



# **PUBLIC EVENTS MANUAL**

A Resource for Event Organizers

**2017**





# TABLE OF CONTENTS

Introduction.....3  
Public Event Application Process.....4

## PROCEDURES

Town Facility Reservation.....5  
Road Allowances.....5  
Layout of Event.....6  
Access.....6  
Alcohol at Events.....7  
Damages.....8  
Digging / Staking / Fencing on Town Property .....8  
Dogs / Pets.....8  
Emergency Services.....8  
Fireworks.....9  
First-Aid.....9  
Food at Events .....9  
Garbage / Recycling / Grease.....10  
Hydro Inspection.....10  
Insurance .....11  
Loan of Town Equipment.....11  
Noise Restrictions.....11  
Parking.....12  
Pedestrian Crossing / Route Marshalls.....13  
Petting Zoo / Animals.....13  
Police Services.....13  
Public Event Walk Through.....14  
Public Access To Parks .....14  
Raffles / Bazaars / Games.....14  
Risk Management.....15  
Sanitary Facilities / Washrooms.....16  
Signage.....16  
Smoke Free Act.....16  
Tents, Canopies, Stages or Temporary Structures .....16  
Bouncy Castles/Inflatable Devices.....18  
Vehicles in Parks .....18  
Volunteers .....18  
Waste Collection/Diversion.....19  
Public Events Contact List .....20  
Links and Resources.....21

# INTRODUCTION

Dear Public Event Organizer:

Thank you for your interest in planning a public event here in the Town of Halton Hills. Public Events have a very positive impact on the community and we thank you for contributing to the spirit of the community. The Town of Halton Hills intends to be proactive in attracting new Public Events throughout the Town, as well as working with existing event organizers to further the success of their activities.

A Public Event can be described as follows:

- Held at Town Facilities (including buildings, parks and roadways)
- Open to the general public, with or without an admission fee
- Advertised via newspaper, web and/or site signage
- Could potentially involve a number of attendees that could not be managed on a roadway/facility without special measures being in place
- Includes a Special Occasion Permit (serving of alcohol)
- Requires a Building Permit for tents, stages or other structures

We are excited to support and help to guide you through the planning process of your Public Event and as a result, this resource has been developed to allow us to work together in presenting public events that will be an exciting and positive addition to our community's quality of life. Important procedural items are outlined and the relevant resource and contact people who are available to assist in relation to these areas are indicated in a Contact List at the back of the Public Events Manual.

As the organizer, your role will be to follow-up directly with the proper authorities regarding items within their jurisdiction relating to the event. The utilization of this resource will ensure that all necessary approvals will be well in place before the actual date(s) of the event. Failure to comply with the conditions outlined in this manual could result in the application being declined or the termination of the event.

May we wish you the very best as you plan and prepare for your Public Event!

# PUBLIC EVENT APPLICATION PROCESS

The following flow chart outlines the steps in the approval process for public event applications:

## 1. IDEA

Contact Coordinator of Community Development to review process.

## 2. PROCESS

Complete and submit the Public Event Application to the Recreation and Parks Department by the required timeline. The application serves as a process to reserve the event site location.

## 3. APPLICATION CHECK

Application is checked by Community Development Coordinator for accuracy and compliance to move forward to committee.

## 4. APPLICATION REVIEW - COMMITTEE

Applications are reviewed three times a year by the Public Events Committee consisting of staff from Town of Halton Hills as well as participation from external agencies. Please refer to the Public Events Committee contact list.

A meeting may be requested by either a member of the Public Events Committee or the Event Organizer to assist in the planning of the event.

## 5. TERMS AND CONDITIONS

Once approved, the Public Events Committee will work with organizers to ensure safety of the general public, volunteers and event organizers.

Public Events Committee will set terms and conditions under which the event will operate, this might include a walkabout and external agency involvement.

## 6. DECISION LETTER

This will be issued by email



### SMART TIP...

Early applications will allow more time for the applicant to resolve any issues relating to the proposed event with the appropriate Public Event Committee member.

# PROCEDURES

## **Preparing for a public event, matters to be aware of:**

Public events are a significant investment of time, money and both human and physical resources. This section of the manual identifies those items, which must be put into place for the public event to be approved for operation on Town owned parks, facilities or streets.

## **Use of Town / Public Property - Rules to Abide by:**

The safety of the people who are operating or visiting the public event and the maintenance and respect for the Town property being utilized is of utmost importance. Town facilities are maintained for long-term public use and public event organizers are responsible for any damages caused by the public event or activity.

Town owned facilities have a consistent set of rules and regulations that must be adhered to. These are outlined on the reverse side of the permit. The use of parks, facilities or road allowances for public events can be complicated. There are many standards that the applicant must conform to, ranging from established Town By-Laws and maintenance agreements, the [Municipal Alcohol Policy](#) to Regional and/or Provincial regulations regarding activities such as serving alcohol and food.

