



Outdoor Special Event Manual

Resource Manual for Event Organizers

(Revised January 6, 2016)

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A) Outdoor Special Events

Thank you for your interest in holding a special event in Norfolk County. Enclosed are the materials needed to obtain a Special Event Permit for your upcoming event. Please follow the application directions very carefully. A checklist is included in the Special Event Application package for further assistance. No Special Event Permit will be issued without submission of a signed application and requested documentation. Your event must have final approval by Norfolk County staff and in some cases Norfolk County Council.

Corporate Support Services will assist you throughout this process and will be your primary contact. You will be notified if your event requires additional permits or inspections for such things as: building permits for large tents, by-law exemption for noise, food provider permits, liquor license permit, which must be obtained before you receive a Special Event Permit.

This manual has been produced to serve as a guideline for special event organizers in planning their activities. Along with the Outdoor Special Event Application Package (hereinafter referred to as the "Special Event Application"), this manual is intended to identify all of the areas that may fall under a policy or procedural guideline which will have an impact on the planning and presentation of the event.

Neither this Manual nor any personnel of Norfolk County shall be considered to be providing legal advice to the event organizer or any other third party as to the risks and possible liabilities that may be incurred as a consequence of operating any Special Event.

It is the intention of this manual to identify and assist the organizer in following the requirements set out by Norfolk County and other organizations such as the Haldimand-Norfolk Health Unit and Norfolk County O.P.P., who may have input in regard to the operation of the event.

Norfolk County reserves the right to request a coordinating meeting(s) which may be required before the event takes place.

Following the requirements of this manual will ensure that all necessary permits and approvals will be in place well **before** the actual date(s) of the event.

If you have any questions or comments please contact Corporate Support Services at (519) 426-5870 (weekdays between 8:30 a.m. and 4:30 p.m.)

Your feedback and comments in regard to this document are welcome *at any time*.

Best wishes as you plan and prepare for your special event.

B) An Important Part Of Our Community

Norfolk County recognizes the importance that special events play in our community. The goal is:

“To encourage County wide festivals and events that draw people together helping to promote community spirit.”

1. Outdoor Special Event Definition

The primary characteristics of an Outdoor Special Event are:

- They celebrate or display a specific theme
- They have predetermined opening and closing dates/times
- They may consist of several separate activities at multiple locations

An Outdoor Special Event is defined as:

An activity taking place on private or public property that:

- is open to all people and/or
- involves a substantial deviation from the current legal land use and/or
- requires the provision and coordination of municipal services over and above that which the County routinely provides

Examples may include, but are not limited to any of the following organized activities:

- Entertainment
- Dancing
- Music
- Dramatic productions
- Festivals, carnivals, bazaars or similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concessions or live entertainment
- Parades, processions, marathons, walks, bicycle rides, or runs that will not comply with the normal or usual traffic regulations or controls or are likely to impede, obstruct, impair, or interfere with the free flow of traffic
- Sale of merchandise, food or alcohol, including sidewalk sales. The provisions of the Licensing By-law shall apply for any sales taking place during a special event.

Private social gatherings which will make no use of County streets other than for lawful parking are not included. Garage sales, lawn sales, rummage sales, flea market sales, or any similar casual sale are not included.

2. Vendor Definition

For the purposes of this document the term ‘vendor’ applies to any person, business or organization who sets up any sort of display (booth, table, tent, canopy, umbrella or any other structure) to sell or display food or merchandise, or promote a service, business, organization, charity during the special event in question.

3. Role of Organizer

The event organizer is responsible for submission of the following:

- a) Completed Outdoor Special Event Application
- b) Certificate of Insurance
- c) Additional applications as necessary (as identified on Page 5-6 of Special Event Application)
- d) List of all participants in the event
- e) Payment of fee for Community Festival License (for recognized festivals identified in Licensing By-law)

Further responsibilities include:

- a) Ensuring additional requirements communicated to organizer by Corporate Support Services are complied with
- b) Ensuring all licensing requirements are satisfied and all vendors and participants requiring permits have obtained the proper permits and approvals within the timeframes specified in the Special Event Application and Special Event Manual

4. Assumption of Risk by Event Organizer

If appropriate, to reduce the risk of any personal liability to the persons organizing the Special Event, such persons should obtain legal advice to consider any such risks and, possibly, to take steps to reduce or avoid the risk of personal financial liability. Norfolk County will not be responsible for any such risk and will receive an indemnity (Form FO-181) as part of the application and approval process for the Special Event.

C) Policies And Procedures

Norfolk County receives a large number of applications for special events and the amount of time required to process each application varies with the complexity of the request. **At least sixty (60) days is required to process applications** to ensure adequate time for circulation to applicable departments/agencies and to obtain any approvals that may be required from Council.

