middlesex centre

in the centre of it all

Special Events Guide











Table of Contents

Introduction 4
Purpose 4
Special Event Checklist 5
Sporting Event 5
How to Apply 6
Timing of Application 6
Event Description 7
Event Definitions 7
Compliance with Laws 7
Approvals 8
Event Location 8
Booking Municipal Facilities 8
Layout of the Event – Event Layout Plan 9
Events on Roads – Walk-a-thons / Bike-a-thons / Parades/Runs 10
Special Event Application Process 10
A-to-Z Guidelines 11
- Accessibility 11
- Access to Existing Infrastructure 11
- Alcohol – Special Occasion Permit /Temporary Extension Process 11
- Amusement Devices and Inflatable Devices 12
- Animals for Entertainment 13
- Barbecues and Cooking 13
- Camping 13
- Cancellation and Refusal of Events 13
- Candle Burning at Events 14
- Clean Up 14
- Community Impact Plans – Notification 14
- Damages 15
- Demonstrations or Rallies 15
- Dogs 15
- Electrical Services 15
- Emergency Access 16
- Emergency Response Plan 16
- Event Promotion 17
- Fencing, Digging or Staking 17

Fire Safety Plan 17
Fireworks 17
First Aid / Emergency Medical 17
Food 18
Food Trucks 18
Generators 18
Inspections 19
Insurance 19
Live Entertainment 19
Loan of Equipment (barricades, picnic tables). 20
Music 20
Noise Exemption Permit 20
Nature of Events: Respect and Dignity for All 20
Open Air Burning 20
Parking 21
Parking on Street 21
Parks 21
Raffles/Lotteries/Bazaars or Games 21
Road Closures 21
Sales and Vendors 22
Security 22
Signs 23
Smoke Free Ontario Act (FOA) 23
SOCAN (Society of Composers, Authors & Music Publishers of Canada) 23
Temporary Structures (including Stages) 23
Tents, Canopies or Temporary Shelters 24
Volunteers 25
Washrooms 25
Waste Collection/ Recycling 25
Weather 25
List of Facilities 26
Contact Information 26

Special Event Guide Version: November 8, 2023

If you require this document in a different format, please contact Middlesex Centre's Community Services Department at 519-601-8022 or bookafacility@middlesexcentre.ca

Middlesex Centre would like to thank the Town of Leamington for sharing and permitting the use of portions of their Special Events Guide!

Introduction

1. We are excited to support you with the planning process of your special event. This guide has been developed to assist you in understanding the various policies and procedures and to ensure that the necessary approvals are in place before the actual date(s) of the event. As the Event Organizer or contact person, your role will be to follow-up directly with the proper authorities regarding items within their jurisdiction relating to the event.

   For questions related to this guide, please contact:

   Municipality of Middlesex Centre
   Community Services Department
   Komoka Wellness Centre
   1 Tunks Lane, Komoka, ON, N0L 1R0
   Tel: 519-601-8022 Ext. 5110
   Email: bookafacility@middlesexcentre.ca

Purpose

2. The Municipality of Middlesex Centre 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 community and economy. The purpose of this document is to:

   - establish guidelines for the allocation and management of special events within the Municipality of Middlesex Centre;
   - inform all of the affected municipal departments about your proposed event;
   - ensure that all health and safety guidelines are met;
   - ensure that all necessary permits, permissions, insurance, and approvals are secured;
   - ensure that there are no scheduling conflicts with other events or activities; and
   - ensure that municipal services are not negatively impacted as a result of your event.

   Failure to comply with the conditions outlined in this Special Events Guide could result in your facility booking request being declined.

   We wish you the very best as you plan and prepare for your special event!

Special Event Checklist

3. You **must** submit a Special Event Checklist if:

You wish to hold your event on any outdoor property owned or operated by the Municipality of Middlesex Centre. This includes:

- Roads / road allowances (street festivals, parades, and races)
- Parks and parkettes
- Parking lots
- Walkways, pathways, and trails
- Arenas and Community Centres
- All other municipal open and public spaces

And there will be any of the following:

- Food being given or sold to the general public at an event open to the public
- Sale or consumption of alcohol at an event open to the public
- Sound amplification
- Tents larger than $60m^2$ (Note: Building Permit and Fire Safety Plan are required)
- Stages that are more than $225m^2$ in area (Note: Building Permit may be required)
- Amusement rides or inflatables
- Projected attendance of over 250 people

Or:

The Municipality requests you to do so because your event significantly affects municipal services. This includes events that are held on private property or inside municipally owned facilities. Affected services can include fire services, police services, public works (roads), emergency services, etc.

