

THE CORPORATION OF THE CITY OF SARNIA



Festival & Event Policies & Procedures Manual

2017

Prepared by: City of Sarnia, Parks and Recreation Department

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1.0 PURPOSE

- 1.1 BACKGROUND:** The City of Sarnia has a long history of hosting festivals and events in sport, recreation, culture and entertainment. The City of Sarnia recognizes that festivals and events enhance the quality of life and are essential in creating a healthy, active and creative Sarnia community.

Each year the City of Sarnia receives numerous requests from individuals, groups and organizations to operate events on municipal property. Festivals and events vary in scope, purpose, size, cost and complexity.

- 1.2 PURPOSE:** This Policies and Procedures Manual will serve as the guiding document to establish approved guidelines and procedures for the allocation, management, maintenance and growth of vibrant and sustainable festivals and events that benefit the City of Sarnia and its citizens.

This policy is intended to ensure consistency, convenience and safety among the Event Organizer, volunteers and patrons, the citizens of Sarnia and The Corporation of the City of Sarnia. The Policy is meant to promote the usage of municipal facilities and park land through festivals and events and outline the Festival and Event Application process.

Management of festivals and events on municipal property require the coordinated efforts of City staff, departments and affiliated agencies to ensure safe event operation and adherence to applicable by-laws, policies and procedures.

- 1.3 SUPPORT STATEMENT:** The City of Sarnia and the Parks & Recreation Department recognize the importance of festivals and events in contributing to Sarnia's quality of life, local economic development and community identity.

Through this policy, the City of Sarnia is committed to supporting festivals and events that:

- Are vibrant and diverse;
- Enhance the growth of tourism and volunteerism;
- Recognize culture and heritage; and
- Provide economic benefits to both the City of Sarnia and event organizers

Festivals and events require the invaluable service, support and skills of dedicated event organizers, volunteers, community groups and sponsors.

2.0 FESTIVAL AND EVENT CORE VALUES

2.1 The City of Sarnia Parks & Recreation Department is proactive in encouraging the development and coordination of new festivals and events as well as working with existing event organizers.

Our core values are:

- We support our festivals and events that contribute to our community by facilitating a healthy, active and creative Sarnia!
- We support festivals and events that celebrate our cultural diversity.
- We support consistency and fairness and will treat event organizers, the community and spectators with courtesy and respect.
- We will support festival and event organizers through knowledgeable, timely and efficient service.

3.0 GOALS AND OBJECTIVES

- 3.1 GOALS:** This Policies and Procedures Manual will provide the foundation for a proactive, event-friendly approach in encouraging the development and organization of festivals and events throughout the City of Sarnia.

It is the role of the Parks & Recreation Department to guide event organizers through this process.

3.2 SUCCESSFUL EVENTS ARE A RESULT OF THE FOLLOWING:

- (a) Responsible leadership;
- (b) Open communication
- (c) Commitment;
- (d) Careful planning;
- (e) Methodical follow-through; and
- (f) Provisions for the unexpected

3.3 OBJECTIVES: Objectives of the Policy are as follows:

- a) Liaison with City Departments creating a “one-stop-shop” for organizers;
- b) Provide fair and transparent means for service delivery;
- c) Ensure equitable access to park space, facilities and City property;
- d) Promote and encourage a diverse range of organized activities;
- e) Establish uniform criteria and procedures for the reservation and use of City assets for events through the Event Application and/or Rental Permit process;
- f) Facilitate scheduling that will support proper maintenance of City property;
- g) Inform event organizers how to effectively use City resources to implement a successful event;
- h) Ensure that events are organized and operated in an environmentally friendly manner;
- i) Ensure that City property is used for the benefit of the entire community;
- j) Balance the needs of event organizers, casual participants and the City;
- k) Ensure that all federal and provincial laws and regulations and municipal by-laws are observed and consistently applied; and
- l) To recover all direct costs as per the annual Council-approved ‘Fees for Services’ book related to services provided by The Corporation of the City of Sarnia.

4.0 RECREATION COORDINATOR & EVENT OPERATIONS ADVISORY TEAM

4.1 PURPOSE: Festivals and events on municipal property may involve multiple departments and agencies in a variety of ways. Through the Recreation Coordinator - Events and through consultation with the Event Operations Advisory Team, staff will ensure event organizers are aware of the festivals and events policies and procedures and support them through the planning process.

4.2 GUIDANCE AND ASSISTANCE: The Recreation Coordinator - Events will be available to festival and event organizers planning an event or festival on city-owned lands.

4.3 RECREATION COORDINATOR - EVENTS: Reporting to the Manager of Recreation and Planning, the Recreation Coordinator - Events will act as a liaison with event organizers ensuring compliance with the Festivals and Events Policies and Procedures. The Recreation Coordinator - Events will manage the Event Application process and liaise with departments and/or affiliated agencies as required and consult with the Manager of Recreation and Planning as needed.

Departments and Affiliated Agencies may include:

- Engineering, Public Works, Planning and By-Law Enforcement;
- Legal and Insurance Services, City Clerk and Finance Department;
- Sarnia Police Service, Sarnia Fire Department;
- Lambton Public Health;
- Other agencies to ensure that all resources are properly coordinated to maximize event support and City efficiencies

If deemed necessary, a “one-stop-shop” meeting with City representatives to review, discuss and address policies and procedures that may pertain to a specific event will be arranged by the Recreation Coordinator – Events. This may also warrant an on-site meeting.

4.4 EVENT OPERATIONS ADVISORY TEAM (E.O.A.T): Under the direction of the Manager of Recreation and Planning or designate, the Event Operations Advisory Team will review and revise annually the Festival & Events Policies & Procedures manual to determine relevancy and ensure the document remains user-friendly for event organizers and maximize City’s efficiencies. The Event Operations Advisory Team consists of the following members.

- Parks and Recreation – Lead;

- Fire Prevention;
- Sarnia Police;
- City Clerk's Office;
- Legal Department;
- City Planning; and
- City Engineering.

5.0 DEFINITION OF FESTIVALS AND EVENTS

All festivals and events shall be categorized as either **community, non-profit or for-profit**.

5.1 GENERAL DEFINITION OF A FESTIVAL OR EVENT: For the purpose of this policy, festivals and events are defined as any planned gatherings supporting cultural, recreational, charitable and/or community initiatives. A festival or event can be a one-time, annual or infrequently occurring activity on City of Sarnia municipal land that is reserved exclusively for the operation of an organized activity open to the public and which meets the following criteria:

- 1) Celebration of specific theme;
- 2) Pre-determined opening/closing, hours of operation;
- 3) Available to the community at large; and
- 4) Paid admission or free to the public.

Weddings, birthdays, family picnics, anniversary parties and other functions not open to the public do not constitute an event required to follow the Festival and Event Application process completely; however, particular items may need to be addressed and will be discussed at the time of rental permit booking.

Any event not held on municipal property is not subject to this Policies and Procedures Manual.

