

# A Guide to Success

## Festivals & Events on Municipal Property



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## 1.0 PURPOSE

The purpose of this Policy is to outline the City of Sarnia's Festival and Event Application Process, serving as the guiding document for festival and event organizers who organize and manage events on municipal property. This Policy 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.

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. 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.

## 2.0 SCOPE

This Policy shall apply to all persons, herein named the Event Organizer, using municipal property including but not limited to park space, facilities, arenas, and/or roadways for the purposes of hosting an event.

## 3.0 DEFINITIONS

**"City"** means The Corporation of the City of Sarnia.

**"Anchor Event"** means 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.

**"Event Application"** means a formal request to permit a festival or event on municipal land. All applications are subject to review by the FEAT where deemed necessary by the Community Services Coordinator.

**"Approval"** means the formal and written sanctioning of a festival or event by the Community Services Division.

**"Alcohol & Gaming Commission of Ontario (AGCO)"** means the approval authority for granting Special Occasion Permits for the licensing of events on municipal land.

**"Municipal Property"** means 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.

**"Event Organizer"** means any person or organization that holds a permit or Event Application for use of park space, arena, and/or facility for the purpose of

hosting an event open to the public within the City shall be deemed Event Organizer.

**“Street/Road Closure”** means 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.

**“Entandem”** is a joint venture between RE:SOUND and SOCAN, created to simplify the licensing process for event organizers who play music at their events.

**“Fees for Services”** means the Council-approved fees associated to services provided by the City of Sarnia. These fees are approved by Council annually and are subject to change.

**“Mobile Food Service Equipment (MFSE)”** means mobile equipment whether or not permanently parked; containing propane or other hydrocarbon 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.

**“Amusement Device”** means 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)

**“Air Supported Structure”** means 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:

- The device has an inflated floor of surface upon which patrons interact with, play on or jump upon;
- The device uses bungee cords as a means to assist or inhibit the movement of a patron; and/or
- The device includes an inflated side.

**“Damages”** means any loss or injury to a person(s) or property.

**“Circus”** means a traveling variety show including feats of physical skill, or performances by jugglers, acrobats, trained animals, or clowns.

**“Midway”** means a traveling entertainment facility featuring rides of amusement, games and other forms of amusements.

**“TSSA”** means the Technical Standards and Safety Authority which promotes and enforces public safety in relation to fuels and amusement rides.

**“High Risk”** means events that 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.

## **4.0 GUIDELINES**

Sarnia is full of incredibly talented event organizers, service clubs, and organizations who share the common goal of supporting a lively, fun, and healthy community for everyone, through the delivery of community festivals and events.

These events range from food festivals, vendor shows, and concerts, to fundraising and awareness walks & runs, car shows, and seasonal parades, to name a few. Together, these festivals and events attract thousands of visitors, including attendees, vendors, entertainers, and volunteers every year.

Community events vary greatly from one to the next, requiring different approvals based on event needs. The following sections identify and detail all possible requirements from the City of Sarnia, acting as guidelines to success for hosting any kind of event on municipal property.

### **4.1 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 property that is reserved exclusively for the operation of an organized activity open to the public and which meets the following criteria:

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

Any event not held on municipal property is not subject to this Policy.

### **4.2 PRIVATE EVENTS**

Private Events are gatherings that are not open to the public and are typically smaller in size. Private Events are not advertised publicly. Information about the event is shared with invited guests and members directly. Wedding ceremonies, birthday parties, family reunions, and corporate gatherings are just some examples of private events. These events are not 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.

#### **4.3 RALLIES/MARCHES**

Rallies and Marches are defined as mass meetings of people making a political protest or showing support for a cause. These types of events are not subjected to this Policy. However, a strong advisement is given to all organizers to inform the Sarnia Police Service of their occurrence in advance.

#### **4.4 PUBLIC EVENTS**

All public festivals and events shall be categorized as either City Signature Events or Community-Led Events – non-profit or for-profit.

##### **City Signature Event(s)**

An annual or infrequent event or series of events organized in full or 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.

##### **Community-Led Event(s)**

An annual or infrequent event or series of events organized by a community group or individual, corporation, or business.

##### **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.

Approved non-profit festivals and events are eligible for non-profit rates as determined by the Council-approved Fees for Services.

##### **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.

#### **4.5 EVENT APPLICATION AND PERMIT PROCESS**

All requests to host a festival or event on municipal property must be booked through the Community Services Coordinator or designate.