A [Contact List](#) is contained within this resource to provide names and contact information for follow-up in relative areas.

# TOWN FACILITY RESERVATION

There may be additional terms and conditions outlined which must be adhered to before a permit is granted. This will include items such as Liability Insurance and a specific event component such as a fireworks permit being signed off by the Fire Chief. See [Public Event Application Form](#).

The applicant must sign and pay for the facility permit prior to the event.

# EVENTS ON ROAD ALLOWANCES

Walkathons / Bikeathons - The approval process for these types of events can be simplified if existing traffic regulations are observed during the event, e.g. obeying traffic signals, speed limits, etc. Please complete the [Street and/or Sidewalk Event Request Form](#) if your event will take place on road allowances.

The applicant should be aware that the cost involved in processing this type of application and implementing the detours, placement of barricades, traffic controls, public notification signing, etc., as directed by Infrastructure Services, will be the responsibility of the applicant. Contact Infrastructure Services for details.

Guidelines set out in Ontario Traffic Resource Book 7, Temporary Conditions, will be used in determining an appropriate traffic control plan.

Note: To confirm an event on a road allowance please contact Infrastructure Services prior to your application submission. ([see contact list](#))

# LAYOUT OF EVENT

Completion of an Event Layout Plan is required. To ensure the safety of all visitors to your event (e.g. to reduce risk of complaints, injury and liability action) a layout of all event activity locations is to be submitted with your [Public Event Application Form](#).

Note: The Town can help you prepare an event layout using base maps provided by staff.

The Event Layout Plan should include:

- The north direction
- An unobstructed fire lane
- Length and width of street(s)
- Fire hydrant locations – clearance from fire hydrants must be a minimum of 2 metres; if hydrant is at the curb, clearances must be 3 metres
- Current obstructions or traffic calming devices
- Location(s) of any vendor(s)
- Location(s) of fire extinguisher(s)
- Fixed or movable objects used in the event
- Location of waste diversion sites

**IMPORTANT:** Fire Services requires an Event Layout Plan drawn to scale not less than 1:500 (1 metre = 500 metre) or 1:40 (1 inch = 40 feet).

Once approved, this plan is to be adhered to. The site plan will be in place so that staff can review the organizer’s plans and ensure that the layout of the stages, licensed areas and other activities comply with approved uses for Town property.

Note: High impact activities such as stages and certain carnival rides will be located to minimize sound level impact on surrounding residents and businesses.



## SMART TIP...

The park, facility or street being requested must include an Event Program outlining the details of the event along with the Public Event Application Form sent to the Recreation and Parks Department.

# ACCESS

Public event organizers must provide a ‘Barrier Free’ environment for visitors to the event. This would include well placed and clearly signed disabled persons parking spaces, entertainment viewing areas and washrooms that are located on paved pathways for ease of access for those with physical challenges. In addition, signage at events indicating these areas should be prominently displayed to help inform visitors in need of these facilities. For more information on ways to make your event more inclusive and accessible, visit [Planning Accessible Events](#) guide book that was developed from the Province of Ontario.

# ALCOHOL AT EVENTS

Please read the [Municipal Alcohol Policy](#) and the [Municipal Alcohol Procedures](#) for complete details regarding serving alcohol at town facilities.

In order to obtain a facility rental permit for an event where alcohol will be served, you must provide the following items:

1. **Special Occasion Permit (SOP)**

A Special Occasion Permit (SOP) is the required documentation when holding an event where alcohol will be served or sold. Please read the guidelines and requirements that accompany your SOP to ensure that you are complying with the Liquor License Act. The fee for the SOP varies depending on whether alcohol will be served or sold. When applying for your Special Occasion Permit, please ensure that the name and contact information provided matches the name and contact information on your Town of Halton Hills Facility Request Form/Facility Rental Permit. Please provide a copy of the SOP to the Recreation and Parks department prior to the event. On the day of your event, your Special Occasion Permit must be posted next to your serving station and made visible to all in attendance.

For more information regarding SOPs and to download the SOP application form, visit the Alcohol and Gaming Commission of Ontario's website: [www.AGCO.on.ca](http://www.AGCO.on.ca)

2. **Smart Serve Servers**

Smart Serve Ontario is a non-profit organization dedicated to developing and delivering a responsible service training program to all individuals who serve alcoholic beverages or work where alcoholic beverages are served in the Province of Ontario.

A certified Smart Serve server will have successfully completed Smart Serve training which practices responsible service of alcohol as specified in current Ontario liquor laws.

