

events & festivals



2014
Guidelines & Requirements
for Hosting a **COMMUNITY** Festival or Event

mississauga.ca/communitygroups

DEFINITION OF AN OUTDOOR FESTIVAL/SPECIAL EVENT

An OUTDOOR FESTIVAL/EVENT is one which is held on City property that is either open to the public or closed (e.g. church or association picnics) and includes activities that:

- pose a level of risk such as alcohol, carnivals, inflatables etc., not normally expected with the use of the property; and/or
- require City approval(s) in addition to the approval for the use of the property itself such as advertising, staging, tents etc; and/or requires temporary closure of City streets; and/or
- require the approval of outside agencies such as the Peel Region Health Department, Peel Regional Police, Region of Peel, and the Alcohol and Gaming Commission of Ontario (AGCO)

Commercial Activity

The City requires that community benefit must be derived from events held on City property for all events that have an expectation of revenues. Therefore, events organized or sponsored by a commercial entity will only be permitted when the City has received written confirmation that all or a portion of the proceeds from the event will be donated to a not-for-profit group or registered charity in the City; or an event is deemed by the City to raise the City's profile as per the Culture Masterplan; or the event adds economic benefit to Mississauga from a tourism perspective as per the Cultural Masterplan.

Prohibited Activities

The following activities are **PROHIBITED** (not allowed) on City of Mississauga Property as part of an Outdoor Special Event Application;

ZIP LINING, AIR BAG JUMPING, BUNGEE JUMPING

HOW TO BOOK AN OUTDOOR FESTIVAL/EVENT

Call the Customer Service Centre at 905-615-4100 to request a booking. At that time, your request will be identified as within the scope of a "special event" and you will be assigned staff liaison.

Event organizers will be asked to complete the Outdoor Festivals/Events Request form, either on their own or with their liaison.

The Request form must be submitted NO LATER than 8 weeks prior to the event.

All applicants whose event request has been approved shall be responsible for meeting all requirements of the City of Mississauga, including fees, by-laws and policies as well as any regulatory approvals required by outside agencies, and assume responsibility for their actions, and any consequence thereof associated with the event.

It is important to note that approvals for the event or any of the event activities may not be granted, and the event or those activities can only take place with the proper approvals and permits. The City retains the right to determine whether or not a particular applicant shall be entitled to hold an event on City property.

Applicants who do not meet the application submission deadline will be required to complete all necessary City applications and compile all relevant attachments and submit them directly to each individual department and provide copies to the staff liaison at least **30 days** prior to their event.

INSURANCE REQUIREMENTS

In accordance with City By-law 0264-2007, Mandatory Liability Insurance requirements, **all Indoor & Outdoor Special Events/Festivals require liability insurance.**

You must provide a Certificate of Insurance **at least eight (8) weeks** prior to the event. **Your event will not be processed without a properly completed City of Mississauga COI – Proof of Insurance.**

Event Insurance is required in the amount of \$2 million or \$5 million as determined by your staff liaison. This insurance must name the City of Mississauga as an additional insured for all of the dates of your event including set up and tear down. Proof of Insurance must be provided on the City of Mississauga template (Form 9)

Additional Insurance may be required where an activity falls outside of the event organizers policy. Examples can include, but are not limited to, inflatables, security companies, sponsor activations, sporting activities and vendors. These third party entities must supply proof of insurance (on the City of Mississauga template) naming the City of Mississauga as an additional insured in the amount of \$2 million. Insert chart here. **These are subject to change without notice.**

Blanket Insurance Coverage covers all third parties coming on site during an event and is highly recommended to ensure enough coverage is in place to protect both the event organizer and the City. It can also save time and money.

The City of Mississauga's User Fee Program offers blanket insurance coverage to event organizers as well as vendors where individual vendors do not have adequate proof of coverage. This program can be accessed by adding the additional insured to the event organizers' Facility Rental Contract. All insurance purchases must be paid for in full before the event.

INSURANCE REQUIREMENTS

<i>Activity</i>	<i>Minimum Required</i>	<i>Activity</i>	<i>Minimum Required</i>
Inflatable	\$5,000,000	Theatre Performance	\$2,000,000
Pony Rides	\$2,000,000	Vendors (non-alcohol)	\$2,000,000
Petting Zoo	\$2,000,000	Alcohol Served	\$5,000,000
Hay Rides	\$2,000,000	Rental Stage/Screen	\$2,000,000
Carnival	\$5,000,000	Fireworks Display	\$5,000,000
Hot Air Balloon	\$5,000,000	Major Concert/Events	\$5,000,000
Motorized Races	\$5,000,000	Rental Tent	\$2,000,000
Sport Activities	\$(2 or 5),000,000	Watersport &Activities	\$5,000,000

(this list is not inclusive)

Additional insurance information and premiums are available on the City's website: www.mississauga.ca/portal/residents/facilityinsurance

The City is not an Insurance Broker or Provider and, as such, the City assumes no responsibility for coverage under these policies.

BY-LAWS AND POLICIES GOVERNING SPECIAL EVENTS
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Accessibility	Event Organizer should provide an accessible environment for all visitors to the event, including: <ul style="list-style-type: none"> • Clearly visible accessible parking signs. • Designated entertainment viewing areas. • Pathways to accommodate people with disabilities. For more information contact: City of Mississauga – Accessibility Coordinator Phone: 905-615-3608 TTY: 905-615-3411 E-mail: accessibility.info@mississauga.ca
Admission	Approval is required from your Staff Liaison to charge admission on-site or in advance. All inquiries must be reviewed by your Staff Liaison.
Alcohol	Where the presence of alcohol has been approved, the organizer will receive a MAP (Municipal Alcohol Policy) package from the staff liaison outlining the responsibilities of the organizer. This package will include a “no objections letter” that the organizer must submit to the AGCO (Alcohol and Gaming Commission of Ontario) with their application. The organizer is then responsible for: <ol style="list-style-type: none"> 1) Applying and obtaining a Special Occasion Permit through the AGCO at www.agco.on.ca

