

# **CORPORATION OF THE TOWN OF COBOURG MUNICIPAL EVENTS PROCEDURES AND APPLICATION**



# CORPORATION OF THE TOWN OF COBOURG

## MUNICIPAL EVENTS PROCEDURES AND APPLICATION

### SECTION 1: PURPOSE

1.1.1 The purpose of the Municipal Event Procedures and Application is to establish guidelines and procedures for the application process and management of Special events in the Town of Cobourg. It outlines the operation of events on Town of Cobourg Property (except the Cobourg Community Centre)\*, streets and roadways and associated fees and charges if applicable for related services provided by the Town.

1.1.2 The procedures will help the event organizer to determine the requirements that are to be in place in order to effectively plan and execute a successful special event.

1.3 For the purpose of this policy the following definitions will apply:

“AGCO” means Alcohol and Gaming Commission of Ontario.

“Community Events Committee” means the body comprised of town staff and external participants that meets to review all Municipal Event Applications.

“Council” means the Council of the Town of Cobourg.

“Emergency Plan” means a plan that details procedures to follow in emergencies.

“Event Organizer” means a natural person or organization applying for a Special Event permit.

“Event Permit” means a permit for a special event issued by the Town of Cobourg

“Parade” means a planned event of a celebratory nature moving from one location to another on the roadway and that may involve pedestrians, 25 or more people in a walking group, vehicles and floats

“Sidewalk” means all part of a highway set aside for use by pedestrians or which is used by the general public

“Special Event” is defined as a one time, annual or infrequently occurring event on Town of Cobourg Property that is reserved for exclusive use and not limited to; a festival, procession, march, drill parade or other organized event which meets the following criteria: a celebration of a specific theme, has a predetermined opening and closing date/time and is available to the community-at-large.

*Note: While other activities not meeting the criteria may still be permitted to occur, they may be subject to some or all of the policies and procedures contained in this policy.*

## SECTION 2: APPLICATION PROCESS

- 2.1 The Events Coordinator will serve as the primary point of contact for processing your Event Application within the Town of Cobourg and its departments (Fire, Police, Parks, Engineering (parking) and Building (tent permits), Transit and Public Works). It is our goal to assist event organizers in planning safe and successful events.
- 2.2 The permit process begins for your event when you submit your COMPLETED Municipal Event Application including site plan along with the \$50.00 Permit fee to the Events Coordinator at the Cobourg Business and Tourism Office, 212 King St West OR fax it to the **Events Department at 905-372-1306 or email to [lscott@cobourg.ca](mailto:lscott@cobourg.ca) a minimum of 60 days in advance.**
- 2.3 The application will then be reviewed by Community Events Committee comprised of members from:
  - Cobourg Police Service
  - Cobourg Fire Department
  - Public Works Department (Parks, Roads and Engineering)
  - Events Coordinator

The committee is also connected to the following additional areas for expertise: Northumberland Emergency Medical Services (EMS), Cobourg Tourism, Town Hall Clerk's office, Kawartha Pine Ridge District Health Unit, and any other area of expertise as required.
- 2.4 Event organizers may be notified if the event requires additional information or modification and if additional charges may be applicable.
- 2.5 The Events Coordinator will present the application as a Report to Council when all requirements are met. All pending documents (certificates of insurance, food permits etc) and or changes required to the Municipal Event Application must be received before the final Event permit will be issued. The following information must be received:
  - Applicable permits and related fees
  - Emergency Plan
  - Site Plan Map/Event layout
  - Map of Road Closures
  - LCBO Special Occasion Permit
  - Municipal Alcohol Policy Paperwork
  - Insurance Certificate
- 2.6 Should the Event Organizer require a GIS map to assist with the site plan layout and tent permits please contact the Event Coordinator at 905-372-5481 ext 4150.
- 2.7 In most cases the Community Events Committee will meet the event organizer to discuss the event application and help to make your event a success.