5.2 PUBLIC BENEFIT REQUIREMENT:

To be considered for a Festival and Event Application and permit, an event must provide meaningful public benefit and must have a direct impact on one or more of the following areas:

- a) Arts and culture;
- b) Education;
- c) Health and wellness;
- d) Physical fitness;
- e) Enrich the character and identity of the City;
- f) Create unique or innovative experiences;

- g) Extend the overall range and mix of community programming.

5.3 TYPES OF EVENTS:

- Cultural
- Athletics/Recreational
- Commemorative
- Parades
- Fundraisers, Charity Walks/Runs/Bike/Skate
- Commercial
- Artistic
- Neighborhood

5.4 Events and festivals will be classified under three (3) type of events:

a) COMMUNITY EVENT:

An annual or infrequent event or series of events organized in part by the City of Sarnia. These events are intended for public attendance of all ages, in most cases free to attend and usually occur as a result of a celebration or specific community theme.

b) NON – PROFIT EVENT:

Events that do not profit an individual, group of individuals or a “for profit” company and are organized by a registered non-profit or charitable corporation. The event can be exclusively a fundraising event for the benefit of a community group or organization.

Organizations with an elected executive board, annual meetings and non-profit charitable numbers are eligible.

Approved non-profit festivals and events are eligible for non-profit rates as determined by the Council approved “Fees for Services” book. Organizations will be asked to provide proof of non-profit status.

c) FOR-PROFIT EVENT:

An event that is held for the purpose of business, profit-making and/or promotion of an individual, group, organization or corporation is deemed a for-profit event.

ADDITIONAL DEFINITIONS:

5.5 “City” The Corporation of the City of Sarnia

- 5.6 “Anchor Event”** An event that attracts or generates significant numbers of people and enhances tourism. Anchor events will have a continuous attendance of greater than 5,000 people.
- 5.7 “Application”** A formal request to permit a festival or event on municipal land. All applications are subject to review by the E.O.A.T where deemed necessary by the Recreation Coordinator –Events
- 5.8 “Approval”** Shall mean the formal and written sanctioning of a festival or event by the Parks & Recreation Department.
- 5.9 “Alcohol & Gaming Commission of Ontario (A.G.C.O)”** the approval authority for granting Special Occasion Permits for the licensing of events on municipal land. See AGCO in section 19 for additional information.
- 5.10 “External Agencies”** See 4.3 for list of agencies included in this policy.
- 5.11 “Municipal Properties”** Any roadway, road allowance or right-of-way, land owned, leased or controlled by the City, designated as parkland or as a trail, including gardens, playgrounds, sports fields or beach areas, water lots, arenas, open spaces, parking lots and facilities.
- 5.12 “Event Organizer and Permit Holder”** Any person or organization that holds a permit or event application for use of park space for the purpose of hosting an event open to the public within the City shall be deemed Event Organizer and/or Permit Holder.
- 5.13 “Street/Road Closure”** Shall mean an obstruction to the regular flow of traffic, involving one or more lanes being temporarily barricaded and which may include a route detour, to be identified through signage when a driver is required to depart completely from a major road(s) and will be directed to follow an alternative route.
- 5.14 “SOCAN”** shall mean the Society of Composers, Authors and Music Publishers of Canada.

- 5.15 “Fees for Services Book”** shall mean the Council-approved book outlining fees associated to services provided by the City of Sarnia. These fees are approved by Council annually and are subject to change.
- 5.16 “Mobile Food Service Equipment (MFSE)”** is mobile equipment whether or not permanently parked; containing propane or other hydro carbon fired fuel cooking equipment and if applicable, associated fuel storage. MFSE is commonly known as, but not limited to, mobile food trucks, coffee trucks, chip trucks, chip wagons, hot dog carts and ice cream trucks.
- 5.17 “Amusement Device”** shall mean a machine, contrivance, structure, vehicle or device or component attached or to be attached hereto, used to entertain persons by moving them or causing them to be moved and includes the area peripheral thereto if such area is integral to the device (O. Reg 221/01, Amusement Devices)
- 5.18 “Air Supported Structure”** shall mean a structure that incorporates a structural or mechanical system and uses high-strength fabric or file that achieves its strength, shape and stability by pre-tensioning with internal air pressure (O. Reg 221/01, Amusement Devices). An Air Supported Structure moves persons or causes persons to move if any of the following are true:
- a) The device has an inflated floor of surface upon which patrons interact with, play on or jump upon
 - b) The device uses bungee cords as a means to assist or inhibit the movement of a patron
 - c) The device includes an inflated side
- 5.19 “Damages”** shall mean any loss or injury to a person(s) or property.
- 5.20 "Circus"** shall mean a traveling variety show including feats of physical skill, or performances by jugglers, acrobats, trained animals, or clowns.
- 5.21 "Midway"** shall mean a traveling entertainment facility featuring rides of amusement, games and other forms of amusements.
- 5.22 “TSSA”** shall mean the Technical Standards and Safety Authority which promotes and enforces public safety in relation to fuels and amusement rides.

- 5.23** “High Risk” shall mean and refer to events those could pose significant risk on the public and infrastructure. Events with anticipated high attendance, amusement devices, road closures and/or alcohol are considered high risk.

6.0 EVENT APPLICATION & BOOKING AGREEMENT PROCESS

- 6.1** All festivals and events must be booked through the Recreation Coordinator – Events or designate.
- 6.2** The Event Organizer and/or Permit Holder shall ensure that any intention to solicit funds on municipal land is disclosed to the Recreation Coordinator – Events during this process.
- 6.3** Rental fees will be levied for events held on City of Sarnia municipal lands in accordance with the Council approved Fees for Services book. Additional fees not outlined in the Fees for Services book may be applicable based on certain event expectations and requirements.
- 6.4** The City of Sarnia reserves the right to request certificates of insurance and other related documentation as identified in the document.
- 6.5** For first-time event organizers, event applications (Appendix I) can be submitted on the first working day of the calendar year and applications will be prioritized based upon the date the applications have been received by the Parks and Recreation Department. Otherwise, Parks and Recreation must be notified at least 30 days prior to the event.
- a) Parks and Recreation may request a rental deposit from the Event Organizer to hold a facility or park space for a specific date.
 - b) New events may require Sarnia City Council’s approval before a permit or event application can be approved.
 - c) Park staff may request a site visit with event organizers prior to the event date. De-brief meetings may also be requested.
 - d) Festival and Event Applications will be subject to the policies and procedures as outlined in this document.
- 6.6** Annual and returning events will have a 30 day window each November to confirm booking for the following year. Annual and returning event dates will be based on the previous year’s event date and site location.