	<p>2) Reviewing the documents in the MAP package; completing and returning the “Conditions of Serving Alcohol Agreement” and the “Transportation Plan”. The “Transportation Plan” and the “It’s the Law” document must be copied and displayed prominently in various locations throughout the area where alcohol is being served.</p> <p>3) Ensuring the serving area permitted to serve alcohol is fenced according to AGCO requirements; all fencing, set up, and tear down are the responsibility of the Event Organizer.</p> <p>4) Supplying mandatory additional security coverage throughout the site as well as officers located at all entrances/exits of the serving area.</p>
Balloons (Helium / Hot Air)	<p>Helium Balloons for distribution to the public must be air-filled and fully consider environmental impact.</p> <p>Hot Air Balloons area Federally regulated and under the jurisdiction of the Canadian Aviation Regulations or the Aeronautics Act. Event Organizer should contact NAV directly.</p> <p>Not all parks allow hot air balloons on site. Balloon locations need to be approved by the Parks Supervisor and/or your Staff Liaison.</p> <p>NAV Canada IFR Operations Toronto ontyyzups@navcanada.ca</p>
Banners (Street Banners)	<p>All banners must meet the requirements of the Sign By-law (By-law 38-88, as amended). Applications for street banners can be submitted to Transportation and Works Department.</p> <p>Transportation and Works Department 3185 Mavis Road (Ground Floor) Mississauga ON L5C 1T7 Phone: 905-615-3200 ext. 3638 www.mississauga.ca/portal/resident/signpermits</p>
Barbecues/Propane TSSA Requirements	<p>Only propane barbecues will be permitted, the event organizer is required to provide one (1) fire extinguisher per barbecue unit. Events with BBQ arrangements must comply with requirements set out by the Technical Standards & Safety Authority (TSSA). Further information can be found at: www.tssa.org</p>
Carnival/Amusement Rides	<p>Carnivals are considered as a restricted activity and require multiple approvals. Contact your staff liaison to ensure that this type of activity is allowed on the site you’ve booked for your event.</p> <p>Carnival/Circus Companies are NOT allowed to operate independently for commercial gain on City property; they must be contracted by a community group for which proof must be provided. It is the responsibility of the host community group to book the park or parking lot.</p> <p>Carnival’s cannot operate for a length of more than three (3) days on City of Mississauga property. It is the Carnival/Circus Company who is responsible for providing a site plan, meeting all conditions outlined in the terms and conditions letter, provide a damage/ security deposit of \$5,000, apply for and obtain a Mississauga license to operate the</p>

	<p>Carnival/Circus and pay the license fee. Carnivals/Circus' will be monitored for community tolerance and impact will determine future availability.</p> <p>Applications, contact: Licensing Administration Assistant 300 City Centre Drive, Ground Floor Mississauga, ON L5B 3C1 Phone: 905-615-3200 ext. 5056 www.mississauga.ca/portal/business/businesslicensing</p>		
Car Washes	NOT ALLOWED in Parks and or at Community Centres due to the environmental compliance impacts (soaps, water runoff, etc.,)		
Damages / Damage Deposit	<p>A \$5,000 Damage Deposit may be requested and required NO LATER THAN 30 DAYS BEFORE THE EVENT. This amount is based on the potential for repair costs and fees for services resulting from the event. The Event Organizer is responsible for any costs related to an event which has not been otherwise agreed to, in writing, prior to the event. The Event Organizer is liable for any loss or damage to City of Mississauga property or equipment. These costs are payable immediately upon receipt of an invoice and/or taken from the Damage Deposit.</p> <p>A pre and post event walk through with staff liaison is strongly recommended.</p>		
Electrical Standards Association	<p>All electrical installations covered by the scope of the Ontario Electrical Safety Code ("OESC") in the province of Ontario require an application for Inspection (permit) to be filed with the Electrical Safety Authority ("ESA"), whether of a temporary nature or not. This would include all electrical installations connected by other than a standard configuration receptacle to a source of electrical power or energy – including a generator.</p> <p>All productions and events shall file an application for inspection with the ESA 48 hours prior to commencement of any electrical activity</p> <p>All electrical appliances must display a sticker indicating proof of inspection by the Electrical Standards Association (ESA) or the Canadian Standards Association (CSA).</p> <p>Requests for Inspection and or information at: www.esasafe.com</p>		
Environmental Compliance	<p>All events must meet the legislative requirements regarding discharges into the City's storm water sewer system.</p> <p>Vendors must ensure that NO contaminants are permitted to be discharged into the storm sewer. During set-up and for the duration of the event, any spills must be cleaned up and reported to your City Liaison for assessment.</p> <p><u>Storm Sewer Use By-law 259-05</u></p> <table border="0"> <tr> <td>City of Mississauga Environmental Services 201 City Centre Drive, Suite 800 Mississauga ON L5B 2T4 Phone: 905 615-3200 ext 3124</td> <td>Region of Peel Environmental Control Section 3515 Wolfedale Rd Mississauga, ON L5C 1V8 Phone: 905-791-7800 ext. 3101</td> </tr> </table>	City of Mississauga Environmental Services 201 City Centre Drive, Suite 800 Mississauga ON L5B 2T4 Phone: 905 615-3200 ext 3124	Region of Peel Environmental Control Section 3515 Wolfedale Rd Mississauga, ON L5C 1V8 Phone: 905-791-7800 ext. 3101
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Fire Extinguisher	The Mississauga Fire Department requires that a portable fire extinguisher is		

