



# 2021 Public Events Guide

**A Resource Guide  
For Event Organizers**

***Please complete the Public Events Forms Package and submit 3 months prior to event for processing. Failure to complete all necessary forms that pertain to your event may cause a delay.***

## INTRODUCTION

Thank you for your interest in planning a public event in the Town of Amherstburg. Public events have a very positive impact on the municipality and we thank you for contributing to the spirit of the community. The Town of Amherstburg is proactive in supporting public events throughout the Town, as well as working with existing event organizers to further the success of their activities.

A Public Events Application must be completed and submitted (3 months prior to event) to the Town of Amherstburg when a public event is held on Town of Amherstburg property. Public events may include but not limited to:

- Event is held at Town facility, inclusive of buildings, parks, sidewalks and roadways.
- Event is open to the general public, with or without an admission fee.
- Event is advertised via newspaper, web and/or site signage
- Event has the potential for event attendance that could not be managed on a roadway/facility with special measures in place.
- Event requires the use of tents, stages or other structures that require building permits.
- Event requires police patrol.

As the organizer, your role will be to follow up directly with the proper authorities regarding items within their jurisdiction relating to the event. For your reference, see *appendix A*, Public Events Checklist for a list of the people and services you may need to contact for support and required approvals.

Failure to comply with the conditions and timelines outlined in this guide could result in the application being declined.

## PUBLIC EVENTS COMMITTEE (PEC)

To assist you in your initial planning stage and to ensure you meet all public event regulations, the Town of Amherstburg provides you with a management team consisting of various departments. You may be asked to meet with this Committee or you may contact the specific committee representatives directly as deemed suitable for your event. A list of the Public Events Committee Members is provided in *Appendix I*.

## PUBLIC EVENT APPLICATION PROCESS

The following flow chart outlines the steps in the approval process for the public event application.

### AN IDEA IS BORN

Review the contents of the Public Events Guide and the Public Events Application Form. Contact the Licensing Officer at [publicevents@amherstburg.ca](mailto:publicevents@amherstburg.ca) or call 519-736-0012 extension 2219.

## **COMPLETE AND SUBMIT PUBLIC EVENTS APPLICATION AND APPENDICES**

Complete and submit the Public Events Application Form and all relevant supporting public event forms along with your \$250 deposit to Town Hall, **3 months prior to the event**. This Public Events Application should be submitted to the Licensing Officer at [publicevents@amherstburg.ca](mailto:publicevents@amherstburg.ca).

### **APPLICATION REVIEWED BY PUBLIC EVENTS COMMITTEE**

The Licensing Officer will present your application to Public Events Committee. The Application is reviewed for accuracy and compliance. The Licensing Officer will contact you if additional information or follow up is required.

### **COUNCIL / CAO APPROVAL**

The Public Events Committee will create and submit a report to Council for approval.

You will be informed of the Council Meeting date that your report will be going to Council. The report will contain general information about your event and possible requests for exemptions of by-laws, such as noise or road closures.

It is recommended that you attend the Council Meeting, to be available for any possible questions regarding your event.

### **TERMS AND CONDITIONS**

Once approved by Council, the Public Events Committee will work with organizers to ensure the necessary process for a successful event is pursued. The Public Events Committee will outline terms and conditions to ensure that the event is executed in accordance to municipal by-laws and other regulatory requirements. Terms and conditions may include a walkabout and external agency involvement.

### **EVENT PERMIT**

An Event Permit will be issued via written correspondence by the Licensing Officer.

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

Early applications will allow more time for the applicant to resolve any issues relating to the proposed event.

### **PROCEDURES/ REGULATIONS**

Public events are a significant investment of time, money and both human and physical resources. This section of the guide identifies those items which must be put in place for a public event to be approved.

There are many standards that the applicant must adhere to, ranging from established Town by-laws and maintenance agreements, the Municipal Alcohol Management Policy to regional and/or provincial regulations regarding activities, such as serving alcohol and food.