- a) Notification of this window will be provided to all event organizers by the Parks and Recreation Department.
 - b) Should an annual or returning event request a different and/or additional date, approval will be at the discretion of the Recreation Coordinator – Events and will be based on availability.
- 6.7** The City will attach terms and conditions (Appendix II) to a Festival and Event Application and/or Rental Permit as deemed necessary to ensure public safety, protection of City property and/or to maintain the enjoyment of the park space or City facility for the public.
- 6.8** Prior to final approval of the event application and/or permit, the following information must be submitted to the Recreation Coordinator – Events at least 30 days in advance of an event or festival:
- a) Event cover letter, preferably on letterhead, detailing the event location including time and date;
 - b) Contact name, including phone number and email (if available) of the Permit Holder(s) and/or Event Organizer(s);
 - c) Insurance certificate, minimum \$2M of commercial general liability coverage naming the City as an additional insured;
 - d) If high risk event, includes road closure, or is licensed, an insurance certificate, for a minimum of \$5M of commercial general liability coverage naming the City as an additional insured is required;
 - e) Payment of security deposit (if applicable);
 - f) Payment of the full amount of current and outstanding fees if any owed to the City as a result of a previously permitted Event Application and/or Rental Permit;
 - g) Applicable licenses/permits;
 - h) Site Plan;
 - i) Any other specific applications/forms/information outlined in Sections 9 through 22 of the Festival and Event Policies and Procedures Manual.
- 6.9** A proposed festival and event site plan is subject to approval by the Recreation Coordinator - Events and shall be adhered to once approved. The site plan shall include:
- a) Emergency access and routes;
 - b) First Aid/Event operations area;
 - c) Tents;

- d) Animal operating areas;
- e) Food operating areas;
- f) Additional portable washrooms;
- g) Portable staging;
- h) Licensed area (if applicable);
- i) Street/Road Closures shall be identified detailing traffic control and pedestrian control measures. The plan may require set-up and take-down procedures. The plan must be in accordance with the Ontario Traffic Manual Book 7 – Temporary Conditions which can be found at www.sarnia.ca;
- j) Emergency procedures, including but not limited to location of exits, access routes and fire extinguishers

HOW TO APPLY:

- 6.10** Complete the Festivals and Events Application Form at least 30 days prior to the event or festival. The City reserves the right to request additional information, forms, licenses or permits for events. These requirements will generally be based on the nature of the event as determined by the City.
- 6.11** Forward applications to the City of Sarnia Parks and Recreation Department, by email to parksandrecreation@sarnia.ca or in person to Sarnia City Hall, 255 Christina St. N., Sarnia, ON.
- 6.12** Upon approval, a fully executed Festival & Event Application and/or Rental permit including the Terms and Conditions will be executed between the City and the Event Organizer.
- 6.13** The Recreation Coordinator – Events will coordinate final approval for Event Organizers and/or Permit Holders to host their festival or event should all criteria be satisfied with approvals provided by relevant departments.
- 6.14** The Parks and Recreation Department must be notified at least 48 hours in advance of any cancellations to qualify for a refund.
- 6.15** Arrangements of keys must be made 7 days in advance and a deposit may be necessary. Keys must be returned the next working day after the event.

7.0 GENERAL POLICIES AND PROCEDURES

- 7.1** The Event Organizer shall cooperate with members of City staff and any other groups and/or general public using the park and area. City staff will outline concerns for environmental or cultural sensitivity and provide guidance to the Event Organizer and/or Permit Holder if activities will impact such areas.
- 7.2** The Parks and Recreation Department will assist with promotion and marketing of festival and events where possible, including information boards and kiosks, arenas, City Hall and within the annual Sarnia Summer Events Guide. It is recommended for event organizers to contact Tourism Sarnia-Lambton to assist with marketing efforts.
- 7.3** All legislation, by-laws and regulations must be adhered to by the Event Organizer and/or Permit Holder. Event organizers are required to adhere to all festival and event policies and procedures. In the interest of public safety, a zero tolerance policy is enforced for all events. Failure to comply will result in ticketing and/or closure of the event.
- 7.4** A Festival and Event Application submitted to the City for approval to be eligible for a permit will cross reference all sections with municipal requirements to ensure certain criteria, including compatibility with the provisions of municipal, provincial and federal laws as well as in accordance with rules and regulations outlined in the Festival and Events Policies and Procedures Manual.
- 7.5** On February 28, 2005, Sarnia City Council passed a motion to exempt all community and non-profit festivals and events from the fee requirements of the City of Sarnia business licensing by-laws and City inspection fees associated to the issuance of these licenses except in the instance where any of the proceeds from the festival and or event are for the benefit of private individuals, corporations and/or businesses.
- 7.6** All rental fees, equipment and service fees are subject to the provisions of the City of Sarnia Council approved Fees for Services book as amended. Payment shall be made when the application is approved by the City, including permit fee, security deposit and any other applicable fees related to the application.
- 7.7** The Event Organizer and/or Permit Holder shall obtain public liability and property damage insurance as to protect the renter against any claim for

damages or personal injuries which may arise from, or be connected with, the operation of the function. Insurance shall have a minimum limit of \$2,000,000.00 per occurrence (standard risk, without alcohol) and \$5,000,000.00 per occurrence (high risk or with alcohol) and name The Corporation of the City of Sarnia as an additional insured as set out in Section 13. The permit is not transferable to any other group or organization. The Event Organizer and/or Permit Holder shall indemnify and save harmless the City of Sarnia, its officers, agents, employees, and volunteers against any and all actions, cause of action, claims and expenses whatsoever presented by any group, person, or peoples participating in or attending the event for loss or damage sustained as a result of attending the said event.

- 7.8** The Corporation of the City of Sarnia will not be responsible for damage, loss or theft of property of the Permit Holder or anyone attending on the invitation or with the permission expressed or implied of the Event Organizer and/or Permit Holder.
- 7.9** Event organizers and/or permit holders shall respect the area approved for use in accordance with By-law 61, Respecting Public Parks. The Event Organizer and/or Permit Holder shall pay for all damages and associated restoration costs to the equipment, premises or other property of The Corporation of the City of Sarnia incurred during any time the Event Organizer and/or Permit Holder is using the facility or arising from the use thereof.
- 7.10** A refundable damage deposit, as determined by the City, may be required at the time of application and must be paid before the event permit will be issued by the City. If the City property or facility is left clean and undamaged and the Event Organizer and/or Permit Holder does not conduct activities that have not been approved, the deposit will be returned to the Event Organizer and/or Permit Holder once a site inspection has been completed by the City. Deposit returns may take up to 30 days to receive.
- 7.11** Part of the City's Environmental Action Plan (Appendix III, p.10) is to support public events and/or festivals and events that are "green". Event Organizers and/or Permit Holders may be asked to prepare a plan as to how this waste will be reduced, recycled or composted.
- 7.12** City property is to be protected from vandalism, crowd damage or excessive use during events. All damage costs will be the sole responsibility of the Event Organizer and/or Permit Holder.