<p>TSSA Requirements</p>	<p>on hand at all cooking activities and requires that barbecues be located at least three (3) metres from any structure (i.e. shelters, tents, buildings, etc.). The Event Organizer must comply with TSSA (Technical Standards & Safety Authority) requirements especially where propane or other hydrocarbon fuels (such as gasoline, diesel, propane, and natural gas) are being used for cooking and/or heating appliances.</p> <p>For more information: www.tssa.org</p>
<p>Fireworks</p>	<p>All public displays of fireworks being set off on City property require approval and a “Fireworks Permit”. Public Display Fireworks must be set off by a person who has a valid fireworks supervisor card.</p> <p>You/Your group will be issued a “no objection” letter of approval from your Staff Liaison to accompany your Fireworks Permit application.</p> <p>Completion of an application for a Fireworks Permit and payment of the applicable fee must be made directly to the Mississauga Fire & Emergency Services, on the 2nd floor of the Civic Centre, by the licensed certified fireworks supervisor.</p> <p>The sale of fireworks on City property is not permitted.</p> <p>www.mississauga.ca/portal/residents/fireworksregulations</p>
<p>First Aid</p>	<p>The Event Organizer is responsible for providing a highly visible first aid station/s as part of the event. Certified first aid attendant/s must be present.</p> <p>St. John Ambulance is a charitable, non-denominational organization that specializes in the provision of first aid services in the community.</p> <p>For information on how you can request their assistance for your event, please call 905-568-1905 or e-mail mississauga@on.sja.ca.</p>
<p>Food</p>	<p>If your event is open to the general public, Peel Public Health requires notification. Peel Public Health requires a letter of the organizer’s intent to host an event involving food, a <u>minimum of 8 weeks</u> prior to their event. Information may also be submitted on-line through the Peel Public Health website: www.peelregion.ca/health/environ/htmfiles/events-intro.htm</p> <p>Upon receipt of notification, a Public Health Inspector will contact the event organizer and vendors to obtain any further information regarding food vendors and other details. A Public Health Inspector may conduct inspections at your event.</p> <p><u>Your City of Mississauga Liaison will require a copy of the letter or your completed Peel Public Health on-line Special Event Information form.</u></p> <p>For private events such as family or company picnics there is no need to contact Peel Public Health. However, to keep your picnic food safe, please contact Peel Public Health at the number provided to obtain safe summertime food handling information or visit www.mississauga.ca/portal/residents/cg-specialevents</p> <p>For additional onsite cooking requirements, see fire extinguisher, barbeque,</p>

	<p>propane and TSSA guidelines.</p> <p>Peel Public Health, Environmental Health Division, Phone: 905-799-7700, Website: www.peelregion.ca/health</p>
<p>Inclement Weather Occupational Health and Safety Act – Safety Guidelines for the Live Performance Industry in Ontario</p>	<p>Outdoor festivals and events are by their nature subject to inclement weather. In the case of thunder and lightning, the event organizer is required to shut down the stage to reduce the risk of being hit by lightning. Only when 30 minutes have passed without hearing thunder should event activity be allowed to resume.</p> <p>For additional emergency preparedness resources:</p> <p>www.mississauga.ca/portal/residents/emergencymanagement</p>
<p>Inflatables</p>	<p>The location of these activities must be approved by the Parks Supervisor/ Staff Liaison due to potential turf damage. All technical specs and contact information of the rental company must be provided in order for approval to be given. It is recommended that the rental company also provide qualified staff to supervise inflatables when open to the public.</p> <p>Inflatables must be secured with sand bags or water barrels, not pegs or stakes. If structure requires tethering because of height and size a proper stakeout (locates) is required. This is to be arranged with the Parks Supervisor and/or Staff Liaison. <i>***please be advised that there is a fee for a stakeout.</i></p> <p>No carnival license is required if the event is only have simple inflatables.</p> <p>Proof of Insurance must be provided on the proper certificate.</p>
<p>Noise (Projected Sound / Sound Systems)</p>	<p>Not all parks allow for sound systems. Site approval is required.</p> <p>Operation of amplified sound may only occur Monday-Saturday between the hours of 7:00am- 5:00pm & 9:00am- 5:00pm on Sundays.</p> <p><i>Requests for exemptions to the Noise Control By-Law have to be submitted to the Compliance and Licensing Enforcement Office a minimum of eight (8) weeks before the event date.</i></p> <p>Proximity of residents is consideration of approval. Volume levels will also be monitored during the event. There is a restriction on maximum decibel level, volume levels will be monitored and enforced.</p> <p>Compliance and Licensing Enforcement Section at 905-615-3200 ext. 5655 or visit for online applications www.mississauga.ca/portal/residents/bylawenforcement</p>
<p>Open Flames</p>	<p>Any use of open flames is subject to approval of the Parks Supervisor and the City of Mississauga Fire Dept.</p> <p>www.mississauga.ca/portal/residents/firesafety</p>
<p>Parking</p>	<p>Parking is NOT GUARANTEED nor includes exclusive use of parking lots, particularly adjacent to Community Centres. Event participants should use designated areas only. Illegally parked vehicles on grassed areas,</p>

	<p>roadways, etc., will be tagged or towed away at the owner's expense</p> <p>Exemptions and or Considerations to Parking By Law, can be requested through Parking Enforcement.</p> <p>Depending on the size of your event, your Staff Liaison may request a parking strategy. This would include parking schedule, monitoring times and locations, number of monitors, security and or Paid Duty, etc., Groups may also want to encourage participants to take City transit to event.</p> <p>Event organizers are responsible for making additional parking arrangements for your participants and should be identified on your site plan. You should have accessible parking areas that are clearly marked and on firm ground, as close to the event as possible. Traffic Control by Police and or Parking attendants are to be provided by the event organizer (at their expense), if deemed necessary by the Staff Liaison.</p>
<p>Pony Rides/ Petting Zoos / Animals</p>	<p>Animal Services should be contacted if any animal activities are a part of your event. The company providing services will need to provide a copy of their business license and an insurance certificate. Animal Services and Peel Health may be on site for inspection.</p> <p>Contact Peel Public Health for further information on Petting Zoo's as hand washing stations and proper signage must be present.</p> <p>City Parks and Corporate Security Officers are authorized to remove any animal or persons with such an animal who is in contravention of these Bylaws.</p> <p>Peel Public Health Environmental Health Division (905) 799-7700 www.peelregion.ca/health</p> <p>www.mississauga.ca/portal/residents/animalservices</p>
<p>Propane Technical Safety Standards Association (T.S.S.A.)</p>	<p>Use of Propane should be carefully monitored. All tanks must be properly labeled according to content by suppliers and secured vertically by chains to a stable support. Technical Safety Standards Association (T.S.S.A.) Fuel Safety Inspectors must check propane fuelled cooking and/or heating appliances and tank storage areas where commercial appliances with multiple tanks or cylinders in excess of 20 lbs are utilized. Certificates of inspection must be obtained.</p>
<p>Raffles, Games of Chance, Ticket Draws</p>	<p>Groups hosting any type of raffle, 50/50 draws, silent auction, etc., must obtain a licence from the Enforcement Division.</p> <p>Contact Licensing Department, phone 905-896-5643</p> <p>www.mississauga.ca/portal/business/businesslicensing</p>
<p>Road Closures or Road Allowances (parades, walkathons, street parties, etc.)</p>	<p>Every applicant for a temporary road closure should file an application with the Transportation and Works Department.</p> <p>City Roads - Applications for temporary road closures not exceeding twenty-four (24) hours shall be filed eight (8) weeks in advance of the special event, and applications for temporary road closures exceeding twenty-four (24)</p>