1. Use Of County Property – Things You Should Know

Special events are a significant investment of time, money and both human and physical resources. This section of the manual identifies those items which must be put into place for the special event to be approved for operation on County owned streets, sidewalks, parks, facilities, or parking lots, as well as private and public facilities. This manual is for use by ALL event organizers so that consistent guidelines are followed to ensure the safe and successful operation of events.

County owned facilities have a consistent set of rules and regulations that must be adhered to. These are outlined on your Facility Booking Rental Contract. The use of parks, facilities or road allowances for special events can be complicated.

Review the following sections of this manual to see if they apply to your proposed event.

The safety of the people who are operating or visiting the special event, and the maintenance and respect for the County property being used is of the utmost importance. It is expected that all event organizers will respect and appreciate the area being used. County property is maintained for public use and special event organizers are responsible for any damages caused by the special event or activity.

Note: These sections may also apply to events that take place on private property.

2. Booking Procedures for County Parks and Facilities

Initial contact should be made with the Community Services Facilities Booking Clerk to check on the availability of the park or facility before proceeding further with any plans for the event. **It is recommended that facility/park requests be made at least one year in advance of the proposed event date.** In order for the event to take place in the desired location a **Facility Booking Rental Contract** must be obtained through the Community Services Department. The applicant must sign and pay for the facility permit prior to the event.

There may be additional terms and conditions outlined which must be adhered to before a Special Event Permit is granted. This will include items such as liability Insurance and specific event components such as a Fireworks Permit being signed off by the Fire Chief or designate.

Note: Upon receipt of a new special event proposal, a meeting to review the event components may need to be scheduled with County staff.

3. Use Of Private Property – Things You Should Know

Events on private property may require special permits for various event components. Refer to specific sections of the manual under each sub-category which indicate rules for all properties.

4. Compliance

Notwithstanding the legislation, regulations, policies, procedures and municipal by-laws, the event organizer is responsible for compliance with all Federal, Provincial and Municipal legislation and regulations.

5. Compensation For County Staffing

Norfolk County may require County personnel, including Police, and/or Fire and Rescue Services be present at the function. Costs for County personnel involved in advance of, during and after the day(s) of the event may be charged back to the organizer. Norfolk County shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, ensure the success of the event, and reduce the public liability exposure to the organizer as well as Norfolk County.

6. Food And Beverage Service

- a) No food or beverages shall be sold or given away at a special event, unless approved by the Haldimand-Norfolk Health Unit.
- b) If you will be having food/beverage providers at your event, you must submit an Event Organizer Form (Appendix A in the Health Unit Special Event Organizer Application Package) **at least sixty (60) days prior to the event.**

A Health Unit Food Provider Form must be submitted to the Health Unit for each food provider (Appendix A found in the Health Unit Special Event Food Provider Application Package) **at least**

thirty (30) days prior to the event. The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.

- c) Food providers must submit all required documentation and fees to the Clerk’s Division **at least fourteen (14) days prior to the event** to obtain their Mobile Food Premise License.
- d) Food providers must ensure that food and beverage items are offered in a manner that is in compliance with **Food Premises – R.R.O. 1990, REGULATION 562** and the **Health Protection and Promotion Act**. Please visit: <https://hnhu.org/health-topic/special-events-instructions-for-organizers-food-providers-and-exempt-groups/> to learn more about these regulations. Failure to comply may result in enforcement action or closure of the special event premise.

7. Electrical Power

All applicants should provide their own source of power for their specific needs. Norfolk County generally does not provide electrical services of any sort.

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be submitted **at least 2 days prior to the production set up** with the ESA Customer Service Centre, Cambridge at 877-372-7233 / Fax 800-667-4278 / Email: esa.cambridge@electricalsafety.on.ca. For inspection information call the ESA Customer Service Centre for the name and number of your local inspector.

8. Forms That May Need To Be Submitted

The following forms are attached to the Special Event Application:

- a) Form FO-181 – Special Event Indemnification (mandatory)
- b) Form FO-182 – LCBO Special Occasion Permit Notice To Municipality
- c) Form FO-183 – LCBO Request for Designation as Event of Municipal Significance
- d) Form FO-184 – Request to be Recognized as a Community Festival
- e) Form FO-186 – Special Event Organizer Safety Requirements (mandatory)
- f) Form FO-187 – Tent Fire Safety Plan
- g) Form FO-192 Special Event Vendor Safety Requirements
- h) A photocopy of any Articles of Incorporation, Letters Patent or other documents establishing/creating the event organizer as a corporate entity, association or partnership