These standards are important in guiding the Event Organizer, ensuring the safety of people who are operating or attending the public event and the maintenance and respect for the Town property being utilized.

## TOWN FACILITY RESERVATION (BOOKING)

Refer to *Appendix F* for Park and User Fees.

There are many annual events planned within the Town of Amherstburg. Please consult with the Public Events Committee to obtain a schedule of events for the year to avoid conflicting dates for your event. Please note: The municipal venue for the public event must be secured for set up, event dates, and take down or tear down dates.

*Please note, all municipal venues and facilities will have to be reserved and paid for through the Recreation Services Division. See Appendix I, Public Events Committee Contact List.*

## EVENTS ON ROAD ALLOWANCE

Refer to the Barricade Plan List and the Festival & Events Asset Request Form, both incorporated into the Public Events Application to identify your needs and associated fees. [www.amherstburg.ca/plananevent](http://www.amherstburg.ca/plananevent).

**Walkathons / Bike-a-thons/ Parades/ Runs** – The approval process for these types of events can be simplified if existing traffic regulations are observed. E.g. obeying traffic flows, signage and speed limits, etc. Please ensure a map identifying the route is provided with your Public Event Application. Refer to *Appendix D*, Maps of Amherstburg.

The applicant should be aware that the processing of this type of Public Event Application requires the implementation of detours, placement and manning of barricades, traffic controls, public notification of road closures, and signing. This is the responsibility of the Event Organizer and will be directed by the Infrastructure Services Department and Police Services. See *Appendix I* for the Public Event Committee Members Contact List.

Guidelines set out in the Town of Amherstburg Traffic by-law # 2011-69 and the Highway Traffic Act will be used in determining an appropriate traffic control plan.

## LAYOUT OF THE EVENT

The event layout plan is required so that the Public Event Committee can review the Event Organizers plans and ensure that it complies with approved uses for Town of Amherstburg property.

This is to ensure the safety of all visitors to your event (e.g. reduce risk of complaints, injury and liability) a layout of all event activity locations is to be submitted with your Public Event Application.

The Town of Amherstburg can assist you by providing some basic Town maps to help you prepare an event layout. See *Appendix D*, Maps of Amherstburg.

The event layout plan should include:

- An unobstructed fire lane, minimum of 6 metres (19.69 feet), or as approved by the Chief Fire Official
- Location(s) of any vendor (s)/ cooking equipment
- Location(s) of fire extinguisher(s) and approved fire safety and evacuation plan
- Location(s) of fixed or moveable objects, such as tents, stage, etc.
- Location(s) of tents, NOTE: tents cannot be located under overhead wires
- Fire hydrants must have a clearance of 2 metres and 3 metres at the curb.

Note: High impact activities such as stages, carnival rides, etc., need to be located to minimize sound level impact on surrounding residential area and businesses. Noise levels must comply with Town of Amherstburg by-laws and legislations.

## ACCESSIBILITY

Planning events in an accessible way provides equal opportunity and access for everyone. Event Organizers can access the [Accessibility Directorate of Ontario's Planning Accessible Events Guide](#) to assist in submitting applications which make accessibility a central component of the planning process. Wherever possible, Event Organizers should demonstrate the involvement of persons with disabilities in the creation and implementation of the event plan.

Once the application is submitted the Public Events Committee will review whether the applicant has considered the points on the checklist and an internal review of the event plan for accessibility will be completed by the Clerk. If, in the opinion of the Clerk, the event requires further consultation, the matter will be referred to the Amherstburg Accessibility Advisory Committee to provide recommendations on accessibility.

Event Organizers must provide a “barrier free” environment for visitors to the event. This would include well placed and clearly signed accessible parking spaces, entertainment viewing areas and washrooms that are located on paved pathways for ease of access for those with a disability. In addition, signage at events indicating these areas should be prominently displayed to help inform visitors in need of these facilities.

## ALCOHOL AT EVENTS

Please refer to *Appendix B* for the Municipal Alcohol Management Policy.