	<p>hours shall be filed twelve (12) weeks in advance of the special event.</p> <p>Regional Roads - You are required to complete a letter of intent to be sent to the Region of Peel a minimum of five (5) weeks before the event. This letter of intent must also be sent to the Ontario Provincial Police.</p> <p>City of Mississauga Transportation and Works Traffic Operations (905) 615-3200 ext 3638</p> <p>www.mississauga.ca/portal/residents/roads</p>
<p>Security Plan (Police / Private Security)</p> <p>Peel Regional Police (905) 453-3311 12 Division – ext. 1213 (east of Miss Rd) 11 Division – ext. 1113 (west of Miss Rd) 21 Division – ext. 2113 (Malton)</p>	<p>Participants and patrons at all events should be adequately safeguarded. Event Organizer may be asked to prepare a Security Plan that is reviewed by Staff Liaison, City of Mississauga Corporate Security and Peel Regional Police. If the security plan is insufficient for the event activities, the Event Organizer must hire additional security, and/or Peel Regional Police coverage as recommended.</p> <p>The Security Plan provides identification of high risk areas (eg. stage during a popular performance), types of guards patrolling (eg. Private, Corporate Security, Peel Pay Duty Officers), times and route of patrols, and a list of artists performing at the event.</p> <p>If you are required to hire Peel Regional Police, you should give as much notice as possible. Minimum of three hours is required. For more information, visit: www.peelpolice.on.ca/en/services/paidduties.asp</p> <p>Private Security Company must provide the following;</p> <ol style="list-style-type: none"> 1. An insurance certificate for the date of the event naming the City as an additional insured for general liability in the amount of \$2 million 2. A copy of their business licence 3. Copies of current licenses of guards who will be present during the event 4. Overnight security is mandatory for events where equipment is left set up overnight on City property.
<p>Signage</p>	<p>Location(s) and size(s) event signs are limited and must be approved by The City of Mississauga and must not cause safety and or site line issues. Signage must not obscure any City Signage and or City sponsor logos.</p> <p>Road Signs - there are a number of conditions, which must be considered and met. These are set out in Sign By-law 54-2002 as amended and the City of Mississauga Corporate Policy entitled “Portable Signs on Road Allowances” (05-01-08). Inquires may be directed to the Sign Unit at 905-615-3200 ext. 4169</p> <p>www.mississauga.ca/portal/residents/signpermits</p>
<p>Site Plan</p>	<p>Event Organizers are required to submit a detailed site plan to their Staff Liaison prior to the event.</p>
<p>Smoking By Law (Peel Outdoor Smoking By-law)</p>	<p>The Peel Outdoor Smoking By-law makes it illegal (as of September 2, 2013) for anyone to smoke outdoors within nine metres (30 feet) of;</p> <ol style="list-style-type: none"> a. Within a playground area or within a nine metre radius of the perimeter of a playground area (e.g., swings, slides, climbing

	<p>apparatus, skateboard ramps), including the surrounding safety surface.</p> <p>b. Within a sports/activity area or within a nine metre radius of the perimeter of a sports/activity area (e.g., swimming pool, splash pad, soccer field, tennis courts), including the spectator seating area.</p> <p>c. Within a nine metre radius of the entrances and exits of municipal buildings (e.g., municipal offices, community centres, ambulance stations, police stations, fire halls, public transit facilities and Peel Living multi-residential buildings with common entrances).</p> <p>If you have more questions about the Peel Outdoor Smoking By-law: Peel Public Health at 905-799-7700, e-mail Peel Public Health at PeelHealth@peelregion.ca</p>
<p>SOCAN / Re-Sound Society of Composers, Authors, and Music Publishers of Canada</p>	<p>All music, either pre-recorded or live, played at a public event is subject to tariffs governed by SOCAN and Re-Sound. As the venue owner, the City of Mississauga is responsible for the appropriate collection of fees for the “fair compensation” for artists, musicians and recording companies when others make use of their recorded performances and or sound recordings.</p> <p>It is the Event Organizer’s responsibility to ensure that Staff Liaison’s is aware of any SOCAN and Re-Sound implications so that the appropriate fee can be applied to the event permit.</p> <p>Details can be found on their website at www.socan.ca.</p>
<p>Tents</p>	<p>Tent structures LARGER than 20x30 ft (greater than 60 m²)(645 ft²) aggregate, are subject to the requirements of the Ontario Building Code under Section 3.13.1.and are require to obtain a building permit from the City of Mississauga, Planning and Building Department, Permit Administration.</p> <p>It is the responsibility of the tent rental company to apply for the building permit. Permits take a minimum of 30 days to process.</p> <p>The new “Building Permit Form” is available online www.mississauga.ca/portal/residents/pbformscentre.</p> <p>Fire Safety Requirements - Tents shall meet the match flame test in N.F.P.A. 705 “Standard Methods of Fire Tests for Flame-Resistant Textiles and Film.”</p> <p>Smoking shall not be permitted within a tent or air supported structure. Open flame devices (candles) shall not be permitted within a tent or air supported structure unless approved by the Chief Fire Official. Cooking or heating devices using open flame shall not be permitted within a tent or air supported structure. Tents or air supported structures shall not obstruct or block building exits, fire department access routes, fire department connections, or building fire protection systems. Tents and air supported structures shall be separated from buildings and each other, by a minimum distance of 3 m. A ULC Listed 2A 10BC rated (5 pound ABC) type portable fire extinguisher shall be provided in an easily seen and accessible location for each tent.</p>

