



SUBJECT: Special Events

ISSUED: December 14 th , 2009	REVISED:	REVISION NO:	POLICY #:
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Date of Council Approval: December 14th, 2009

POLICY STATEMENT:

The Township is committed to supporting special events provided by charitable and recreation/sport organizations in the Township of Tiny through facility rentals and provision of manpower and equipment.

POLICY PURPOSE:

This policy outlines an equitable process for the allocation of facilities for special events and provides a guideline to ensure the public can experience a safe and enjoyable activity.

SCOPE:

This policy applies to all special events held on Township-owned property. Township staff shall review and approve all applications for such special events.

Assistance may be granted to organizations planning special events under the guidelines of the Grants To Organizations Policy.

Consumption of alcohol will be regulated through the Alcohol Risk Management Policy and the Fees and Charges Policy.

DEFINITIONS:

- Special Event - an organized event or function of limited duration that is conducted for charitable object or purpose and/or the enjoyment of the public at large and according to a pre-arranged schedule on municipal property and is available to the general community at large. Examples include: a craft exhibition; concert; musical exhibition; a festival; etc. and any which are held for hire or for gain (i.e. where entertainment is provided at a cost/fee).
- "Organization"- an organization that exists to benefit the public at large, not a private group. Therefore, an eligible organization is considered to be charitable only if no part of its income is paid to or otherwise made available for the personal benefit of any of its proprietor(s), members or shareholders, and if one of the main aims and normal activities includes projects and undertakings having a charitable object or purpose.
- Charitable object or purpose is defined as any object or purpose that meets the requirements of at least one of the following criteria:
 - Relief of poverty –assistance to the economically disadvantaged.
 - Education – providing opportunities to advance public education.
 - Advancement of Religion – provision and maintenance of places of public worship.
 - Any purpose beneficial to the community – cultural, ethnic, native, historic or heritage events and/or activities; service organizations; sporting and recreational events and/or activities; associations administering activities for children and youth.



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PERMIT REQUIREMENTS:

- Exhibition/Festival and Special Event:
 - Each applicant shall file with the Recreation Department:
 - A completed and signed application accompanied by a Rental Deposit.
 - Copy of corporate documents confirming the group is organized if requested by the Recreation Department.
 - A letter from the Ontario Provincial Police advising they have been made aware of the special event and are satisfied with security precautions being taken by the applicant.
 - A letter or certificate from the Health Department advising they have no objection and satisfactory arrangements have been made to ensure compliance with all health legislation and regulations.
 - A site/fire plan for the special event which shall include the procedures for sounding the fire alarm, notifying the Fire Department, the evacuation of the occupants and confining, controlling and extinguishing the fire, outlining the area to be used, the entry and exit points, the parking and internal roadways, the areas upon which any permanent or temporary building or structure are to be set up, and the areas where lavatory and washing facilities are to be set up, and set plan will be circulated to the Manager of Public Works and Fire Chief/Deputy Fire Chief for approval.
 - Any plans or documentation requested by the Township of Tiny shall be received in the applicable department at least 10 days prior to the event and any required inspection must be scheduled no less than 5 working days prior to the event.
 - For each place or premise for which the application is being made, Commercial General Liability Insurance, coverage against bodily injury or property damage losses suffered by others because of the acts or omissions of the applicant and endorsed to the effect that the Recreation Department shall be given at least five (5) days notice in writing of any cancellation, expiration or variation in the amount of the policy, and insuring in at least the following amounts:
 - In the case of bodily injury or death to a limit of \$2,000,000 (exclusive of interest and costs), against all claims for personal injury, including injury resulting in death and property damage, with an inclusive limit of not less than \$2,000,000. The policy or certificate of insurance shall be endorsed to the effect that the Township is named as an additional insured if the special event is to take place on Township property.
 - Depending on the event(s), the Township may require other types of insurance. The insurance policy may require the inclusion of cross liability, contractual liability, and other types of coverage as deemed necessary.
 - In the case where alcohol is being served (none of the facilities have permanent liquor licenses), the applicant and/or owner/lessee of the property shall acquire a Special Occasion Permit issued by the Liquor Control Board of Ontario and provide a copy of same to the Recreation Department. The procedure outlined Township Alcohol Risk Management Policy shall be followed.



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- If electrical hook-ups are required, the Township shall retain its own contractor to do the electrical work – groups are then charged directly.
- No permit shall be granted under this policy until the applicant deposits with the Township Treasurer a security deposit in an adequate amount, such amount to be fixed by the Township, sufficient to repair minor damages, cleaning of buildings and grounds after such special event has terminated so that the grounds may be restored to its previous state without cost to the Township of Tiny.
- Every user shall, if deemed required by the Township, hire at his own expense, independent security personnel to monitor the attendees to ensure orderly conduct and compliance with the provisions of this by-law. Every Permit Holder shall:
 - Be responsible for supervising, overseeing and maintaining orderly conduct; not permit any person to create a disturbance or cause undue noise while on the premises; keep the premises in a clean, neat and sanitary condition, free from fire hazards or any other hazards; ensure that staff have received instruction in the use of the fire-fighting equipment provided at special event; provide instruction to the staff outlining their responsibilities under the plan as approved by the Manager of Public Works and the Fire Chief/Deputy Fire Chief.
- In cases where the Permit Holder requires assistance from Township staff and/or requires the use of Township-owned equipment and supplies, fees will be determined by the Recreation Department based on the requirements of each event.
- The Permit Holder shall provide at its own expense portable washroom facilities (if existing Township facilities are not adequate).
- This policy shall not apply to any special event which is sponsored or hosted by the Township.