## **Park Space, Roadways or Facilities**

Event Organizers applying to host an event in a park space, roadway, or facility are required to complete an Event Application Form at least 30 days prior to the event or festival.

## **Arenas**

Event Organizers applying to host an event in an arena are required to complete an Event Application Form the year prior to confirm booking for the following year. Approval of these requests are dependent on OHL scheduling and ice user groups, and in some cases may involve third-party approval.

The City reserves the right to request additional information, forms, licenses or permits for events. Applicable requirements will generally be based on the nature of the event as determined by the City.

Applications can be forwarded to the Community Services Division by email to [parksandrecreation@sarnia.ca](mailto:parksandrecreation@sarnia.ca), or by mail or in person to Sarnia City Hall, 255 Christina St. N., Sarnia, ON.

## **Site Plans**

The Community Services Coordinator reserves the right to request a site plan in addition to the Event Application. In the event that a site plan is requested, it shall include the following (where applicable):

- Emergency access points and routes;
- First Aid/Event Operations area;
- Tents (including dimensions);
- Animal operating areas;
- Food operating areas;
- Additional portable washrooms;
- Portable staging;
- Licensed area; and
- Proposed Street/Road/Parking Lot closures.

## **Approval**

Upon review, a fully executed Terms and Conditions Agreement for Events will be executed between the City and the Event Organizer. The Community Services Coordinator will coordinate final approval for Event Organizers to host their festival or event should all criteria be satisfied with approvals provided by relevant departments as outlined in this Policy. All municipal, provincial, and federal by-laws, regulations, policies and procedures must be adhered to by the



Event Organizer. The City reserves the right to deny a request to host an event.

### **First-Time Event Organizers – Parks, Roadways or Facilities**

For first-time event organizers, Event Applications 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 Community Services Division.

New events may require Sarnia City Council's approval before a permit or event application can be approved.

A site visit may be requested with event organizers prior to the event date. De-brief meetings may also be requested.

### **Returning Events – Parks, Roadways or Facilities**

Returning events will have the opportunity to submit an Event Application as of July of the year prior to confirm booking for the following year. Returning event dates will be based on the previous year's event date and site location.

Notification of this window will be provided to all event organizers by the Community Services Coordinator.

Should an Event Organizer request a different and/or additional date for their returning event, approval will be at the discretion of the Community Services Coordinator and will be based on availability.

### **Fees for Services and Rental Permits**

All rental fees, equipment and service fees are subject to the provisions of the Council-approved Fees for Services as amended. Payment, including permit fee, security deposit and/or any other applicable fees related to the Event Application, shall be made no later than fourteen (14) days prior to the event date.

The cancellation of an event by the City or Event Organizer and refund eligibility are detailed in the City's Refund Policy.

## **4.6 LEGAL AND INSURANCE SERVICES**

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 certificate of insurance must match the name of the group/corporation/individual holding the event. The certificate of insurance must include the set-up and take-down dates of the event. The event permit is not transferable to any other group or organization. The certificate of insurance must be submitted a minimum of 14 days prior to the event start date, where possible.

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, at the discretion of Legal. These 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 entered into exclusively with incorporated companies (using the correct legal name) or individuals carrying on business, or individuals. The individual to sign the agreement must have authority to bind the corporation. Per the annually approved Fees for Services, a fee will be enforced when signing for an indemnification agreement, if required.

The indemnification agreement for a high-risk event must be signed 14 days prior to the event start date, where possible.

#### **4.7 ADMISSION FEES AND TICKETED EVENTS**

The Event Organizer shall ensure that any intention to solicit funds on municipal land is disclosed to the Community Services Coordinator.

#### **4.8 NOISE BY-LAW EXEMPTIONS**

##### **Festivals and Events Ending by 11:00pm**

Where a festival or event is held until 11:00pm, the provisions of the Noise By-Law do not apply. The Event Organizer would not need to seek a formal exemption from City Council, but must complete the Event Application Process through the Community Services Coordinator to ensure event compliance. Non-compliance would result in the closure of the festival or event.

##### **Exemption granted by Sarnia City Council**

Festivals and events that run past 11:00pm require an exemption to the Noise By-Law. In order to obtain an exemption from the Noise By-Law, a written request must be submitted to the Clerk's Office via the Community Services Coordinator. The request should include details about the event including the date, time (start and end), and location.

An application fee as determined in the current Fees for Services will apply.

