

Outdoor Special Events Manual

A Resource Document for Event Organizers

April 2006



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SPECIAL EVENTS MANUAL

I

INTRODUCTION

Dear Special Event Organizer:

The fifth edition of this manual has been produced to serve as a guideline for special event organizers in planning their activities. Along with the Special Event Application Forms, this manual is intended to identify all of the areas that are within the jurisdiction of a policy or procedural guideline which will have an impact on the planning and presentation of all festivals and events.

Important procedural items are outlined and the relevant resource and contact people who are available to assist in relation to these areas are indicated in a Contact List. The organizer can follow-up directly with the proper authorities regarding items within their jurisdiction relating to the proposed event.

The use of this manual will allow us to work together in presenting special events that will be an exciting and positive addition to our community's quality of life. The utilization of this manual will ensure that all necessary approvals will be well in place **before** the actual date(s) of the event. Importantly, **an application deadline of November 1st** in the year prior to the festival or event presentation is now in effect.

If you have any immediate questions or comments please contact Mike Mueller of Parks & Recreation. 905- 335-7704, or email: muellerm@burlington.ca

Your feedback and comments in regard to this document are welcome at any time.

Best wishes as you plan and prepare your special event.

Sincerely,

Janet Lunn,
Director of Parks & Recreation



SPECIAL EVENTS:

An Important Part of Our Community

The City of Burlington recognizes the importance that special events can play in our community. In the latest edition of the City's strategic plan, Future Focus VI: Pillars for Success, one of the four "Pillars of Success" identified is to *Foster Burlington as a Vibrant Community*. A key goal to be achieved within this area is to enhance Burlington's arts and cultural opportunities and experiences.

Future Focus, the Waterfront Strategic Plan and the City of Burlington Tourism Vision Report have each identified the importance of special events in contributing to Burlington's quality of life, local community economic development and community identity.

The City of Burlington intends to be proactive in attracting new special events to various locations throughout the City, as well as working with existing event organizers to further the success of their activities.

A Festival and Events Strategy is being developed to achieve the goal of sustaining existing and introducing new festivals and events through community based and private sector delivery models.



TYPES OF SPECIAL EVENTS AND HOW TO APPLY

There are *four* general types of Special Events:

- #1. Special Events that take place on city streets and/or sidewalks.
This classification includes activities such as parades, road races and fundraising.

- #2. Special Events that take place primarily in city parks and/or facilities.
This classification includes activities such as festivals, community picnics, concerts and exhibits.

- #3. Special Events that are a combination of the two preceding classifications.
This classification includes activities such as festivals, concerts, or fundraising walks/runs that take place on city streets and/or sidewalks along with city parks/facilities.

- #4. Special Events taking place on non-City owned properties. This includes festivals or events that may require City or Regional approval for specific event components, compliance with zoning regulations as well as related road access restrictions or congestion supervision.

APPLICATIONS REQUIRED

All Special Event organizers are required to submit an Outdoor Special Event Application form to Parks & Recreation by NOVEMBER 1ST each year for the upcoming season of outdoor events.

In addition to the above noted permit the following applications are required: Special Event type # 1 and type #3 must be applied for by completing the Transit & Traffic, Streets and/or Sidewalk Event Permit Application located in Appendix "B" of this manual.

Upon receipt of the Event Application form, Special Event staff will outline any additional forms and requirements regarding the application process pertaining to the event. Section IV will provide an overview of the Application Procedures.