PROCEDURES:

- Fees and Charges:
 - The Township Fees and Charges Policy will be used to set fees for Special Events.
 - Fees and charges may be revised and/or adjusted from time to time due to changes in legislation and/or during times of escalating operating costs. In this circumstance, existing agreements/contracts with program participants and facility users will be honoured through to program and/or contract expiration dates.
 - The balance of the total fees shall be paid in full not less than forty-eight hours (48 hours) prior to the scheduled event or activity unless otherwise approved by the Recreation Department.
- The Permit Holder shall be responsible for conforming to any applicable fire code requirements.
- In cases of cancellation of any event or activity by the Permit Holder the Rental Deposit will not be refunded, but the Security Deposit will be refunded in full.



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- The Township of Tiny reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on Township-owned property, including concessions, souvenirs, programs, parking permits etc. The sale of such items is prohibited without the written permission of the Recreation Department.
- The right to grant a franchise to a third party for the sale of all goods specified is held exclusively by the Township of Tiny and no payment, fee, percentage or other remuneration shall accrue to the applicant/permit holder as a result of such a franchise without the express permission of the Recreation Coordinator.
- This policy outlines the process by which permit applications will be received and processed. The following procedures will apply in all cases:
 - Permit users shall request the use of facilities through the Township offices or by completing the Township Special Event Application Form under the conditions and within the timeframes outlined herein and of the Facility Permitting Policy.
 - The Recreation Department will verify that the facilities are available on the dates requested prior to processing the Special Event Application form.
 - Each such request shall be judged on its own merit in the view of the Recreation Department using the following general criteria:
 - There is a demonstrated benefit to businesses, residents and visitors to the Township of Tiny.
 - The proposed use of property will not unreasonably interfere with the normal use of the property by the municipality or general public.
 - The proposed activity does not present a safety or health risk to participants, spectators or general public.
 - The proposed activity is compatible with the surrounding area or neighbourhood, giving consideration to acceptable increases in noise, traffic, crowd and other municipal concerns.
 - Municipal resources necessary to support the intended use are available.
 - A conditional approval of the application shall be made by the Township Recreation Department following completion of the Special Event Application.
 - Upon conditional approval of the application, the Recreation Department may prepare a report for information for Township Council. The applicant may request a deputation to the Council meeting.
 - Following approval by the Recreation Department, the applicant shall pay the required security deposit and rental fee and obtain the documentation required under the Permit Requirement section of this policy and if required a Special Occasions Permit from the Liquor Licensing Board of Ontario. This documentation shall be submitted to the Recreation Department within 14 days before the event. Any extensions to this time period shall be requested in writing from the Recreation



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Department. In the cases where this deadline is not achieved by the applicant, the facility will be made available to the community.

- Upon receipt of the documentation required under the Permit Requirement section of this policy, a final approval of the permit will be granted by the Township.
- Official Township receipts will be completed for each permit transaction involving the exchange of money.
- At any time before and/or during the special event that the user fails to comply with the provisions of the permit contract, the CAO on the advice of the Recreation Department may at any time revoke or suspend the special event permit.
- Within 2 days following the special event, Township Public Works and Recreation Department staff will complete an inspection of the facility to determine the extent to which the user fulfilled commitments for facility cleanup. In the event that no work is required by Township staff, the security deposit shall be returned in full to the user.

APPEALS:

- If the applicant is not satisfied with the decision of the Recreation Department and wishes to appeal the decision the following Appeal process shall be initiated:
 - The applicant shall submit a written explanation of his/her views on the Recreation Department's decision to the Recreation Coordinator.
 - The Recreation Coordinator will meet with the applicant to discuss the rationale for the decision.
 - If the applicant is not in agreement with the results of this meeting, a meeting with the CAO can be requested.
 - If the applicant is not satisfied with the results of the meeting with the CAO, a deputation at Town Council can be requested. Council Deputations bylaw will guide this process.
 - Council's decision will be final.

RELATED DOCUMENTATION:

- Alcohol Use Policy
- Township of Tiny Licensing Bylaw #06-102
- Fees and Charges Policy
- Facility Permitting Policy
- Grants to Organizations Policy

Sources of Information:

- Township of Tiny Licensing Bylaw #06-102
- Township of Tay
- Town of Wasaga Beach
- Town of Penetanguishene



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**Exhibition and Special Event
Permit Application Checklist**

Facility:

Proposed Use:

Area(s), buildings, equipment required:

Expected Attendance:

Special Requirements:

- Liquor License
- Portable Washrooms
- Municipal Financial Support
- Municipal Manpower and Equipment
- Picnic Tables # _____
- Tables # _____
- Chairs # _____
- Garbage cans # _____
- Snow fence rolls # _____
- Traffic barricades # _____
- Staging _____ size
- Electrical details: _____

Event Requirements:

- Insurance
- Health unit approval
- Vendor permit
- Liquor license
- Tent permit
- Traffic control
- Barricades
- Road closure
- Special parking arrangements
- Lottery license
- CERT or ambulance
- OPP or security

Ontario Provincial Police Requirements:



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- Roads:
- Crowd Control:
- Safety:

Fire Department Requirements:

- Public Safety:
- Public Assembly
- Electrical Inspection
- Open Fires
- Approval of indoor plans
- Occupant approval
 - Structure
 - Occupant Load
 - Life Safety Plan
 - Portable Extinguishers
 - Fire Watch
- Fire Apparatus Required:
 - Fire pumpers
 - Water tanker
 - Rescue

Bylaw and Licensing Requirements:

- Hours of operation (noise):
- Signage and approvals:
- Parking

Works Department Requirements:

- Water:
- Detour/signs
- Barricades
- Snow removal
- Road closure and notifications