In order to receive your Facility Rental Permit, you must complete the Municipal Alcohol Policy Server Information Form which outlines who will be serving at your event and what time(s) each server will be on duty. This form can be found in Appendix C of the [Municipal Alcohol Procedures](#). The Town of Halton Hills requires that all persons serving alcohol are to be Smart Serve certified and that there must be a minimum of one Smart Serve server per 100 guests. Servers must have their smart serve certification card with them at the time of the event. To learn more about Smart Serve, visit [www.smartserve.ca](http://www.smartserve.ca)

3. **Insurance, including confirmation of Host Liquor Liability**

Please refer to the "[Insurance](#)" section of this manual.

4. **Agreement Form**

The [Municipal Alcohol Procedures](#) contains two forms which must be signed and returned to your permit coordinator prior to a facility rental permit being issued. Please complete the Activity Agreement Form (Appendix D) and the Agreement for Special Occasion Permit Holders (Appendix E). These agreements state that you will



comply with the [Municipal Alcohol Policy](#) and you are aware of the consequences should you fail to do so.

5. **Signage**

You must complete the Signage Form (Appendix F) of the [Municipal Alcohol Procedures](#) which states that you understand that you must post in plain view and easily seen by those attending the event the 6 signs you will receive upon receipt of your facility rental permit.

## DAMAGES

The cost to repair any damages to the park, facility, street or side walk etc., will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer by the Town of Halton Hills as soon as possible after the event is completed.

## DIGGING / STAKING / FENCING PARK PROPERTY

In many Town parks there are underground utilities buried below the surface of the park. It is the event organizer's responsibility to obtain "service locates" from the hydro, water and gas companies.

The event organizer is also to make sure that tent poles/pegs are installed no less than 1 metre from either side of the utility location.

## DOGS / PETS

Event organizers may prohibit dog or pet owners from bringing animals to a public park. Signs should be erected communicating this. Event organizers will be encouraged to promote that owners leave pets at home. This is in order to provide a safe and clean environment for humans and to avoid distress and confusion for pets.

Excludes persons reliant upon service animals or persons having obtained an exemption or written authorization from the Director.

## EMERGENCY SERVICES

The event organizer is responsible for ensuring that an emergency plan is in place in the event of an emergency or otherwise.

The Halton Police Service will determine the required level of police supervision. The cost of pay duty Police required for an event will be the responsibility of the event organizer (see "[Police Service](#)"). This reimbursement is to be made directly to the Halton Police Service.

Fire Services will determine the level of fire protection to be provided. The cost of supplemental protection, if applicable, is to be covered by the event organizer. This reimbursement is to be made directly to Halton Hills Fire department.

# FIREWORKS

If the event involves a fireworks display, the event organizer must complete the [Fireworks Application form](#). The application must accompany the Public Event Application form. Specific insurance requirements must also be met before a permit can be issued. Please see section "[Insurance](#)".



## SMART TIP...

Your insurance company may require Fire Services support.

# FIRST-AID

It is recommended that the event organizer provides certified first-aid service on site during the operating hours of the event through a qualified agency such as St. John Ambulance and Emergency Medical Service (EMS). For more information contact EMS (see contact list). Events larger than 200 attendees must have first-aid on site. A confirmation letter proving that First Aid has been booked may need to be provided in advance of the event at the discretion of the Public Events Committee.

# FOOD AT EVENTS

All food vendors participating in a public event must be licensed as a Commercial Refreshment Vehicle (CRV) and pay a license fee of \$100 per event. Non-for-profit groups, minor sport organizations and Food Businesses currently licensed with the Town of Halton Hills may be exempt from this fee. Please contact 905-873-2601 ext. 2350 for more information. Visit our website to download a [Business License Application](#).

You will need to complete an application with Halton Region Health Department. Please visit [www.halton.ca](http://www.halton.ca) and reference the Special Events Food Vendors Requirements package, which includes instructions for the proper storage, preparation and handling of food products.

Where food or beverages privileges are requested through the Public Event Application form process, approval must be received from the Halton Regional Health Department. The Co-ordinators Notification Package, must be completed and returned to the Health Department two months prior to the event. The event organizer must also ensure that the Food Vendor Application is completed and returned to the Health Department four weeks prior to the event by each individual food vendor. Visit [www.halton.ca](http://www.halton.ca) for more information.

Level of fire protection for food concessions is to be determined by the Halton Hills Fire Department and will conform to reference guideline.

Styrofoam food packaging are banned from events because they are non-recyclable. We support paper or recyclable plastic food packaging.

## GARBAGE / RECYCLING / GREASE

The event organizer will make arrangements for litter control, including the use of grease and recycling containers. Regular pickup of waste containers is expected in order to ensure a sanitary environment. The event organizer will ensure containers are emptied often enough during the event operation to avoid overflowing.

In the event that waste receptacles are to be emptied several times over the course of a public event, the organizer is to ensure that servicing is done outside of event operating hours, but not between the hours of 11:00 pm and 7:00 am.