Note: Street Dance / Block Party Application: The use of minor local city streets and/or sidewalks for neighbourhood street parties is processed in the following fashion. The organizer of a neighbourhood street party must complete a Transit & Traffic Street Dance/Block Party Application form (Appendix B), outlining the details of the event and the contact name, address and telephone number of the person in charge. Transit & Traffic will distribute the details of the event to Emergency Services and will mail a letter to the organizer containing a list of guidelines and obligations associated with staging the event. Approval from the Halton Regional Health Department may be required for events of this nature. Contact the Health Department 4 weeks prior to such events taking place. (See Contact List - "Street Parties")

IV





APPLICATION PROCEDURES

TYPE # 1 – Events That Take Place on City Streets and/or Sidewalks





Those wishing to use sections of the streets and/or sidewalks as the site for a special event, *or having significant traffic impact on City streets*, must receive the approval of all City and Regional departments affected. The event organizer must complete and return a Transit & Traffic "Street and/or Sidewalk Event Permit Application" (see Appendix "B"). This form will ensure that the organizer has addressed all of the necessary policies and procedures in order for the event to receive final approval. These forms are available from either Traffic & Transit, or Parks & Recreation located in City Hall.

STREET AND/OR SIDEWALK EVENT PERMIT APPLICATION PROCEDURES

For **MINOR EVENTS** such as walkathons, bicycle rides, minor running races, etc., where NO ROAD CLOSURE is required and at least one lane of traffic in each direction is maintained on all roads used.

-  A **minimum of 6 weeks** processing time is required.
-  A fee of \$25.00 for all minor events (charitable non-profit events are exempt where proof is submitted with the permit application).
-  The application will be distributed to the affected city and regional departments for their review and comments.
-  Upon receipt of input from all of the above groups, Traffic Services staff will consider the application for approval.

For **MAJOR EVENTS** such as cycling races, biathlon/triathlon, major running races, festivals, etc, where a ROAD CLOSURE is required and less than one lane of traffic is open in each direction on any road used (see Appendix "C" for requirements for "Major Events").

-  A **minimum of 4 to 6 months** processing time is required.
-  A fee of \$500.00 for all major events (charitable or non-profit events where proof is submitted with permit application exempt) must be submitted with the application.
-  The application will be distributed to the affected city and regional departments for their review and comments.
-  Upon receipt of input from all the above groups the Traffic Services staff for consideration of the Community and Corporate Services Committee will prepare a report. The applicant will be notified of the opportunity to appear as a delegation. The approval of City Council must be granted before a "major" Street and/or Sidewalk Special Event Permit will be issued.

SMART TIP...

For cycle races - a given route may be used only once during the year as well, the same sections of any road are to be used in separate races only twice per year to reduce the inconvenience to area residents.

The completed Street and/or Sidewalk Event Permit Application Form and all supporting documents must be forwarded to:




City of Burlington
 Traffic & Transit
Attention: Event Permit Application
 426 Brant Street, P.O. Box 5013
 Burlington, Ontario
 L7R 3Z6

or




Deliver directly to Traffic & Transit in City Hall or via fax at 905-335-7874.

The Street and/or Sidewalk Event Permit Application Form will be circulated to the following City departments and related agencies.

City of Burlington

-  Fire Prevention Office
-  Parks & Recreation
-  Transit & Traffic

Related Agencies

-  Burlington Downtown (downtown events only)
-  Halton Regional Police Service
-  Halton Regional Health Department

SMART TIP...

For road races - unless there is a police officer present to control traffic participants MUST obey all traffic control devices i.e. stop signs, yield signs, traffic signals, etc.

Parking Notation

The organizer should be aware that there may be an impact on parking in the immediate area surrounding the event. Arrangements in this regard must be addressed through Transit & Traffic as identified in the **Contact List - Parking**.

TYPE #2 – Events That Take Place in City Parks and Facilities*Outdoor Festivals/Events*

- ✎ For large scale events such as outdoor festivals, carnivals, craft shows or exhibitions occupying a facility for one or more days an Outdoor Special Event Application Form (see Appendix A) *will initiate the facility request process.*

SMART TIP...

Early *application* will allow greater time for the applicant to solve or clarify any issues relating to the proposed event *with the proper authorities.* (*recommend submission one year in advance of event*).