- 7.13** The Event Organizer and/or Permit Holder shall accept the responsibility for providing adequate supervision and security for maintenance of good order during the entire time that the renter occupies the facility and, without limiting the generality of the foregoing, to see that all terms contained herein are strictly observed. Vandalism or abusive language while using a facility shall be deemed as just cause to cancel the Festival and Event Application and/or Facility Rental Agreement or reject future applications for a Facility Rental Agreement. No group or individual member thereof shall perform or demonstrate or allow to be performed or demonstrated any activity which is, or has the potential to be offensive, hazardous, or otherwise dangerous to the welfare of the community, to the group, or individual members thereof.
- 7.14** The Event Organizer and/or Permit Holder will be responsible for ensuring that any wetness in and around the event site due to inclement weather will not cause injury to members or spectators and will take the necessary measures to eliminate these conditions.
- 7.15** Permission to have an enclosed area for selling and/or consumption of alcohol is required with approval from the Director of the Parks and Recreation. The Event Organizer and/or Permit Holder must acquire an A.G.C.O. Licence (Special Occasion Permit) which must be posted during facility use. (see also Section 18)
- 7.16** Mobile Food Service Equipment requires a TSSA Inspection Certificate Directors Order FS-056-06 Mobile Food Service Equipment which is to be submitted by the Event Organizer to the Recreation Coordinator – Events a minimum of 14 days before the event.
- 7.17** Event organizers using City park space/land should take into consideration the type of sound, pitch and volume necessary to produce quality entertainment in the facility and ensure compliance with the City of Sarnia Noise By-Law as set out in Section 12.
- 7.18** No digging and/or staking of tents within City parkland and/or municipal parking lots will be undertaken without approval from the Parks & Recreation Department and proper locates being completed at the expense of the event organizers.

- 7.19** Any property of the Event Organizer or of anyone attending on the invitation of the Event Organizer, brought into the facility must be removed by the time the event application and/or rental permit has expired unless special arrangements for storage are made in writing with the City.
- 7.20** The Event Organizer and/or Permit Holder shall respect and comply with all policies contained in Public Parks By-Law No. 206 of 1999 of the City of Sarnia which pertains to parking, vehicles in the park, signage, animals, and fireworks, inclusive. Signage of any kind promoting the event must comply with the City of Sarnia Sign By-Law Policy.
- 7.21** (If Applicable) The Event Organizer and/or Permit Holder shall recognize and comply with the rules and regulations of the Canatara Park Bandshell, Centennial Park Outdoor Stage and Gathering Area and City facilities and all items identified as the Terms and Conditions.
- 7.22** The Smoke Free Ontario Act prohibits smoking in public spaces including public parks.
- 7.23** For any events that include live or recorded music of any kind, event organizers and/or permit holders are required to pay a licence fee to SOCAN.
- 7.24** Sufficient portable washrooms and wash stations are the responsibility of the Event Organizer and/or Permit Holder should the location not have the sufficient number of facilities to accommodate based on the expected attendance of the festival or event. This decision will be at the discretion of the Recreation Coordinator – Events. Minimum one portable unit shall be accessible. Disposal of hauled sewage from port-o-johns or must be properly licensed and vehicles properly placarded to the satisfaction of the City of Sarnia.
- 7.25** It is recommended that the event organizers and/or permit holders shall provide certified First Aid service on-site during the operating hours of the event through a qualified agency and/or personnel. All First Aid stations should be clearly marked with appropriate signage.
- 7.26** Certain festivals and events deemed as high risk and anticipate being highly attended by the public may be subject to mandatory First Aid personnel being required on-site as determined by the Recreation Coordinator – Events and/or the EOAT. It is the responsibility of the Event Organizer and/or Permit Holder to coordinate these services.

- 7.27** Event organizers and/or permit holders shall uphold the following prohibitions:
- a) No pet is permitted to run free except in areas designated for such purposes or unless authorized;
 - b) Foul or pollution of any fountain or watercourse is prohibited;
 - c) No person shall disturb, injure, kill or trap any animal in a park, unless authorized;
 - d) No person shall discharge any material to the sanitary or storm sewer system without written permission of Bluewater Power or the City of Sarnia;
 - e) Excessive amounts of rice, glitter, confetti, artificial flower petals or any other substance that litters the ground is prohibited in City parks/property and facilities.
- 7.28** The City reserves the right to cancel any scheduled festival or event and revoke any permit when:
- a) The park, facility or City property is required for an event of municipal significance;
 - b) In order to ensure public safety;
 - c) If, in the sole opinion of the City, the Event Organizer and/or Permit Holder fails to comply with the requirements of the permit and/or the Festival and Events Policies and Procedures Manual or for any other reason that the City deems appropriate.

8.0 FEES FOR SERVICE & RENTAL PERMITS**8.1**

- a) As indicated in Section 7.6, all rental fees, equipment and service fees are as per the City of Sarnia Council-approved Fees for Services book.
- b) In March of 2005, Sarnia City Council passed a motion to exempt all community and non-profit festivals and events from the fee requirements of the City of Sarnia business licensing by-laws and City inspection fees associated to the issuance of these licenses except in the instance where any of the proceeds from the festival and or event are for the benefit of private individuals, corporations and/or businesses.

8.2 Refunds will be provided when the event and/or festival is canceled by the City due to Section 7.2 a) or b) if rescheduling is not possible. If the event and/or festival is cancelled due to Section 7.2 c), partial refunds may be provided.

8.3 For cancellations, the Event Organizer and/or Permit Holder must submit a request in writing for refund within two (5) business days of the date of the event. Refund fees may apply.

8.4 An administration charge will be levied for any payments returned as non-sufficient funds.

8.5 The City may provide additional services and equipment to support community festivals and events not listed in the Council approved Fees for Services book. Services may include; table rental and additional staffing. These services may be subject to a fee.

9.0 MUNICIPAL GRANT & MAJOR EVENTS ASSISTANCE PROGRAM

- 9.1** The City of Sarnia recognizes that festivals and events contribute to the quality and diversity of community life for citizens and visitors.

The City of Sarnia offers two funding programs to help event organizers with financial assistance for various non-profit events and festivals. The City reserves the right to use the Major Events Assistance Fund for Community Events organized by the City.

9.2 MAJOR EVENTS ASSISTANCE FUND:

- a) This fund is designed to facilitate community development and provide financial support to help festivals and events grow and increase their effectiveness while encouraging organizers to work towards self-sustainability for their community event;
- b) Funding is available for non-profit community groups and organizations. Proof of non-profit status must be provided prior to approval;
- c) This fund has an annual budget established at the direction of Council;
- d) Funding assistance is to be used towards fees/costs included in the annual Council-approved Fees for Services book;
- e) Event organizers are eligible for a 25% discount on Council-approved fees not already discounted for non-profit use;
- f) Event organizers/permit holders seeking funding assistance shall apply at the same time as the Festival and Events Application form is submitted or earlier;
- g) Funding requests will be considered in each calendar year on a “first come first served” basis until all available funds are allocated.
Applications will be determined on February 1st, May 1st, August 1st and November 1st annually;
- h) Funding requests are administered by the Parks & Recreation Department and submitted to the Chief Administrative Officer for determination based on recommendations by the Recreation Coordinator –Events and/or the Manager of Recreation and Planning in accordance with eligibility criteria;
- i) Applications are subject to the Major Events Assistance Fund eligibility criteria.

9.3 ELIGIBILITY CRITERIA:

Festivals and Events shall:

- a) Take place within the City of Sarnia and be located on municipal lands (parks, facilities, streets, waterfront);
- b) Be open, inclusive and free to the public;
- c) Satisfy the festival and event related guidelines as identified in the Festival and Event Policy and Procedures Manual; and
- d) Be eligible for the maximum of three grants under the Major Events Assistance Fund.