9. Additional Documents That May Be Required

The following are examples of additional applications and permits that may be required:

- a) Special Event Vendor Safety Requirements Form (Form FO-192)
- b) Noise Exemption Application
- c) Mobile Refreshment License Application
- d) License Application for Amusements
- e) Application for Display Fireworks Permit, Pyrotechnic (Explosives) Approval or Burn Permit
- f) Building Permit Application

To access applications and by-laws: norfolkcounty.ca/specialevents

10. Miscellaneous

- a) Norfolk County is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
- b) A Special Event Permit is non-transferable, can only be used on the designated dates and times specified and is required to be posted on site during the event.
- c) Norfolk County reserves the right to modify the requirements as deemed suitable to the special event at hand.
- d) Norfolk County reserves the right to suspend, cancel and/or reschedule events.
- e) The event organizer is responsible for ensuring that the organization and all participants and spectators abide by all conditions, by-laws, codes and requirements.
- f) A security deposit may be required, depending on the size and nature of the event.

D) Outdoor Special Event Application

1. Application

The Special Event Application must be completed, signed and submitted with **all** required documentation.

2. Deadlines/Timeframes for Submission for Required Documents

a) Application

Your application must be received **at least sixty (60) days prior to the event** and will be circulated to various departments, O.P.P. and agencies for comment and approval before your permit is issued. Applications received after this date **will not** be processed.

The Special Event Application provides details for further deadlines for submission for various documents that may be applicable to the event.

b) Food and Beverages

If you will be providing food/beverages at your event, you must also submit an Event Organizer Form (Appendix A found in the Health Unit Special Event Organizer Application Package) **at least sixty (60) days prior to the event**.

A Food Provider Form must be submitted to the Health Unit for each provider (“Appendix A” in the Health Unit Special Event Food Provider Application Package) **at least thirty (30) days prior to the event**. Food providers must submit all required documentation and fees to the Clerk’s Division at **least fourteen (14) days prior to the event** to obtain their Mobile Food Premise License.

c) List of Participants

A list of all event participants must be provided to the Clerks Division **at least thirty (30) days prior to the event**. **Vendors will not be added to the list after this date**.

d) Safety and Fire and Rescue Services Requirements

Organizers must complete the Special Event Organizer Safety Requirements Form (Form FO-186 in the Special Event Application).

Participants must submit a Special Event Vendor Safety Requirements Form and all other required documents and fees to the Clerk’s Division **at least fourteen (14) days prior to the event** to obtain their vendor license.

If Fireworks and/or pyrotechnics (explosives) will be part of the event, the Application for Fireworks or Pyrotechnics Form must be submitted to the Fire Chief or designate **at least thirty (30) days prior to the event**.

If you will be having a fire as part of the event (bonfire/fire pit) a burn permit may be required. If so, a Burn Permit must be obtained at least thirty (30) days prior to the event.

e) Building Permit Requirements

Where required, a completed Building Permit Application Form must be submitted to the Building Division **at least thirty (30) days prior to the event**.

f) Chart – Deadlines for Submitting Documents

Summary of Documents and Deadlines	Number of Days Prior to Event	Manual Reference
Parks and Facility Rental Contract	365	C2
Special Events Application	60	D(1) (2a)
Special Events Indemnification Form	60	B4
Special Event Organizer Safety Requirements Form	60	D(2b)
Health Unit Organizer Application Package	60	C(6) E(2b)
Road Closure Requests	60	E(24)
Request for Community Festival License for Merchandise Vendors	60	B(4) C(8) D(4) E(34)
Request for Designation as Event of Municipal Significance (LCBO) For Profit	60	E(2)
Special Occasion Permit Notice to Municipality (LCBO) Non Profit	60	E(2)
Locates for Utilities on County Property	60	E(6)
Documentation Confirming Status of Organization	60	B(4) D(4) E(35)
Letter of Permission to use Non-County Property	60	C(3)
Noise By-Law Exemption Application	60	E(12)
Raffle License Application	45	E(14)
Organizer's Event Certificate of Insurance	30	D(4)
Health Unit Food Provider Application Forms	30	C(6/8) D(2b/c)
Building Permit Application	30	E(16/29/30/31)
Tent Fire Safety Plan	30	E(29/31)
Fireworks or Pyrotechnics Application Approval	30	E(13)
Burning Permit	30	E(13)
List of All Event Participants	30	D(2c)
All Documentation and Fees for Event Participants Requiring Licenses (Certificates of Insurance/ TSA Approvals/Safety Sign Off/License Fees)	14	D(2c)(6) E(34)
Electrical Safety Authority Inspection	2	C(7)

g) Special Event Indemnification

A signed Indemnification Agreement (Form FO-181 in the Special Event Application) must be submitted with the special event application.