Booking Procedures For City Parks and Facilities

- ✎ In order for the event to take place in the desired location a ***facility permit*** must be obtained through Parks & Recreation. Initial contact should be made with the Parks & Recreation Scheduling Unit to check on the availability of the park or facility before proceeding further with any plans for the event. It is recommended that facility/park requests be made at least one year in advance of the proposed event date. (**See Contact Section, Facility or Park Bookings.**)
- ✎ There may be additional terms and conditions outlined which must be adhered to before a permit is granted. This will include items such as Liability Insurance and a specific event component such as a fireworks permit being signed off by the Fire Chief. (see Outdoor Special Event Application Form and Contact List, contained in this manual.)
- ✎ The applicant must sign and pay for the facility permit prior to the event.

SMART TIP...

The park or facility being requested must be applied for by forwarding a letter outlining the details of the event along with an Outdoor Special Events Application Form to Parks & Recreation, preferably one year in advance, Attention: Scheduling Unit

TYPE # 3 – Events Taking Place on Street/Sidewalks as well as City Parks or Facilities

For events of a large scale that utilize city parks, facilities, streets or sidewalks, the Outdoor Special Event Application Form must be completed along with a Street and/or Sidewalk Event Permit Application. Details regarding the process involved in utilizing city streets and/or sidewalks for an event have been outlined under Type #1 events.

An Outdoor Special Event Application Form is included in Appendix A.

Forward the Outdoor Special Event Application Form and all supporting documents to:

City of Burlington
Parks & Recreation
Special Events Application
426 Brant Street, P.O. Box 5013
Burlington, Ontario
L7R 3Z6

or





Deliver directly to Parks & Recreation, located on the ground floor of City Hall. (Attention: Mike Mueller, Co-ordinator, Festivals and Events) or fax to "Special Events Office" (905) 335-7756

Upon receipt of your completed application it will be circulated for review and comment to the appropriate departments and related agencies (if applicable):

City of Burlington:

-  Building
-  Clerks
-  Fire
-  Parks & Recreation
-  Planning
-  Roads & Parks Maintenance
-  Transit and Traffic
-  Ward Councillor
-  Legal

Related Agencies (if applicable):

-  Burlington Downtown Business Association (Downtown events only)
-  Halton Regional Health Department
-  Halton Regional Police Service
-  Tourism Burlington

Note: Upon receipt of a special event proposal, a meeting to review the event may be scheduled with the Special Event Team (SET) involving representatives of the aforementioned departments and agencies with the event organizer.

TYPE # 4 – Events Taking Place on Private Property

For special events of a large scale that will be open to the public on private property, the guidelines contained within this manual that are listed under “**All Properties**” must be adhered to. In order to ensure a coordinated approach is taken, event organizers are encouraged to contact Parks & Recreation as well as Transit and Traffic if any traffic congestion or public safety matters are anticipated.

***Note:** Both large and small scale special events will need approval from Burlington Fire and the Halton Regional Health Department. Contact with the Health Department should be made at least 2 months prior to such events taking place. (See “Contact List”)*

Public Input Process For Approval of Event Applications

For some major events that will have significant impact on the surrounding area, it may be necessary to allow the public an opportunity to comment as part of the event review process. Event organizers will be expected to support and assist with this process.

