

Schedule "A"

SPECIAL EVENTS PLANNING GUIDE

The logistics involved in special event planning include application, by-law review, departmental approvals, and as necessary, public notification, etc. The management of special events on municipal property requires the coordinated efforts of the special event applicant and municipal staff to ensure safe operation and adherence to applicable legislation, by-laws, policies, and procedures. The items requiring attention and/or approvals are set out below. Documentation and process for these items can be found at <http://www.kincardine.net/specialevents.cfm>.

ITEMS REQUIRING ATTENTION & APPROVALS (WHERE APPLICABLE):

Road Closures (including Parades)

All **temporary road closings (i.e. Street festivals, Parades, etc.)** needed to facilitate the event must be approved by the Municipality of Kincardine via this application. Applicants must ensure adequate signage and barricades as well as provide adequate emergency access at all times to the satisfaction of emergency services and municipal departments. Please indicate on the attached application the date, times of the closure/reopening of road, as well as route or area requested for closure. *This process has replaced the former Parade Permits required by the Municipality of Kincardine. All processing of the road closure will be completed by municipal administration.*

Municipal Alcohol Risk Management Policy

All applicants wishing to **serve alcohol** must abide by regulations set out by the Alcohol and Gaming Commission of Ontario (AGCO) and the Municipal Alcohol Risk Management Policy (i.e. security needs, etc.).

Noise By-law Exemptions

All applications requesting an exemption to the Noise By-law should reference Noise By-law No. 2008 - 076.

Signage/Street Banners

Signage advertising used to locate the special event must be approved by the Building & Planning Department.

Street Banners must be approved by Tourism. A **limit of 3** banners may be submitted per event if approved, and location determined by staff. All banners must be coordinated and installed by municipal workers through Tourism.

Tents and Structures

The Municipality of Kincardine is responsible, under the Ontario Building Code, for regulating tents. Depending on various aspects of the tent (ie. size, whether it is attached to a building, distance from other buildings/structures), a permit, among other items, may be required. Tent sizes greater than 646 sq. ft. require a Tent Permit through the Building Department, engineered drawings, and an inspection by the Building Inspector; tents greater than 2421 sq. ft require a building permit, engineered drawings inspection by the Building Inspector, and a site review by an engineer. The engineered drawings are typically available through the Tent Rental company/business. Applicants are encouraged to contact the Building Department to discuss specific requirements.

Lottery Licences

All applicants wishing to **run a lottery scheme** (merchandise raffles, cash or 50/50 draws, bingo, Nevada/Break Open ticket sales, wheels of fortune etc) must abide by regulations set out by the Alcohol and Gaming Commission of Ontario (AGCO) and obtain a licence from the Municipality of Kincardine.

Washroom Facilities

The number of **washrooms** required for a special event shall be determined by the Building & Planning Department as per the Ontario Building Code.

Suggested formula: One unit for every 100 males.

One unit for every 75 females.

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Any event using municipal facilities or land is required to have adequate insurance. The applicant must provide proof of insurance in the form of a Certificate providing coverage for general liability. Social host liquor liability is necessary where alcohol is served. Proof must be provided at least 30 days prior to the event. The Municipality's insurance will not afford any protection to the applicant.

The applicant must maintain the required minimum liability insurance in accordance with the following insurance requirements:

General Liability Requirements for non-licensed events	\$2 million
Social Host Liquor Liability for Licensed events of 1000 people or less	\$2 million
Social Host Liquor Liability for Licensed events of 1001 people or more	\$5 million

Commercial General Liability Insurance, for third party bodily injury, personal injury and property damage to an inclusive limit of not less than Two Million Dollars (\$2,000,000.00) per occurrence. The policy shall include:

- The Corporation of the Municipality of Kincardine as an additional insured;
- Cross liability;
- Contractual liability;

- A thirty (30) day written notice of cancellation;
- Contents coverage on a replacement cost basis for all property owned by the Contractor.

The applicant shall provide the Municipality with a valid Certificate of Insurance as evidence of the above coverages.

Such insurance must be in effect for the entirety of the event. This includes setup and event take down.

Failure to provide a Certificate of Insurance as evidence of acceptable insurance to the Municipality 30 days prior to the event may void any approval to hold the event.

FACILITY & PARK RENTALS

All facilities and parks must be pre-booked to ensure availability. Facility rental pricing is in accordance with the Municipality's current "Consolidated Rates & Fees By-law" available on the municipal website or by contacting the Parks & Recreation Department (please see Contacts List). **Please attach proof of rental or copy of rental contract to application.**

MUNICIPAL EQUIPMENT AND ASSISTANCE

The Applicant must identify on the application form the equipment/materials they wish to use. All equipment must be returned in the condition in which it was received otherwise the applicant may be responsible for replacement costs.