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

### **Special Occasion Permit (SOP)**

A Special Occasion Permit (SOP) is the required documentation when holding an event where alcohol will be served or sold. The SOP is approved by the Alcohol and Gaming Commission of Ontario, and it is important that AGCO requirements are fulfilled. Fees for the SOP vary. When applying for your SOP, please ensure that the name and contact information provided matches the name and contact

information on your Public Event Application. It is a requirement that the SOP is on hand and accessible at the event. For information on the SOP and to download the SOP application, visit the Alcohol and Gaming Commission of Ontario's (AGCO) website: [www.agco.on.ca](http://www.agco.on.ca).

### **Smart Serve Servers**

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

A certified Smart Serve server will have successfully completed Smart Serve training which practices responsible service of alcohol as specified in current Ontario liquor laws. In order to receive your Event Permit from the Town of Amherstburg, copies of the Smart Serve certificates for ALL servers of alcohol at the event must be submitted. In addition, the servers MUST have their Smart Serve card with them at the event. To learn more about Smart Serve, visit [www.smartserve.org](http://www.smartserve.org).

### **Insurance**

Insurance, including confirmation of Host Liquor Liability. Please refer to the Insurance section of this guide. Please contact the Clerk to clarify requirements. See *Appendix I* Public Events Committee Contact List.

### **Council Resolution**

If you are applying to Alcohol and Gaming Commission of Ontario (AGCO) for any type of Licence, a resolution of Council may be required. Please contact the Licensing Officer at least eight weeks prior to the event date. See *Appendix I*, Public Events Committee Contact List.

## **DAMAGES**

The cost to repair any damages to the park, facility, street, sidewalk or Town equipment, will be the responsibility of the Event Organizer. Repair costs will be assessed and communicated to the Event Organizer by the Town of Amherstburg after the event is completed. Depending on the amount of damage, the cost of repairs will be deducted from the deposit provided and the Event Organizer will be invoiced the amount over and above the deposit.

## **STAKING / FENCING PARK PROPERTY**

In many Town parks there are underground utilities buried below the surface of the park. It is the Event Organizer's responsibility to obtain "service locates" from the hydro, water and gas companies. The Event Organizer must ensure tent poles/pegs are installed no less than 1 metre from either side of the utility location.

To inquire about staking and fencing park property, please call the Manager of Parks and Naturalized Areas. See *Appendix I*, Public Events Committee Contact List.

## DOGS / PETS

Event Organizers may prohibit pet owners from bringing dogs and animals to a public park. Signs should be erected. Event Organizers should encourage owners to leave pets at home. This is to provide a safe and clean environment for humans and to avoid distress and confusion for pets. This excludes identified service animals.

## EMERGENCY SERVICES / FIRST AID

Planning for Emergency Services and first aid is an important part of developing an event. An Emergency Plan outlining the process to be followed in the event of an emergency during the event is required 6 weeks in advance of the event. It is recommended to connect with Fire Services prior to submission. Refer to *Appendix I*, Public Events Committee Contact List.

It is the Event Organizer's responsibility to provide first aid services through the duration of the event by a qualified agency such as, Essex-Windsor EMS, Red Cross, St. John's Ambulance or another first aid provider. Event Organizers must indicate the event layout plan and the emergency vehicle route.

The provision of first aid facilities is critical to any event or festival, and must be appropriately equipped and easy to find by patrons. The number of first aid posts required depends on the size of the event or festival. First Aiders should be training to Advanced First Aid, CPR and SAED competency as a minimum.

For emergency medical services for Essex-Windsor please refer to [www.countyofessex.on.ca](http://www.countyofessex.on.ca) or call 519-776-6441 or 519-256-1315.

As a guide Red Cross provides suggested number of first aid providers:

<b>Attendance</b>	<b>First Aiders</b>	<b>First Aid Posts</b>
500	2	1
1000	4	1
2000	6	1
5000	8	2
10,000	12	2
20,000	22	4+

## Police

Events require additional police presence to manage large crowds, road closures, and when alcohol is served. The Windsor Police Services-Amherstburg Detachment must be contacted to inquire if additional services are required. If extra police presence is required, the Event Organizer is responsible to meet the financial obligation of additional officers. See *Appendix I*, Public Events Committee Contact List.