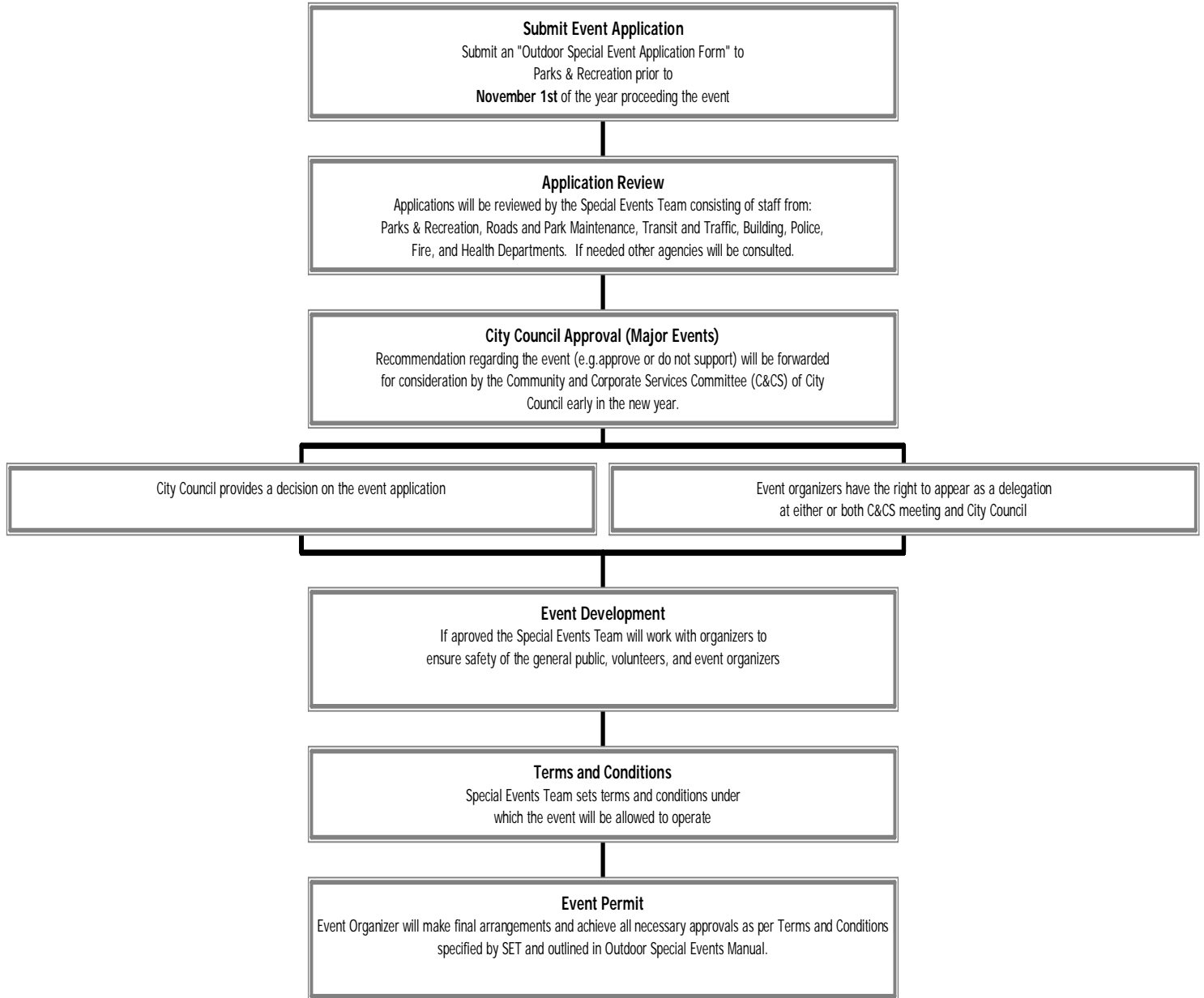
SMART TIP...**A Co-ordinated Marketing and Resource Opportunity...****BURLINGTON FESTIVAL AND EVENT ORGANIZERS**

A *resource group* consisting of representatives of existing special events and related agencies has been established to co-ordinate special event *information* and needs as well as to provide promotional opportunities in marketing Burlington's special events. Approval of an event by JANUARY 1ST will allow maximum opportunity for cross-promotion through involvement with this committee. All major festivals and events are encouraged to attend these meetings.

