



MUNICIPALITY OF LAMBTON SHORES
ADMINISTRATIVE POLICY
OUTDOOR EVENT POLICY

POLICY NO.:
AD-CS-POL-011

Responsible Dept.: Community Services	Effective Date: September 17, 2012
Author:	Next Review:
Approved by: Director of Community Services	Relevant Corporate Policy/By-law:

1 PURPOSE

- 1.1 In addition to the guidelines set forth in this policy, Event Organizers are required to abide by any existing bylaws, provincial and federal laws, and any other policies pertinent to the Municipality of Lambton Shores.
- 1.2 Note: Events at the Grand Bend Beach are subject to Grand Bend Beach Policy
- 1.3 The Municipality of Lambton Shores recognizes the importance of special events in enhancing the quality of life, tourism, culture, recreation and education, and in providing economic benefits to the local economy. The purpose of this policy is to establish guidelines for the allocation and management of special events on outdoor Municipal property. It is also in place to protect the natural environment of outdoor spaces.

2 DEFINITIONS

- 2.1 Special Event - Any planned event (annually or infrequently occurring) requiring and having permission for the exclusive use of a portion of the lands for the operation of an organized activity that may be open to the public where admission is charged or not.
- 2.2 Public Event - An event that is advertised and open to the public. Admission may or may not be charged. Examples include street dances, concerts, festivals, sports tournaments, etc.
- 2.3 Private Event - An event that is not advertised and public are not invited to attend. Examples include weddings, family reunions, etc.
- 2.4 Community Event - A special event that does not profit an individual, group of individuals or a "for profit" company. Not for profit groups have an elected Executive Board, annual meeting and may have non-profit charitable numbers. To be considered a community event, the host organization must have its main focus within the Municipality of Lambton Shores. Funds raised from community events must directly contribute to the quality of life for residents of the Municipality of Lambton Shores. Proof of eligibility may be required.

Rental fees and/or service fees for community events may be waived or reduced through the Community Grant Program, at Council's discretion.

Individuals cannot operate community events.

- 2.5 Non-Community Event - An event that is held for the purpose of business, profit making or promotion of (for profit) an individual, group, organization or Corporation. Events run by non-profit organizations whose main focus is outside of the Municipality of Lambton Shores will be considered as non-community events.

3 HOW TO APPLY

- 3.1 The Applicant (Event Organizer) must be a person or corporation who has the capacity to enter into a legal agreement. Event Organizers must submit a completed application form, a proposed event site plan, and the required deposits and permit fees. Applications are available at the Community Services Department and on the Municipal website (www.lambtonshores.ca), and must be forwarded to:

**Lambton Shores Community Services Department
9577 Port Franks Road, RR #1
Thedford, ON N0M 2N0**

- 3.2 Applications, permit fees and deposits must be received no less than 120 days prior to the event. Failure to meet this deadline may result in the event request being denied.
- 3.3 Each Event Organizer must submit an application every year. Event Organizers may be required to meet with staff to review the application and discuss details. Additional forms may be necessary depending on the activities discussed in the event. In the case where an event requires multiple locations, an application form must be submitted by each host organization.

4 CONSIDERATION OF APPLICATIONS

- 4.1 The Municipality reserves the right to accept or reject applications for the use of any area or facility under its jurisdiction at its discretion.
- 4.2 A booking cannot be confirmed until the site plan and application has been approved, and appropriate fees and deposits have been paid. Staff may approve applications and site plans of events. The Director of Community Services, at his/her discretion, may request Council to review applications and site plans for new events, if deemed necessary.

5 GENERAL TERMS AND CONDITIONS

- 5.1 Availability
- 5.1.1 Certain parks are available for use for special events. These include:

- Coultis Park, McRae Ball Diamond and Shipley's Grove, Forest
- Esli Dodge Conservation Area, Forest
- Grand Bend Lions' Park and Pavilion, Grand Bend
- Klondyke Sports Park, Grand Bend
- Legacy Recreation Centre Ball Diamonds and Grounds, Thedford
- Port Franks Community Centre Ball Diamond, Soccer Field and Grounds, Port Franks
- Port Franks Marina Pavilion, Port Franks
- Rotary Civic Square, Forest
- Shores Recreation Centre Grounds, Forest
- Thedford Village Green, Thedford
- Utter Ball Park, Arkona
- Whyte Park, Forest

5.1.2 Additional outdoor spaces not listed above may be requested for special events. Approval will be at the discretion of the Director of Community Services and/or Council.

- 5.2 Site Plan - The site plan drawing must contain information about the following: the placement of equipment, barriers, structures, waste receptacles, emergency access points, accessible areas for persons with disabilities, and any other equipment associated with the event, and is subject to approval. The site plan must be to scale and is due with the event application.
- 5.3 Turf Management - The Event Organizer must agree to prevent the operation of and/or the parking of any motorized vehicles on the turf area, unless the Community Services Department has given prior approval. Approval may be revoked at any time depending on weather and/or field conditions.
- 5.4 Event Length - Special events shall not impact regularly scheduled events at parks and/or sports fields. Exceptions would apply in the case of sports tournaments or if deemed acceptable by the Community Services Department.
- 5.5 Public Address Systems - amplified announcements are permitted during special events from 8:45am – 10:00pm. Amplified music is permitted from 11:00am – 9:00pm. Appropriate decibel levels will be determined by the Municipality. The Municipality reserves the right to stop any amplified noise at any time.