3. Certificate of Insurance

Event organizers must provide a Certificate of Insurance **at least fourteen (14) days prior to the event**. The Certificate must provide General Liability in a minimum amount of \$2,000,000, including the “Corporation of Norfolk County” as an Additional Insured and specifying inclusion of a Cross Liability endorsement and Completed Products and Operations coverage. Non-owned auto coverage is also required, where applicable.

If you are a Council recognized Community Festival requesting a Community Festival License to cover all merchandise vendors under one license, and you are providing the liability coverage for the merchandise vendors, you are encouraged to seek legal advice and obtain adequate liability coverage from these vendors to indemnify the organization from any liability that may result from their participation in the event.

Norfolk County reserves the right to modify the insurance requirements as deemed suitable to the special event at hand. It is the organizing bodies’ responsibility to provide insurance coverage for volunteers. If alcohol is involved in an activity, the insurance must cover Host Liquor Liability and this coverage must be shown on the Certificate.

Food providers and amusement ride providers are required to provide a Certificate of Insurance and all other required documentation and fees to the Clerk’s Division **at least fourteen (14) days prior to the event** in order to obtain a license for the event.

Special events which include flights or rides such as helicopter rides, hot air balloon rides, glider rides are required to provide a Certificate of Insurance as identified above.

4. Fees

No Special Event Permit will be issued until ALL fees have been paid (tent, raffle, food etc.).

5. Payments

- a) Cheques shall be made payable to **Norfolk County**.
- b) All fees are non-refundable.

E) Norfolk County Special Event Requirements

1. Access

Special Event organizers shall give consideration to the requirements of the Accessibility for Ontarians with Disabilities Act (2005) to 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 disabilities. In addition, signage at events indicating these areas should be prominently displayed to help inform visitors in need of these services.

2. Alcoholic Beverages

- a) Applications for Special Occasion Permits (SOP's) are available at any Liquor Control Board of Ontario outlet (LCBO).

A registered charity, non-profit association or organization for the advancement of charitable, educational, religious or community objects may obtain a public event Special Occasion Permit (SOP) from the Liquor License Board of Ontario (LCBO) without designation as an event of municipal significance.

If you fall within the above categories completion of the Special Occasion Permit Notice to Municipality Form FO-182 will serve as the LCBO requirement to provide notice to the municipality that you are applying for a SOP. This form will be circulated to the Municipal Clerk's Division, O.P.P., Fire, EMS, Health Unit, Roads division and Building division informing them of the event and identifying the physical boundaries.

If you are not a registered charity, non-profit association or organization for the advancement of a charitable, educational, religious or community objects, as a person or group (i.e. promoter, for-profit business) you may apply for a SOP from the LCBO if the event is designated by the municipality as one of municipal significance.

A municipal designation may take the form of a resolution of Council or a letter from Council's authorized designate (e.g. municipal Clerk) on municipal letterhead stating that the municipality deems the event as one that is significant for the community. While a particular event may receive a designation from the municipality, the Registrar ultimately decides if the necessary criteria have been met for a SOP to be issued.

- b) Norfolk County's Municipal Alcohol Policy must be followed in conjunction with alcohol related events. This policy only governs events taking place on municipal property. To view a copy of the Municipal Alcohol Policy: norfolkcounty.ca/specialevents.
- c) Fencing shall surround the licensed area in which liquor will be sold and/or consumed.
- d) The event organizer must outline the specific details regarding the location, size and hours of operation proposed for the area to be designated for licensing. These details are to be included in a site plan for outdoor events, to accompany both the letter requesting the Facility and the Special Event Application.
- e) In addition, approvals from various County departments for the location and assembly of tents or marquees for the provision of alcohol must be obtained (Haldimand-Norfolk Health Unit, Building Division and Fire and Rescue Services). See Section 31 for more specific requirements for tent structures.

3. Amusement/Pony Rides

The operation of a carnival/traveling commercial entertainment business with side shows and amusement rides to entertain the public will require a license as outlined in the Licensing By-law. Amusement devices include merry-go-rounds, inflatable bounce devices, pony rides, switchback railways, and other like devices.

4. Camping

Camping is not permitted on municipal property or private property not appropriately zoned to permit camping. In some circumstances approval by Norfolk County may be granted on a limited basis.

5. Damages

- a) County parks and facilities are to be protected from vandalism, crowd damage or excessive use during events. County staff will outline areas of environmental or cultural sensitivity and provide guidance to the event organizer if activities will impact such areas.
- b) The event organizer is responsible for any damages to County facilities and property and/or extra staff required for clean-up as a result of the event.