## **SECTION 3: GENERAL POLICIES AND PROCEDURES**

- 3.1 All regulations, bylaws and legislation must be adhered to by the event organizer. The event organizer is required to provide evidence, if asked of all necessary licenses/permits required to operate the event.
- 3.2 The event organizers must adhere to all special event policies and procedures. .
- 3.3 It is strongly recommended that the event organizers provide certified first aid service on site during the operating hours of the event.
- 3.4 Event organizers are encouraged to strive to make their event accessible to all.
- 3.5 A pre-event meeting may be scheduled with the event organizers or members of the event and town staff to go through site specifics.
- 3.6 The Town of Cobourg may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect Town property or maintain the enjoyment of the park(s), beach and roads for the public.
- 3.7 Event organizers must observe all by-laws, rules and regulations on the Town of Cobourg properties.
- 3.8 Any damage to the park and/or facilities will be borne by the event organizer.

## **SECTION 4: ROAD CLOSURES**

- 4.1 All road closures must be approved by Council. Road closures requests will be reviewed by Public Works in accordance with the Ontario Traffic Manual Temporary Conditions OTM Book 7 (as amended).
- 4.2 Regulatory signs required for a special event shall only be installed by Town staff.
- 4.3 Emergency access must be provided at all times.
- 4.4 Sidewalks will remain open to the public throughout the closure except for safety reasons.
- 4.5 If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them.
- 4.6 The requests for road closure may be subject to event/site specific conditions or alternative routes at the discretion of the Community Events Committee.

## SECTION 5: BANDSHELL BOOKINGS

- 5.1 Bandshell bookings may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience. These are normally less than eight hours in duration and include but are not limited to the following types of events: concerts, fundraisers and ceremonies.

## SECTION 6: WASTE MANAGEMENT/RECYCLING

- 6.1 As an event organizer you are responsible for the clean-up of your event site. The Town of Cobourg will provide all normal maintenance services to its current routine standards. Any additional maintenance required by the special event organizers prior to or during the event should be requested and additional fees may apply.
- 6.2 The event organizer is encouraged to recycle and behave in an environmentally friendly manner.
- 6.3 Recycling is strongly encouraged at all events. The County of Northumberland has special event recycling containers available for your event. Call 1-800-354-7050.

## SECTION 7: TENT PERMITS/FENCING/STAKING

- 7.1 A Tent or group of tents less than 60m<sup>2</sup> (645 sq ft ) in aggregate ground area, not attached to a building and 3m (10ft) from other structures do not require a building permit.
- 7.2 A Building Permit is required for a tent or group of tents greater than 60 m<sup>2</sup> (645 sq. ft) (Ontario Building Code Section 2.4.1.1. (5) (a)) and up to 225m<sup>2</sup> (2420 sq ft) in aggregate ground area. The Ontario Fire Code (OFC), the Ontario Electrical Safety Code and the Technical Standards and Safety Authority also contain regulations and requirements for tents where there are cooking appliances, electricity, propane or other fuel sources. Please see the Cobourg Emergency Planning and Fire Safety Guide.
- 7.3 For tents 60m<sup>2</sup> to 225m<sup>2</sup> the following information is required:
- A completed Building Permit Application Form (application form may be obtained by calling Building and Planning (905)372-1005 or online at [www.cobourg.ca](http://www.cobourg.ca) under Events Support)
  - Site Plan indicating the location of the tent or group of tents with setbacks to other buildings, structures and property lines
  - The Tent must maintain 3m distance to property lines and other structures
  - Sanitary facilities must be provided in compliance with Ontario Building Code 3.7.4
  - Copy **must** be submitted with your event application. Please allow for sufficient processing time for your application. Once the application is approved a Tent Permit will be issued with the Special Event Permit.
  - Follow the guidelines in the Cobourg Emergency Planning and Fire Safety Guide
- 7.4 For Tents greater than 225m<sup>2</sup> (2420ft<sup>2</sup>) the above is required in addition to the following:
- The supporting frame structure and anchorage system must be designed by a P.Eng.
  - A completed "Commitment to Review Form" (available in the Building and Planning department 905-372-1005 or online at [www.cobourg.ca](http://www.cobourg.ca) under Events Support)
  - The tent must be inspected and the Engineer's Report submitted to the Town of Cobourg Building Department prior to the tent being put into use

- 7.5 All requests for installation of any object that penetrates the ground including fence posts, sign installation etc must be approved. Locates for gas, electric, and all other services in or near the area may be requested and must be obtained prior to any installation.
- Public Works (Sanitary and Storm Sewers) 905-372-9971  
For any hydro/water/sewer services in Parks 905-372-8641  
Lakefront Utility Services Inc (Hydro and Water) 905-372-2193  
Ontario One Call (Gas and Bell) [www.on1call.com](http://www.on1call.com) 1-800-400-2255

