:	
Phone (H):	(M) Fax:
Is Special Event Organizer a corporation?	Y/N
Attach Articles of Incorporation or Letters Patent.	
Is Special Event Organizer a charity?	Y/N
Charitable Registration Number:	
<b>SERT use only:</b>	
Date of SERT Review:	
Comments:	

Personal information contained herein is collected for the purpose of processing this application for a special event. Personal information is collected and disclosed pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information may be directed to the Director of Corporate Services, The Corporation of the Town of Kingsville at 2021 Division Road North, Kingsville, Ontario N9Y 2Y9 or (519) 733-2305.