6. Digging/Staking or Fencing

On many County properties there are buried underground utilities. Before installing fencing, tents, poles/pegs, or doing any digging on County property permission must be obtained.

Locates may be necessary:

- a) For events on municipal property the organizer must contact Ontario One Call at 1-800-400-2255 to schedule locates.
- b) For events in parks and facilities where locates will be required Community Services must be contacted **at least fourteen (14) days prior to the event.**

7. Dogs/Pets/Service Animals

Event organizers are encouraged to promote that owners leave pets at home.

- a) Service animals are allowed to accompany persons with disabilities requiring assistance while attending special events.
- b) The requirements of the Parks By-law must be followed for events held in municipal parks.
- c) The requirements of the Dog Licensing By-law must be complied with on ALL County properties.

8. Emergency Services

- a) The County will determine if emergency services will be required for the event.
- b) The O.P.P., Roads Manager, or Fire/EMS may cancel or re-route any special event in an emergency situation or for the preservation of public safety.

9. Entertainment Standards

- a) The event organizer must ensure that the entertainment associated with the event is open to the public and will be of a positive nature for the enjoyment of both adults and/or children. Rude or foul language, nudity or any form of profanity will not be tolerated.
- b) The event organizer may be required to submit an entertainment and production contact list prior to the event.

10. Event Notification/Contact Information

The event organizer may be required to provide written notification to all affected area residents and businesses.

11. Film Industry Guidelines

Event organizers must comply at all times with the provisions of the Film Promotion Policy. To view a copy of the Film Promotion Policy: norfolkcounty/specialevents.

12. Safety Requirements

- a) Event organizers are required to complete the Organizer Safety Requirements Form (Form FO-186 in the Special Event Application).
- b) Vendors must submit a Special Event Vendor Safety Requirements Form and all other required documentation and fees to the Clerk's Division **at least fourteen (14) days prior to the event** to obtain their vendor license.

13. Fireworks, Pyrotechnics and Fires

- a) The use of fireworks/pyrotechnics shall be in accordance with the Explosives Act (Federal) and the Explosives Regulations made thereunder.
- b) Norfolk County's Fire and Rescue Services will determine the requirements for fire equipment and personnel on site, the cost of which will be the responsibility of the event organizer.
- c) If a fireworks display is proposed, the event organizer must submit an Application for Display Fireworks Event Permit **at least thirty (30) days prior to the event**. The Fireworks Supervisor shall be responsible for the display and abide by the requirements identified in the Fireworks By-law. The Fire Chief or designate must grant approval for fireworks permits and issue the required license.
- d) A burn permit may be required for a fire pit or bon fire. If a burn permit is required it must be obtained at least thirty (30) days prior to the event.

14. Gambling/Raffles/Casinos

- a) To sell raffle tickets or hold games of chance during a special event a license is required from the Clerk's Division.
- b) Certain types of casinos/gambling (i.e. Monte Carlo events) require Provincial licenses. Applications for these licenses must be provided to the Alcohol and Gaming Commission **at least forty five (45) days prior to the event**.

15. Garbage/Recycling

- a) The event organizer will be responsible for all litter control which includes regular pick-up of waste containers to ensure a sanitary environment.
- b) Upon completion of the event, the event organizer will return County property to its original condition and be responsible for all litter and garbage collection and removal.
- c) Organizers are responsible for ensuring the removal of dumpsters does not take place between the hours of 11:00 p.m. and 7:00 a.m.

16. Hot Air Balloons/Helicopters

- a) A Certificate of Insurance naming the "Corporation of Norfolk County" as additional insured and other required documentation and fees must be submitted **at least fourteen (14) days prior to the event**. See Section D(4).
- b) Organizers are responsible for ensuring all pilots are licensed and in compliance with Federal aviation standards.

17. Noise Restrictions

- a) The amplification of sound for special events will be limited to the hours between 9:00 a.m. and 12:00 a.m. and shall comply with applicable by-laws unless otherwise granted by the By-law Appeals Committee.
- b) Applications for Exemption to the Noise By-law must be submitted along with the applicable fee **at least thirty (30) days prior to the event.**
- c) Noise restrictions are subject to change based on site/event specific guidelines.
- d) Speaker stacks should be positioned to tilt downward toward the crowd versus projecting straight out over the crowd and the site.
- e) Sound levels shall not exceed levels of one hundred (100) decibels, one hundred (100) feet from the stage.
- f) To view a copy of the Noise By-law: norfolkcounty.ca/specialevents.

