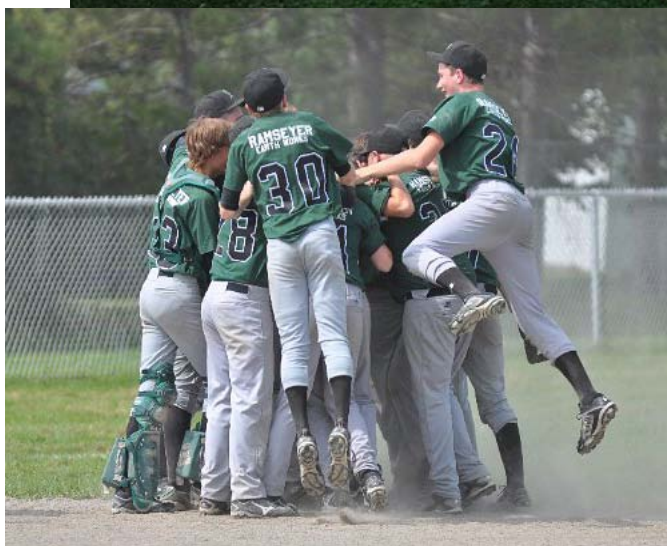


2013



The City of Greater Sudbury Tournament Checklist



As a permit holder on Municipal property, you are responsible for the health and safety of your event and to ensure that the terms and conditions as set out in the Municipal Alcohol Policy are followed.

TOURNAMENT CHECKLIST –

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION FOR YOUR EVENT:

Administrative:

- ☐ Signed Facility Agreement
- ☐ Contract paid in full
- ☐ Certificate of Insurance (min. \$2,000,000 liability coverage with the CGS listed as an Additional Insurer)

Alcohol Sales:

- ☐ Provide Copy of Special Occasion Permit or Caterer's Endorsement
- ☐ Provide Copy of Notification Letters (SDHU, Building Services, Clerk's Department, Fire, GSPS)
- ☐ Review of Alcohol Risk Management Policy
- ☐ License Area Review:
 - ☐ Fencing
 - ☐ Signage ("Statement of Intoxication", "Ride" awareness, and Accountability)
 - ☐ Location (to be approved by CGS staff)
 - ☐ Hours of Service
 - ☐ Security (to be approved by CGS staff)
 - ☐ Power/ Utilities requirements
 - ☐ Tent Review
- ☐ Provide list of servers and Smart Serve Numbers

Emergency Management Plan:

- ☐ Provide copy of First Aid/ Emergency Services Contract
- ☐ Review Inclement Weather Plan
- ☐ Provide List of Organizers and Primary Volunteers with Contact Information
- ☐ Provide copy of Site Plan

Security:

- ☐ Provide Copy of Paid Security and/or Greater Sudbury Police Service Paid Duty Contract
- ☐ Review Security Plan/ Event Controls:
 - ☐ Coverage of main entry and exit points
 - ☐ Egress (EMS Routes)
 - ☐ Parking (if applicable)

Please notify CGS staff at time of booking if you are planning on hosting any additional activities as part of your event including but not limited to;

- Vendors
- Live entertainment
- Live animals
- Inflatable devices

Additional Resources Available:

The following documents are available at your request to help with the planning of your event;

- ☐ Copy of the Municipal Alcohol Policy
- ☐ Copy of the Amended Parks By-Law
- ☐ Sample Notification Letter
- ☐ Sample Emergency Management Plan

Additional Notes:

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