	<p>Tents Structures LESS than 20x30 feet or 60 m² (645 ft²) aggregate area, requires staff approval and must be clearly marked on the site plan.</p> <p>Canopy Tents / Vendor Tents (usually 10 X 10) MUST be secured by appropriate sandbags or rubberized concrete weights. Tents that are improperly secured will be removed at the expense of the event organizer.</p> <p>Fire Safety Requirements - Tents shall meet the match flame test in N.F.P.A. 705 "Standard Methods of Fire Tests for Flame-Resistant Textiles and Film."</p> <p>Smoking shall not be permitted within a tent or air supported structure. Open flame devices (candles) shall not be permitted within a tent or air supported structure unless approved by the Chief Fire Official. Cooking or heating devices using open flame shall not be permitted within a tent or air supported structure. Tents or air supported structures shall not obstruct or block building exits, fire department access routes, fire department connections, or building fire protection systems. Tents and air supported structures shall be separated from buildings and each other, by a minimum distance of 3 m. A ULC Listed 2A 10BC rated (5 pound ABC) type portable fire extinguisher shall be provided in an easily seen and accessible location for each tent.</p> <p>Planning & Building Department, Permit Administration, 300 City Centre Drive, 3rd Floor, Mississauga, ON, L5B 3C1, Phone: 905-615-3200 ext. 5619 www.mississauga.ca/portal/residents/pbformscentre.</p>
Vendors	<p>The Event Organizer is responsible for providing a list of vendors taking part in the event. All vendors must comply with licensing requirements, have a special event licence specific to the event and produce an ORIGINAL copy of appropriate insurance, listing the City of Mississauga as an additional insured.</p> <p>Appropriate licenses and insurance are required and must be prominently displayed during an event</p> <p>Vendors can obtain a special event permit through Mobile Licensing. Special event licenses MUST be obtained in person. Fee for a Special Event License is \$ 51.00. Please allow 7 DAYS processing time, those not allowing adequate processing time, take the risk that their application may be declined.</p> <p>Display Vendors do not require insurance unless the activities are deemed medium to high risk.</p> <p>If a vendor does not have the appropriate insurance, insurance is available through the city for a fee.</p> <p>Mobile Licensing 3235 Mavis Rd Main Floor (905) 615-3200</p> <p>email: mobile.license@mississauga.ca</p>
Vehicles	<p>Any vehicles approved to access the event site will be reflected on the final event contract. It is the responsibility of the event organizer to ensure that any vehicle access is done in a safe manner, ensuring pedestrian and vehicle</p>

	<p>safety.</p> <p>Permission must be obtained to place any display vehicles on site at an event. All other vehicles are subject to parking and traffic regulations. Vehicles are not permitted to stay on site during an event.</p>
Walkathons	<p>Short walks/runs that are less than 5km must have a well-marked route with identified, route marshals, first aid & water stations.</p> <p>Larger events that may involve road allowances will need to complete a road occupancy permit (see road occupancy application).</p> <p>Depending on the size, location and type of event, you may be required to meet existing governing body sanctioning guidelines of the sport.</p> <p>The route should be well marked and clean up of the markers must occur immediately following your event. You are not allowed to attach markers to any trees.</p> <p>All participants <u>must</u> wear a helmet at wheeled events that include rollerblading, biking, skateboarding etc. You should have a communication tool for volunteers in case of emergencies along the route.</p>
Waste Management	<p>Recycling at events is a responsible way to help keep our City clean and green. Our parks do provide recycling containers however; eligible events are encouraged to make arrangements with the Region of Peel for special event recycling services by completing an online application form available at www.peelregion.ca/waste.</p> <p>Event organizer is responsible for the removal and disposal of any items no longer require by the group. Any oversized items must be disposed of offsite.</p>
Water Activities	<p>Where in water events are part of your planned activities, contact The Lifesaving Society at 416-490-8844 for event safety management information. Depending on the scope and risk associated with your event, you may also be required to meet requirements set out be the Marina Manager, Coast Guard and or require Peel Regional Police, Marine Unit presence.</p>

Outdoor Festival / Event Request



Community Services Department - Customer Service
 201 City Centre Drive, MISSISSAUGA ON L5B 2T4
 Phone: 905615-4100
 www.mississauga.ca

Personal information on this form is collected under the authority of the Municipal Act 2001, SO 2001.c.25 and will be used to process your application for an Outdoor Festival / Event. Questions about the collection of this information only should be directed to the Recreation Manager of Community Development, City of Mississauga, 201 City Centre Drive, Mississauga, Ontario, L5B 2T4, Telephone: 905-615-3200 ext. 2879.

ATTENTION APPLICANT

You may complete this form on your own, or arrange a meeting with your staff liaison for assistance. The information you provide will assist in determining the approvals or special requirements necessary for your event. Note that Outdoor Festival / Event contracts are not issued to non-residents or companies located outside of Mississauga.

To take advantage of one-stop-shopping, it is important that you submit your request as soon as possible to ensure sufficient time for you to

obtain all the necessary information to attach to your applications. Activities may be added or cancelled by notifying your staff liaison, in writing. Please keep in mind that adding activities less than eight (8) weeks prior to your event may not allow sufficient time to process the approval for that activity.

Based on the information you provide, your staff liaison will prepare a check-list to assist in your planning and provide all necessary City of Mississauga applications and City agency requirements. These requirements may

include special licenses, notice to other agencies such as Police, Health, AGCO, etc.

Once your liaison has received all required information and approvals by the specified dates, a signed contract will be issued to **confirm your Festival / Event and all approved activities.**

Thank you for booking your Festival / Event with the City of Mississauga.

ORGANIZATION

ORGANIZATION NAME		
Is your group affiliated with the City? Yes No	If "No", name the non profit organization(s) that will receive the proceeds from this event:	
CONTACTS - Provide <u>two</u> contacts that we may communicate with for city approvals. <u>These contacts will be for internal city use only.</u>		
Contact 1 NAME:	Position with organization:	
Address:	City:	Postal Code:
Telephone (Residence):	Telephone (Business):	
FAX:	EMail:	
Contact 2 NAME:	Position with organization:	
Address:	City:	Postal Code:
Telephone (Residence):	Telephone (Business):	
FAX:	EMail:	

FESTIVAL / EVENT

Festival / Event Name				Location:				
Date(s) of Event	From:	To:	Park booked:	Contract Number:				
				Yes	No			
Day 1:	Time of Set up:	From:	To:	Time of Operation:	From:	To:		
Day 2: (if applicable)	Time of Set up:	From:	To:	Time of Operation:	From:	To:		
Day 3: (if applicable)	Time of Set up:	From:	To:	Time of Operation:	From:	To:		
Will the event be open to the public? Yes No		Estimated attendance per day:			Day 1	Day 2	Day 3	Estimated attendance in total for event:

Festival / Event Description (Briefly describe what you are planning):

ACTIVITIES

For each activity or item, check either "yes" or "no" and provide additional information as required and appropriate