18. Norfolk County Ontario Provincial Police

- a) The O.P.P. reviews all applications and determines which police services the event requires and, if necessary, the amount of security services required for the event.
- b) In the event that large crowds are anticipated or security is needed, the O.P.P. will establish the requirements for the event. The event organizer may be required to hire additional security/pay duty officers if the tasks involved in accommodating expected crowds exceed their capability to do so with their regular officers.

19. Parking

- a) To avoid parking problems the event organizer should assess available parking and compare to anticipated number of vehicles to be parked. Arrangements should be made in advance to accommodate overflow parking. For most events on-site parking should be arranged to involve the least disruption to the public. Maps of key festival and event sites have been developed which note existing parking regulations.
- b) In the interest of public safety, all on-street parking will be enforced. As part of your event promotion, it is recommended that a statement to this effect be included in all marketing and advertising.

20. Petting Zoo/Circus/Animal Exhibit

- a) The use of County parks and road allowances for a petting zoo or other animal exhibit must receive special approval in order to proceed. In addition, the County's By-law Enforcement Division will have details available about the types of animals which are prohibited in Norfolk County. A license is required to operate a petting zoo, circus or animal exhibit.
- b) All birds/animals must be appropriately vaccinated.
- c) Petting zoos/circus/animal exhibits must comply with Haldimand-Norfolk Health Unit guidelines.

21. Promotion

Norfolk County's Tourism and Economic Development Division can assist event organizers in promoting the event to a local audience, as well as tourists outside of Norfolk County. Event information for each year is gathered by November 30 potentially to be used in the County's Experience Guide and on the County's Events Calendar at norfolktourism.ca. Contact the

Tourism and Economic Development Division at tourism@norfolkcounty.ca or Ext. 1292 as soon as you have established a date for your event. If your event is cancelled or does not receive permission to proceed, any event information posted on County websites will be removed.

22. Propane Inspection

- a) All propane cylinders shall be secured and stored outside of tents or structures in a safe and ventilated location.
- b) All compressed gas cylinders shall be stored in racks and chained or tied securely.
- c) The event organizer may be required to carry out a safety inspection and acquire a permit from Fire and Rescue Services.
- d) All equipment, fittings, connections and life safety equipment are subject to inspection and shall conform to applicable regulations.

23. Public Access

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.

24. Road Closures

- a) Requests for road closures must be identified in the Special Event Application and submitted **at least sixty (60) days prior to the event**. Examples include: Cycling, Running and Walking events, Parades and Festivals with road closures as a component of the program.
- b) Any temporary road closure must be approved by Council or by delegated authority.
- c) Approvals for road closures and placement of barricades, pylons etc. may not be changed without County or OPP consent. The organizer takes full responsibility for the placement and removal of any barricades or pylons in accordance with the agreed upon traffic plan.
- d) A detailed Traffic Control Plan (TCP) must be prepared and submitted. The Roads authority may provide assistance with the preparation of this mandatory plan. The TCP shall include a general sketch or layout of the proposed event and a list of road barricades and traffic pylons that are necessary.
- e) Costs involved in implementing the detours, placement of barricades, traffic, public notification signing, etc. as directed by the Public Works Department, may be the responsibility of the event organizer.
- f) Unless there is a police officer present to control traffic, participants **MUST** obey all traffic signs and control devices.

25. Sanitary Facilities/Washrooms

Event organizers will be responsible for providing sufficient portable washrooms and hand sinks if the location for the event does not have sufficient facilities to accommodate the anticipated crowds.

Washrooms and handwash stations must be provided in sufficient numbers for the number of people attending. Refer to the tables below. If alcohol is being served, use Table 2.

Table 1: A food service premise used primarily for the consumption of food:

Number of Attendees	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 50	2	2
51 to 150	4	2
151 to 300	6	4
301 to 500	8	4
> 500	10*	6**

*Add one toilet for each additional 100 attendees.

**Add one handwash basin for each additional 200 attendees.

Table 2: A food service premise used primarily for the consumption of alcoholic beverages:

Number of Attendees	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 100	4	2
100 to 200	6	4
201 to 400	8	4
> 400	12*	8**

Portable handwash stations shall be supplied with potable water, paper towels and liquid hand soap at all times and be located in a convenient location close to the washrooms.

Washrooms must be kept clean and sanitary at all times and be pumped out as often as necessary by a licensed sewage hauler. An emergency contact number for the hauler must be obtained to readily address emergency situations.

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

26. Security and Crowd Control

- a) For events having occupant loads greater than 1,000 there shall be trained Crowd Managers at a ratio of one (1) per every 250 occupants. The Crowd Managers shall have received approved training in crowd management techniques. The staff shall be trained in the proper use of fire extinguishers and the duties they are to perform, in case of fire, panic or other emergencies.
- b) All event security personnel shall be equipped with a cell phone or radio and flashlights for events occurring outdoors during non-daylight hours.
- c) Adequate lighting shall be provided for events occurring during non-daylight hours.