The responsibility of debris clean up within Town facilities will be directly reflective on the permitted area that the permit holder has requested (e.g. if the permit for the public event encompasses the entire park, the permit holder is responsible for all debris within the confines of the entire park).

Any costs attributed to the clean up of the permitted area in order to return the park/facility to its original pre-event condition, will be charged to the permit holder. In the case of large amounts of debris, the tipping charge of the debris will be added to the bill.

Large events will be required to organize the rental of an appropriate sized garbage dumpster or other means to collect and remove the garbage. Infrastructure Services will supply staffing for the removal of garbage if requested by the event organizer. There will be a cost for this service. [See contact list.](#)



### SMART TIP...

Using volunteers for clean up and ensuring that all vendors are responsible for their direct area will reduce the build-up of these charges.

## HYDRO INSPECTION

The event organizer must ensure that adequate electrical supply capacity is available to run their event and must confirm with the supply authority what the electrical requirements will be for their event. An adequate standard of electrical cords must be provided.

The event organizer must contact the Electrical Safety Authority (ESA) prior to their event (minimum 48 hours notice) to make an application for inspection of all installations. Town of Halton Hills staff must be notified of ESA inspection date and time to attend if deemed necessary.

An administration fee is charged, in addition to the inspection fee, for all electrical installations inspected with no application on file with ESA. All equipment must be CSA or ESA approved and if connected without approval will result in a fine. Public event organizers are expected to

arrange their own hydro inspection and permits in Halton Hills. An ESA approved electrician will be a part of pre-event check. Charges for this service will be levied to the event organizer.

## INSURANCE

Insurance is required for all public events. It provides coverage for event organizers and volunteers for third party liability claims resulting from an injury to the third party and/or damage to their property.

Personal property owned by the event organizer or volunteers or any injuries to an event organizer or volunteer is not covered. The event organizer and volunteers should ensure that they have adequate property insurance and liability insurance if there are personal injuries/disabilities (accident benefits) either through their employment or otherwise.

Event organizers are required to obtain and submit the appropriate proof of insurance to the Town of Halton Hills at least 4 weeks prior to the date of the scheduled event. If Regional Roads will be used for the event, the [Insurance Requirements](#) shall be used in order to cover the interests of the Region.

To satisfy this requirement the event organizer must choose one of the following options:

1. Obtain and provide proof of coverage, by way the Town of Halton Hills [Certificate of Insurance Form](#), that will need to be completed by your broker or insurance company and submitted with your application.

**OR**

2. Purchase insurance coverage through the Town of Halton Hills where available. For more information, see [Insurance Requirements](#).

It is the responsibility of the organizer to meet the requirements put in place by their insurance company.

## LOAN OF TOWN EQUIPMENT

The Town makes available limited quantities of equipment and materials for public events such as bike racks, picnic tables, recycling bins and waste containers. To view an outline of available materials and resources, see the [Loan of Town Equipment Program](#). There is a cost for delivery and pick up of equipment and materials. For use of equipment and/or materials, a \$250.00 refundable deposit may be required at the time of reservation. Set-up costs for requests of Town staff and resources will be the responsibility of the event organizer.

## NOISE RESTRICTIONS

The use of amplified sound systems for the presentation of public events is restricted to between the hours of 9:00 a.m. and 11:00 p.m. as stated in the Town noise by-law. In addition, sound levels during these times must remain at an acceptable level given consideration to the

type and location of the event. For more information contact Corporate Services - By Laws ([see contact list](#)).

The site plan should include any high impact activities such as entertainment stages and carnivals. The organizer may be required to submit an entertainment and production contact list at the time of the public event application.

Carnival or amusement rides with sirens, air horns or buzzers are permitted at outdoor events.

Note: Exemptions to the Noise By-Law 2010-0030 may be granted and require approval by Town Council. The application for noise exemption must be completed at least 8 weeks prior to event date.

## PARKING

If an event is going to impact Town parking facilities (both on and off Town streets) the organizer must prepare a “Parking Plan” that reviews how these impacts will be managed. The plan is to be coordinated through Infrastructure Services and must be submitted with the Public Events Application Form.

The Parking Plan will include:

- a) A review/identification of the applicable Fire Access Routes and Designated Disabled Parking spaces.
- b) The availability of surrounding streets and lots where parking may be allowed.
- c) The provision of organization volunteers on-site (in the parking, and non-parking areas) to provide participants with appropriate parking information/direction related to the event.
- d) Where “Parking” signs on the date(s) of the event will be located to alert drivers where parking is available. Note: You must contact Infrastructure Services - Traffic ([see contact list](#)), to obtain a Sign Permit which allows you to post parking signs at various locations on the road allowance. This permit must accompany the [Public Events Application Form](#). In addition, see section “[Signage](#)”.