9.4 MUNICIPAL GRANT FUND

- a) Organizations requesting a Municipal Grant Fund must have a clearly stated purpose and function that results in an improvement in community services and must be responsible for the planning and provision of these services.
- b) Organizations requesting a municipal grant must complete their grant application and provide the required information to the Finance Department generally by the end of August;
- c) Funding Applications are considered by Sarnia City Council on an annual basis during the budget process in the fall;
- d) Municipal grant requests must adhere to the Policies and Procedures on Applications for Municipal Grants. A Municipal Grant Application Form must be completed as part of the grant request.

9.5 ELIGIBILITY CRITERIA:

- a) Applicants must be non-profit community groups and organizations;
- b) Each application must identify a specific defined benefit and outcome;
- c) The Policy, Application Form and complete Eligibility Criteria can be found on the City of Sarnia's website at www.sarnia.ca

10.0 ADMISSION FEES AND TICKETED FESTIVALS & EVENTS POLICY

10.1 Admission charges and ticketed events are permitted for the following:

- a) Carnival and amusement mid-ways; and
- b) Entertainment in conjunction with a festival or event involving a non-profit group or organization, with the approval of the Manager of Recreation and Planning or designate.
- c) Entertainment in conjunction with a festival or event involving a for-profit group or organization with the approval of Sarnia City Council.
- d) The Event Organizer must maintain free access at all times to a portion of the community park used for the event as determined by the Manager of Recreation and Planning or designate;
- e) The Event Organizer must maintain at all times during the event unrestricted public access to all public pathways, sidewalks and trails;

10.2 On February 28, 2005, Sarnia City Council adopted a resolution to exempt all community and non-profit festivals and events from the fee requirements of the City of Sarnia business licensing by-laws and City inspection fees associated with the issuance of these licenses except in the instance where any of the proceeds from the festival and or event are for the benefit of private individuals, corporations and/or businesses.

11.0 BY-LAWS, PERMITS, LICENSES & ENFORCEMENT - CLERKS

- 11.1** The Event Organizer shall adhere to, respect and enforce all City policies, permits, legislation, by-laws and regulations including but not limited to:
- a) Policies contained in the Public Parks By-Law No 2016 of 1999 of the City of Sarnia, which pertain to parking, vehicles in park, signage, animals, fireworks, noise, etc.
 - b) Policies contained in the Licensing and Regulation of Various Businesses By-Law No 127 of 2011.

The Recreation Coordinator – Events will liaise with the Clerks Department and the Event Organizer and/or Permit Holder to ensure that necessary permits, by-laws and licenses pertaining to the festival or event are obtained and adhered to.

AMUSEMENT DEVICES & AIR SUPPORTED STRUCTURES

- 11.2** All Amusement Devices and Air Supported Structures must be in compliance with the provisions of the Technical Standards and Safety Act (TSSA). An operating license issued by the TSSA must be submitted to the City before a Festival and Event permit will be issued.
- 11.3** Before a festival and event permit will be issued, an exhibition license application (Appendix IV) must be submitted to the City with permit application providing:
- a) Detailed list of rides to be provided;
 - b) Copy of manufacturers details of the structure including size, weight, support structure, safety straps and tie downs, where applicable;
 - c) TSSA approvals for all rides, where applicable;
 - d) Proof of WSIB certification, where applicable; and
 - e) Written confirmation that the City Zoning By-Law permits Amusement Devices and/or Air Supported Structures on the property for which the Festival and Events Application and/or permit is being requested.
- 11.4** Amusement Devices and Air Supported Structures must:
- a) Be appropriately staffed at all times
 - b) Not create trip hazards with any electrical cords

- c) Meet all safety requirements as outlined in TSSA guidelines
- d) Be removed or adequately secured daily, as approved
- e) Be anchored securely using weights/spikes to be approved by City staff prior to installation (Air Supported Structures only)

ANIMALS IN PARK

- 11.5** Festivals and events involving animals including, but not limited to, petting zoos, animal rides, animal exhibits and open farms must be approved by the Manager of Recreation and Planning and/or Designate.
- 11.6** The Permit Holder shall adhere to the following provincial documents:
- a) Ministry of Health and Long Term Care 'Recommendations to Prevent Disease and Injury Associated with Petting Zoos in Ontario' (March 2009) (Appendix V).
- 11.7** Site plans submitted under Section 16 of this policy must identify the location of animal pens, shelters and operating areas.
- 11.8** An animal exhibit management plan must be submitted to the City 30 days prior to the date of the event. The plan will illustrate, in detail, how the event organizer intends to contain and mitigate the potential for animal wastes to impact adjacent receptors. The plan must be approved by the Recreation Coordinator – Events before a Festivals and Events permit will be issued.
- 11.9** For purposes of the appropriate treatment and care of animals the City will inform the Sarnia & District Humane Society of any festival and/or event involving animals.

CIRCUS /MIDWAY: Under Bylaw 127 of 1997 (Appendix VI)

- 11.10** A separate license is required for a circus/midway. Prior to obtaining a licence for a circus/midway, the Event Organizer/Permit Holder shall:
- a) Show proof of compliance with the City zoning by-law, as determined by the Director of Planning & Building and/or Designate;
 - b) Show proof of compliance with the Fire Code, as determined by the Sarnia Fire Chief and/or Designate;
 - c) Meet the TSSA standards
- 11.11** Where the Circus or Midway includes rides or like contrivances the Event Organizer/Permit Holder shall:
- a) Meet the TSSA standards;

- b) Provide proof of a valid license to operate business in Ontario and Ontario Amusement Device permit for each ride, issued by the TSSA.

11.12 Where the Circus or Midway is to be held on City property, Event Organizers are subject to additional insurance and indemnification requirements as set out in Section 13.

11.13 A licence issued under this part shall be valid for the period of time stipulated in the written permission from the private property owner or the City, up to a maximum of 15 days.

LOTTERY LICENSES

11.14 All lotteries, including raffles for merchandise or cash, 50/50's, bingo and (Nevada) break open tickets require a lottery license. Licenses are issued through the AGCO or the City of Sarnia's Licensing Clerk to eligible groups, and shall be obtained a minimum of 30 days prior to the event.

Groups with Lottery Licenses obtained from a municipality outside of Sarnia, to be sold within Sarnia, are required to obtain a letter of authorization from the Licensing Clerk to sell tickets within Sarnia. The letter of authorization is subject to a fee as outlined in the Fee for Services By-law.

11.15 The City may attach terms and conditions, in addition to those established by the AGCO, provided that they do not conflict with provincial terms and conditions or policies.

12.0 NOISE BY-LAW POLICY - BY-LAW NO. 144 of 1998**Festivals and Events required to obtain a Noise By-Law Exemption include:**

- 12.1** Residential and Park areas: Noise By-Law Exemptions are required for festivals and events operating past 8:00pm; and (Appendix VII)
- 12.2** In Commercial and Agricultural Areas: Noise By-Law Exemptions are required for festival and events operating past 9:00pm.