Sporting Event

4. A sport event or sporting event is defined as an event where an element of sport is the focus of the competition or celebration. Typically, the event involves competitors and spectators who have gathered to participate in, or watch, a sporting event. A Special Event Checklist is not required for sport tournaments or sporting events, unless otherwise advised. To check the availability of a facility, determine if a Special Event Application is required, or for more information on

booking a sport tournament or sporting event, please contact our Community Services by calling 519-601-8022 ext. 5110 or by email at bookafacility@middlesexcentre.ca.

How to Apply

5. The Event Organizer should read through this Special Events Guide and complete the Special Event Checklist, available on the municipal website or by request from the Community Services.

   Please note that depending on the activities included in your event, additional forms including insurance certificates, and special operating permits may be required with your Special Event Checklist. Additionally, Event Organizers may be required to meet with municipal staff to review the Special Event Checklist and discuss details and logistics.

Timing of Application

6. In order to assist you with obtaining the necessary permits and services, it is essential to review the Special Events Guide and complete the Special Event Checklist and submit it to the Municipality, together with all required forms and payment (if applicable):

   - At least 120 days prior to the event, for large events. Large events are any events that are captured in the definition of events requiring a Special Event Checklist above (see point 3).
   - At least 90 days prior to the event, if the event is taking place for the first time or has significantly changed since the last time the event was held.
   - At least 60 days prior to the event, if the event is an annual event and has no significant changes.

   ****Failure to submit your complete checklist on time could result in the event not receiving a facility booking or other approval.****

APPLY EARLY!

Early applications will allow more time to resolve any issues relating to your planned event.

Event Description

7. When completing the Special Event Checklist, you will be asked to describe the event. Your event description should provide the Municipality with a snapshot of your event activities.

   - The type of event
   - Where and when will your event take place?
   - Who will be organizing and participating in your event?
   - What activities will be taking place and what do you hope your event will achieve?

   The more information you can tell us about your event, the better prepared staff will be to work with you to create a successful event.

Event Definitions

8. The following definitions will assist you in describing your event:

   - **Run, Walk, Bike, Triathlon or Motorized Rides**: Races, fundraisers, or awareness events where participants walk, run, bike and, in a few cases, use motorcycles. Sometimes these events require full or partial road closures.
   - **Festivals**: A themed event or series of events. Typically, an event is held annually at the same time and place.
   - **Fairs**: A gathering of people for a variety of entertainment and commercial activities. Fairs usually include event elements, such as exhibitions and displays, children's rides and amusements, food (including BBQs), merchandise and / or craft vendors.
   - **Parades**: A public procession, especially one celebrating a special day or event and possibly including marching bands and floats.
   - **Public Gatherings, Information or Awareness Sessions, or Commemorative Services**: Information, education and awareness events or announcements typically held at a hall.
   - **Games or Leisure Activities**: Includes events such as Easter egg hunts and physical activities or hobbies.

Compliance with Laws

9. A Special Event Checklist submitted to the Municipality for approval must meet certain criteria to be eligible for approval, including compliance with the

provisions of municipal, provincial, and federal laws as well as in accordance with rules and regulations administered by outside agencies.

Approvals

10. Upon receipt of the Special Event Checklist and all required supporting documentation (and fees, if applicable), the information will be circulated to applicable departments for review and input. The Event Organizer may be contacted to provide additional information or to fill out additional forms. When all requirements have been met, a Facility Rental Agreement will be issued to the Event Organizer. Event Organizers may be required to enter into a Special Event Agreement with The Corporation of the Municipality of Middlesex Centre as part of the Special Event approval.

Event Location

11. The Municipality needs to know where your event will be taking place. Please provide an address or detailed map with your application.

Booking Municipal Facilities

12. The Municipality has a number of facilities available you may wish to rent for your event.

    Reservations for municipal facilities are booked through Community Services. To book a facility (community centre, room, sports field, picnic pavilion, etc.):

    - Email bookafacility@middesexcentre.ca
    - Call Community Services Customer Service at 519-601-8022 Ext 5110

    Full payment is required before a facility booking rental will be approved.

    See more details and photos of our rental facilities by visiting middlesexcentre.ca/services/residents/book-facility

LOCATION! LOCATION! LOCATION!

Booking your event site early is essential to ensure the space is acceptable and available. Summer months are very busy!

Layout of the Event – Event Layout Plan

13. As part of the Special Event Checklist, an Event Layout Plan is required to be submitted with your application. The Event Layout Plan is a key document so that staff can review the Event Organizer's plans and ensure that the layout of the stages, licensed areas and other activities comply with approved uses for municipal property. The Event Layout Plan should contain the information which is relevant to your special event. At the discretion of the Municipality, a planning and coordination meeting may be requested with the Event Organizer. The goal of this meeting will be to work through any additional details or requirements with the Event Organizer.