### Other Considerations:

Arrangements should be made for alternative parking off site on private property with permission of the owner.

To avoid parking problems related to the event, the organizer should be aware of how many parking spaces are available and where those spaces are located (i.e. on-site or off-site).

The organizer will be responsible for making suitable parking arrangements and providing any overflow parking requirements.

Depending on the size of the event and the expectation of a large number of vehicles that will be required to find parking, consideration should be given to hiring paid duty Police Officer(s)

for traffic and parking control and/or providing on-site shuttle bus transportation from parking areas outside of the event location.

Any promotional material (i.e. newspaper notices) should provide information regarding permitted parking areas.

Event parking should be arranged to ensure the safe flow of traffic before, during, and after the event.

The event organizer must be aware of the Parking By-laws that will be enforced. Any deviation from the Parking By-laws must be approved before the event and public notice provided (as required).

Consider shuttle parking to eliminate congestion and carbon emissions while vehicles search for parking and idling. Encourage carpooling by offering prominent parking spots with carpool signage. Offer a secured bike storage area to promote biking to the event. Bike racks are available through the [Loan of Equipment Program](#).

## PEDESTRIAN CROSSING / ROUTE MARSHALLS

A public event committee member may designate intersections that need police supervision to assist participants and motorists in the event area. Payment for the police supervision time is the responsibility of the event organizer and can be arranged through the Halton Police Service.

Walking, cycling and other sustainable modes of transportation are encouraged to help reduce traffic congestion.

## PETTING ZOO / ANIMALS

The use of petting zoos or other animals on Town owned land, must receive special approval in order to proceed. This activity could have impact from a maintenance standpoint. In addition, the [Animal Control by-law](#), will have details available in regard to the types of animals that are prohibited in the Town of Halton Hills.

Animal exhibits require approval by the Halton Region Health Department. Applications need to be submitted 4 weeks before the event. Submit the [Special Events – Public Health Requirements](#).

## POLICE SERVICES

In the event that large crowds are anticipated or security is needed, as in the case of a beer garden, the Halton Police Service is to be contacted to address the requirements they will establish for the event. They may require the organizer to hire additional pay duty officers if the tasks involved in accommodating the crowds expected exceed their capability to do so with their regular complement of officers. [Halton Regional Police Service](#) needs to be contacted a minimum of 3 months prior to the event date to set up an initial meeting to discuss the event details and determine whether police resourcing is required. Once this meeting has taken place,

Halton Regional Police Service will provide further direction including how to complete the [Pay Duty Request Form](#).

A [Pay Duty Request Form](#) must be completed, signed and filed by the organizers with the [Halton Regional Police Service](#) no later than 30 days prior to the event. If extra police cruisers are required there may be an additional charge for their use.

## PUBLIC EVENT WALK THROUGH

A “Public Event Walk Through” may be required, before and after the event, looking out for items such as debris, hazardous conditions, etc. The intention is to “See the grounds through the eyes of an excited youngster or a not so nimble senior!”

An inspection log should be kept confirming that the “walk through” was completed including time/date, if any conditions needed to be rectified etc., as it may be required if there is an incident.

The Public Event Committee member will review the operation of the public event. When meeting with the event organizer the condition of the site will be reviewed. In the event that conditions of the site are not supportive of public event activity due to site conditions or safety issues, it is at the discretion of the Public Events Committee member to inform the event operator if the event will be allowed to continue for that day, or if alternative plans need to be undertaken. This could involve prohibiting any vehicles from entering park grounds to the complete cancellation of the day’s activities.

## PUBLIC ACCESS TO PARKS

Public access to park walkways and thoroughfares, as well as parking lots, must be maintained at all times during event operations. This includes all play structures for children.

Events requiring paid admission may require the temporary closure of existing walkways or entrances to the facility and are to be determined as part of an approved site plan.

## RAFFLES / BAZAARS / GAMES

Operation of a lottery, raffle or bazaar within Halton Hills, must first comply with all Provincial, Regional and Municipal regulations in order to be considered for approval. Casinos and gambling are not permitted in the Town of Halton Hills.

In order to host an event which includes games, silent auctions or raffles, you may need to obtain a license from *Corporate Services - Licensing* ([see contact list](#)).

**Please note:** Only a registered charitable or non-profit organization may obtain a license. The license must accompany your [Public Event Application Form](#).

### Examples of activities that require a license (e.g. games of chance):

- Raffles, 50/50 draws
- Crown & Anchor
- Arms Length of Tickets

**Examples of games that are permitted WITHOUT a license (e.g. games of skill):**

- Fish/duck pond
- Hole-in-one golf
- Ball toss, beanbag toss, etc.
- Ring toss / Hula hoop toss

**Please note:** Any food offered to the public (sampling, sale etc.) must be from an inspected source. For questions, on food handling requirements, please contact Halton Region Health Department.