Exemption granted by Sarnia City Council

- 12.3** In order to obtain an exemption from the Noise By-Law, a written request must be submitted to the Clerk's Office via the Recreation Coordinator – Events. The request should include details about the event including the date, time (start and end), and location. (Appendix VIII)
- 12.4** An application fee as determined in the Fees for Services book will apply.
- 12.5** The applicant must provide public notice of their application for the Noise By-Law Exemption as follows:
 - a) Public Notice must be published in a local newspaper at least fourteen (14) days before the City Council Meeting (Appendix IX) at which the exemption will be considered (at the applicant's expense); and
 - b) Public notice must be circulated to all affected property owners within a 400ft radius of the event location at least fourteen (14) days before the City Council meeting at which the exemption will be considered (at the applicant's expense).
- 12.6** City staff will work with the applicant to provide appropriate wording for the public notice and a map of the surrounding properties to be notified.
- 12.7** Anyone who feels he or she may be adversely affected by such an exemption or who wishes to make his or her views on this subject known will be given the opportunity to appear before City Council or submit written correspondence for City Council's consideration.

Exemption granted by the Chief Administrative Officer

- 12.8** The Chief Administrative Officer or designate has the authority to grant a Noise By-Law Exemption until 11:00pm for approved festivals and events in a public park or recreational area under the control and management of The Corporation of the City of Sarnia.
- 12.9** In order to obtain this type of exemption from the Noise By-Law, a written request must be submitted to the Clerk's Office via the Recreation Coordinator - Events. The request should include details about the event including the date, time (start and end), purpose of the festival or event and specific location.
- 12.10** Written request must be submitted fifteen (14) days prior to the festival or event.
- 12.11** Non-compliance would result in the closure of the festival or event.

13.0 LEGAL AND INSURANCE SERVICES**13.1**

- a) Event organizers shall obtain such public liability and property damage insurance as to protect the renter against any claim for damages or personal injuries which may arise from or be connected with the operation of the function, which insurance shall have a minimum limit of \$2,000,000.00 per occurrence (standard risk without alcohol) and \$5,000,000.00 per occurrence (high risk and/or event with alcohol) and name The Corporation of the City of Sarnia as an 'additional insured'. The event permit is not transferable to any other group or organization.
- b) For greater clarity, a certificate of insurance for \$5 million per occurrence is required for festivals and events that are considered high risk including those that are licensed or involve road closures, circus/midways, fireworks, horse & carriage rides/displays, and/or airplane shows.
- c) The certificate of insurance must be submitted a minimum of 14 days prior to the event start date.

13.2

- a) In addition to the indemnity provision in section 7.5, event organizers or high risk events shall enter into an indemnification agreement prepared by the City of Sarnia releasing the City of any liability for the event. Such agreement shall be signed by the individual(s) who have signing authority for the high risk event.
- b) The indemnification agreement for a high risk event must be signed 14 days prior to the event start date.

14.0 CITY PLANNING, BUILDING & BY-LAW**SIGNAGE & BANNERS**

14.1 Permission is required to erect any sign or banner on City property:

- a) An application must be submitted to the City's Engineering Department for signage that is to be placed on or over City roads.
- b) An application must be submitted to the Recreation Coordinator - Events for signage that is to be placed in City parks/property.
- c) Signs posted in City parks must comply with the specifications of the City's Sign By-Law, and all municipal, provincial and federal legislation.
- d) Downtown City-owned streetlight poles are available for approved banners to be displayed. Banners representing cultural, educational, recreational, or charitable organizations will be considered. No banner promoting a commercial enterprise, political party or an issue of a controversial nature will be installed.
- e) The applicant is responsible for all costs associated with the banner's design, manufacture, installation and removal. (Appendix X)

TEMPORARY STRUCTURE PERMITS

14.2 The Ontario Building Code requires building permit approval for all tents that exceed 225 m² (Appendix XI). Engineer Plans Required.

14.3 A tent does not require a building permit under the Ontario Building Code Act provided that it is:

- a) Less than 645 sq. feet in aggregate ground area;
- b) Not attached to a building and;
- c) Constructed more than 10 feet from other structures.

14.4 Building Permits can be obtained by application to the City's Building Services.

14.5 Tents that are not used for personal camping or that are larger than 320 sq. feet must meet flame resistance requirements of the Ontario Fire Code (Appendix XII).

14.6 Air supported structures shall meet the requirements of the City Planning, Building and By-Law Department.

FENCING, DIGGING OR STAKING

- 14.7** All requests for installation of any object that penetrates the ground including fence posts, tent poles/pegs longer than 6 inches and sign installation on City property must be pre-approved by the City. This information must be included in the site plan, Section 6.9, and approved by the Recreation Coordinator - Events.
- 14.8** The Event Organizer shall provide to the Recreation Coordinator – Events, before any digging, staking, fencing or the like confirmation that:
- a) Any/all underground utilities have been located;
 - b) A call to Ontario One has been completed prior to any excavation or penetration of the ground (Hydro, Bell, Cable and Natural Gas)
- 14.9** Any costs incurred for locates will be the responsibility of the Event Organizer and/or Permit Holder.
- 14.10** The Event Organizer and/or Permit Holder shall comply with the City requirements for anchoring systems and restoration.

15.0 STREET & MUNICIPAL PARKING LOT CLOSURES

- 15.1** Event Organizers/ Permit Holders requesting a temporary street closure (any part of the municipal road allowance), for any event will need to submit a request to the Recreation Coordinator – Events a minimum of 30 days prior to the event.
- a) Approval is contingent upon ensuring adequate signage and providing adequate emergency access at all times to the satisfaction of the Sarnia Fire Department, Sarnia Police Service, and the City Engineer and/or designate.
 - b) Street/Road closures are approved by the City Engineer or designate.
- 15.2** The Event Organizer and/or Permit Holder will be required to submit a site plan, prepared to scale, showing the road closure. The site plan will indicate the required six metre (20 feet) accessible lane for fire, police and emergency vehicles. This lane will remain un-obstructed during the event unless otherwise agreed upon by Sarnia Fire Prevention and the Sarnia Police Service. The site plan shall indicate what items will be located on the road (tents, displays, washrooms, staging etc.) and must be shown to scale. The site plan should be available to the residents and businesses that are required to sign the notification letter (see Section 15.5).
- 15.3** Possession and/or consumption of alcoholic beverages on the closed portion of the street are prohibited unless it is authorized by the issuance of a Special Occasion Permit by the Alcohol & Gaming Commission of Ontario (A.G.C.O.).
- 15.4** Event Organizers are encouraged to advertise parking locations in the vicinity of the event.
- 15.5** A notification letter (Appendix XIII), intended for those affected, must be submitted to the Parks and Recreation Department for review and approval by the City Engineer or designate. The notification letter must:
- a) Detail the exact street/road closure(s) and times;

- b) Provide a general description of the event;
- c) Once approved, letter will be distributed to all within the radius as dictated by the City Engineer or designate;
- d) Signatures from all notified residents are required on the notification letter to provide solid confirmation of notification minimum of 21 days before the event ; and
- e) Include the Site Map.

15.6 Downtown Core notification: All downtown business are considered affected in the event that a street/road closure occurs in the area bordered by George Street to the north, Wellington Street to the south, Front Street to the west and Christina Street to the east. George Street, Lochiel Street, Cromwell Street, Davis Street and Wellington Street between Vidal Street and their west limit are also considered to be within the downtown core notification zone. While the standard method is to notify all in the downtown core if a road closure is requested within the described zone, the decision to complete a Downtown Core notification is at the discretion of the City Engineer or designate.