City staff will prepare a public notice of the organizer's application for the Noise By-Law Exemption as follows:

- Public Notice published in a local newspaper at least fourteen (14) days before the City Council Meeting at which the exemption will be considered (at the applicant's expense); and
- Public notice 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).

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.

#### **4.9 ROAD & MUNICIPAL PARKING LOT CLOSURES**

Event Organizers requesting a temporary road closure (any part of the municipal road allowance) or parking lot closure for any event will need to submit a request to the Community Services Coordinator.

##### **Application Process**

First-time requests will be reviewed by the General Manager of Engineering and Operations or designate, received through the Community Services Coordinator. Approval is contingent upon ensuring adequate signage and providing adequate emergency access at all times to the satisfaction of the Sarnia Fire Rescue Services, Sarnia Police Service, and the Manager of Emergency Management and Corporate Security.

The Event Organizer 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 Rescue Services and the Sarnia Police Service. The site plan shall indicate what items will be located on the road or parking lot (tents, displays, washrooms, staging etc.) and must be shown to scale.

##### **Notification Process**

Once a preliminary approval is provided, notification must be circulated to all

affected residents and businesses as determined by the General Manager of Engineering and Operations or designate.

The notification must:

- Detail the exact road or parking lot closure(s) and times;
- Provide a general description of the event; and
- Include the Site Map (where applicable).

City staff will work with the event organizer to prepare the public notice and will circulate it to all affected residents and businesses, on their behalf.

### **Prolonged Road Closure Requests**

Festivals and events that require prolonged road closures require Council-approval. In order to obtain this approval, a written request must be submitted to Members of Council via the Community Services Coordinator. The request should include details about the event including the date, time (start and end), location, and requested closures.

City staff will prepare a public notice of the organizer's application for a prolonged road closure as follows:

- Public notice circulated to all affected property owners, as determined by the General Manager of Engineering and Operations or designate, at least fourteen (14) days before the City Council meeting at which the request will be considered.

### **Downtown Core Notification**

In the event that a road closure request 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, all downtown businesses and residents are considered directly affected. 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 General Manager of Engineering and Operations or designate.

### **Regular Parking Lot Permit Holders**

The Community Services Coordinator will work with the Event Organizer to establish the ideal location for the proposed event. It is strongly recommended that an event is not held in a parking lot where regular parking permit holders

would need to be displaced. In an extenuating circumstance where this might occur, it is the responsibility of the Event Organizer to make arrangements for displaced regular parking permit holders. The City's By-Law Enforcement Division may assist in providing temporary parking passes secured by the Event Organizer to each regular parking permit holder to ensure the confidentiality of permit holders.

### **Event Staff and Volunteers**

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 event staff and/or volunteers assisting in the supervision of roadways and access points must wear reflective safety vests and be equipped with flashlights.

### **Parking**

If a road closure is required, all vehicles must be moved off the road before the event starts. Event Organizers are encouraged to post signage 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. It is also advised that Event Organizers advertise alternative parking locations in the vicinity of the event.

By-Law Enforcement Officers will enforce (ticket/towing) the closed road one hour before the event starts and thereafter until the event is completed.

## **5.0 PARADES AND PROCESSIONS**

A Request to Hold Parade or Procession Application Form must be completed. Applications are sent to the Community Services Coordinator and require a signature of approval from a designate with the Sarnia Police Services.

The process laid out in the Road and Municipal Parking Lot Closures section is applicable to all applications to host a parade or procession.

The 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.

### **5.1 LICENSED EVENTS**

The sale or consumption of alcohol shall not be permitted at any festival, event

or function on municipal lands unless in compliance with the regulations set by the AGCO, items identified in this Policy, and in compliance with the City of Sarnia Municipal Alcohol Policy.

### **Letter of Municipal Significance**

At the request of the Event Organizer, a Letter of Municipal Significance can be completed by the Sarnia Police Service CPB, through the Community Services Coordinator. To obtain this Letter, the Event Organizer must submit the following to the Community Services Coordinator:

- A detailed letter of request;
- A detailed site plan (including entry and exit points, licensed area(s), security area, etc.); and
- A detailed security plan.

The Sarnia Police Service may require the service of paid-duty officers at the Event Organizer's expense. This is detailed in the following section.

Once approved, the Event Organizer may apply for a Special Occasion Permit online through the AGCO website in compliance with the requirements as set by the AGCO.

## **5.2 SARNIA POLICE SERVICE, COMMUNITY POLICING BRANCH**

The Sarnia Police Service, Community Policing Branch (CPB) will be notified of all festivals and events, in particular, those involving street closures, parades, noise by-law exemptions, Special Occasion Permits and/or controlled access and entry.