Note: Where equipment is provided, it is to be returned for easy pick up at the location it was dropped off. Municipal staff are not responsible for assistance of site setup or take down.

In the case of major Special Events, due to the significant amount of municipal staff time and labour that goes into assisting, the Municipality of Kincardine is to be recognized on par with other major sponsors in view of this in-kind donation.

VENDORS & PERISHABLE FOODS

Where perishable food is available, an inspection must be completed and documented by the Health Unit. Documentation from the Fire Department must also be completed if cooking with gas. Once completed, the original documentation must be forwarded to the Municipality either attached to the application or sent via e-mail. This requirement will be waived where the vendor is already licensed as a Refreshment Vehicle within the Municipality of Kincardine and currently abiding by the policies and procedures above.

Please refer to the Refreshment Vehicle Licence By-law for current regulations and how it may affect your event.

ACCESSIBILITY

Event Organizers are required to comply with Municipality of Kincardine Policy GG 3.8 “Accessibility Standards For Customer Service (Pursuant to Accessibility for Ontarians with Disabilities Act, 2005; Ontario Regulation 429/07)”.

Please refer to the City of London’s “Guide: How to Plan Accessible Outdoor Events” to assist in planning in these areas.

RECYCLING

The Municipality of Kincardine is dedicated to improvement of the environment and reduction of waste sent to the landfill. Kincardine encourages event organizers to plan their events targeting minimal waste generation by ensuring recycling opportunities and other “green” initiatives are available for their patrons.

Link to Guide can be found on Municipality of Kincardine website under Special Events Application.

EVENT CHECK-LIST

Before completing the attached Special Events Application, please review the following checklist as generated by the topics covered in this document and indicate where required:

Did you book and confirm your site? (Reminder to attach rental contract where applicable)

Yes _____ No _____

If serving alcohol; does your event follow regulations outlined in the Alcohol Risk Management Policy including provision of event security?

Yes _____ No _____

If serving alcohol, a Special Occasion Permit is required through your local Liquor Control Board. Permit applications must be submitted at least 30 days prior to your event for approval. *Permit application link can be found on Municipality of Kincardine website under Special Events.*

Do you require a Road/Street closure? (Council approval)

Yes _____ No _____

Please include request as part of the application attached.

Do you require a tent or signage? (Building Department approval)

Yes _____ No _____

Have you submitted application for permits?

Yes _____ No _____

Does your event require washroom facilities?

Yes _____ No _____

Have you obtained proof of insurance for your event?

Yes _____ No _____

Please attach copy of Insurance Certificate to Special Events Application

Do you need an exemption to the noise by-law? (requires Council approval)

Yes _____ No _____

Have you submitted application for Exemption to Noise Bylaw?

Yes _____ No _____

Are you using vendors or cooking food? (Grey Bruce Health Unit approval and cooking with propane/gas requires an inspection from the Fire Department)

Yes _____ No _____

Please attach copy of approvals to Special Events Application

Are you planning to hold a lottery? If eligible, lotteries include merchandise raffles, cash or 50/50 draws, bingo, Nevada/Break Open ticket sales, wheels of fortune etc. with policies governed by the Alcohol and Gaming Commission of Ontario.

Yes _____ No _____

If yes, a lottery licence from the Municipality of Kincardine is required. For more information contact Clerk's Department at 519-396-3468 ext. 113.

Contacts List

Grey Bruce Health Unit	519-376-9420 www.publichealthgreybruce.on.ca
<u>Municipality of Kincardine</u>	
Building & Planning Department	519-396-3468 buildings@kincardine.net
By-law Enforcement	519-396-2287 bylaw@kincardine.net
Clerk's Department	519-396-3468 clerk@kincardine.net
Fire Department	kinfire@bmts.com
Kincardine	519-396-2141
Tiverton	519-368-7711
Parks and Recreation Department	519-396-3491 rec@bmts.com
Public Works Department	519-396-3468 pwcasual@kincardine.net
Treasury Department	519-396-3468 treasurer@kincardine.net
Tourism	519-396-2731 tourism@kincardine.net

FOR ALL ADDITIONAL DOCUMENTS & BY-LAWS AS REFERENCED IN THIS APPLICATION PLEASE VISIT: www.kincardine.net/specialevents.cfm

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