PARKING DURING FESTIVALS AND EVENTS

- 15.7** If a festival or event requires a street/road closure, all vehicles will be required to be off the road before the event starts. This may result in vehicles being ticketed and towed from the road, at the vehicle owner's expense. Parking on a closed road will be enforced.
- 15.8** Signage shall be posted in the area of the road closure advising when the road closure will take effect during which no parking will be allowed after the road is closed. Signage will indicate that vehicles may be ticketed and/or towed.
- 15.9** Road barricades will be placed by City Staff at the access point(s) to the road in accordance with the road closure permit. The Event Organizer and/or Permit Holder will be required to monitor the access points to allow for access as required, deter public access and permit the exiting of vehicles within the closed section. All such parade marshals and/or volunteers assisting in the supervision of roadways and access points must wear reflective safety vests and be equipped with flashlights.

- 15.10** By-Law enforcement officers will enforce (ticket/towing) the closed road one hour before the event starts and thereafter until the event is completed.
- 15.11** Making arrangements for displaced regular parking permit holders is the responsibility of the event organizers. The City's Bylaw Enforcement Division will assist in providing temporary parking passes secured by the Event Organizer to each regular parking permit holder to ensure the confidentiality of permit holders.
- 15.12** The City of Sarnia Engineering Department may also request submission of the following permits for approval:
- a) Road Occupancy Permits,
 - b) Public Way/Hoarding Permit and;
 - c) Building Permit.

PARADES & PROCESSIONALS

- 15.13** A Parade and Processional application must be completed. (Appendix XIV). Applications require signature of approval from Sarnia Police Service.
- 15.14** Parade and Processionals follow the City of Sarnia Street/Road Closure process as identified in section 15.1 through 15.12.
- 15.15** A route and site map must be included with all applications.
- 15.16** Sarnia Police Service may require that paid-duty officers be present and it shall be the responsibility of the Event Organizer to arrange and pay directly for these services (see also Section 17).

EMERGENCY/PUBLIC ACCESS

- 15.17** Emergency access to City parks/property, driveways, walkways and through-fares as well as parking lots must be maintained at all times during event operations at a minimum width of 20 feet, in accordance with the City's emergency service requirements.

16.0 SARNIA FIRE PREVENTION

- 16.1** Sarnia Fire Rescue Services will be notified of all festival and events, in particular where mobile food trucks, food vendors using propane or other fuels, fireworks and the use of tents are involved.
- 16.2** Sarnia Fire Prevention has restrictions on crowd size/attendance for events and festivals. The occupant load will be calculated on a per-festival and event basis determined by the site plan provided by the Event Organizer.
- 16.3** The Event Vendor Information Form (Appendix XV) must be completed by all vendors and submitted by the Event Organizer and/or Permit Holder to the Recreation Coordinator- Events.
- 16.4** Vendors preparing food must complete the Event Vendor Information Form, and may be subject to an on-site inspection. If propane is used, the application will require certification by TSSA. Solid fuel (i.e. wood) appliances will be subject to inspection by Sarnia Fire.
- 16.5** The Event Organizer is responsible to ensure that all vendors have access to portable fire extinguishers.
- 16.6** The use of fire barrels is not permitted, unless approved by the Sarnia Fire Chief.
- 16.7** Tents larger than 650ft² (60m²) require a building permit, and tent material shall be certified for flame resistance. See Section 14.

OPEN FLAME/FIREWORKS

- 16.8** By-Law #59 (1999) prohibits setting off fireworks in City parks/property without prior approval from the Sarnia Fire Chief.
- 16.9** If fireworks or pyrotechnics are considered as part of the event, approval from the Sarnia Fire Chief will be required.
- a) The Event Organizer must provide written documentation that a qualified fireworks supervisor who holds a valid card issued by the Explosives Branch, Energy, Mines and Resources, Canada will be responsible.
 - b) Selected site for firing the display must conform to specification as outlined in the EMR Fireworks Manual.

17.0 SARNIA POLICE SERVICE, COMMUNITY POLICING BRANCH (CPB)

- 17.1** Recreation Coordinator – Events shall ensure:
- a) That Sarnia Police Service, Community Policing Branch are notified of any festival and event involving street closures, parades, noise by-law exemptions, Special Occasion Permits and/or controlled access and entry not less than 30 days prior to the event date.
- 17.2** The Event Organizer shall ensure:
- a) Any requests made by CPB are complied with. This can include but is not limited to the hiring of additional paid-duty officers.
- 17.3** CPB will determine through consultation with Event Organizers, the Recreation Coordinator - Events and/or the EOAT, the need for police to be in attendance for the duration of the festival or event.

18.0 ALCOHOL & GAMING COMMISSION OF ONTARIO - AGCO

Alcohol & Gaming Commission of Ontario
A.G.C.O Information Line
1-800-668-5226

- 18.1** The sale or consumption of alcohol, including the use of a beer garden, shall not be permitted at any festival, event or function on municipal lands unless in compliance with the regulations set by the A.G.C.O., items identified in the Manual and in compliance with the City of Sarnia Municipal Alcohol Policy which is currently being developed.
- 18.2** If alcohol is to be consumed and/ or sold at a festival or event, event organizers must ensure the following:
- a) The Event Organizer must submit request in writing to the Manager of Recreation and Planning, not less than 30 days prior to commencement of the festival or event requesting permission to proceed with the Special Occasion Permit process.
 - b) A detailed security and site plan must be submitted to the Recreation Coordinator - Events. A letter of Municipal Significance can be completed by the Manager of Recreation and Planning at the request of the Event

Organizer. In certain cases, this will be required as part of the AGCO Special Occasion Permit process.

- c) Apply for a Special Occasion Permit at any Alcohol & Gaming Commission of Ontario (LCBO/Beer Store) in compliance with the requirements as set by the AGCO (Appendix XVI).
- d) That alcohol is not consumed or sold before or after the permitted times on the permit or after 1:00am, whichever is sooner.
- e) That alcohol is not consumed on municipal streets, sidewalks, or in non-designated areas.
- f) Proof of insurance as identified in Section 13 Legal and Insurance Services must be submitted to the Recreation Coordinator – Events
- g) Prominently post the approved Special Occasion Permit on-site for the duration of the event.

18.3 Paid-duty officers and police presence may be required as set out in Section 17.

18.4 In addition to any fees required by the City of Sarnia Fees for Services book, additional fees may apply in accordance to the AGCO – Special Occasion Permit process.

