



POLICY #EBS-45: Outdoor Special Events Policy

Employee and Business Services

Approval Date: February 17, 2016
Approval Authority: SLT
Effective Date: February 17, 2016
Revision Date/s: January 18, 2016

Purpose:

Special events include, but are not limited to parades, races, walks, block parties and major festivals. When well conceived and planned these celebrations can bring rewarding dividends to the organizers, participants and the community.

No person or organization shall hold or conduct any special event on municipal property or which requires municipal services without first having received a valid Special Event Permit, subject to the regulations contained in this policy.

Primary characteristics of a special event are:

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

The purpose of the Outdoor Special Events Policy is:

- To promote Norfolk County as a premier place to hold special events.
- To facilitate advance planning for special events.
- To facilitate the administration of special events.
- To provide standard information that allows special event organizers and users to achieve their mutual goals.
- To assist event organizers in planning safe and successful events which create minimal impact on the community.
- To ensure that good risk management procedures are in place and that all appropriate insurance requirements are met.
- To coordinate the approval and communication process required for special events.
- To ensure proper notification to affected departments (Fire, EMS, Roads, Health, Building and By-law, Community Services, Clerk's (licensing) and O.P.P.)

Policy Statement:

This policy is intended to provide an overview of the requirements a special event organizer needs to follow in order to receive approvals from Norfolk County. The organizer is responsible for compliance with all applicable Federal, Provincial and Municipal legislation and regulations.

This policy applies to festivals and temporary road closures excluding emergencies and construction activities. Events taking place on Agricultural Society lands (i.e. Norfolk County Fair) and Friday the 13th motorcycle events in Port Dover do not fall within the scope of this policy.

Definition:

Definition of an Outdoor Special Event:

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.

Definition of Vendor/Participant:

The term 'vendor' or 'participant' 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 or charity during a special event.

Implementation Procedure:

1. Role of Organizer

The event organizer is responsible for submission of the following:

- a) Completed Outdoor Special Event Application and related documents
- b) Certificates of Insurance
- c) Payment of fee for Community Festival Designation (for recognized festivals identified in Licensing By-law)

Recognized Community Festivals:

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

Further responsibilities include:

- a) Ensuring additional requirements communicated to organizer are complied with.
- b) Ensuring the requirements as outlined in the Outdoor Special Event Manual are complied with.
- c) Ensuring all licensing requirements and permit requirements are satisfied and all vendors and participants requiring licenses or permits have obtained the proper permits and approvals within the timeframes specified in the Outdoor Special Event Application and Outdoor Special Event Manual.

2. Obtaining/Submitting Special Event Applications

Outdoor Special Event Applications are available at the following locations:

- a) Norfolk County website at norfolkcounty.ca/specialevents
- b) County Administration Building, 50 Colborne Street South, Simcoe
- c) Delhi Administration Building, 183 Main Street of Delhi, Delhi

- d) Langton Administration Building, 22 Albert Street, Langton
- e) Community Services Administration Building, 95 Culver Street, Simcoe
- f) Robinson Administration Building, 185 Robinson Street, Simcoe

Corporate Support Services is responsible for receiving, distributing and processing all applications for special events and for coordinating the review of applications by appropriate County departments. Completed applications shall be submitted to the Corporate Support Services, 185 Robinson Street, Suite 100, Simcoe, ON N3Y 5L6.

3. Outdoor Special Event Manual

The Outdoor Special Event Manual is a guideline for special event organizers in planning their activities and identifying and assisting the organizer in following the requirements set out by Norfolk County and other organizations such as the Haldimand-Norfolk Health Unit and O.P.P. who may have input in regards to the operation of the event.

Following the requirements of the Outdoor Special Event Manual will ensure that all necessary permits and approvals will be in place well before the actual date(s) of the event.

4. Deadlines/Timeframes for Submission for Required Documents

a) Application

The Outdoor Special Event Application must be submitted at least sixty (60) days prior to the event and will be circulated to various divisions and O.P.P. for comment and approval before the Special Event Permit is issued.

The Outdoor Special Event Application and Outdoor Special Event Manual provide details for further deadlines for submission for various documents that may be applicable to the event.

b) Food and Beverages

If there will be food/beverages at the event, a Health Unit Special Event Organizer Application Package must be completed and submitted at least sixty (60) days prior to the event.

Food Providers must complete and submit a Health Unit Food Provider Application Package at least thirty (30) days prior to the event. Following Health Unit approval food providers must obtain a Mobile Food Premise License from the Clerk's (Licensing) division at least fourteen (14) days prior to the event.

c) List of Participants

A list of all participants in the event must be provided to the Clerk's (licensing) division at least fourteen (14) days prior to the event.

d) Fire and Rescue Services Requirements

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

Event participants must submit a Special Event Vendor Safety Requirements Form (Form FO-192) to the Clerk's (licensing) division at least fourteen (14) days prior to the event to obtain their vendor license.

- e) If Fireworks and/or pyrotechnics will be part of the event an Application for Fireworks or Pyrotechnics Form must be submitted to the Fire Chief or designate. The Fire Chief or designate must grant approval for fireworks permits and issue the required license.
- f) Building Permit Requirements
Where required, a completed Building Permit Application Form must be submitted to the Building division.
- g) Summary of Deadlines for Submitting Documents

Summary of Documents	Number of Days Prior to Event
Parks & Facility Rental Contract	365
Outdoor Special Event Application	60
Health Unit Special Event Organizer Application Package	60
Road Closure Requests	60
Provincial Lottery Licensing Application	45
Building Permit Application Form (tents, stages, structures)	30
Health Unit Special Event Food Provider Application	30
Exemption to Noise Control By-law Application	30
Tent Fire Safety Plan	30
Fireworks/Pyrotechnics Application	21
Locates for Underground Utilities	14
List of Event Participants	14
Mobile Food Premise License Application	14
Vendor Safety Requirements Form	14
Certificates of Insurance	14
Electrical Inspection Application	2

5. Special Event Indemnification

A signed Special Event Indemnification Form (FO-181) must be submitted with each special event application.

6. Certificates 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 specifically include a Cross Liability endorsement and Completed Products and Operations coverage.

Where a Community Festival Designation is requested to cover all merchandise vendors under one license, and an organizer is providing a Certificate of Insurance for the liability insurance coverage for this event, by doing so, organizers assume the liability for all merchandise vendors participating in the event.

Norfolk County reserves the right to modify the requirements as deemed suitable to the special event at hand. It is the organizers 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 in order to obtain a license which is required to participate in any 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.

7. Refusal to Grant a Special Event Permit

Norfolk County reserves the right to refuse to issue a Special Event Permit.

Attachments:

[Outdoor Special Event Application Package](#)

[Outdoor Special Event Manual](#)

[Form FO-187 Special Event Tent Fire Safety Plan Form](#)