

## Attachment 2

### CORPORATE POLICY



<b>Name of Policy:</b>	<b>Festival and Event</b>
<b>Policy Number:</b>	COMS- 002
<b>Responsibility:</b>	Community Services Coordinator
<b>Approval:</b>	Sarnia City Council
<b>Approval Date:</b>	
<b>Date of Next Review:</b>	

#### 1.0 Purpose

The purpose of this Policy is to provide a general outline of the City of Sarnia's regulations and standards for community members, groups, and organizations hosting events on municipal property.

A separate festival and event guidelines for success document is available for all community members. The document details the Festival and Event Application Process in full and serves as the guiding text for festival and event organizers who organize and manage events on municipal property in the City of Sarnia.

#### 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. This Policy shall also apply to all staff members who make up the Festival and Event Advisory Team (FEAT), from the following divisions identified below:

- Community Services Division - Recreation - Lead;
- Community Services Division - Building, By-Law;
- Sarnia Fire Rescue Services;
- Sarnia Police Service Community Policing Branch;
- Emergency Management and Corporate Security;
- City Clerk's Office;
- Corporate Services - Legal;
- Engineering and Operations

#### 3.0 Definitions

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

**"Festival and 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.

**“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.

**“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.

**“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.

**“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 Policy**

### **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.

Private events are not required to complete an event application request. However, when they are being booked on municipal property, they are subject to the same licenses, permits, and specialized approvals for public events, as detailed in this Policy.

## **4.2 EVENT APPLICATION APPROVAL PROCESS**

All requests to host a festival or event on municipal property must be booked through the Community Services Coordinator or designate. A site plan may be requested at the time of booking. Municipal venues that may be considered to host an event include park or green space, roadways, facilities, and arenas.

Community events vary greatly from one to the next, requiring different approvals based on event needs. Approval timelines range from 7 – 14 business days (provided the appropriate documentation has been submitted by the Event Organizer) and are identified in the Recreation and Leisure Services' "Guide to Community Service and Standards for Festivals and Events".

Below is a list of the various types of licenses, permits, and specialized approvals that may be required to complete an event application request. These items may be subject to change.

- Insurance
- Indemnity Agreement
- Parade Permit
- Road/Parking Lot Closure\*
- Noise By-Law Exemption
- Potable Water Hookup
- Animals and Petting Zoos
- Letter of Municipal Significance and Paid-Duty Officers (Alcohol)
- Building Permit (Tents)
- Locates
- Food Permit
- Circus/Midway License
- Lottery License
- Open Flame and Fireworks
- Signage and Banners

### **\*Prolonged Road Closure Requests**

Festivals and events that require prolonged road closures require Council-approval.

#### **4.3 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.

#### **4.4 FINANCIAL SUPPORT REQUESTS**

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.

#### **4.5 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.

#### **4.6 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.

#### **4.7 Roles and Responsibilities**

##### **Event Organizer**

- Liaise with the Community Services Coordinator on the submission of an Event Application
- Comply with the event procedures as outlined in this Policy, where

applicable

### **Community Services Coordinator**

- Act as a liaison with Event Organizers, ensuring compliance with this Policy
- Manage all Event Applications
- Uphold the event procedures as outlined in this Policy for every Event Application, where applicable
- Liaise with departments and/or affiliated external agencies on each event as required
- Coordinate an annual review of this Policy to ensure accuracy and compliance

### **Festival and Event Advisory Team (FEAT)**

- Liaise with the Community Services Coordinator or designate on various events as required
- Ensure compliance with this Policy per the employee's applicable sections
- Participate in an annual review of this Policy to ensure accuracy and compliance

### **4.8 Related Policies**

[COMS 005] Arena Administration and Allocation Policy

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

[COMS 004] Municipal Alcohol Policy

[CS 024] Municipal Grant Policy