    The Event Layout Plan must show:

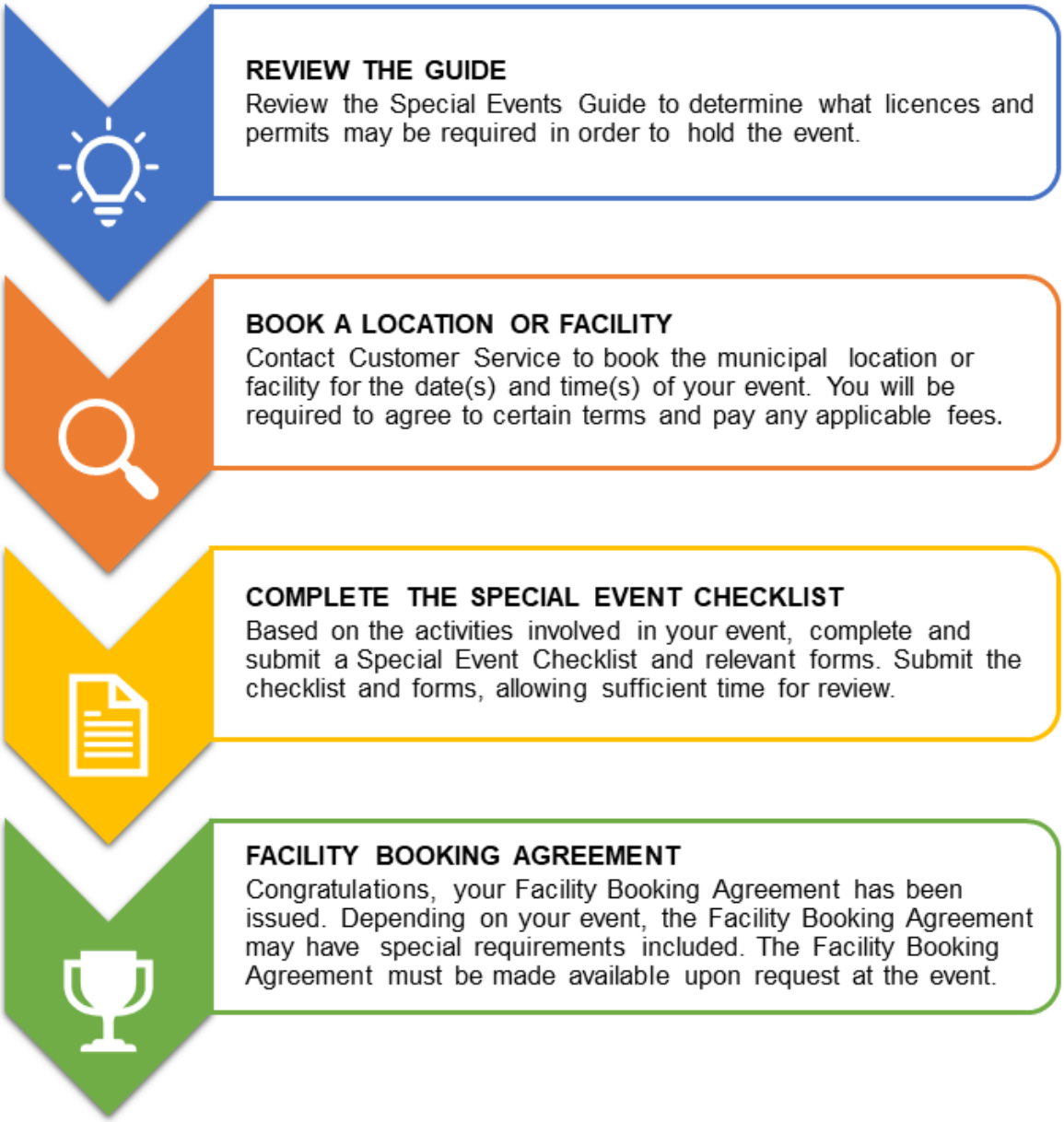
    - The north direction
    - Direction of travel – if event is a parade, race, walk, etc.
    - Names of adjacent avenues, streets, and roads
    - Access and egress points (pedestrian, vehicular, emergency access)
    - Fire/emergency response lane(s)
    - Licensed areas, if applicable
    - Locations of fencing and security controls
    - Location(s) of any vendor(s)
    - Location(s) of fire extinguisher(s)
    - Temporary and fixed event facilities, including stages, seating (bleachers and grandstand), bridges, platforms, trailers, tents, amusement rides, and vendor sites
    - Location of waste diversion sites
    - Locations of permanent and temporary washroom facilities
    - First aid stations
    - Areas for food and water
    - Identification of any hazardous/combustible materials i.e., fuel storage, propane, etc.
    - Generators and other electrical sources
    - Staging and holding areas

Events on Roads – Walk-a-thons / Bike-a-thons / Parades/Runs

14. If you are interested in temporarily occupying or closing a municipal road to hold a special event such as a run, walk, bike, triathlon, please complete and return a Road Closure Request Form together with the Special Event Checklist.