Admission/Activity Charge	Yes	No	If yes, Fee \$:		Per person: (if applicable)	Per activity: (if applicable)
Advertising (Signs, Flyers, etc.)	Yes	No				
Alcohol served	Yes	No	Date: From: To:		Time: From:	To:
Auction	Yes	No				
Banners	Yes	No	Location(s):			
Bingo/Raffles/Ticket Draws	Yes	No				
Carnival	Yes	No	Location:			
			Company name:	Contact name:	Phone:	
Commercial sales or display booths	Yes	No	Charge for booths, if any: \$			
Community sales or display booths	Yes	No	Charge for booths, if any: \$			
Fireworks	Yes	No	Location:		Date:	Time:
Food	Yes	No	If Yes, Sold	Provided	Participants bring own	
	If Yes to food sold, specify type of food and cost of items \$					
Games of Chance/ Gaming Activities	Yes	No	Specify:			
Hot Air Balloon	Yes	No				
Open fires (other than household Bar-B-Q)	Yes	No				
Pony rides/Hay rides/ Petting Zoo/Inflatable Slides, Objects	Yes	No	Specify:			
Sound system	Yes	No	Entertainment	Date: From: To:	Time(s):	To
			Announcements only	Date: From: To:	Time(s):	To:
Tent(s)/Canopy	Yes	No	Size(s)			
Walk-a-thon, Road Races (marathon, triathlon, bike race etc.)	Yes	No	Specify:			

Additional Activities List any additional activities planned or equipment required:

PROPERTY and EQUIPMENT REQUIREMENTS

For each type of property/equipment, check either "yes" or "no" and provide additional information as required and appropriate. Groups may be charged for rent, delivery, set-up and take-down of City equipment.

PROPERTY

Additional OUTDOOR FACILITIES required (such as a park, civic square, parking lot), excluding event location indicated on page one. (Available facilities are booked on first-come, first-served basis. You may reserve these facilities by calling 905-615-4100)	Yes	No	Location Name(s):	
Are outdoor facilities reserved?	Yes	No		
SPORTS FIELDS Sport fields are booked in accordance with the allocation policy/procedures, priority listing and fee structure. Detailed information will be provided to you.	Yes	No	Field(s):	
			Date(s):	
			Time(s):	
	Use:	Exhibition Other	Tournament	# of days used: # of games:
Are sports fields reserved?	Yes	No	(City/area/league) teams are from:	
INDOOR FACILITIES These facilities are booked on a first-come first-served basis. You may reserve facilities by calling 905-615-4100	Yes	No	Facility:	
			Room(s):	
	Are indoor facilities reserved?	Yes	No	Date(s):
			Time(s):	
CITY or REGIONAL STREETS AND ROADS (LANE OR ROAD CLOSURES)	Yes	No	Street Name:	
			Date(s):	

EQUIPMENT (based on availability)

Fast Fencing	Yes	No	Footage:
Electrical Access (not available in all locations)	Yes	No	
Water Access (not available in all locations)	Yes	No	
Dumpsters (Large Events)	Yes	No	How many?
Extra Picnic Tables (maximum 18)	Yes	No	How many?
Extra Garbage Cans (maximum 20)	Yes	No	How many?
Extra Recycling Cans	Yes	No	How many?
Park Washroom Access (not available in all locations)	Yes	No	

PUBLIC CONTACTS

The City would like to be able to provide a contact from your organization for any public inquiries regarding your Festival / Event. Please provide one or two contact names. These contacts may or may not be the same contacts as listed on the first page of this form. *I understand and hereby consent to the disclosure and release to the public, of my name and telephone number by the City of Mississauga as a contact person in regard to the event named:*

NAME of Festival / Event	Location:
---------------------------------	-----------

CONTACT 1	Same as City contact (sign and date only)	
Name:	Position with organization:	
Address:	City:	Postal Code:
Telephone (Residence):	Telephone (Business):	
FAX:	EMail:	
Signature:	Date:	
CONTACT 2	Same as City contact (sign and date only)	
Name:	Position with organization:	
Address:	City:	Postal Code:
Telephone (Residence):	Telephone (Business):	
FAX:	EMail:	
Signature:	Date:	

FINAL AUTHORIZATIONS

LIABILITY INSURANCE

As the applicant, I understand that all Outdoor Festivals / Events require proof of liability insurance.

I understand that as the organizer, I will be required to provide a certificate of insurance evidencing coverage of a minimum of \$2,000,000 or \$5,000,000 liability insurance adding the City of Mississauga as an additional insured for the overall Festival / Event.

I also understand that as the organizer, **I must provide the certificate of liability insurance a minimum of eight (8) weeks prior to the event (large events are expected to provide the insurance much sooner as advised by the liaison) and that our event will not be processed without proof of insurance.**

I understand that it is the group's responsibility to meet all requirements of the City of Mississauga and outside regulatory agencies and only after all required information and approvals have been received by the liaison, will a signed contract be issued confirming approval of the Festival / Event and all approved activities.

I further acknowledge that all information contained on this request is, to the best of my ability, accurate.

Application completed by: (print name)	
Signature:	Date:

Internal use only

Original received by:	Date:
Revision received by:	Date:

OUTDOOR FESTIVAL / EVENT CHECKLIST 2013



Alcohol

Requirements:

- You must acquire a "no objections" letter of approval from your City Liaison before your licensed function will be permitted at one of the allowed outdoor sites. Hours permitted for the operation of your AGCO licensed function on City property will be provided by your liaison.
- The AGCO has streamlined three former categories of SOP's (Fundraiser, Significant Event and Community Event) into a single "Public Event" category. A registered charity, non-profit association or organization for the advancement of charitable, educational, religious or community objects may take out a Public Event SOP, and no municipal designation is required. *Note: A non-profit organization or association must be duly constituted with its own constitution and by-laws and they must produce these documents at the request of staff issuing Special Occasion Permits.*
- A permit holder that is not a registered charity or non-profit organization or association may hold a public event when the event is designated by municipal council as an event of municipal significance. This requires a municipal resolution of approval from Council. *Note: that the City is not under any obligation to provide a designation to an applicant for a Public Event SOP, and while a particular event may receive a designation from the City, the AGCO ultimately decides if the necessary criteria have been met to issue a permit.*
- A copy of your municipal resolution will be required as part of your application to the to the LCBO permit issuing store.
- You will be required to comply with the City of Mississauga's 'Municipal Alcohol Program' (MAP). Your City Liaison will provide you with all the necessary MAP information.
- **Effective August 2, 2011**, the timelines for notifying local authorities for an outdoor public event have changed to:
 - 30 days before the event takes place, if fewer than 5,000 people are expected to attend the event; or
 - 60 days before the event takes place if more than 5,000 people are expected to attend the event.
- If the City does not receive your SOP request in sufficient time we regret to inform you that we may not be able to process your request in time for the event.
- At least 30/60 days prior to your event (depending on the number expected to attend the event), you must provide a letter to the Peel Regional Police, Mississauga Fire and Emergency Services, Office of the City Clerk and Peel Public Health notifying them of: **your AGCO function, date(s), time(s), number of people and location, including a detailed sketch showing the dimensions of the area for which the permit will apply, regardless if the alcohol is provided or sold.** These agencies will only respond back to your notification if they deem it necessary.