The CPB will determine the need for police to be in attendance for the duration of the festival or event. The CPB reserves the right to request the hiring of paid-duty officers by the Event Organizer. The number of paid-duty officers required by the CPB per event is non-negotiable. Unpaid/delinquent bills for paid-duty officers will result in prohibiting future events.

When determining the need for paid-duty officers for a festival or event, the CPB will consider factors including, but not limited to:

- Location of event;
- Time and duration of event;
- Nature of event;
- Is event licensed for sale of alcoholic beverages;
- Will underage persons be in attendance at a licensed event;
- Number of persons expected (or allowed by permit);

- Security plan;
- General age of attendees;
- Other environmental factors such as proximity to water, need for traffic control, etc.; and
- Any other factors relevant to the assessment of the need for police presence at the event.

### **5.3 LAMBTON PUBLIC HEALTH (LPH) – FOOD VENDORS**

It is the responsibility of the Event Organizer to notify LPH when food services will be provided at an event. A LPH Form for Event Organizers and LPH Form for Food Vendors must be submitted and approved for the sale and distribution of any food items on municipal property.

The Event Organizer must complete the LPH Form for Event Organizers and ensure that all vendors complete the LPH Form for Food Vendors. Once completed, all Forms must be sent to LPH a minimum of three (3) weeks prior to the event. The Community Services Coordinator can assist with this process.

Any food vendors contracted for the provision of providing food must be licensed by the City and inspected by LPH and Sarnia Fire Rescue Services. Vendors preparing food may be subject to an onsite inspection. Additional questions and/or concerns may be directed to Lambton Public Health.

### **5.4 SARNIA FIRE RESCUE SERVICES**

Sarnia Fire Rescue Services will be notified of all festivals and events, in particular where mobile food trucks, food vendors using propane or other fuels, fireworks and the use of tents are involved.

Sarnia Fire Rescue Services 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.

#### **Food Vendors**

The Fire Department Vendor Form must be completed by all vendors preparing food at an event and submitted by the Event Organizer to the Community Services Coordinator. Vendors preparing food may be subject to an onsite inspection.

The Event Organizer is responsible to ensure that all vendors have access to portable fire extinguishers.

## **Open Flame and Fireworks**

By-Law #59 (1999) prohibits setting off fireworks in City parks/property without prior approval from the Sarnia Fire Chief.

If fireworks or pyrotechnics are considered as part of the event, approval from the Sarnia Fire Chief will be required.

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. The selected site for firing the display must conform to specification as outlined in the EMR Fireworks Manual.

The use of fire barrels or pits is not permitted, unless approved by the Sarnia Fire Chief.

## **5.5 TENT PERMITS**

Building Permits can be obtained by submitting an application to the City's Building Services. Generally speaking, the Ontario Building Code requires building permits for tents that exceed 645 ft<sup>2</sup>. However, the application requirements vary based on the size. For ease of reference, any one tent or group of tents will fall into one of two categories.

### **Mid-Sized Tents**

The first category pertains to any tent or group of tents meet the following criteria:

- Ground area is between 645 ft<sup>2</sup> (60m<sup>2</sup>) and 2420 ft<sup>2</sup> (225 m<sup>2</sup>);
- Aggregate ground area is between 645 ft<sup>2</sup> (60m<sup>2</sup>) and 2420 ft<sup>2</sup> (225m<sup>2</sup>) and structures are less than 9'10" (3m) apart;
- Do not contain bleachers; and
- Are not enclosed with sidewalls.

#### **Application Requirements**

- Completed Application for a Permit to Construct or Demolish;
- Two (2) copies of Site Plan (including all dimensions);
- Two (2) copies of tent drawings; and
- Certificate of flame resistance for all applicable tents.

### **Large Tents**



The second category pertains to any tent or group of tents meet the following criteria:

- Total ground/aggregate area is greater than 2420 ft<sup>2</sup> (225m<sup>2</sup>); or
- Contain bleachers or sidewalls.

