



## THE CORPORATION OF THE TOWN OF PENETANGUISHENE

### Special Events

#### **Policy Statement**

The Corporation of the Town of Penetanguishene is committed to providing and supporting special events that are safe, socially acceptable, affordable and as accessible and inclusive as possible.

This policy and the accompanying requirements outline the process to be followed to ensure that all special events held on municipally owned property are in keeping with these standards and minimize risk to the municipality and its residents.

#### **Purpose**

The Town of Penetanguishene recognizes the value and benefits that special events can provide. Through effective planning and implementation, special events can stimulate tourism, have a positive impact on the local economy as well as offer a venue for social networking and recreational activity for local residents and visitors.

#### **Definitions**

In this policy the following definitions apply;

- a. “Insurance” means a contract where one party provides indemnity or a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a premium.
- b. “Municipally owned property” means parks, roads, road allowances, property or buildings controlled by the Town.
- c. “Risk” means exposure to danger, harm or loss.
- d. “Special Event” means a public event where a large number of people are encouraged to come together to watch or participate in activities, is infrequent in nature and requires planning such as a parade, competition or festival.
- e. “Third Party” means an individual or group with no formal relationship with the Town of Penetanguishene, such as a business owner or service club seeking to organize a special event using municipal land, facilities or property.

- f. “Vendor” means an individual or company selling or promoting goods or services, providing information or creating awareness for a charitable cause during a special event.

### **Application**

The policy applies to Town of Penetanguishene employees, the Town’s elected officials and their offices and third parties seeking to host special events on municipal premises where no separate agreement is in place.

### **Policy Requirements**

#### GENERAL PRINCIPLES

##### Alcohol

All special events will comply with the requirements of the Town’s ‘*Alcohol Risk Management Policy*’, the Alcohol and Gaming Commission of Ontario and the Ontario Provincial Police.

##### Building Code

All building features included in special events such as seating and tent structures will have the necessary permits obtained through the Town’s building department and comply with the requirements of the Ontario Building Code.

##### Comfort Stations

Provisions will be made to ensure that public washrooms are available that will meet the needs of the projected attendance. Where permanent facilities are not available, 1 portable unit per 100 attendees will be used as a planning benchmark. Consideration will be given to the availability of accessible washrooms and provisions for proper hand hygiene. In the event that the Town or other regulatory body requires additional facilities to satisfy the needs of the third party event application, the associated costs of obtaining sufficient facilities will be the responsibility of the third party.

When events are being held outdoors with temperatures exceeding 25 degrees Celcius or 30 with the humidex, the event organizer will ensure that at minimum water is available for purchase at the event.

##### Fire Safety

As per Technical Standards & Safety Authority (TSSA)’s Fuel Safety Program (Ref # FS-056-06), owners and operators of Mobile Food Service Equipment are to complete an annual certificate inspection by a certified gas technician and provide evidence that said equipment meets all TSSA requirements.

Any and all fires will be lit in a contained fire pit and must be supervised at all times. Third party event organizers wishing to incorporate fire into their event must obtain permission from the Town prior to doing so.

### Insurance

It cannot be assumed that Town sanctioned special events and all activities of the event are covered under the Town's general insurance policy. Motorsports, activities involving alcohol, activities involving aviation such as drones, inflatables and some watercraft automatically require additional coverage. With each special event organized by Town staff, staff will verify with the Town's insurer that the event and activities are covered by the Town's current insurance policy. In the event that they are not, staff will secure additional coverage in keeping with the Town's procurement policy.

As the Town does not have care and control of third party events, all third party event organizers are required to accept the liability of the event and provide a certificate of insurance to the Town naming '*The Corporation of the Town of Penetanguishene*' as an additional insured on their policy prior to the event. The Town's insurer may be consulted to ensure that the coverage provided protects the municipality from unnecessary risk.

The amount of insurance coverage required will be decided by the Town and can vary from \$2,000,000 up to \$10,000,000, according to the type of event and activities involved. The Town's Insurer may also be consulted to determine the minimum amount of coverage needed to adequately insure an event.

### Public Health

Where food service or food vendors will participate in a special event, the event organizer will complete a '*Coordinator of Special Events*' form and provide evidence of approval from the Simcoe Muskoka District Health Unit.