Special Event Application Process

15. Special Event Application process



A-to-Z Guidelines

16. Prior to completing and submitting a Special Event Checklist (which can be found on the municipal website), Event Organizers are encouraged to review the A-to-Z Guidelines section to ensure their special event complies with the Municipality of Middlesex Centre's policies, procedures, and regulations.

    Even if your event does not require a Special Event Checklist to be submitted, Event Organizers are encouraged to review the list to ensure they have addressed concerns that will help their event run smoothly and safely.

Accessibility

17. Event Organizers are required to comply with Municipality of Middlesex Centre's Accessibility Standards for Customer Service Policy (Pursuant to Accessibility for Ontarians with Disabilities Act, 2005; Ontario Regulation 429/07).

    The Municipality encourages Event Organizers to consider incorporating ways to make their special event more accessible. The Ontario government has created a Planning Accessible Events Guide that includes ideas to consider when planning your special event.

Access to Existing Infrastructure

18. Unless otherwise permitted, access to all public areas within an event site (play structures, splash pads, permanent washroom facilities, etc.) shall remain available to the public at all times during an event.

Alcohol – Special Occasion Permit /Temporary Extension Process

19. If you wish to serve alcohol at your event, you must adhere to both the provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol.

Alcohol and Gaming Commission of Ontario (AGCO)

Provincially, alcohol sales, service and consumption is overseen by the Alcohol and Gaming Commission of Ontario (AGCO).

The AGCO website provides information related to Special Occasion Permits (SOP) and Temporary Liquor Licence Extensions. You will not be permitted to serve alcohol on municipal property without providing a copy of your Liquor Licence as issued from the AGCO.

For more information about AGCO liquor licenses, please contact:

Alcohol and Gaming Commission of Ontario (AGCO)
Toll Free: 1-800-522-2876
Email: customer.service@agco.ca

To start the process, applications can be picked up and returned to a local LCBO store or you may access the application online. As part of the licence application package to the AGCO, you will be required to "notify the Municipality" and provide proof of this notification to the AGCO.

The AGCO requires for-profit organizations to obtain a municipal resolution or letter from a delegated municipal authority, deeming the event a "municipally significant event." In the Municipality of Middlesex Centre, the Clerk has been delegated the authority to authorize and execute these letters. This letter must accompany the application for a Special Occasion Permit to the AGCO.

To request a municipally significant designation, please complete the form found at middlesexcentre.ca/clerks.

For more information about notifying the municipality and obtaining an Event of Municipal Significance designation, please contact the Office of the Clerk at 519-666-0190 or clerk@middlesexcentre.ca.

Municipal Alcohol Risk Management Policy

The Municipality of Middlesex Centre owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Municipality of Middlesex Centre has developed a Municipal Alcohol Policy in order to prevent alcohol related problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities.

Amusement Devices and Inflatable Devices

20. All amusement devices and air supported structures must be in compliance with the provisions of the Technical Standards and Safety Act. Additional paperwork is required to be submitted to the Municipality with the Special Event Checklist:

- For amusement devices, an Ontario Licence for the current year from the company is required. This includes a Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority under the Amusement Devices Act for the current year for each amusement device in operation; and
- A certificate of insurance from the vendor in the minimum amount of **$5 million dollars in commercial liability insurance** with the Municipality of Middlesex Centre named as additional insured on the policy for the days of

the event. For more detailed information, please refer to the section on *Insurance* below.

To obtain the additional required documents, please contact the Technical Standards and Safety Authority.

Animals for Entertainment

21. Animals for entertainment include but are not limited to: animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides. The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the Provincial Animal Welfare Services Act.

    The animal exhibit area must be shown on the Event Layout Plan, illustrating how the animals with exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer program intends to contain and mitigate for the potential for animals wastes to impact neighbours.

    The Event Organizer may be responsible for additional insurance if animals are part of the event. Please contact the Customer Service Supervisor at 519-601-8022 for further information.

Barbecues and Cooking

22. Propane barbecues are permitted at some, but not all, municipality property. Please speak to Community Services when booking your event to ensure a barbeque is permitted if desired. Note that charcoal barbeques **are not** allowed on municipal property. **Open fires are not allowed on municipal property.** Please see the Parks and Recreation Area By-law for more information. As a reminder, BBQs cannot be placed in or under a tent structure.

Camping

23. Camping is not permitted on municipal property or private property not appropriately zoned to permit camping.

Cancellation and Refusal of Events

24. The Municipality reserves the right to refuse any application 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 Special Events Guide or any other municipal by-law. In some circumstances, the application may be referred to Municipal Council for consideration.

Candle Burning at Events

25. The burning of candles is prohibited during any event as noted by the Ontario Fire Code, Division B Subsection 2.4.4. Open Flames Article 2.4.4.1. (1) “Open flames shall not be permitted in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless approved by a Chief Fire Official.”