## **SECTION 8: FIREWORKS**

- 8.1 By-law No 096-2010 prohibits setting off fireworks in Town of Cobourg parks/beach without prior approval from the Chief Fire Official
- 8.2 Display fireworks are permitted at Waterfront Parks and require a permit. These are the large scale fireworks that may only be purchased by licensed technicians. This type of display also requires liability insurance and onsite inspection from the fire department in accordance with the Ontario Fire Code and the Cobourg Firework Bylaw (#096-2010).
- 8.3 Display Permit applications are available online at [www.cobourg.ca](http://www.cobourg.ca) under Events Support or by contacting the Cobourg Fire Department at 905-372-9789.

## **SECTION 9: FOOD SERVICE/MOBILE FOOD SERVICE EQUIPMENT**

- 9.1 All food vendors involved in any charitable and/or commercial function at which food is prepared, served, provided and/or offered to the public must comply with the following requirements:
- a. Appropriate Special Events Food Vendor Forms from the Health Unit need to be completed and permission may be required. Please contact the Haliburton Kawartha Pine Ridge Health Unit at 905-885-9100.
  - b. All events organizers and their vendors must abide by the Refreshment Vehicle By-law 086-2009 that can be obtained online at [www.cobourg.ca](http://www.cobourg.ca)
- 9.2 Event organizers and/or agents must comply with any third party agreements in place at the Town of Cobourg facilities and beach hut.
- 9.3 All Mobile Food Service Equipment will be inspected and approved in accordance with the Technical Standards and Safety Authority requirements ([www.tssa.org](http://www.tssa.org)) and the Ontario Fire Code.
- 9.4 The event organizer may be required to submit the full contact list of Mobile Food or vendors at their event and all will be inspected prior to an event starting. All Vendors are required to submit the Attachment #1 - Inspection Certificate Director's Order FS-056-06 Mobile Food Service Equipment. If a vendor does not comply with the standards they will be shut down for the duration of the event.
- 9.5 Event organizers are encouraged to adopt the Blue Communities Project Plan and offer Water refill stations at events.

## SECTION 10: ALCOHOL SALES/SERVICE

- 10.1 A Special Occasion Permit must be obtained at any Liquor Control Board of Ontario Outlet and must be posted at the event and shall be provided with the Town's Permit application. Any and all the guidelines provided by the Alcohol and Gaming Commission of Ontario must be adhered to. Please contact AGCO at 416-326-8700 or email [licensing@agco.on.ca](mailto:licensing@agco.on.ca)
- 10.2 The Corporation of the Town of Cobourg owns and manages facilities and land where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion permit (SOP). Permit Holders and event organizers must follow and comply with the guidelines of the Municipal Alcohol Policy By-law 105 -2013. **Event organizers must submit all of the following documents for an Event Permit will be issued.**
- Copy of the Permit
  - List of Bartenders, ticket sellers etc. with Smart Serve
  - A copy of the Signed Municipal Alcohol Policy
  - Request Letter informing the Town Clerk (see below)
  - Site Plan
- 10.3 If the event organizer requires a letter from the Municipal Clerk's office deeming a special event a "community festival" or festival of Municipal Significance please make a request in writing to:
- Clerk's Office  
55 King Street West  
Cobourg, Ontario K9A 2M2

This will be issued once a Report to Council on the event is received.

## SECTION 11: INSURANCE REQUIREMENTS

- 11.1 Every applicant shall obtain insurance of no less than \$5,000,000.00 (with Corporation of the Town of Cobourg named as additional insured), per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the Town as an additional insured and shall protect the Town for all claims for all damage, injury or death arising out of any act or omission on the part of the event organizer, its servants or agents. "The policy shall be endorsed to provide that the policy shall not be altered, canceled or allowed to lapse without written notice to the Town.
- 11.2 The Corporation of the Town of Cobourg reserves the right to set higher insurance limits on the event if required.
- 11.3 Event organizers are required to submit a letter or a copy of their insurance papers from their insurer confirming that the insurance coverage held by the applicant are in accordance with the Town's requirements or a copy of the insurance policy with the Corporation listed to the event application.