Information: Co-ordinator, Festivals and Events, Mike Mueller (905- 335-7704)

MAJOR OUTDOOR SPECIAL EVENT APPLICATION PROCESS

The following flow chart outlines the steps in the approval process for major outdoor event applications:






V

POLICIES AND PROCEDURES

Preparing for a Special Event, matters to be aware of:


Special events are a significant investment of time, money and both human and physical resources. This section of the manual identifies those items, which must be put into place for the Special Event to be approved for operation on City-owned parks, facilities streets or sidewalks, *as well as private and public facilities*. Remember, this manual is for use by ALL event organizers so that consistent guidelines are followed to ensure the safe and successful operation of events.

1. Use of City / Public Property - Rules To Abide By

-  The safety of the people who are operating or visiting the special event and the maintenance and respect for the City property being utilized is of utmost importance. City facilities are maintained for long-term public use and special event organizers are responsible for any damages caused by the special event or activity.
-  City owned facilities have a consistent set of rules and regulations that must be adhered to. These are outlined on your facility permit application and on the reverse side of the permit. The use of parks, facilities or road allowances for special events can be complicated. There are many standards that the applicant must conform with, ranging from established City By-Laws and maintenance agreements, the Municipal Alcohol Policy to Regional and/or Provincial regulations regarding activities such as Liquor License applications and Health Department regulations.
-  Review the following sections of this manual to see if they apply to your proposed event.

Note: These sections could also apply to festivals and events that are taking place on private property.

2. Use of Private Property - Rules To Abide By

-  Events utilizing private property may require special permits for various event components. Refer to special sections under each sub-category, which indicate rules are for All Properties. (City owned or private properties)

A CONTACT LIST is contained within this manual to provide names for follow-up in relative areas.

ACCESS


Special Event organizers must provide a 'Barrier Free' environment for visitors to the event. This would include well placed and clearly signed handicap parking spaces, entertainment viewing areas and washrooms that are located on paved pathways for ease of access for those with physical challenges. In addition, signage at events indicating these areas must be prominently displayed to help inform visitors in need of these facilities.


ALCOHOL AT EVENTS

Alcohol management


Event organizers must abide by the City of Burlington Municipal Alcohol Policy, which identifies areas and events where alcohol is prohibited, conditional use of alcohol, conditions under which alcohol use is permitted (control, sale, low and non-alcoholic options, accountability, safe transportation and other) and enforcement procedures for policy violations.


All Properties:


 The event applicant must outline the specific details regarding the location, size and hours of operation proposed for the area to be designated for licensing. These details are to be included in a SITE PLAN for outdoor events, to accompany both the letter requesting the Facility and the Special Event Application.


 In addition to receiving approval from the City for the location of the *Bavarian Garden*, approval must also be obtained from the Health and Fire Departments requesting the intent to hold a Bavarian Garden in accordance with the Alcohol and Gaming Commission of Ontario.

Note: Special Occasion Permits are available at any Liquor Control Board of Ontario outlet. Allow 2-3 weeks to process the permit application.


 If the event includes a Bavarian Garden the organizer must confirm with the City of Burlington the security measures being taken in consultation with the Halton Regional Police Service.

 Capacity of Bavarian Gardens as well as site plan requirements will be established by the City of Burlington, Special Event Team (SET).

 No alcohol will be allowed on City streets, sidewalks, or in non-designated areas without the approval of Burlington City Council.

 **The sale of alcohol during outdoor events on City property is restricted to between the hours of 11 a.m. and 11 p.m. on all days of the week except Sunday when alcohol sales will not begin prior to 12 noon and end by 10 p.m. and except Sundays when the Monday following is a holiday, when alcohol sales will end by 11p.m.**

 **Extensions to the hours of alcohol service for special events may be considered by City Council for unique and / or special circumstances or celebrations.**

 Bavarian Gardens are only permitted at selected City Parks.

CASH GRANT / FACILITY FEE WAIVER*All Properties:*

- ✎ The event organizer may wish to apply for a cash grant or fee waiver from the City of Burlington. An application form, criteria and the related Policy, which the application process is based upon, is included in Appendix I.