    Places of religious worship are exempt, but notification to the Fire Chief prior to the event is mandatory. Please contact Middlesex Centre Fire Services for further information at 519-666-0190 or firehq@middlesexcentre.ca.

Clean Up

26. The Event Organizer is responsible for cleaning up during and immediately following the event as well as clean up and removal of all event equipment and garbage upon completion of the event.

WASTE COLLECTION & RECYCLING

Consider the environment in your event planning and think about how you will manage on-site waste collection and recycling. There’s more information on this topic below!

Community Impact Plans – Notification

27. Special events present a unique opportunity that can benefit all residents and visitors to Middlesex Centre. Event Organizers have an obligation to residents and businesses that may be impacted by a special event. Depending on the size and scope of the event taking place the Event Organizer may be required to:

    - Direct letters to residences and business;
    - Erect temporary signage;
    - Advertise in local media outlets; and
    - Have direct contact with businesses, among others.

    For further information, please call the Municipality of Middlesex Centre at 519-601-8022.

Damages

28. The cost of repairing any damage to a park, facility, street, or sidewalk, etc. will be the responsibility of the Event Organizer. Any repair costs will be assessed and communicated to the Event Organizer by the Municipality of Middlesex Centre as soon as possible after the special event is completed.

Demonstrations or Rallies

29. Demonstrations, rallies, or actions that could incite violence of any kind are not allowed on all municipal property including sidewalks and roadways. Please see "Nature of Events: Respect and Dignity for All" below for further details.

Dogs

30. In order to provide a safe and clean environment for all to enjoy, and to ensure compliance with the Municipality's Animal Control By-law, dogs are not allowed to be off leash on any municipal property. Stoop-and-scoop practices shall be followed at all times. With the exception of service animals, dogs and all other animals are not permitted inside any municipal facilities.

Electrical Services

31. Some municipal facilities have access to electrical plug-ins. Please advise the Municipality if you require access to power. As the Event Organizer, you are responsible for bringing all extension cords to plug into available sockets and mats to prevent cords from becoming tripping hazards. Extension cords must be rated accordingly for the electrical device they are servicing.

    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 is required and must be filed with the Electrical Safety Authority, Customer Service Centre, 1-877-ESA-SAFE (372-7233). For festivals, concerts, and/or live performances that need to be expedited, contact 1-800- 667-4278.

    Permit applications can be obtained from Electrical Safety Authority's website.

Emergency Access

32. Emergency access to parks, driveways, walkways, and thoroughfares as well as parking lots must be maintained at all times during event operations at a minimum width of **4 meters** for single lane; **or 8 meters** for two lane traffic.

Emergency Response Plan

33. In order to be prepared for any emergency situation or disaster, Event Organizers should consider creating an emergency response plan. Emergency response plans may include such things as:

- Hazard Identification and Risk Analysis
- List emergency equipment available on site, and provide resource lists from mutual aid or supporting agencies'
- A communication plan to activate contact with the Police, Fire, Ambulance, if not already on-site;
- Dedicated and mapped emergency access points;
- Support for routing the responding resources within your event as indicated;
- Two event contact personnel including their cell phone numbers and how they will be contacted in case of emergency;
- An evacuation plan with dedicated evacuation areas and identified evacuation routes;
- Procedures to be followed in the case of an emergency or disaster;
- Details on how you will prepare your volunteers and organizational staff to handle a disaster or emergency situation;
- Weather monitoring details and responsibilities.

Note it is the Event Organizer's responsibility to make sure that access for emergency response remains open throughout the event.

For larger events, it is recommended that you provide these details to all emergency services prior to your event, so that they may have the information on hand.

These details may be sent to:

- Ontario Provincial Police, Middlesex Detachment (519-227-4423)
- Middlesex Centre Fire Services (519-601-8022 or email firehq@middlesexcentre.ca)
- Middlesex London Paramedic Service (519-679-5466, ext. 1145 or online contact form at https://www.mlems.ca/form/contact)

Event Promotion

34. Events may be promoted on the Community Events Calendar on the Municipality's website. Contact Middlesex Centre's Communications staff at 519-666-0190 or email communications@middlesexcentre.ca.

Fencing, Digging or Staking

35. For more information or to book locates, please contact: Ontario One at 1-800-400-2255 (free service) or visit https://ontarioonecall.ca/.

    Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on their Event Layout Plan. The Municipality has a limited supply of temporary fencing available which may be rented for a fee.

Fire Safety Plan

36. A Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the tent and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues. Municipal buildings will have a fire safety plan available. Depending on the size of your event, a Fire Safety Plan may be required when using a tent (typically for very large events only).