Fenced Outdoor Assembly Occupancy

At least two (2) widely separated means of exit are required from the fenced enclosure

Number of Attendees to be Served by Exits	Number of Exits Required
0 to 6000 persons	2

At least two (2) widely separated means of exit are required from the fenced enclosure

Number of Attendees to be Served by Exits	Number of Exits Required
6000 to 9000 persons	3
9000 plus persons	4

27. Sidewalk Sales

Sidewalk sales require an exemption from the Obstruction By-law if roads remain open.

- a) If vendors will be set up on closed street a 5.5 metre (18 foot) travel lane required on closed streets to be maintained for emergency vehicles.
- b) Emergency travel lane needs to be as close to the center of the street as possible.
- c) A 12 metre (39 foot) turning radius is required in all directions at all intersections.
- d) Vendors cannot extend past the normal parking spaces on the street.
- e) There cannot be more than 25 metres (82 foot) travel distance between supplied fire extinguishers.
- f) A 3 metre (10 foot) clearance must be maintained on each side of the fire hydrants out to the travel lane on the street.

28. Signage/Inflatables

- a) All signage to be displayed must be reviewed as part of the Special Event Application to ensure that County standards are not compromised.
- b) The use of portable signs and inflatables must be in accordance with the Sign By-law. The Building and By-law Division must be notified if the event organizer wishes to use this type of promotion (i.e., for advertising purposes) in order to ensure compliance with the Sign By-law.
- c) All signage placed on County property must be approved by County staff.

29. Site Plan

- a) A site plan detailing the proposed layout of the event must be submitted and then adhered to once approved for the actual presentation of the special event. The site plan will be in place so that the layout of stages, tents, licensed areas and other activities comply with approved uses for County property.
- b) A site plan for Wellington Park is available, which outlines areas of restricted use that event organizers should be aware of in planning their event.

30. Stages

Building Permit Requirements

Having consideration for the safety of the performers and the public, a building permit is required for any performance stage that:

- a) exceeds 10 square metres (108 square feet) in area, and
- b) exceeds 600 mm (23¾ inches) from walking surface of the stage to finished grade level adjacent to the stage

Design Requirements

All structural members and connections including formwork and falsework shall be designed to have sufficient structural capacity and structural integrity to safely and effectively resist all loads, effect of loads and influences that may reasonably be expected and shall satisfy the requirements of Ontario Building Code Part 4 – Structural Design. All Performance Stages shall be designed by a Professional Engineer.

31. Tents and Temporary Structures

Building Permit Requirements

Section 8 (1) of the Building Code Act states that no person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official.

A tent is considered a building under the definitions of the Ontario Building Code and therefore requires a building permit.

A tent or group of tents is exempt from the requirement of a building permit and is exempt from compliance with the Ontario Building Code provided that the tent or group of tents are:

- a) Not more than 60 square metres (645 square feet) in aggregate ground area
- b) Not attached to a building, and
- c) Constructed more than 3 metres (9 feet) from other structures

Where the distance between tents is less than 3 metres (9 feet), the tents shall be considered as one tent for the purpose of determining the combined area.

Professional Design

Any tent or group of tents is required to be designed by a Professional Engineer where:

- a) The total area of the tent or group of tents exceeds 225 square metres (2420 square feet)
- b) The tent is intended to be used as an Assembly Occupancy for the gathering of persons (i.e. places of worship, licensed beverage establishments, exhibition hall etc.)
- c) The tent is designed to accommodate more than thirty (30) persons consuming food or drink, or
- d) The tent contains bleachers

Permit Drawings and Information

A completed Building Permit Application Form and plans indicating the following are required:

- a) Site plan showing location of all buildings on the property and clearances to other buildings
- b) Construction details and specifications of tent materials, structure and anchoring
- c) Flame Resistance Rating (FRR) of fabrics and films used, and
- d) Sanitary requirements (if applicable)

Fire and Rescue Services Requirements

Fire Extinguishers

All vendors must have a fire extinguisher that has been inspected by a qualified person within a 12 month period and has a tag securely attached.