### Security

An evaluation for security needs will be undertaken with each event to ensure that appropriate security measures are put into place as warranted. Consideration will be given to alcohol service, anticipated crowd size, compliance with road closures, event safety measures and restricted areas. Depending on the identified risk, security may be provided by the Ontario Provincial Police (OPP) or a contracted firm.

Third party events may be required to submit a security plan which will be reviewed by Town staff and other pertinent organizations such as the OPP. In the event that the Town, OPP or other regulatory body requires additional security to satisfy the needs of the third party event application, the associated costs of obtaining sufficient security will be the responsibility of the third party.

### Vendors

For all Town sanctioned events, Town staff will ensure that each participating vendor provides the Town with a certificate of insurance naming '*The Corporation of the Town of Penetanguishene*' as an additional insured on their policy prior to arriving on the premises. Additionally, all food vendors will produce documentation that a '*Vendor Application for Event Permit*' with the Simcoe Muskoka District Health Unit (SMDHU) has been approved. All vendors equipped with mobile Food Service Equipment will

provide evidence of completion of an annual certificate of inspection and that their equipment meets all Technical Standards & Safety Association (TSSA) requirements. If the vendor does not carry an insurance policy, they will be required to purchase one through the Facility Users programs through the Town's insurer.

For all third party events, as the event organizer is required to have their own insurance, it is the event organizer's decision as to whether they require vendors to have their own insurance, however the Town will recommend to all event organizer's that it is in their best interest to do so. The third party event organizer will be required to confirm for the Town that all food vendors comply with the same SMDHU and TSSA requirements as outlined above.

### THIRD PARTY EVENTS

1. All third parties wanting to host a special event on municipally owned property will be required to complete a *'Request to Host Special Event Application Form'* to the Recreation and Events Coordinator.
2. Forms will be made available on the 'Events' page of the Town website or in person at Town Hall.
3. The third party must receive an approved application prior to the hosting or advertising of the event.
4. The timelines, planning requirements and general guidelines of the application process are outlined in the application.
5. As a condition of approval for a third party event application, the Town at its sole discretion may require permits from, evidence of compliance with or impose restrictions based on recommendations made by any of the following:
  - Ontario Provincial Police
  - Penetanguishene Fire Department
  - Simcoe Muskoka District Health Unit
  - Simcoe County Paramedic Service
  - Building Department
  - By-Law Enforcement
6. The Recreation and Events Coordinator in consultation with the Director of Recreation and Community Services has the right to refuse any application. Applications may be refused if the event:
  - is deemed unsafe
  - is insufficiently planned (crowd control, noise restrictions, security, traffic control, waste disposal, environmental controls, )
  - puts the municipality at risk
  - disrupts regular service levels
  - requires municipal resources that are unavailable
  - is non-compliant with Town By-laws or general principles outlined above.
7. Third parties wishing to dispute an application refusal may appeal the decision to the Chief Administration Officer.

## **Responsibilities**

### Recreation and Events Coordinator

The Recreation and Events Coordinator is responsible for implementation and ongoing compliance with the Special Events Policy. He/she will act as the main point of contact between the Town and third parties, and liaise between the third parties and applicable Town personnel. The Recreation and Events Coordinator will process third party event applications within the timelines provided in the application guidelines.

### Senior Managers

Senior Managers are responsible for providing a prompt response to all inquiries made by the Recreation and Events Coordinator to ensure that applications are processed in a timely manner. They will also support special events that meet all the requirements of this policy provided that sufficient resources are available to do so.

## **Monitoring/Contraventions**

The Recreation and Community Services Department will monitor compliance with the policy and recommend policy changes as needed.

## **References**

Technical Standards & Safety Authority Ref # FS-056-06

## **Enquiries**

For more information on this policy, please contact the Recreation and Community Services Department at 705-549-7453.

## **Disclaimer**

The Town is not responsible for the operations or management of approved third party events with the exception of items agreed upon in the application approval process. The Town does not accept any responsibility for the attendance, success and operation of third-party social media sites and is unable to guarantee the privacy of individuals who access content provided to such sites by the Town.

## **Appendices**

Appendix A – Request to Host Special Event Application Form