19.0 ACCESSIBILITY STANDARDS

- 19.1** Event organizers will be provided with and encouraged to implement the Province of Ontario Accessible Event Guidelines (Appendix XVII).
- 19.2** Event Organizers shall ensure an accessible and age friendly environment for visitors, organizers, participants and volunteers to the festival or event. This shall include but is not limited to the following:
- a) Compliance with Section 6 of Ontario Regulation 429/07 – *Accessible Standard for Customer Service*, made under the *Accessibility of Ontarians with Disabilities Act (AODA) to 2015* to ensure that every provider of goods and services is in receipt of training about the provision of its goods and services, to persons with disabilities;
 - b) Well placed and clearly signed accessible parking spaces;
 - c) Accessible viewing areas;
 - d) Accessible washrooms;
 - e) Adequate signage consisting of high contrasting colours; and
 - f) Provide sufficient information to the Recreation Coordinator –Events to demonstrate that an accessible environment exists.
- 19.3** Event organizers are encouraged to exceed the minimum standards as outlined by the AODA and Age Friendly guidelines and legislation.

20.0 LAMBTON PUBLIC HEALTH UNIT (LPH)

- 20.1** Festival and event applications are sent to LPH when any food handling to the Public is involved. LPH and Fire Prevention will be notified of all festivals and events providing food services.
- 20.2** Food service provisions will be administered and approved, and may be inspected at the discretion of LPH.
- 20.3** A Community Special Event Application for Food and/or Beverage Vendors and Community Special Event Application for Event Organizers must be submitted and approved for the sale and distribution of any food items on municipal property (Appendix XVIII) in addition to the Festival and Event Application.
- 20.4** The Event Organizer and/or Permit Holder will ensure that the LPH Food Vendor Form and/or the LPH Event Organizer Form is completed and sent to LPH minimum three (3) weeks prior to the event by/for each food vendor. The Recreation Coordinator – Events can assist with this process.
- 20.5** Any refreshment vehicles contracted for the provision of providing food must be licensed by the City and inspected by LPH and Sarnia Fire Prevention Services.
- 20.6** Event Organizers and/or Permit Holders must comply with any third party agreements in place at City of Sarnia parks and/or facilities.
- 20.7** Additional questions and/or concerns may be directed to the LPH on-duty inspector at 519-383-8331 extension 3575.

21.0 ELECTRICAL SAFETY AUTHORITY (ESA)**E.S.A****1-877-372-7233** www.esasafe.com

- 21.1** Festivals and events requiring alterations to existing City hydro services must be approved by the Manager of Recreation and Planning. If approval is granted, alterations must be completed by a certified electrician and have all works inspected with a copy of the inspection certificate forwarded to the City prior to the event. Alterations would be at the expense of the Event Organizer and/or Permit Holder.
- 21.2** All works/alterations to the City's electrical service must be removed and the electrical service returned to its original condition by a qualified electrician and at the Event Organizer and/or Permit holder's expense immediately following the event. Failure to return the electrical service to its original condition in a reasonable amount of time following the event will result in the City making the necessary arrangements and invoicing the Event Organizer and/or Permit Holder accordingly.
- 21.3** Before moving and setting up a tent, always look up and look out for powerlines first. Severe shocks, burns or electrocution can come from more than just touching a powerline. Coming too close could cause electricity to jump or 'arc' through the air to the tent pole or other equipment and seriously injure or even result in death.
- 21.4** When using a ladder to put up decorations, banners or lights, always look up first for powerlines.
- 21.5** Stay at least 10 feet away from all powerlines that run along the street and at least 3 feet from the wires that run from houses to the electricity system.
- 21.6** ESA requires that festivals and events that use electrical equipment and large generators obtain an ESA permit and an electrical inspection at the expense of the Event Organizer. ESA Fees and permits are the responsibility of the Event Organizer and/or Permit Holder.

- 21.7** Carnivals, festivals and travelling shows have specific electrical safety requirements. Event organizers shall refer to ESA's Guide (Appendix XIX).
- 21.8** Midways, amusement devices and food vendors that use generator power each require an ESA electrical permit.
- 21.9** An ESA inspection is not required for generators that provide for plugging in electrical equipment directly into outlets located on the generator.
- 21.10** An ESA inspection and permit is required for generators larger than 12 kilowatts or 240 volts.
- 21.11** More information and to download an ESA permit and inspection application form visit www.esasafe.com.
- 21.12** All components requiring the use of hydro must be ESA approved.

22.0 OTHER REQUIREMENTS**POTABLE WATER CONNECTION**

- 22.1** Requests for potable water via fire hydrant connections are processed and approved by the Engineering Department (Appendix XX).
- 22.2** The damage deposit outlined in the Temporary Water Connection Agreement is required at least 14 days in advance of the installation date. City Public Works personnel are authorized to operate hydrant valves and/or backflow equipment.

PARKS REQUIREMENTS

- 22.3** The Parks and Recreation Department reserves the right to operate its contracted concession services at any festival and event. The Parks and Recreation Department operates concession services in parks and facilities either directly or on a contract basis. Event Organizers are permitted to use additional concession vendors.
- 22.4** The Event Organizer and/or Permit Holder shall provide, transport and set up their own equipment and supplies including but not limited to tables, chairs or picnic tables.
- 22.5** Staff will ensure that parks that have washroom facilities are opened each morning. Park washroom facilities are seasonal and are in operation between May 1st and October 1st.
- 22.6** The Event Organizer is responsible for litter control and waste disposal. At the City's discretion, events and festivals may be required to supply additional large garbage bins at their own cost. The Parks & Recreation Department will provide garbage and recycling containers as available within the park event area. For those events required to supply additional large garbage bins, the bins would be removed from the park within 48 hours.
- 22.7** Upon completion of an event, all litter, garbage and recycling collection must be completed by the Event Organizers. Park/City property must be left in its original condition within 12 hours of completion of the event. The City may impose an invoice for clean-up of the site if it is not left in a state that is satisfactory to the City.

APPENDIX

- I FESTIVAL AND EVENT APPLICATION FORM
- II TERMS AND CONDITIONS FOR RENTAL CONTRACT
- III ENVIRONMENTAL ACTION PLAN
- IV CIRCUS/MIDWAY 2016 APPLICATION FOR MUNICIPAL LICENCE
- V RECOMMENDATIONS TO PREVENT DISEASE AND INJURY: PETTING ZOOS IN ONTARIO
- VI CIRCUS/MIDWAY BY-LAW
- VII NOISE BY-LAW
- VIII NOISE BY-LAW EXEMPTION PROPOSAL EXAMPLE: BRIGHT'S GROVE OPTIMIST
- IX NOTICE OF APPLICATION FOR NOISE BY-LAW EXAMPLE
- X BANNER APPLICATION FORM
- XI BUILDING PERMIT
- XII TSSA FLAME RESISTANT CERTIFICATE EXAMPLE
- XIII ROAD CLOSURE NOTIFICATION EXAMPLE LETTER: BEATS ON THE STREET
- XIV PARADE PERMIT APPLICATION FORM
- XV FIRE DEPARTMENT VENDOR FORM
- XVI AGCO SPECIAL OCCASION PERMIT APPLICATION AND GUIDELINES
- XVII PLANNING ACCESSIBLE EVENTS GUIDE
- XVIII LAMBTON PUBLIC HEALTH EVENT APPLICATION FOR FOOD VENDORS AND GUIDE
- XIX ESA: CARNIVALS AND TRAVELLING SHOWS
- XX TEMPORARY WATER CONNECTION AGREEMENT