## RISK MANAGEMENT

Risk Management in public events is defined as “Recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss.” (Brian Duggan, Canadian Event Perspective).

Ensuring that appropriate risk management practices are in place is a priority for the Town of Halton Hills. “When adults use facilities, there is an expectation that they will recognize obvious hazards and avoid them. When children use your facilities there is no expectation that they recognize hazards.” (Doug Wyseman, Municipal Risk Services Ltd., President)

Contractors that complete work on Town property are expected to provide a valid certificate of insurance and confirmation of Worker’s Compensation coverage. Rental permits outline terms and conditions.

The following are areas of risk management that must be further developed by each public event organizing committee:

- Event organizers must be clear about the role of the police at their event and enhance communication throughout the event.
- Event organizers will be required to provide an emergency telephone accessible to participants.
- Emergency plans must be developed specific to the public event activities, including written plans for communication responsibilities, coordination with authorities, weather conditions, lightning, personal and property damage
- Structural safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced enclosures.
- Fire safety/protection for all tents and commercial cooking functions, safe handling of propane including site inspection by Technical Standards and Safety Authority (TSSA).
- Double fencing may be required in specific locations to assist with crowd control and emergency response at the discretion of Police Services.
- Guidelines for the use of elevation trucks and designated service vehicles.
- Bleacher inspections and certificate of insurance from the installer.
- Bleachers must have designated spaces for wheelchairs.



- All hazardous conditions must either be removed or well marked. The Town should be notified should the condition require their attention.

It is important that all key themes mentioned above are found in the event risk management plan. Ensure to include in your risk management plan the Town's [public event personal injury](#) and [public event incident](#) reports. Your risk management plan should be shared with police, fire and EMS for their review and comment. The risk management plan needs to be forwarded to the Town no later than 8 weeks prior to the event.

The Public Event committee reserves the right to review your risk management plan and decline your request.

## SANITARY FACILITIES / WASHROOMS

Event organizers will be responsible for providing sufficient portable washrooms, wheelchair accessible portable washrooms and hand sinks if the location for the event does not have sufficient facilities to accommodate the anticipated crowds. [The Halton Regional Health Department](#) will supply guidelines in the Co-ordinators Notification Package. Town of Halton Hills offers portable toilet and handwash station rentals by request.

Note: Every effort must be made to locate portable washrooms in an area that does not adversely affect local residences or businesses.

## SIGNAGE (promotional and directional)

A sign application is required for all event signage including promotional, way-finding and event parking. For signage in parks, please contact Recreation and Parks ([see contact list](#)), for all other signage requests contact Infrastructure Services - Traffic ([see contact list](#)). The signage permit is to accompany your [Public Event Application Form](#).

## SMOKE FREE ACT

The Province of Ontario has made it illegal to smoke in public outdoor spaces with the Smoke Free Ontario Act. This applies to all public events being staged on Town of Halton Hills owned or leased properties and includes all elements of an event such as beer tents, midways, concessions etc. Region of Halton Health Department enforces the smoking ban. It is the organizers responsibility to post a smoke free sign at the event for the public to be better informed of the Smoke-Free Ontario initiative. To obtain a sign prior to the event, contact the Community Development Coordinator 905-873-2601 ext. 2269 or ext. 2273.

## TENTS, CANOPIES, STAGES OR TEMPORARY STRUCTURES

Tents, stages or other similar temporary structures may be regulated by the Ontario Building Code Act. If so, a building permit may be required and if so subsequent inspections must be scheduled to ensure public safety. Contact Infrastructure Services - Building ([see contact list](#)).

**Tents:** "Tents" refers to a temporary shelter that is used at an open-air event such as a fair or exhibition, and includes a canopy, marquee, sunshade, etc.,

A building permit is required for a tent or group of tents provided the tent or group of tents are:

- More than 60m<sup>2</sup> (646 ft<sup>2</sup>) in aggregate ground area,
- Attached to a building, and
- Constructed less than 3m from other structures.

For more information, see the [General OBC requirement for Tents](#).

The following is a sample listing of some of the fire safety standards for tents:

1. Emergency entrance and exit routes are to be clearly marked and free of any obstructions.
2. All tents used by the public shall be fire retardant treated and a certificate to this effect is to be made available on-site to the Halton Hills Fire Department, if requested.
3. All stalls/booths/tents used by the public as a place of assembly (e.g. beer or food tents) are to be equipped with multi-purposes portable fire extinguishers rated a minimum 2A10BC.
4. No cooking, no smoking and no open flame devices are permitted in a tent or air-supported structure occupied by the public, or where there is storage of combustibles such as hay or straw.
5. All tents and temporary structures must be fully accessible to all participants/visitors including the physically challenged.