Refer to Windsor Police Service's Contract Duty website. The *Request for Contract Duty Form*, *Memorandum of Understanding*, *Contract* and *Fee Schedule* are available on the website: <https://www.police.windsor.on.ca/services/contract-duty>.

## Fire

Amherstburg Fire Services will ensure that all provisions of the Ontario Fire Code are adhered to. The cost of supplemental protection to meet Fire Code requirements is the responsibility of the Event Organizer. The Amherstburg Fire Services must receive an event layout plan and an evacuation plan 6 weeks prior to the event for approval.

## FIREWORKS

Anytime you wish to discharge pyrotechnics, you must obtain a Pyrotechnic Event Approval Permit (Fireworks Permit) from the Amherstburg Fire Services. The person discharging the fireworks must also be in conformance with the Town of Amherstburg By-law, Discharge of Fireworks and Explosives Act (Canada) and its regulations made there under. Detonator must have:

- Valid Fireworks Supervisor Certificate from Natural Resources Canada, Explosive Regulatory Division
- Proof of Insurance

Please contact the Amherstburg Fire Services for more information. See *Appendix I*, Public Events Committee Contact List.

## FOOD AT EVENTS

When food and beverage privileges are requested through the Public Event Application, approval must be received from the Windsor Essex County Health Unit.

You will need to contact the Windsor Essex County Health Unit for inspection when serving food at events. Please visit [www.wechealthunit.org/inspect/food-safety-1/fair-festivals](http://www.wechealthunit.org/inspect/food-safety-1/fair-festivals) to learn about proper food handling.

Fire protection for food concessions are to be determined by the Amherstburg Fire Services and will conform to the Ontario Fire Code. See *Appendix I*, Public Events Committee Contact List.

## ELECTRICAL INSPECTIONS

The Event Organizer shall confirm with the Manager of Municipal Facilities or designate that sufficient source of electrical supply is available at the requested municipal location to house the proposed event. The Event Organizer shall be responsible for all costs and equipment used for the distribution of power from the Town electrical source. The Event organizer shall be responsible for their specific electrical distribution needs and all costs associated with such works subject to an Electrical Safety Agency (ESA) inspection. The Ontario Electrical Safety Code specifies that any electrical equipment installed in

Ontario, temporarily or otherwise, must be inspected by ESA. Approval from ESA must be provided to the Town prior to the commencement of the event. To schedule an inspection the event organizer shall contact ESA via their website at [www.ESASAFE.com](http://www.ESASAFE.com) or 1-877-372-7233. All fees applicable to an ESA inspection shall be borne by the Event Organizer. To discuss electrical supply for your event please contact the Manager of Municipal Facilities or designate. See *Appendix I*, Public Events Committee Contact List.

## INSURANCE

Refer to *Appendix C*, Festivals and Special Events Insurance Matrix.

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

The Town of Amherstburg does not provide personal property and/or injury coverage to the Event Organizers or volunteers. It is the responsibility of each Organizer to have adequate property/liability insurance and/or accident benefits in force for themselves.

It is the responsibility of the Event Organizer to ensure that an agreement with the Town is in place clearly stating their duties for the event. The Event Organizer must also attach any proposed liability waiver or other documentation that sets out responsibilities for participants of the event 4 weeks prior to the event date. (E.g. participants of a walkathon sign a waiver).

Event Organizers are required to obtain and submit the appropriate proof of insurance. Please refer to the **Certificate of Insurance and Release and Indemnification of Liability Agreement (Hold Harmless Agreement)** information below. Event Organizer must choose one of the options:

1. Obtain and provide proof of coverage, from an insurer of choice and submit with the Public Event Application for the event.  
OR
2. Purchase insurance coverage through the Town of Amherstburg, where available.

### **Certificate of Insurance must be:**

- Completed only by the insurer or its authorized representatives.