- a) All vendors must have not less than a 2A10BC extinguisher
- b) All cooking vendors using grease or creating grease laden vapours must have not less than a 40BC or Type K extinguisher

Mandatory Requirements

- a) All tents that are larger than 60 square metres (645 square feet) in aggregate area or be within 3 metres (9 square feet) of a permanent structure must be fire retardant in accordance with NFPA 701 or CAN/ULC S109).
- b) Hay, straw, shavings or other similar combustible materials may not be permitted within a tent used as assembly occupancy. Sawdust and shavings may be approved if said material is kept damp.
- c) Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames are strictly prohibited in any tents used by the public.
- d) Occupant load of tents or outdoor sites shall be determined by Fire and Rescue Services in conjunction with the Building Division.
- e) If a tent requires a fire alarm system under the Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Building Division to determine if your tent requires a fire alarm system. For information on how to perform your fire watch, visit: norfolkcountyfire.ca.
- f) No pyrotechnics may be used without written approval of the Fire Chief or designate.

Fire Safety Plan Requirements

Common tent/facility uses that require Fire Safety Plans are:

- a) Assembly occupancy – if your tent/facility will be used for assembly purposes (beer garden, bingo, gaming setting, theatrical, etc.) or
- b) Restaurant setting – if more than thirty (30) members of the public will be consuming food and drink in the tent.

If you have any questions about whether or not your tent requires a Fire Safety Plan please contact Norfolk County Fire and Rescue Services Ext. 6021.

Fire Watch Requirements for Vendors

If a tent requires a fire alarm system under the Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Building Division to determine if your tent requires a fire alarm system.

For information on how to perform your fire watch, visit: norfolkcountyfire.ca.

Specific Requirements for Tents

- a) Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames is strictly prohibited in any tents used by the public.
- b) An area at least three metres (nine feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension.

Other Provisions

- a) Open air burning is prohibited without approved burn permits. Fire and Rescue Services must be contacted to obtain a permit.
- b) Fireworks displays must be in compliance with the Fireworks By-law and federal legislation. Fire and Rescue Services must be contacted to obtain approval.
- c) Open air burning is prohibited without approved burn permits. Fire and Rescue Services must be contacted to obtain a permit.
- d) Fireworks displays must be in compliance with the Fireworks By-law and federal legislation. Fire and Rescue Services must be contacted to obtain approval.

32. Traffic Control Plan

If a traffic control plan is required the following is required to be identified:

- a) All streets and sidewalks (including cross streets) which will be closed or otherwise impacted
- b) Location of traffic routing and control devices (barricades, cones, etc.)
- c) Directional arrows showing the detour route around the event
- d) Location of signs directing detoured traffic

If a parade is involved, the following need to be identified if applicable:

- a) Staging area
- b) Judging area
- c) Ending area
- d) Location of bleachers, grandstands or related structures
- e) Directional arrows showing the exact route of the parade

33. Vehicles in Parks

- a) The event organizer will ensure that vehicle access into parks is controlled and monitored throughout the event at the access points designated, allowing entry for emergency vehicles at all times during the event.
- b) The site plan application must include any vehicles, subject to County approval, that are to be left in the park area during the event.
- c) The event organizer agrees to prevent the operation of motorized vehicles in the parks thirty (30) minutes prior to and thirty (30) minutes following the events hours of operation to allow pedestrian traffic to clear safely.
- d) Designated service vehicles such as golf carts for transporting supplies or removing garbage may be approved for use during event hours.
- e) The cost to repair any damages will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer by Norfolk County as soon as possible after the event is completed.

34. Vendors

- a) Norfolk County reserves the right to operate its concession services at any special event.
- b) Norfolk County mobile food premise regulations shall be in effect at all times.
- c) All vendors shall be actively licensed with Norfolk County to operate at a special event in accordance with the Licensing By-law.

- d) No license is required for merchandise vendors that are part of a municipally approved Community Festival, within their defined area, as designated in the Licensing By-law.
- e) A list of all participants in the event must be provided to the Clerk’s Division **at least thirty (30) days prior to the event. Vendors will not be added to the list after this date.**
- f) All required documentation and fees for vendor licenses must be submitted **at least fourteen (14) days prior to the event.**
- g) In accordance with the Licensing By-law, a Community Festival License may be issued to any organizing group of a Council recognized Community Festival and Craft Show for its merchandise vendors only.

The organizers of the following Community Festivals must apply annually through the special events process for the event to be recognized as a Community Festival and must obtain a Community Festival License:

- Port Dover Canada Day Celebrations
- Lynn River Music & Arts Festival
- Turkey Point Summer Fest
- Port Dover Summer Festival
- Port Rowan Bayfest
- Delhi Fall Fest
- Waterford Pumpkin Festival

If no application for a special event is approved by Norfolk County, all vendors are subject to the normal licensing requirements of the By-law.

35. Waivers

The special event organizer must supply a Special Event Indemnification Form for the proposed event (Form FO-181 in the Special Event Application).