## SECTION 12: SOCAN

- 12.1 If live or recorded music of any kind is included in your special event, event organizers are required to pay a license fee to SOCAN. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. Visit the [www.socan.ca](http://www.socan.ca) or call 1-800-557-6226 to determine the applicable license and fee.

## **SECTION 13: NOISE POLICY**

- 13.1 Noise is regulated by the current Town of Cobourg Noise By-law 011-2011
- 13.2 All amplified concerts will not exceed a sound pressure of 70 decibels beyond 100ft from the stage and sound levels and sound levels may be monitored accordingly. Concerts must cease by 11pm.

## **SECTION 14: FEES AND SURCHARGES**

- 14.1 All user fees, equipment and service fees where applicable are subject to provisions of the Town of Cobourg's Fees and Surcharges By-law, as amended each year.
- 14.2 The permit fee of \$50.00 must be received before the application will be approved by Council.

## **SECTION 15: SIGNAGE AND BANNERS**

- 15.1 Permission is required to erect any sign or banner on municipal property.
- a. A letter requesting what and where the signage you will be placing on or above roads must be attached to this application and will be approved by the Engineering Department.
  - b. Request for the Gateway signs can be made through the Events Coordinator.
  - c. Requests for Lawn signs can be made through the Building department in accordance with the Sign by-law 096-2012.
  - d. An additional fee may apply.

## **SECTION 16: EVENTS AROUND VICTORIA HALL**

- 16.1 There are procedures in regards to all Events that take place on the property of Victoria Hall or using services/supplies provided from Victoria Hall or staff (i.e. power, tables, washrooms, sidewalks). Event organizers are required to complete the paperwork (available at [www.cobourg.ca](http://www.cobourg.ca) under Event Support) and contact the Building Supervisor at 905-372-4301 to arrange a walkthrough.

## **SECTION 17: EVENTS AROUND COBOURG COMMUNITY CENTRE**

- 17.1 There are procedures in regards to all Events that take place and services required on the property around the Cobourg Community Centre (i.e. power, tables, washrooms, sidewalks). Event organizers are required to contact the Sports and Events Coordinator at the Cobourg Community Centre, 905-372-7371 to make the arrangements.



## **SECTION 18: ELECTRICAL INSPECTION**

- 18.1 Event organizers may be required to complete inspection documents associated with the Ontario Electrical Safety Code (Ontario Regulation 164/99) before commencing work at a festival or event. It is very important to ensure that individuals working at or attending festivals are safe from any potential fire or shock hazard. [www.esasafe.com](http://www.esasafe.com)

## **SECTION 19: EMERGENCY PLANNING**

- 19.1 In order to be prepared for any emergency situation or disaster, event organizers must submit an Emergency Plan with this application 60 days prior to the event. For information on how to develop an Emergency Plan contact Joe Hunwicks at the Cobourg Fire Department 905-372-9789.
- 19.2 An Emergency Planning and Fire Safety Guide is available online under Events Support at [www.cobourg.ca](http://www.cobourg.ca) or by contacting the Cobourg Fire Department.

## **SECTION 20: PARKING DURING SPECIAL EVENTS**

- 20.1 The event organizer is responsible for:
- a. Ensuring there is sufficient parking for event attendees
  - b. Arranging off-site parking if there is no available parking on site. Requests must be made on the event application and additional parking lots must be approved by the Manager of Engineering.
  - c. Arranging shuttle service for off-site parking if required
  - d. Any parking fee charged in municipal lots or property must be approved by the Manager of Engineering 30 days prior to an event.
- 20.2. Parking of cars, trucks, food stock trailers or sleeping quarter are not allowed in Victoria Park. Any vehicles in Victoria Park without permission from the Event organizer of Corporation of the Town of Cobourg will be towed from Victoria Park at the owner's risk and expense.
- 20.3 Arrangements for Parking Passes must be done through the Manager of Engineering at a cost to the event organizer.