OUTDOOR FESTIVAL / EVENT CHECKLIST 2013



Alcohol Cont.

- A copy of your AGCO permit will be required by your City Liaison at least 30 days prior to your event. (Note: **you** are responsible for applying to the AGCO for a special occasion permit **30/60 days** prior to your event, we suggest however that you do that much sooner so you have your permit in time to meet our deadline.)

*****For detailed information on all the necessary requirements needed to obtain a special occasion permit contact the LCBO stores listed above or visit the AGCO web site at www.agco.on.ca *****

- Police approval will be largely based upon the interests of public safety. Proof of security or a policing plan is **required** and paid for by the organizing group. Police recommend that you contact them 3 to 6 months in advance of your function.
- You are required to have a fence or crowd control barrier that conforms to the AGCO height requirements (at least 36" high) and satisfies any City requirements above that standard that may be deemed necessary.
- Special occasion permits **must** be posted at the site, and the person whose name is on the permit **must** be present at the event.
- It is **your** responsibility to meet **all** regulatory agency and department regulations.

Approving Department(s):

- Mississauga Parks Development and Operations, Your City of Mississauga Liaison, Mississauga Fire & Emergency Services, Peel Public Health, Office of the City Clerk, Peel Regional Police, & AGCO

<p>MISSISSAUGA FIRE & EMERGENCY SERVICES Fire Prevention 300 City Centre Drive, 2nd Floor Mississauga, ON L5B 3C1 Phone: 905-896-5908 Fax: 905-896-5498</p>	<p>OFFICE OF THE CITY CLERK 300 City Centre Drive, 2nd Floor Mississauga, ON L5B 3C1 Phone: 905-615-3200 ext. 5837 or ext 5433 Fax: 905-615-4588</p>
<p>PEEL REGIONAL POLICE Attention: Major Drugs & Vice 7750 Hurontario Street Brampton, ON L6V 3W6 Phone: 905-453-3311 ext. 3555 Fax: 905-456-5920</p>	<p>PEEL PUBLIC HEALTH Environmental Health Division 7120 Hurontario Street PO Box 669 RPO Streetsville Mississauga, ON L5M 2C2 Fax: information to 905-565-9602 or Phone: 905-799-7700 Website: www.peelregion.ca/health</p>

OUTDOOR FESTIVAL / EVENT CHECKLIST 2013



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 - 60 days before the event takes place if more than 5,000 people are expected to attend the event.
- If the City does not receive your SOP request in sufficient time we regret to inform you that we may not be able to process your request in time for the event.
- At least 8 weeks prior to your event (depending on the number expected to attend the event), you must provide a letter to the Peel Regional Police, Mississauga Fire and Emergency Services, Office of the City Clerk and Peel Public Health notifying them of: **your AGCO function, date(s), time(s), number of people and location, including a detailed sketch showing the dimensions of the area for which the permit will apply, regardless if the alcohol is provided or sold.** These agencies will only respond back to your notification if they deem it necessary.

OUTDOOR FESTIVAL / EVENT CHECKLIST 2013



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CONDITIONS OF SERVING ALCOHOL TERMS AND CONDITIONS

1. The person named on the Special Occasion Permit, the City of Mississauga's Rental agreement and the person signing the City of Mississauga's 'Conditions of Serving Alcohol' must be the same person.
2. If the event is being conducted under the authority of a Caterer's Endorsement, the person who is named on the Rental Agreement is responsible to sign the City of Mississauga's 'Conditions of Serving Alcohol'
3. Controls must be in place to prevent intoxicated or rowdy people from entering the event, and to ensure that the aforementioned participants will be refused service and escorted safely from the event.
4. Door Monitors/Gate Security will be required for all events. The number of monitors/security staff required will be established by the City.
5. All event workers must refrain from consuming alcohol prior to and during the event.
6. The Special Occasion Permit holder and the Door Monitor must be clearly identifiable (name tags).
7. Non-alcoholic beverages and food must be available at all times. The supply of food must be appropriate to the number of people attending and must be within the immediate area of the bar.
8. Beverages having low alcohol content (beer, wine and/or coolers) must be available.
9. All bottles and cans must be retained within the bar area. All drinks must be served in the containers provided by or approved by the city.
10. Non alcoholic beverages must be provided at no charge or at a cost significantly lower than alcoholic beverages.
11. Unused tickets must be redeemable for cash at any time during the event.
12. Tickets sales must end at least 30 minutes before the bar closure specified on the City's rental agreement or other City documents pertaining to the event. The City's rental agreement issued for the event supersedes all Special Occasion Permit operating hours.
13. Promotions that encourage increased consumption of alcohol (discount tickets, double shots, drinking contests, etc) are prohibited.
14. There will be no 'Last Call' announcement or notice.
15. Outdoor licensed areas must be clearly defined and separated from unlicensed areas by a physical barrier with a minimum height of 42" (1.106m).