Fireworks

37. Municipality of Middlesex Centre maintains a Fireworks By-law respecting the sale and discharge of fireworks. The by-law prescribes the restrictions and regulations surrounding both low-hazard (family fireworks) and Display and Theatrical Fireworks (event fireworks). Event Organizers are expected to be aware of the restrictions and regulations concerning the use of fireworks in the municipality. A separate fireworks application must be completed if you wish to have fireworks outside of specific days OR wish to have "event fireworks." Flying lanterns, sky lanterns, or wish lanterns are not permitted to be discharged in the Municipality of Middlesex Centre.

First Aid / Emergency Medical

38. Safety is the utmost concern for everyone involved in organizing an event. You may be required to provide information on the steps you are taking to ensure that your event is safe for attendees, volunteers, and staff. It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency such as the

Middlesex London Paramedic Services or St Johns Ambulance, among others (fees may apply).

Food

39. Food providers must ensure that food and beverage items are offered in a manner that is in compliance with the Ontario Food Premises Regulation 562 and the Health Protection and Promotion Act.

    During the event, Public Health Inspectors will inspect food vendors to ensure safe food handling is being implemented and to prevent any health hazards.

    Event organizers and food vendors must submit their application forms to the Middlesex London Health Unit **at least 30 days** prior to the start of the special event.

    Application forms to submit are available from the Middlesex London Health Unit at https://www.healthunit.com/food-safety-at-special-events

    Event Organizers must provide the Municipality with a list of vendors serving food or beverages at the event. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and a valid business licence from their local municipality.

INSURANCE PLEASE!

It is recommended that as an Event Organizer, you request proper insurance coverage from each of your participating vendors, include food vendors!

Food Trucks

40. If you are planning on having food trucks attend your event, make sure you review Middlesex's Centre Mobile Food Outlet By-law and meet any applicable requirements.

Generators

41. If you bring your own generators, they must be safely set up on your event site. If you do bring a generator, you must place it in a safe area free from obstruction and away from any trees or bushes. It must be vented to the outside and a fire extinguisher should be readily available in case of fire. Municipal staff may advise

as to the best location for your generator. Please include generator information on the Event Layout Plan to be submitted with your Special Event Application.

Inspections

42. Site inspections may be required including, but not limited to, Fire Inspections, Technical Safety Advisory Association, Middlesex London Health Unit, Electrical Safety Authority, Ontario Provincial Police, Municipal By-law Enforcement Officers, and Public Works Department. All required documentation is required to be available on site for review. If you are found to be in violation of any of the regulations, fines may apply, and your event may be cancelled.

Insurance

43. The Event Organizer must take out and maintain commercial general liability insurance underwritten by an insurer licensed to conduct business in the province of Ontario which insurance must include the following:

    - a commercial general limit of liability of no less than $2,000,000 per occurrence.

    Such insurance shall name “The Corporation of the Municipality of Middlesex Centre – 10227 Ilderton Road, Ilderton, ON, N0M 2A0” as an additional insured.

    A minimum of seven (7) business days prior to the Event, the Event Organizer must provide the Municipality with a Certificate of Insurance providing evidence of the required insurance policy.

    The Municipality reserves the right to request additional insurance if, in the sole opinion of the Municipality, the event poses a higher level of risk.

    General Liability Insurance can be purchased through the Municipality’s User Liability Program. For more information on this program, please contact Community Services Customer Service by email at bookafacility@middlesexcentre.ca.

    At the time of executing the Facility Rental Agreement, Event Organizers will be asked to sign off on a Liability Release and Assumption of Risk Form.

Live Entertainment

44. 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. The Event Organizer may be required to submit an entertainment and production contact list prior to the event.

You may require an exemption to Noise By-law.

Loan of Equipment (barricades, picnic tables).

45. The Municipality has limited quantities of equipment and materials for public events (if available). Please identify any needs for equipment or materials on your Special Event Application. Fees will apply.

Music

46. Music. Please see: “Noise Exemption Permit” below.

Noise Exemption Permit

47. If your event has amplified sound/live music, you must remain in compliance with the Municipality of Middlesex Centre’s Noise By-law. During these times all amplified sound shall remain at an acceptable level giving consideration to the type and location of the event.

    Events requiring the presence of amplified sound outside of the hours prescribed in the by-law require the granting of a Noise Exemption Permit. A Noise Exemption Permit can be obtained from the Legislative Coordinator.

    Applications for Exemption are subject to service fee which is to be paid upon submission of the application (see Municipal Fees By-law for current rates)..

    Municipal By-law Enforcement Officers and the OPP are responsible for enforcing the Noise By-law and may attend your event to monitor or respond to a noise complaint.

Nature of Events: Respect and Dignity for All

48. Events occurring on municipal property must not promote the hatred or derision of any group and shall not be permitted if likely or intended to cause unreasonable danger to the health and safety of any person. The desecration of flags or other national symbols is not allowed. Events appearing on municipal property shall be consistent with the principles of respect for the dignity and worth of all persons. Decisions on what constitutes a breach of these principles lie with the Director of Corporate Services and the CAO. At their direction, the Municipality may elect not to issue Facility Booking Agreements, road closure permits, etc. and/or cancel events.