**Stages:** A building permit is required for the erection of performing/festival stages that are more than 10m<sup>2</sup> (108 sq. ft) in area and more than 600 mm (24 inches) above finished grade.

The following documentation is required to apply for a building permit for tents and/or stages:

- Complete application form
- Building permit fee
- Owners Authorization Form, if the applicant is not the property owner
- 2 site plan drawings indicating the location of the tent(s) and/or stages, dimensions of tents and /or stages and setbacks from other structures and buildings (including other tents or stages) and lot lines
- 2 copies of tent/stage design drawings
- Copy of Certificate for Flammability for Tent material

The complete building permit application with all supporting documentation must be submitted to Infrastructure Services - Building Division ([see contact list](#)).



### SMART TIP...

Unsure about the Building Code requirements? Contact Building Services as early as possible for more information on the Building Permit Application requirements prior to submitting an application for your event.

## BOUNCY CASTLES/INFLATABLE DEVICES

Events utilizing inflatable devices such as bouncers, bouncy castles and related amusements taking place in Town parks and facilities must follow the set up and supervision requirements along with the terms and conditions. Please review [Inflatable Device and Bouncy Castle Tips and Conditions](#) for further information.

## VEHICLES IN PARKS

In order to protect the general public, as well as the parks for future use, the access of vehicles to park grounds is for the purposes of event SET-UP AND TAKE-DOWN ONLY and will be restricted to designated areas as approved by the Town. The event organizer will ensure that vehicle access into the park is controlled and monitored throughout the event at the access points designated, allowing entry to emergency vehicles only, during event operating hours. The conduct of vehicle operators involved before, during or after the event will fall under the responsibility of the event organizer. If an operator is operating a vehicle in any manner that Town staff finds unsafe to the public within the park, the vehicle will be banned from the premise immediately and will have to conduct their work of loading and unloading from a location outside of the park. The site plan application must include any vehicles, subject to Town approval, which are to be left in the park area during the event.

Designated service vehicles such as golf carts for transporting supplies or removing garbage may be approved for use during event hours upon application to Town staff.

The cost to repair any damages to the park or facility will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer by the Town of Halton Hills as soon as possible after the event is completed.

Staff will review the location of all services with the event organizer as part of the site plan submission.

## VOLUNTEERS

Groups are encouraged to develop their own volunteer management practices, for example:

- All volunteers must sign a waiver acknowledging that they are performing a service at their own risk and do not have access to the Town's workers compensation or accident benefit program.

- All volunteers must be provided with the proper tools and equipment to ensure that their job can be completed in a safe manner.
- All volunteers must receive adequate training based upon their function to ensure they can perform their tasks in a safe and efficient manner.
- All volunteers who work directly with seniors or children will require a vulnerable sector screening to be provided by your local police force.

Volunteer monitoring is an ongoing responsibility. It is the obligation of both the organizers and event volunteers to ensure that the necessary work is being completed. Planning and monitoring must take into consideration the vulnerability of the participant, the amount of supervision provided, the setting, the nature of the volunteer position and activities associated with it. Volunteer roles vary in the amount of risk involved.



### **SMART TIP...**

This manual is designed to outline areas of responsibility for the event organizer in Halton Hills so that a clear understanding of all terms and conditions can be clearly understood and complied with.

## **WASTE COLLECTION/DIVERSION**

The event organizers are responsible for litter control including proper waste diversion to ensure minimal the impact on the environment and to make your event as 'green' as possible. Halton Region Community Event Waste Diversion Service is available to public community events such as fairs, festivals, races etc.

Organizers may purchase or rent tents to create 'waste sorting areas' to host recycling boxes, GreenCarts for organic waste and garbage receptacles. The waste sorting areas make it easy for the public to find waste bins, provide shelter for volunteer sorters, and help build recognition and minimal impact on the environment.

Allocate volunteers to manage the sorting areas. These volunteers can assist patrons to dispose waste correctly, thereby increasing waste diversion, educating the patrons and reducing contamination. Volunteer training is important, and can be provided by Halton Region free of charge. To determine if the 'Region's Services' can be utilized at your event please contact Halton Region at 905-825-6000, ext 8234 or visit [Halton Waste Division](#).

The responsibility of debris cleanup within Town facilities/parks is directly reflective on the event area that the permit holder has requested. For more information, please see section "[Garbage/Recycling/Grease](#)".