16. All Bar Servers and at least one of the event workers in each of the following categories must be Trained Servers; Door Monitor, Ticket Seller, Floor Monitor, Floor Supervisor.
17. The person responsible for the event is responsible for cleaning up the bar area and all areas associated with the event. Failure to do so may result in additional cost being assessed to the permit holder.
18. Forms of identification which will be accepted for proof of age include:
 - photo card issued by AGCO
 - photo card issued by LCBO
 - Ontario driver's license with photo
 - Canadian passport
 - Canadian Citizenship card with photo
 - Other government card with photo stating date of birth
19. A copy of the Special Occasion Permit/Caterer's Endorsement must be provided to the City 14 days prior to the event. The Special Occasion Permit must be posted at the event as well as the **LCBO Levy Receipts**
20. Appropriate signs must be posted near the bar stating:
 - The legal drinking age
 - A maximum of two alcoholic beverages can be served at one time
 - There will be no last call
 - Any unused tickets may be redeemed for a refund at any time during the event.
21. An overview of a plan to promote safe transportation options for those attending the event must be provided. These plans should include a range of option which may include, but are not limited to:
 - signs that raise RIDE awareness at entrance to the event
 - providing free non-alcoholic drinks for designated drivers
 - arranging alternate transportation such as taxi and or shuttle bus service numbers
 - arrange to call friend or taxi for intoxicated drivers
 - if necessary, call police to apprehend the impaired driver

Outdoor Festival / Events Guidelines:

1. If you are serving alcohol at your event, you are required to notify in writing or apply for approval from the following departments and agencies; The Peel Regional Police, Mississauga Fire & Emergency Services, Office of the City Clerk and the Peel Region Health Department, notifying them of your AGCO event.
2. The Alcohol and Gaming Commission (AGCO) requires that Fundraising & Community Festival applicants must be a registered charity under the Income Tax Act or a qualified non-profit corporation, organization or association organized to promote charitable, educational, religious or community objects. For detailed information on all the necessary requirements needed to obtain a special occasion permit, visit the AGCO web site at www.agco.on.ca

**CITY OF MISSISSAUGA
MUNICIPAL ALCOHOL TRANSPORTATION PLAN**

The Facility/SOP Permit holder must acknowledge their plan by checking off the appropriate option and applying their signature at the bottom of this form. This acknowledgement signifies which of the following provisions will be made available to guest attending the alcohol serving event by the permit holder.

OPTIONS: (select the option or options you will use for your event)

- Taxi Cabs are made available to all guest by displaying the telephone number of a local company within the bar area and at the exit door of the event room
- Non drinking designated drivers are arranged to be available at the end of the function to assist guest
- A charter van/bus will be made available to assist guest

The Event Permit Holder is responsible for supervising the function which includes assisting guest with their safe transportation needs if they have consumed alcohol exceeding the legal limit to operate a motor vehicle in Ontario.

Acknowledgement of Requirement(s) – Permit Holder Signature

Print Name

Event Date

Facility & Room

Conditions of Serving Alcohol Agreement



Meeting Date

Contract Number

Deadline Documentation Date

Personal information on this form is collected under the authority of the Municipal Act 2001, s. 11 and the City of Mississauga Policy No. 05-01-03. The information will be used to administer the Serving Alcohol at City Facilities policy and to contact the person responsible for the event. Questions about this collection should be directed to Supervisor, Customer Service Centre, Recreation & Parks, 301 Burnhamthorpe Road West, Ground Floor, Mississauga, Ontario L5B 3Y3, Telephone 905-615-3200 ext. 5368.

- All Rental Agreements for the use of City facilities for events at which alcohol will be served will be subject to the City's 'Conditions of Serving Alcohol'.
- In order for your event to take place you must complete and sign this 'Conditions of Serving Alcohol' Agreement.

Contract Holder / Event Monitor

Last Name		First Name		<input type="checkbox"/> Yes
Home phone (required information)		Cell phone		
Event Date		Event location		<input type="checkbox"/> Yes
Attendees # of Adults		Attendees # of Children		
Liability Insurance Private City		Copy received <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes
		Special Occasion Permit #		
		Transportation Plan		<input type="checkbox"/> Yes

Trained Server

1. First Name	Last Name	Smart Serve ID	<input type="checkbox"/> Yes
2. First Name	Last Name	Smart Serve ID	<input type="checkbox"/> Yes

Floor Monitor

1. First Name	Last Name	Smart Serve ID	<input type="checkbox"/> Yes
2. First Name	Last Name	Smart Serve ID	<input type="checkbox"/> Yes

Ticket Seller

1. First Name	Last Name	Smart Serve ID	<input type="checkbox"/> Yes
2. First Name	Last Name	Smart Serve ID	<input type="checkbox"/> Yes

Door Monitor

1. First Name	Last Name	Smart Serve ID	<input type="checkbox"/> Yes
2. First Name	Last Name	Smart Serve ID	<input type="checkbox"/> Yes

Conditions of Serving Alcohol Agreement

- I have received, reviewed and accept the 'Conditions of Serving Alcohol' as part of the Rental Agreement.
- I have read and understand the conditions outlined on the back of the City of Mississauga's Facility Rental contract.

- I shall adhere to the conditions of the policy and the Liquor Licence Act and its regulations.
- I understand that if I or other individuals at the event fail to adhere to the policy, the City will take appropriate action. This action may include, cancellation of the event and or notification to local authorities.

- I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act and its regulations.
- I understand and will adhere to responsible Alcohol Management Practices outlined.

Contract Holder (signature)	Contract Holder (print name)	Date
City Staff (signature)	City Staff (print name)	Date

City of Mississauga
Community Services Department
Municipal Alcohol Policy
Contract Holder Event Checklist

1. I have read the Municipal Alcohol Policy Requirements.

2. I have met with staff at the facility where I will have my event to discuss the SOP event.

3. I have completed and signed the City of Mississauga's "Conditions of Serving Alcohol" agreement form

4. I have signed the City of Mississauga Facility Rental Contract

5. I have provided proof of liability insurance required for the event.
I understand that if I do not have liability insurance, I must purchase insurance through the City of Mississauga

6. I acknowledge that the bartenders and appropriate number of additional event workers are Smart Serve trained.

7. I have developed a safe transportation plan that will be posted at the event.

8. I have provided the City of Mississauga with proof of the Special Occasion Permit required for the event.

“IT’S THE LAW”

ALCOHOL WILL NOT BE SERVED TO PARTICIPANTS UNDER 19 YEARS OF AGE OR TO INTOXICATED PERSONS. THE ONLY ACCEPTABLE FORMS OF IDENTIFICATION ARE AS FOLLOWS:

- DRIVERS LICENCE
- PASSPORT
- AN ONTARIO PHOTO CARD