### **Certificate of Insurance must include:**

- Name, address and telephone number of insured
- Location and activity of the named insured for which the certificate is issued
- Description of coverage detailing type of insurance, policy number, effective date, expiry date and limit of liability.
- Name, address and telephone number of insurance company writing each policy.
- All certificates confirming general liability insurance must add the Corporation of the Town of Amherstburg, and if applicable the County of Essex, as an additional insured.

- Notice of cancellation or reduction in coverage as outlined on the certificate must be provided to the Town within thirty (30) days.

If the event includes the transportation of participants or equipment the Town will require confirmation of Automobile Insurance with a minimum limit of \$2,000,000 per occurrence.

For events INCLUDING the SERVING OF ALCOHOL, a host liquor liability and a cross liability/severability of interest clause is required. If you require assistance with obtaining a Host Liquor Liability policy, please see visit the website [www.palcanada.com](http://www.palcanada.com) or contact your current insurance provider.

For events INCLUDING FIREWORKS DISPLAYS, CARNIVAL RIDES, INFLATABLES and/or ANIMALS, the certificate must include acknowledgement of coverage under the policy specifically extended to these types of operations.

Carnival rides can only be provided by third party vendor. Firework displays should also be provided by a third party vendor. In the case of a vendor being used, the Town is to be added as an additional insured to the vendor's general liability policy and a copy of the Insurance Certificate shall be placed on file with the Town.

### **Release and Indemnification of Liability Agreement (Hold Harmless Agreement)**

The Release and Indemnification of Liability Agreement is incorporated into the Public Events Application and is part of the Event Organizers acknowledgement of terms of agreement.

*The Event Organizer agrees to save harmless the Town of Amherstburg, from and against any and all claims, including, without limitation, all claims for death, bodily injury or property damage, arising from any act or omission of the Event Organizer or any assignee, agent, contractor, servant, employee, invitee or licensee of the event organizer and from and against all costs, counsel fee, expenses and liabilities incurred in connection with any such claim or any action or proceeding brought thereon related to the event.*

### **RISK MANAGEMENT**

A Risk Management Plan is an essential aspect of planning any event or festival. The duty of care to residents, organizers, workers, performers, and all those present at your event or festival is the responsibility of the organizers and must be addressed at all times.

A risk assessment should be made of the site for the event or festival and the proposed activities to identify any possible issues or incidents that may occur. After assessing the site, a Risk Management Plan can then be developed and used to assist Organizers with the planning and management of the event or festival, to minimize risk and maximize safety and enjoyment.

The Amherstburg Fire Services and Clerks Division can assist you in developing your Risk Assessment Plan. Refer *Appendix I*, Public Events Committee Contact List.

Things to consider when developing a Risk Management Assessment Plan:

### **Understand How Risk Management Works**

Risk is the effect (positive or negative) of an event or series of events that take place in one or several locations. It is computed from the probability of the event becoming an issue and the impact it would have. Various factors should be identified in order to analyze risk:

- Event: What could happen?
- Probability: How likely is it to happen?
- Impact: How bad will it be if it happens?
- Mitigation: How can you reduce the probability?
- Contingency: How can you reduce the impact?

### **Define Your Project**

This is the simplified model where risk and impact are listed as high, medium or low.

### **Get Input from Others**

Brainstorm on risks. Get several people together that are familiar with the project and ask for input on what could happen, how to help prevent it, and what to do if it does happen. Take a lot of notes! You will use the output of this very important session several times during the following steps. Try to keep an open mind about ideas. “Out of the box” thinking is good, but do keep control of the session. It needs to stay focused and on target.

### **Identify the Consequences of Each Risk**

From the brainstorming session, you gathered information about what would happen if risks materialized. Associate each risk with the consequences arrived at during that session. Be as specific as possible with each one. “Event Marketing Delayed” is not as desirable as “Event Marketing will be delayed by 13 days”. If there is a dollar value, list it: just saying “over budget” is too general.