Exceptions may be made for existing events including, but not limited to: Canada Day, Relay for Life and Homemade Jam. Other exceptions will be at the discretion of the Director of Community Services.

- 5.6 Temporary Structures - The Ontario Building Code requires a building permit to be obtained for a single tent or group of tents whose aggregate area exceeds 646 square feet, is attached to a building, or is constructed closer than 10 feet from other tents or structures.

Building permits can be obtained from any Municipal office and must be submitted to the Building Department before final approval.

- 5.6.1 Staging: A stage inspection is required when overhead lighting, a canopy or roof structure is present. Large stages may require an engineering review and site inspection, at the discretion of the Chief Building Official. Event organizers must supply the Municipality with a copy of the stage supplier's insurance, with minimum \$2 million liability coverage, listing the Municipality of Lambton Shores as an additional insured. The policy must be in effect from stage setup to takedown.

- 5.6.2 Amusement Devices and Rides: If the event involves the use of amusement devices and rides such as: bouncy inflatables, roller coasters, revolving rides, bungee rides, go-karts, or anything that entertains people by moving them or causing them to be moved, the Event Organizer must ensure compliance of the operator with the TSSA (Technical Standards and Safety Authority).

- 5.6.2.1 The Event Organizer must:
- Provide a copy of the Ontario Amusement Device Permit for the current year from the company providing the amusement rides/devices
 - Provide a copy of insurance from the company providing the amusement rides/devices in an amount not less than \$2 million with the Municipality of Lambton Shores listed as additional insured for the setup, event days and takedown of equipment.
 - Provide a copy of the TSSA permit for the current year from the company providing the amusement rides.

- 5.7 Electrical Access: Several Lambton Shores parks are equipped with hydro service.

At the site meeting (mandatory for events requiring hydro), staff will determine if an ESA permit and electrician services are required to accommodate electrical needs. The Municipality will hire a certified

electrician to perform any necessary work, and will invoice the Event Organizer for the cost of the services.

- 5.8 Fireworks: If the event involves a fireworks display, the Event Organizer must submit an Application Form to the Clerk's Department a minimum 30 days prior to the event. Fireworks displays are subject to Lambton Shores Bylaw 16-2008.
- 5.9 Street Closures/Parades: The Event Organizer must complete an application for a Temporary Road Closure for any event where traffic flow or parking would be interrupted as a result of the event. Application forms are available from the Clerk's Department and are required at least 30 days in advance of the event.
- 5.10 Security: Event Organizers are responsible for, and may be required to provide security services during an event. Security requirements will be at the discretion of the Community Services Department. Only certified security or off duty OPP will qualify.
- 5.11 SOCAN Fees: Events playing music (whether it be a band, DJ or radio) are required to obtain a Society of Composers, Authors & Music Publishers of Canada (SOCAN) license and provide a copy to the Municipality. The Event Organizer must pay SOCAN (including royalty fees) within five (5) business days from the conclusion of the event.

The Municipality may request a deposit prior to the event for this purpose. Proof of payment shall be submitted to the Municipality. SOCAN licenses can be purchased at www.socan.ca or by calling 1-866-944-6223.
- 5.12 Damage to Facilities: The Event Organizer is responsible for any damage which occurs to the premises during the rental period, as a result of the event. If damage costs exceed the amount covered by the damage deposit, the Event Organizer will be invoiced for the additional costs.
- 5.13 Decision Respecting Damage: The Municipality, acting reasonably, shall determine the extent of any damage and cost of repairs.
- 5.14 Event Setup/Takedown: The Event Organizer is responsible for all setup/takedown of equipment associated with the event. Standard rental rates apply for setup and takedown days. The site is expected to be returned to the same condition prior to the event.

**SERVICE LOCATES ARE THE RESPONSIBLE OF
THE EVENT ORGANIZER.**

- 5.15 Additional Services/Equipment: The Event Organizer is responsible for any costs that are related to the event. These costs include, but are not limited to: licensing fees, permits, applications and equipment rentals.

Municipal parks are equipped with limited supplies, and these items vary throughout the Municipality. Depending on availability, staff may transfer equipment between parks to accommodate events. Indoor equipment will not be made available in Municipal parks.

If Municipal staff are required to provide labour, equipment and materials, the services and related fees will be invoiced back to the Event Organizer at the hourly rate identified in the Municipality's current Fee Bylaw. Rates are subject to change without notice.

- 5.16 Monitoring and Control: Municipal staff and/or Event Organizers will be responsible on site for the monitoring and control of the event. When required, Bylaw officers and OPP will be contacted.