# PUBLIC EVENTS CONTACT LIST

## Public Events Committee Chair

### Application Process

Recreation and Parks  
Alison Harrison  
*Community Development Coordinator*  
[alisonh@haltonhills.ca](mailto:alisonh@haltonhills.ca)  
905-873-2601 Ext. 2269

## Public Events Committee

### Co-Chair Application Process

Recreation and Parks  
Erin Burger  
*Community Development Coordinator*  
[eburger@haltonhills.ca](mailto:eburger@haltonhills.ca)  
905-873-2601 Ext. 2273

## Public Events Committee – Advisor

Recreation and Parks  
Heather McLean  
*Community Development Supervisor*  
[heathermc@haltonhills.ca](mailto:heathermc@haltonhills.ca)  
905-873-2601 Ext. 2262

## Vendors, Games, Concessions & Rides

Corporate Services - Licensing  
Valerie Petryniak  
*Licensing & Business Relations Officer*  
[valeriep@haltonhills.ca](mailto:valeriep@haltonhills.ca)  
905-873-2601 Ext. 2350

## Parking, Noise Restrictions, Animal Control

Corporate Services - By Laws  
Kelly Withers  
*Community Standards Coordinator*  
[kellyw@haltonhills.ca](mailto:kellyw@haltonhills.ca)  
905-873-2601 Ext. 2330

Marina Booton  
*Supervisor of Municipal Law Enforcement*  
[marinab@haltonhills.ca](mailto:marinab@haltonhills.ca)  
905-873-2601 Ext. 2366

## Road Closures and Signage Infrastructure Services - Traffic

Matthew Roj  
*Traffic Coordinator*  
[matthewr@haltonhills.ca](mailto:matthewr@haltonhills.ca)  
905-873-2601 Ext. 2215

Roumen Kotev  
*Traffic Analyst*  
[roumenk@haltonhills.ca](mailto:roumenk@haltonhills.ca)  
905-873-2601 Ext. 2316

## Building Permits for Tents and Stages

Infrastructure Services - Building  
Jennifer Tysoe  
*Permit Coordinator*  
[jennifert@haltonhills.ca](mailto:jennifert@haltonhills.ca)  
905-873-2601 Ext. 2324

## Halton Hills Chamber of Commerce

Amy Sykes  
*Tourism Representative*  
[membership@haltonhillschamber.on.ca](mailto:membership@haltonhillschamber.on.ca)  
905-877-7119

## Additional Set-up / Deliveries

Infrastructure Services - Public Works  
Mike Gordon  
*Parks & Cemeteries Supervisor*  
[mikeg@haltonhills.ca](mailto:mikeg@haltonhills.ca)  
905-873-2601 Ext. 2614

## Fireworks and Tents

Fire Services  
Armando Cabral  
*Captain*  
[membership@haltonhillschamber.on.ca](mailto:membership@haltonhillschamber.on.ca)  
905-873-2601 Ext. 2101

## Public Safety

Police Services  
Constable Troy Wideman  
*Halton Regional Police*  
[troy.wideman@haltonpolice.ca](mailto:troy.wideman@haltonpolice.ca)  
905-825-4747 Ext. 2464

## Food Handling Requirements

Health Department  
Peter Kastoris  
[peter.kastoris@halton.ca](mailto:peter.kastoris@halton.ca)  
905-825-6000 Ext. 7421

## Emergency Medical Services

Paul Lamey  
*Public Safety Education Coordinator -  
Halton Region Paramedic Services*  
[paul.lamey@halton.ca](mailto:paul.lamey@halton.ca)  
905-825-6000 Ext. 7498

## Parks Permitting

Recreation and Parks  
Linda Cousins  
*Sales & Services Coordinator*  
[lindac@haltonhills.ca](mailto:lindac@haltonhills.ca)  
905-873-2601 Ext. 2275

## Electrical Safety Authority

Electrical Safety Authority Standards  
<https://www.esasafe.com/>  
1-877-372-7233

## Business Improvement Association

Wendy Farrow-Reed  
*BIA Representative – Georgetown*  
[georgetownbia@cogeco.net](mailto:georgetownbia@cogeco.net)  
905-873-4970

Sheena Switzer  
*BIA Representative – Acton*  
[actonbia@cogeco.net](mailto:actonbia@cogeco.net)  
519-853-9555

# LINKS

- [Public Event Application Form](#)
- [Street and/or Sidewalk Event Request Form](#)
- [Public Event Site Maps Example](#)
- [Loan of Town Equipment](#)
- [Building Permit Application Form](#)
- [Fireworks Application](#)
- [Certificate of Insurance](#)
- [Certificate of Insurance Requirements](#)

# RESOURCES

- [Municipal Alcohol Procedures](#)
- [Health Requirements for Food Vendors at Public Events](#)
- [Halton Regional Health Department – Coordinator Notification Pkg. for Public Events](#)
- [Animal Control By-Law 94-007](#)
- [Halton Regional Police Service](#)
- [Alcohol & Gaming Commission of Ontario](#)
- [Recycling & Waste Halton Region, Waste Collection for Community Events](#)