### **Manage by Walking Around**

Risk factors can also be identified and rectified before they become problems simply by staff and volunteers walking around during your event, regularly assessing operation and event areas particularly around guest areas.

Provide a safe environment for your staff, volunteers and above all else; your guests, is something that takes a lot of effort by all concerned. Keeping a watchful eye for potential hazards can help minimize your risk assessment, and allow guests to return home safely. Having a good workable plan in place prior to your opening is important to commit to. It starts at the parking lot and ends at the gate when they leave. Play safe!

### **Risk Assessment**

Event Organizers are responsible for reviewing risk assessments to ensure that:

- Potential hazards associated with the activities are identified
- Control measures are identified which have considered the degree of risk
- Control measures can be practically implemented during the event to minimize and/or remove the risk

These guidelines provide practical information to assist the Event Organizer in the review of compel risk assessments. The risk assessment is designed to be completed by the Event Organizer during the planning and operation of the event.

### **Identification of Tasks to Host the Event**

The event should be separated into significant tasks or activities. These tasks may be identified by the fundamental hazards associated with each task. Hazards may arise as a result of:

- Nature and type of event
- Location of work and equipment
- Materials, chemical, or equipment used
- Time of the work
- Proximity to the public
- Work environment, including weather conditions

### **Identification of Hazards**

Event Organizers should attempt to identify the range of hazards associated with tasks they have identified for the proper building and operation of their event. A hazard can be defined as the potential to cause injury or illness to one or more people. When determining hazards associated with the task, the hazard types below should be considered:

- Physical Hazards – example: noise, equipment-related hazards, working at height, manual handling, ergonomics, traffic hazards, collapses, falling objects, etc.
- Electrical Hazards – example: direct electrocution, contact with overhead or underground cables
- Psychological – example: workplace conditions leading to stress reduction methods
- Eliminate the Hazard- example: tripping hazards, uneven surfaces
- Personal protective equipment – examples: Job rotation, work instructions, safety inspections
- Administration controls – example: proper training for traffic control

It is suggested that you speak with your insurance provider to assist you in your risk management, crowd management and security plans.

An Emergency Plan addressing all risks is required to be completed and submitted to the Amherstburg Fire Services 6 weeks in advance of the event date. It is recommended to connect with the Fire department prior to submission. Refer to *Appendix I*, Public Events Committee Contact List.

## **FESTIVAL AND EVENTS REQUEST FOR TOWN ASSETS (EQUIPMENT)**

The Festival & Events Asset(s) Request Form is incorporated into the Public Events Application. [www.amherstburg.ca/plananevent](http://www.amherstburg.ca/plananevent)

There are limited quantities of equipment and materials available for public events. To view an outline of available materials and resources for rent, see the Festivals and Events Asset(s) Request Form at [www.amherstburg.ca/plananevent](http://www.amherstburg.ca/plananevent) . There is a cost for delivery

and pick up of equipment and materials, these cost are the responsibility of the Event Organizer. A \$250 deposit is required at the time the Public Event Application is submitted.

## NOISE RESTRICTIONS

The use of amplified sound for the presentation of public events is prohibited at all times as stated in the Town's Noise by-law # 2001-43. Exemptions to Noise by-law 2001-43 may be granted and require approval by Town Council. The request for noise exemption must be completed at least 4 weeks prior to the event date. For more information contact the Licensing and Enforcement Division. See *Appendix I*, Public Events Committee Contact List.

The site plan should include any high impact activities such as entertainment stage and carnivals. Please be aware that SOCAN fee may apply to your event, visit [www.socan.ca](http://www.socan.ca).

## PARKING

If an event is going to impact Town parking facilities (both on and off Town streets) the Event Organizer must prepare a parking plan that reviews how this will be managed. The plan is to be coordinated through Infrastructure Services and must be submitted with the Public Events Application. Parking plan will include:

- A review/ identification of the applicable fire access routes and designated accessible parking spaces.
- The availability of surrounding streets and lots where parking may be permitted.
- The provision of event volunteers on-site (in the parking and non-parking areas) to provide participants with appropriate parking information/direction related to the event.
- Where "parking" signs will be located to alert drivers where parking is available.