- 5.17 Insurance: The Event Organizer must maintain and provide proof of general liability insurance of no less than \$2 million naming the Municipality of Lambton Shores as additional insured for the duration of the event, including setup and takedown days.

The Municipality reserves the right to request additional liability insurance where the very nature of the event exposes the Municipality to potentially greater liability. All insurance documents must be provided at least two (2) weeks in advance. Failure to do so will result in cancellation of the event and all Municipal approvals will be revoked.

The Event Organizer agrees to indemnify and hold harmless against any liability, loss, claims, demands, costs or expenses, including reasonable legal fees, occasioned whole or in part by any negligence or acts or omissions during the use of Municipal property.

Alcohol liability is required for licensed events.

- 5.18 Cancellations: If an event is cancelled by the Event Organizer with written notice more than thirty (30) days before the event, the rental deposit is refunded. In all other circumstances, the deposit is forfeited.

The Municipality reserves the right to cancel and schedule events and revoke any approvals in order to ensure public safety, or if in the sole opinion of the Municipality, the Event Organizer fails to comply with the requirements of the Outdoor Events Policy or any Municipal Bylaw.

6 SITE VISITS

- 6.1 A site visit may be required prior to the event at the discretion of staff. For larger events and events requiring electrical services, an on-site visit is mandatory at least 30 days in advance of the event.

7 LICENSED EVENTS

- 7.1 Liquor: Liquor service at an event requires a Special Occasion Permit or caterer's endorsement in partnership with a business or service club. The Event Organizer must obtain and show proof of this permit prior to the event. Provincial legislation applies.
- 7.2 Compliance with the Municipality's Policies Regarding Alcohol Service: The Municipality will consent to use of the rental area for the service of alcohol, subject to compliance by the Event Organizer with the Municipality's policies respecting same, and such special conditions as are set out in the rental agreement.
- 7.3 Licensed Areas: Event Organizers must consult the Lambton Shores Municipal Alcohol Policy for areas that are designated as appropriate for the provision of the alcohol service.
- 7.4 Proof of Insurance: The Event Organizer must present proof of alcohol liability insurance coverage, in an amount no less than \$2 million, listing the Municipality of Lambton Shores an additional insured, not less than two (2) weeks prior to the event.
- 7.5 Glass Containers: The use of glass containers for alcohol service is strictly prohibited.
- 7.6 Washrooms: The Event Organizer is required to provide additional portable washrooms at the event at his/her expense, if deemed necessary by the Director of Community Services and/or Community Health Services Department.
- 7.7 Consumption of Alcohol: Consumption of alcohol is limited to the parameters interior of the licensed areas.

8 LOTTERY LICENSE

- 8.1 If the event involves lottery of any kind (i.e. raffles), the Event Organizer must comply with all Provincial, Regional, and Municipal regulations.
- 8.2 Lottery license applications are available from any Lambton Shores Municipal Office, and are also available online at www.agco.on.ca
- 8.3 Licenses are issued through the Clerks and Finance Departments.

8.4 It is recommended that licenses are obtained a minimum seven days prior to the event.

8.5 Individuals cannot apply for lottery licenses.

9 FOOD SERVICE

9.1 If food services are required at an event, Organizers must abide by the County of Lambton Community Health Services Department policies and guidelines. A special events package is available on the Community Health Services Department website: www.lambtonhealth.on.ca

10 WEDDING CEREMONIES

10.1 The renter is responsible for all setup and takedown of decorations and/or equipment.

10.2 Confetti and balloons are not permitted.

10.3 Wedding receptions will be at the discretion of Council. Requests must be submitted at least eight (8) months in advance.

10.4 “Reserved” signs will be provided by Lambton Shores. It is the renter’s responsibility to ensure that the area is clear of other patrons during the rental period.

11 DEPOSITS AND FEES

11.1 All deposits and application fees are due with the application. All rental fees are due prior to the event. If fees are not paid prior to the event, the Municipality of Lambton Shores reserves the right to cancel the event.

Facility rental fees for various parks are available from the Community Services Department. Fees are subject to change without notice.

Community Events and Private Events

Description	Fee
Security Deposit – to be applied towards rental. Due with application.	One day rental of facility - varies
Application Fee – due with application	as per Fees and Charges By-law
Damage Deposit for events with less than 300 attendees – refundable upon final inspection following the event. Due with application.	as per Fees and Charges By-law
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. Due with application.	as per Fees and Charges By-law

Non-Community Events

Description	Fee
Security Deposit – to be applied towards rental. Due with application.	One day rental of facility – varies
Application Fee – due with application	as per Fees and Charges By-law
Damage Deposit for events with less than 300 attendees – refundable upon final inspection following the event. Due with application.	as per Fees and Charges By-law
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. Due with application.	as per Fees and Charges By-law

12 COMPLIANCE

- 12.1 Failure to comply with the guidelines in this policy or any existing policy, bylaw or law may result in the cancellation of the event and/or jeopardize any future rentals with the Municipality of Lambton Shores.

13 APPROVAL

CAO	Date September 17, 2012
Amended/Modified/Replaced	Date