Open Air Burning

49. If your event will have open air burning, you must remain in compliance with the Municipality of Middlesex Centre’s Open Air Burning By-law.

Parking

50. To avoid parking problems related to the event, the Event Organizer should be aware of how many parking spaces are available and where those spaces are located (i.e., on-site or off-site). If parking will be off-site, consideration may be required on how traffic will be managed. Depending on the size of the event and the expectation of a 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 control and/or providing on-site shuttle bus transportation from parking areas outside of the event location. Event parking should be arranged to ensure the safe flow of traffic before, during, and after the event.

    The Event Organizer must be aware of the Parking and Traffic By-law that will be enforced. Any deviation from the by-law must be approved before the event and public notice provided (as required).

Parking on Street

51. On-street parking in the Municipality of Middlesex Centre is limited by by-law, and various prohibitions are placed on street signage. Unless otherwise arranged, on-street parking regulations must be observed at all times. Contact By-law Enforcement for specific parking information at: 519-666-0190.

Parks

52. Public access to parks, park walkways and special thoroughfares, as well as parking lots, must be maintained at all times during events. This includes all play structures for children. Parks and outdoor spaces are available to other park users unless stated otherwise in your Facility Booking Agreement.

Raffles/Lotteries/Bazaars or Games

53. If the event involves raffles, lotteries, bazaars or games, the Event Organizer must comply with Alcohol and Gaming Commission of Ontario legislation. Only approved charitable organizations are eligible for a lottery licence. More information about applying for a lottery licence can be found at middlesexcentre.ca/clerks, or by contacting the Office of the Clerk at 519-666-0190 or clerk@middlesexcentre.ca.

Road Closures

54. If you would like your event to take place on a municipal roadway, you must identify this on your Special Event Application. Events requiring road closures will require the granting of a Temporary Road Closure Permit.

The Municipality requires adequate time to review the request, coordinate detour routes with emergency services, and request advance warning signage through the Municipality's traffic division (when required).

Closing a road for an event is a complex process involving and affecting many people. The Municipality needs to know which road you wish to close for your event in order to determine availability and prevent scheduling conflicts with other events / activities. As the use of roadways is extended to all members of the public, the Municipality has an obligation to prioritize public safety when closing down roads to ensure that the rest of the public can safely keep moving / operating even while various events are taking place.

The Municipality will make the final determination as to whether an event that takes place on the road is to be deemed either a full closure (no vehicular access is permitted on the roadway during the event); or a lane closure (occupying one lane of a roadway while maintaining traffic in all directions).

Road closure changes cannot be made to your closure / route without notification to the Municipality.

Sales and Vendors

55. Event Organizers must provide the Municipality with a list of vendors selling merchandise or other goods at the event. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and a valid business licence from their local municipality.

Security

56. An integral component of the risk management program is a comprehensive security plan. Event Organizers should consider creating a security plan. If private security is contracted, it is recommended that these expectations become part of the service agreement with the security firm. The security plan should also describe what other controls will be implemented to mitigate any risks to the public. Examples include perimeter fencing, bag checks etc.

    Security Firms can assist with many security functions including perimeter and bag checks, entry and exit head counts.

    Paid Duty Police officers are often required by the AGCO upon issuance of a liquor permit or as determined through the hazard identification and risk assessment process.

    A Paid Duty is a work assignment arranged through the Ontario Provincial Police, where an off-duty officer performs policing duties for an individual or organization

other than the Municipality and is paid by the third party. (Example: traffic, security, weddings, special events). Requests for Paid Duty officers must be received in writing using the prescribed form stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty.

Police service for the Municipality of Middlesex Centre is provided by the Ontario Provincial Police. Application for Paid Duty Officers may be made by contacting Middlesex OPP, Contract Manager at 519-227-4423.

Signs

57. Before you have signs made, or put signs up, please refer to the Sign By-law, which regulates the size, use, location, construction and maintenance of signs within the Municipality of Middlesex Centre.

Note: Signs may be permitted on municipal property pending approval by the Director of Community Services. Please ask about posting an event sign when submitting your Special Even Checklist.

Smoke Free Ontario Act (FOA)

58. The Province of Ontario has made it illegal to smoke and vape in public outdoor spaces with the Smoke Free Ontario Act. This applies to all public events being staged on Municipality of Middlesex Centre owned or leased properties and includes all elements of an event such as beer tents, midways, concessions etc.

SOCAN (Society of Composers, Authors & Music Publishers of Canada)

59. SOCAN “is the Canadian copyright collective for the right to communicate to the public and publicly perform musical works. SOCAN administers these rights on behalf of its members (composers, lyricists, songwriters, and their publishers) and those of affiliated international organizations by licensing the use of their music in Canada. The fees collected are distributed as royalties to SOCAN’s members and to affiliated organizations throughout the world.”