The Manager of Roads and Fleet will review and approve the parking plan and ensure that it meets the Town of Amherstburg Traffic By-law and other applicable legislation. See *Appendix I*, Public Events Committee Contact List.

- Other considerations for parking:
  - Arrangement could be made for alternative parking off site on private property with permission of the owner.
  - Depending on the size of the event and the expectation of the large number of vehicles that will be required to find parking, consideration should be given to hiring paid duty police officer(s) for traffic and parking management.
  - The Event Organizer must be aware of the Traffic By-law's parking regulations that will be enforced. Any deviation from the Traffic By-law must be approved before the event and any public notice is provided (as required).
  - Consider shuttle parking to eliminate congestion and carbon emissions

and encourage carpooling and offer a secure bike storage area to promote biking to the event.

## **PEDESTRIAN CROSSING/ROUTE MARSHALLS**

Intersections that need police supervision to assist participants and motorists in the event area may be required. Payment for the police assistances are the responsibility of the Event Organizer and can be arranged through Windsor Police Services. See *Appendix I*, Public Events Committee Contact List and refer to the Windsor Police Service's Request for Contract Duty at <https://www.police.windsor.on.ca/services/contract-duty>

## **PUBLIC EVENT WALK THROUGH**

A "public event walk through" may be required by a member(s) of the Public Events Committee, before, during and after the event.,

In the event the condition of the site is not supportive of public event activity due to site conditions or safety issues, it is at the discretion of the Public Events Committee member to inform the Event Organizer if the event is permitted to continue for that day or if alternate plans need to be undertaken. This could involve but not exclusive to prohibiting any vehicles from entering park grounds, to the complete cancellation of the day's activities.

## **PUBLIC ACCESS TO PARKS**

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

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

## **RAFFLES/ BAZAARS/ GAMES**

If the event involves raffles/gambling/casinos, the Event Organizer must comply with Alcohol and Gaming Commission of Ontario (AGCO) legislation.

A licensable lottery event is defined as any event which has the following components:

- A prize.
- A chance to win.
- Consideration or a fee paid.

Only approved charitable organizations are eligible for lottery licences. Individuals wishing to conduct a lottery event are not eligible for lottery licence. Applications for an eligibility review and applications to conduct such games can be made by contacting the Licensing Officer. Refer *Appendix I*, Public Events Committee Contact List.

Visit [www.amherstburg.ca](http://www.amherstburg.ca) for eligibility review applications and lottery forms. Please discuss your lottery with the Licensing Officer to ensure the legality of a particular lottery

event.

## **CARNIVALS/ FAIRS/ MIDWAYS**

If an event includes a Carnival, Fair or Midway, the Event Organizer must apply for a Business Licence as per the Town of Amherstburg's Business Licence By-law 2009-44. Inquiries can be made to the Licensing Officer, *Appendix I*, Public Events Committee Contact List.

## **SANITARY FACILITIES/ WASHROOMS**

Event Organizers will be responsible for providing sufficient portable washrooms, wheelchair accessible portable washrooms and hand sinks if the location for the event does not have sufficient facilities to accommodate the anticipated crowds. Inquiries to the Chief Building Official regarding required numbers based on occupancy load. See *Appendix I*, Public Events Committee Contact List.

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

## **ROAD BANNERS**

Refer to Banner Installation Application Form, *Appendix G*.

Specific for above the Road Banner request, you must fill out the Banner Installation Application Form. This form outlines the banner specifications as well. There are three locations to choose from, if the space is available and some restrictions apply.

## **TEMPORARY SIGNAGE**

Non-Profit and Service Club organizations may be permitted to post temporary signage on Municipal property advertising special events in Amherstburg. All postings are to be approved by the Licensing Officer. Postings may be placed for a period of 14 days prior to the event but must be removed within 5 days after the completion of the event. Signs are to be no greater than 0.37 metres (4 sq.ft.) and no higher than 0.91 metres (3 ft). Signs must be free standing and not attached to trees, utility poles or other municipal structures located in the right of way. To obtain approval for signage, contact the Licensing Officer. Refer to *Appendix I*, Public Events Committee Contact List.