PEDESTRIAN CROSSING / ROUTE MARSHALS*All Properties*

- ✎ The SET may designate intersections that need police supervision to assist participants and motorists in the event area. Payment for the police supervision time would be arranged through the Halton Regional Police Services.

Note: All volunteers assisting in the supervision of roadways by event participants (e.g. route marshals) must wear reflective safety vests.

DOGS / PETS*Dogs/Pets at Special Events*

- ✎ Dog or pet owners will be prohibited from bringing their animals to a public park during an event where signs are erected prohibiting animals. Event organizers will be encouraged to promote that owners leave pets at home. This is in order to provide a safe and clean environment for humans, and to avoid distress and confusion for pets.

Excludes persons reliant upon aid dogs or persons having obtained an exemption or written authorization from the Director.










EMERGENCY SERVICES*All Properties:*



- ✎ The event organizer will provide confirmation that emergency services have been contacted and will be on site throughout the event operations. (Police, Fire and Ambulance services) and that a plan is in place in the event of a medical emergency or otherwise.
- ✎ The Halton Regional Police Service will determine the required level of police supervision. The cost of pay duty Police required for an event will be the responsibility of the event organizer (see "Police Service" on page 21).
- ✎ The City of Burlington, Fire Chief (or designate) will determine the level of fire protection to be provided. The cost of supplemental protection if applicable is to be covered by the event organizers. This reimbursement is to be made directly to Burlington Fire.

ENVIRONMENTAL CONCERNS

The City of Burlington is currently undertaking an Environmental Management Plan. Through this plan the City will have an opportunity to improve the environment in which we live, demonstrating leadership for others in the community, and in other municipalities.

In the area of special events consideration can also be given to the environment by the way in which events are managed. Please consider these areas in the planning and presentation of your event:

-  **Waste Management** – Have sufficient garbage and recycling containers been arranged for the number of visitors anticipated and the nature of the event?
-  Has consideration been given to increased recycling of disposable items generated at the event?
-  The City of Burlington requests that event organizers direct a minimum of 10% of the waste generated by the event to recycling facilities.
-  Are extra waste storage bins needed or have enough been delivered to the site to store the waste generated at the event?
-  Will containers be emptied often enough during the event operation to avoid overflowing?
-  Will clean up and collection of litter left by event visitors extend beyond the event site itself into the surrounding area (neighbourhoods, parking lots, creeks, or waterfront areas, private property)?
-  Is a plan in place if waste generated at the event exceeds expectations and more help is needed to deal with the problem (i.e., does the waste management company removing garbage bins do an emergency pick up on event weekends)?
-  Have you considered ways to minimize waste paper generated through programs and brochures distributed during your event (for example: erecting central signs listing performance times, asking participants and vendors to limit the number of flyers they distribute)?
-  Have arrangements been made for grease recycling and grey water containers for use by food vendors?

-  **Air Quality** – Steps can be taken to reduce the amount of exhaust emissions generated by combustion engines. Please take the initiative to eliminate idling vehicles during event set up and take down and pass this message along to those involved with your event.
-  Eliminate the need for vendors and others to utilize generators whenever possible, particularly in Spencer Smith Park where power resources are available.

Some of these Environmental Management points may relate to your event and there may be others that you can add to the list. City of Burlington and Halton Region staff will be glad to assist you in developing your own plans to help protect our environment.

EVENT NOTIFICATION/CONTACT INFORMATION*All Properties:*

- ✎ In the case of a major special event the organizer shall be required to provide written notification to all affected area residents and businesses (Appendix D - sample letter). If required, this notification is to be hand-delivered by an agreed upon distributor such as Canada Post with receipt of this service provided to staff.

Note: Parks & Recreation or Transit and Traffic staff will determine appropriate dates and notification area so that all event approvals and notifications are completed in a timely fashion. Staff will review and authorize the written notification prior to distribution.