If you are planning to use live or recorded music of any kind; the event organizer is required to pay a licence fee to SOCAN.

Temporary Structures (including Stages)

60. The Ontario Ministry of Labour (MOL) has issued guidelines to help event organizers understand their obligations under the Occupational Health and Safety Act and its regulations related to the design, erection, use, dismantling

and maintenance of temporary performance/event structures that are used either indoors or outdoors. The guidelines cover:

- Design and materials
- Positioning
- Planning and control of work
- Inspections
- Operations Management Plans (OMP)

If you are planning to erect a temporary structure as part of your event, you will need to notify the Ministry of Labour (MOL), especially if the temporary structure:

- Will be used for multi-day events;
- Require large equipment such as cranes to assemble the temporary structure; or,
- Require separate temporary structures for sound, lighting, pyrotechnics, video equipment, etc.

For more information, please refer to the Ministry of Labour Safety Guideline for the Live Performance Industry in Ontario.

Tents, Canopies or Temporary Shelters

61. Depending on the size and/or configuration of your tents, you may be required to obtain a building permit. According to the Ontario Building Code (2012), a tent or group of tents is exempt from the requirement to obtain a building permit if the tents are:

    (a) not more than 10 sq ft (60 m^2) in aggregate ground area;

    (b) not attached to a building; and,

    (c) constructed more than 3 m from other structures.

For tents that are larger than 323 sq ft (30 m^2) a Fire Safety Plan may be required.

For tents larger than 654 sq ft (60 m^2) a Building Permit is required.

Contact Building Services by email at building@middlesexcentre.ca, or by phone at 519-666-0190, to determine whether building permits are required.

Contact Middlesex Centre Fire Services at 519-666-0190 or firehq@middlesexcentre.ca to determine whether a Fire Safety Plan is required for your tent(s) and/ or group of tents. All vendors under a tent are required to have onsite access to a 2A-10BC Rated Fire Extinguisher at all times.

Volunteers

62. Volunteers are integral to the success of any special event. Spending time on planning a 'Volunteer Management Model' can be beneficial for the volunteers and their supervisors. It is important that your volunteers are provided with any 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. More information about volunteers and the management of volunteers may be found at Volunteer Canada.

Washrooms

63. Event Organizers are responsible for providing sufficient portable washrooms and may be required to provide wheelchair accessible portable washrooms and hand wash sinks depending on the event and location. You may wish to consider the nature of your event, length of time and guest requirements when determining the need for this service. As a rule, you will need no less than three regular units for each 100 attendees for a six-hour event.

    The Middlesex London Health Unit may have specific requirements for the number of washrooms based on expected attendance and/or activity (e.g., Food service). The AGCO may also have specific requirements if alcohol is being sold at the event.

Waste Collection/ Recycling

64. The Event Organizer is responsible for litter control and waste disposal. Upon completion of a special event, all litter, garbage and recycling collection must be completed by the Event Organizer and the lands must be left in their original condition.

Weather

65. Outdoor events are by their nature subject to inclement weather.

    - In the case of rain, a performance can continue provided that it is deemed safe by the Event Organizer.
    - In the case of thunder and lightning, the technical staff are required to shut down the stage to reduce the risk of being hit by lightning in accordance with the Outdoor Venues Safety Guideline for the Live Performance Industry in Ontario. Only once 30 minutes have passed without thunder or lightning will the Event Organizer advise the crew to re-open the stage.
    - In the case of an extreme heat alert, event organizers must make announcements identifying existing water stations and shade locations. All

event organizers are asked to remind participants of cooling options available to them.

- Other weather / natural events such as poor air quality alerts should be addressed by the Event Organizer such as to protect public health and wellbeing.

If the event organizer cancels the event or reduces the hours of the event for any reason, including inclement weather, the event organizer remains responsible for 100% of costs incurred.

List of Facilities

66. Community facilities can be rented by the general public.

- Community Centres
  - Bryanston Community Centre
  - Coldstream Community Centre
  - Delaware Community Centre
  - Ilderton Community Centre
  - Komoka Community Centre
- Park Pavilions
  - Douglas B. Weldon Park Pavilion (Arva)
  - Denfield Park Pavilion
  - Heritage Park Pavilion (Ilderton)
  - Komoka Park Pavilion
  - Poplar Hill Park, Pavilion
  - Poplar Hill Park, Grandstand

For a full list of Middlesex Centre facilities, parks and amenities, visit middlesexcentre.ca/recreation.

Contact Information

Municipality of Middlesex Centre
Community Services Department
Komoka Wellness Centre
1 Tunks Lane, Komoka, ON, N0L 1R0
Tel: 519-601-8022 Ext. 5110
Email: bookafacility@middlesexcentre.ca