## **TENTS, CANOPIES, STAGES, OR TEMPORARY STRUCTURES**

Refer to *Appendix J*, Fire Safety Form for Tents.

Tents, stages or other similar temporary structures may be regulated by the Ontario Building Code Act and Ontario Fire Code. If so, a building permit may be required and subsequent inspections must be scheduled to ensure public safety.

Contact the Chief Building Official for building permit information and the Fire Department for information on safety planning as it pertains to tents and temporary structures. Refer to *Appendix I*, Public Events Committee Contact List.

## VEHICLES IN PARKS

In order to protect the general public, as well as the parks for future use, the access of vehicles to park grounds is generally for the purposes of event set-up and take-down and will be restricted to designated areas as approved by the Town. The Event Organizer will ensure that vehicle access in the park is controlled and monitored throughout the event at the access pointed designated, allowing entry to emergency vehicles only, during event operating hours.

The conduct of vehicle operators involved before, during or after the event will fall under the responsibility of the Event Organizer, If an operator is operating a vehicle in any manner that Town staff finds unsafe to the public within the park, the vehicle will be banned from the premise immediately. The Event Organizer will make other arrangements to facilitate the event set up and take-down.

The site plan must include any vehicles, subject to Town approval, which are to be left in the park area during the event. Designated service vehicles such as golf carts for transporting supplies or removing garbage may be approved for use during event hours upon application to Town staff. The cost to repair any damages to the park or facility will be the responsibility of the Event Organizer.

## VOLUNTEERS

Refer to *Appendix H, Volunteer Waiver*.

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

As organizing committees (and staff who work on the day at community events and festivals) are predominately made up of volunteers, a little time spent on planning a "Volunteer Management Model" can be beneficial for the volunteers and their supervisors. Consider the following information when working with volunteers to ensure everyone gains a useful experience and enjoys themselves.

It is important that each volunteer is aware of their rights and responsibilities in being part of a committee. Listed below are important practice standards when working with volunteers. Visit [www.ovcn.ca](http://www.ovcn.ca) or [www.volunteer.ca](http://www.volunteer.ca) for more information.

Rights and responsibilities of volunteers:

- Informed about the organization you are volunteering for
- Provided job description
- Informed who they report to
- Recognized as a valuable team member
- Supported and supervised
- Provided a healthy and safe work environment
- Covered by insurance
- Ability to say no if they feel they are being exploited
- Reimbursed for out of pocket expenses

- Advised of travel expense reimbursement policy
- Informed and consult on matters that affect the work
- Informed of grievance procedure
- Oriented and trained

It is appropriate that your volunteers are provided with any appropriate pre-event training including clarifying roles and responsibilities and any communication, emergency and security procedures that are in place. It is also important to document any training provided including the trainers' name, trainees, date, time and topic.

## **WASTE COLLECTION/ RECYCLING**

The Event Organizer is responsible for litter control including proper waste diversion to ensure minimal impact on the environment and to make your event as 'green' as possible, including the use of grease and recycling containers.

Regular pick up of waste containers is expected in order to ensure a sanitary environment. The Event Organizer will ensure containers are emptied often enough during the event operation to avoid overflow.

In the event that waste receptacles are to be emptied several times over the course of a public event, the Event Organizer is to ensure that servicing is done outside of the event operating hours.

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

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

Large events will be required to organize the rental of an appropriate sized garbage dumpster or other means to collect and remove the garbage. The Parks Division will supply staffing for the removal of garbage if requested by the Event Organizer. There will be a cost for this service. Refer to *Appendix I*, Public Events Committee Contact List.

## **MORE INFORMATION**

Appendixes (reference material) and Public Event Application are available at [www.amherstburg.ca/plananevent](http://www.amherstburg.ca/plananevent).