#### Application Requirements

- Completed Application for a Permit to Construct or Demolish;
- Schedule 1 to be completed. The designer(s) must be qualified with the Ministry of Municipal Affairs and Housing for Building Structural and Small Buildings;
- Two (2) copies of Site Plan;
- Two (2) copies of tent drawings including designer information on all documents respecting design activities as per C-3.2.4.7. (1)(f) and C-3.2.5.(1)(c);
- Two (2) copies of P. Eng. supporting structure and anchorage details including designer information described in (iv) above Division C-1.2.1.1.(10));
- Certificate of flame resistance conforming to CAN/ ULC S-109-M or NFPA 701;
- Part 3 Commitment Form for Professional Engineer (P. Eng.); and
- Refer to the following OBC articles: 3.14.1.3. to 3.14.1.10.

### **5.6 FENCING, DIGGING OR STAKING**

All requests for the installation of any object that penetrates the ground, including fence posts, tent poles/pegs longer than 6 inches and signs on municipal property must be pre-approved by the City. This information must be disclosed to the Community Services Coordinator.

Before any digging, staking, fencing, the Event Organizer shall provide to the Community Services Coordinator confirmation that:

- Any/all underground utilities have been located; and
- A call to Ontario One has been completed prior to any excavation or penetration of the ground (Hydro, Bell, Cable and Natural Gas).

Any costs incurred for locates will be the responsibility of the Event Organizer.

### **5.7 CIRCUS/MIDWAY LICENSES**

To obtain a Municipal Business License for the operation of a circus/midway, Event Organizers must complete an application, including the following:

- Certificate of Commercial General Liability Insurance of not less than \$5,000,000;
- Indemnification Agreement;
- License to carry on business in Ontario issued by the Technical Standards and Safety Authority (TSSA);
- Ontario Amusement Device permit issued by the Technical Standards and Safety Authority (TSSA); and
- Completed Event Application.

A license 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.

Mechanical and Inflatable Amusement Devices must:

- Be appropriately staffed at all times;
- Not create trip hazards with any electrical cords;
- Meet all safety requirements as outlined in TSSA guidelines;
- Be removed or adequately secured daily, as approved; and
- Be anchored securely using weights/spikes to be approved by City staff prior to installation (Air Supported Structures only).

## **5.8 LOTTERY LICENSES**

Approved charitable organizations are eligible for lottery licenses as per the AGCO. The City of Sarnia reserves the right to issue licenses to eligible organizations for the following events only:

- Raffles with prizes up to \$50,000;
- Break open ticket (Nevada) events; and
- Media Bingo.

Requests for a lottery license for any of the above events can be completed through the Licensing Clerk. All other styles of lottery events require approval from the AGCO directly.

Organizations 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.

## **5.9 POTABLE WATER CONNECTION**

Requests for potable water via fire hydrant connections are processed and approved by the Engineering and Operations Division.

The Event Organizer is required to complete a Temporary Water Connection Application, submitted to the Community Services Coordinator. This Application is reviewed by the Engineering and Operations Division. The fees, as outlined in the Fees for Services, are at the expense of the Event Organizer and are required at least fourteen (14) days in advance of the installation date. City Public Works personnel are authorized to operate hydrant valves and/or backflow equipment.

## **6.0 ANIMALS AND PETTING ZOOS**

Festivals and events involving animals including, but not limited to, petting zoos, animal rides, animal exhibits and open farms must be approved by the Community Services Coordinator or designate.

An animal exhibit management plan must be submitted to the Community Services Coordinator. 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 Community Services Coordinator.

For purposes of the appropriate treatment and care of animals, it is recommended that:

- The Event Organizer refer to the Ministry of Health and Long-Term Care 'Recommendations to Prevent Disease and Injury Associated with Petting Zoos in Ontario' document; and
- Inform the Sarnia & District Humane Society of any festival and/or event involving animals.

## **6.1 SIGNAGE & BANNERS**

Event Organizers may wish to promote their event via signage. All signs posted in City park spaces must comply with the specifications of the City's Sign By-Law, and all municipal, provincial and federal legislation.

More specifically, temporary signs must not be located on a property more than fourteen (14) days prior to the event and are shall be removed within seven (7) days after the event.

Banner signs are permitted to be erected for a period of no longer than sixty (60) days in a calendar year.

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.

The applicant is responsible for all costs associated with the banner's design, manufacture, installation and removal.

## **6.2 HEALTH AND SAFETY REQUIREMENTS**

### **Washrooms**

Not all City park spaces have adequate washroom facilities to support an event. The Community Services Coordinator will advise the Event Organizer if washroom facilities are not available at the park requested. Depending on the size and length of the event, the Event Organizer may be responsible to rent port-a-johns and hand-washing stations at the Event Organizer's own expense.