DATE OF APPLICATION

PERMIT NUMBER

## APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed form with site plan or map attached and \$50.00 Permit Fee at least 60 DAYS IN ADVANCE to:

Events Coordinator, Town of Cobourg  
212 King Street West  
Cobourg, Ontario K9A 2N1  
Phone 905-372-5481 Fax 905-372-1306

### APPLICANT INFORMATION

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ email: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell (day of event): \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### EVENT INFORMATION

Name of Organization \_\_\_\_\_

Name of Event \_\_\_\_\_

Actual Event Date(s): \_\_\_\_\_ Time of Event: \_\_\_\_\_ # of Days inclusive \_\_\_\_\_

Requested dates: \_\_\_\_\_

Set-Up Date: \_\_\_\_\_ Start Time \_\_\_\_\_

Tear Down Date: \_\_\_\_\_ End Time \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Admission Fees: \_\_\_\_\_

Charitable Registration Number \_\_\_\_\_

Description or Purpose of Event \_\_\_\_\_

---

---

---

---

---

**SITE PLAN**

Please provide a detailed drawing illustrating location of tents, power sources, fire hydrants, fire aid tent and any gated entrances etc.)

Attached YES  N/A

Locations for event (please list all parks/facilities etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER EVENT DETAILS**

Please note all additional forms are available at [www.cobourg.ca](http://www.cobourg.ca) through Events Support or by contacting the Events Office at 905-372-5481 ext 4150.

Parade YES  NO

Bandshell Booking YES  NO

Beach Booking YES  NO

Lions Pavilion Booking YES  NO

Carnival Rides, Amusements or Inflatable YES  NO

Pier Booking YES  NO

Victoria Hall Booking YES  NO  *Event information Form must be completed.*

Tents YES  NO  *Please attach Application for a Permit to Construct or Demolish*

Alcohol at event YES  NO  *Attach all requirements of the Municipal Alcohol Policy*

**I/we have read, understand and will comply with the Corporation of the Town of Cobourg Municipal Alcohol Policy**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Fireworks YES  NO  *Completion of Display Permit required by Fireworks Company*

Sound Amplification YES  NO

Sanitation Facilities YES  NO  *Port-a-potties to be arranged by event organizer*

Food Vendors YES  NO  *See Refreshment Vehicle By-law*

Satellite Parking Areas YES  NO

Request: \_\_\_\_\_ Cost: \_\_\_\_\_

Additional Picnic Tables Required YES  NO  Locations: \_\_\_\_\_

Additional Requests (additional fees may apply i.e. extra garbage bins etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Road Closure YES  NO  Complete Road Closure Information below.

Emergency Plan YES  NO  Please attach Emergency Plan and refer to the Cobourg  
Emergency Planning and Fire Safety Guide

Paramedic or First Aid Services onsite? YES  NO  To be arranged by Event Organizer

**ROAD CLOSURE INFORMATION**

Streets Requested \_\_\_\_\_

Road: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_

Road: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_

Road: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_

Purpose for Temporary Road Closure: \_\_\_\_\_

**PARADE/WALK INFORMATION**

Parade/walk Assembly Area \_\_\_\_\_ Time \_\_\_\_\_

Parade/Walk Dismissal Area \_\_\_\_\_ Time \_\_\_\_\_

Describe the Proposed Event Route of parade (attach map) \_\_\_\_\_

**CHECKLIST**

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Application for a Permit to Construct or Demolish (Tents)
- Site Plan
- Map of Road Closures
- L.C.B.O Special Occasion Permit
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- Municipal Alcohol Policy Paperwork
- Insurance Certificate
- Emergency & Fire Safety Plan

I/We the Event organizer(s) \_\_\_\_\_, on behalf of \_\_\_\_\_, the party requesting the use of the Corporation of the Town of Cobourg facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the Corporation of the Town of Cobourg and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR INTERNAL USE ONLY**

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.

Report to Council Date: \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_

\_\_\_\_\_  
Cobourg Police Services

\_\_\_\_\_  
Public Works Dept

\_\_\_\_\_  
Cobourg Fire Department

\_\_\_\_\_  
Parks Dept

\_\_\_\_\_  
Events

\_\_\_\_\_  
Building Dept

\_\_\_\_\_  
Engineering Department

Insurance Certificate	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Permit Fee	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	INVOICE <input type="checkbox"/>
Parking Spots					_____
Internal Costs					_____
Tent Permit					_____
MAP					_____
SOP					_____
Emergency Plan					_____
Site Plan					_____