- ✎ A contact number will be required for public use where organizers can be reached both prior to and during event operating hours.

ENTERTAINMENT STANDARDS*All Properties:*

- ✎ The event operator must ensure the City of Burlington through its *event* application that the entertainment associated with an event that is open to the public will be of a positive nature for the enjoyment of both adults and children. Rude or foul language, nudity or any form of profanity in verbal form or gesture will not be tolerated.

FIRES

Open fires are prohibited in all City parks.

FIREWORKS*All Properties:*

- ✎ If a fireworks display is proposed the organizer must provide written documentation and with the permit application, provide proof that a qualified fireworks supervisor (holds a valid card issued by the Explosives Division, Natural Resources, Canada) will take responsibility for the display.
- ✎ The selected site for firing the display must conform to specifications as outlined in the Display Fireworks Manual published by the Explosives Division of Natural Resources Canada.
- ✎ This information must accompany the Special Event Application in order for approval of the display to be considered by the City of Burlington, Fire Chief and if proposed for city parks or facilities from the Director of Parks & Recreation.

Note: the Fire Chief prior to any permit or event approval must approve a fireworks/ pyrotechnics permit.

FIRST-AIDAll Properties:

- ✎ It is the responsibility of the event organizer to provide certified first-aid service on site during the operating hours of the event through a qualified agency such as St. John Ambulance. A confirmation letter in this regard may need to be provided *in advance of the event at the discretion of SET.*
- ✎ **Note: St. John Ambulance requests a minimum of 2 months notification for request of their services (application form located in Appendix L).**

FOOD CONCESSIONSCity Property

- ✎ The City of Burlington operates concessions in many parks either directly or on a contract basis. If it is the intent of the event organizer to contract food vendors on site, this request must be outlined in the Outdoor Event Application in order to seek approval. The City does reserve the right to operate concessions in its parks, facilities or road allowances. In addition, the City may have contracted vendors in designated parks, facilities or road allowances. Designated areas within City parks may be reserved for exclusive use by contracted vendors and not be available for special event use.
- ✎ The organizer must be given approval by City staff prior to proceeding with any plans to operate food concessions on City property.


All Properties:

- ✎ Where food or beverage privileges are requested through the Special Event Application process, approval must be received by the Halton Regional Health Department. The "Co-ordinators Notification Package" must be completed and returned to the Health Department two months prior to the event. The co-ordinator must also ensure that the Food Vendor Application is completed and returned to the Health Department four weeks prior to the event by each individual food vendor. (see Appendix E for details)
(see Contact List - Food Concessions for further details)
- ✎ If propane-fired equipment is used for the cooking of food, all propane tanks / cylinders are to be inspected and approved by the Technical Standards & Safety Authority (see Contact List – Food Concessions for further details). A hot dog cart with propane-fired cooking equipment requires a portable U.L.C. approved fire extinguisher with a minimum 2A10BC rating. All other propane-fired equipment used for the cooking of food, will require a fire extinguisher with a minimum 40BC rating. This fire extinguisher is to be made readily available and within close proximity to the cooking equipment.
- ✎ Level of fire protection for food concessions is to be determined by the Burlington Fire Department, and will conform to reference guideline.

HOT AIR BALLOONS

(see also "Signage / Inflatables")

All Properties:

-  The applicant must provide proof of insurance from the provider of the balloon for at least two million dollars in liability insurance naming **"The Corporation of the City of Burlington"** as an additional insured.

HYDRO INSPECTION

The event organizer must ensure that adequate electrical supply capacity is available to run their event and must confirm with the supply authority what the electrical requirements will be for their event.



The event organizer must contact the Electrical Safety Authority (ESA) prior to their event (minimum 48 hours notice) to make an application for inspection of all installations. An administration fee is charged in addition to the inspection fee for all electrical installations inspected with no application on file with ESA. All equipment must be CSA or ESA approved and if connected without approval will result in a fine. Special event organizers are expected to arrange their own hydro inspection and permits in Burlington.