### **First Aid**

To ensure the health and safety of all event stakeholders, events may be required to secure medical services in the form of a First Aid Station. The Event Organizer can be held liable for any injury that occurs to all parties involved in the event. It is crucial to ensure that safety measures are in place.

### **Tobacco, Cannabis, and E-Cigarettes**

The Event Organizer is responsible for:

- Ensuring no person smokes (cannabis or tobacco) or uses an electronic cigarette (containing any substance) in a prohibited area;
- Posting no-smoking and no-vaping signs;
- Giving notice to patrons, staff, volunteers and vendors that smoking and vaping is prohibited; and
- Ensuring that no ashtrays (or similar items) are within the prohibited areas.

Prohibited areas include enclosed public places, parks, playgrounds, recreation and sporting areas, and patios (including 9 metres from the perimeter) where food and/or beverages are sold or consumed.

**For more information** or to obtain required signage, contact Lambton Public Health.

## **6.3 ELECTRICAL SAFETY AUTHORITY (ESA)**

Event Organizers that are hosting festivals and events that use electrical equipment and large generators are required to obtain an ESA permit and an electrical inspection at the expense of the Event Organizer. Some examples

include midways, amusement devices, food vendors, and generators larger than 12 kilowatts or 240 volts.

An ESA inspection is not required for built-in outlets on a facility/structure.

Event Organizers are encouraged to review ESA's website for a detailed list of all regulations and precautions at [www.esasafe.com](http://www.esasafe.com).

#### **6.4 LICENSED TO PLAY MUSIC**

Event Organizers that are hosting festivals and events that include live or recorded music of any kind are required to pay a licence fee to Entandem. Event organizers are encouraged to review Entandem's website for more information about their mission and regulations at [www.entandemlicensing.com](http://www.entandemlicensing.com). Event Organizers who do not have a license with Entandem can connect with the Business Development Department at 1-855-957-6226.

#### **6.5 FINANCIAL SUPPORT REQUESTS**

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 50% financial support on all City-approved Fees for Services to all event organizers who can show proof of non-profit or charitable status or who do not have a revenue source.

#### **6.6 CONTRACTED CITY CONCESSIONS**

The Community Services Division operates concession services in its park spaces, arenas, and facilities either directly or on a contract basis. The Community Services Division reserves the right to operate its contracted concession services at any festival and event. Event Organizers are permitted to use additional or alternative concessions, unless an agreement exists wherein formal permission is required from the contracted City concession.

#### **6.7 PROVIDED SERVICES**

The Event Organizer shall provide, transport and set up their own equipment and supplies. Staff will ensure that washroom facilities are opened, where available. Additional, limited resources may be made available upon request.

#### **6.8 ACCESSIBILITY STANDARDS**

Event Organizers are encouraged to research and review the many documents available online regarding accessible event planning.

Event Organizers who ensure an accessible and age-friendly environment for visitors, organizers, participants and volunteers to their festival or event will implement the following:

- 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;
- Well placed and clearly signed accessible parking spaces;
- Accessible viewing areas;
- Accessible washrooms; and
- Adequate signage consisting of high contrasting colours.

Event organizers are encouraged to exceed the minimum standards as outlined by the Accessibility for Ontarians with Disabilities Act (AODA) and Age-Friendly guidelines and legislation.

## **6.9 ZERO-WASTE PLANNING**

The Event Organizer is responsible for litter control and waste disposal. At the City's discretion, festivals and events may be required to supply additional dumpsters at their own expense. For those events required to supply additional dumpsters, the bins must be removed from the park within forty-eight (48) hours.

Upon completion of an event, all litter, garbage and recycling collection must be completed by the Event Organizers. The event space must be left in its original condition within twelve (12) hours of completion of the event. The Community Services Division reserves the right to impose an additional charge for clean-up of the site if it is not left in a state that is satisfactory to the City, per the Fees for Services.

Taking steps towards a zero-waste event is an achievable and commendable goal. When planning a zero-waste event, the Event Organizer should:

- Create an action plan for before, during and after the event that will assist in reaching a desirable event waste diversion rate;
- Consider which products can be avoided altogether or source better alternatives; and
- Review and collaborate with local resources to minimize the overall waste at the event.

The Event Organizer is encouraged to access the City of Sarnia's Zero Waste

Event Planning Guide for additional tips and resources.

## **7.0 RELATED POLICIES**

[COMS 005] Arena Administration and Allocation Policy

[COMS 010] Payments & Cancellations of Program Registrations & Facility Rentals

[COMS 004] Municipal Alcohol Policy