INSURANCE

Insurance covers event organizers and volunteers for liability claims made by another person related to injury to that person and/or damage to their property. Property owned by the volunteer or personal injury to a volunteer is not covered. Volunteers should ensure that they have adequate property insurance as well as insurance for disabilities either through their employment or otherwise if self employed.

Volunteer drivers must be insured by an insurance company of their choice and must carry a minimum of one million dollars in Third Party Liability Insurance in order to transport passengers and/or equipment.

City Properties:

-  The event organizer must provide an original copy of a Certificate of Insurance completed only by the insurer or its authorized representative to include information about: Name, address and telephone number of insured; location and activity of the named insured for which this certificate is issued; description of coverage detailing type of insurance, policy number, effective date, expiry date and limits; type of insurance to include commercial general liability (indicate whether claims made or occurrence) extended to include, personal injury, tenants legal liability, automobile liability and non-owned automobile; The City of Burlington named as an additional insured; name, address and telephone number of insurance company writing each policy; notice of cancellation or reduction in coverage as outlined on certificate within thirty (30) days, ten (10) days if cancellation is due to non-payment of premium; authorized signature and date.
-  The limit of Commercial General Liability required is no less than two million dollars (\$2,000,000) and depending on the nature of the event (including special effects) is subject to review as deemed necessary by the City.

- ✎ The event organizer will be asked to confirm that all activity providers to the event have appropriate and adequate insurance coverage to meet the requirements as determined by the City
- ✎ Certificates of Insurance must be provided to Parks & Recreation or in the case of an event on City Streets and Sidewalks, to Transit and Traffic, prior to the issuance of any Special Event Permit.

INFLATABLES

- ✎ See SIGNAGE / INFLATABLES.

NOISE RESTRICTIONS

All Properties:

- ✎ The use of amplified sound systems for the presentation of special events is restricted to between the hours of 9:00 a.m. and 11:00 p.m. In addition sound levels during these times must remain at an acceptable level given consideration to the type and location of the event.
- ✎ The site plan for the event will be reviewed respective of any high impact activities such as entertainment stages and carnivals, which will need approval.
- ✎ In the case of large scale festivals/events, the organizer may be required to pay for the services of a certified sound technologist provided by the City who will monitor sound levels to ensure that sound is kept at an acceptable level.
- ✎ The organizer may be required to submit an entertainment and production contact list two weeks prior to the event.
- ✎ Carnival or amusement rides with sirens, air horns or buzzers WILL NOT be permitted at outdoor events on City property unless these items are deactivated for the duration of the entire event.

OVERNIGHT STAYS IN CITY PARKS

All Properties:

- ✎ As outlined in the Parks By-Law (Appendix "J") remaining overnight in City Parks or Property is not allowed. In special circumstances approval by the City of Burlington may be granted on a limited basis.

PARKINGCity Property:

- ✎ If an event is going to impact Municipal Parking Facilities (both on and off City streets) the organizer must prepare a "Parking Plan" that reviews how these impacts will be managed. The plan is to be coordinated through Burlington Transit & Traffic.

The Parking Plan will include:

- a) A review/identification of the applicable Fire Access Routes and Designated Disabled Parking spaces;
- b) The availability of surrounding streets and lots where parking may be allowed;
- c) A determination of the lost revenue that the organizer may have to provide,
- d) The provision of organization volunteers on-site (in the parking, and non-parking areas) to provide participants with appropriate parking information/direction related to the event.

NOTE: For events taking place in downtown Burlington consideration must be given to utilizing Municipal Lot #13 as a reserved parking area for the Physically Challenged who wish to attend. The event organizers allowing vehicles with Disabled Parking Permits to utilize this space would control access to the lot.

In addition, lot #10 is not to be used by event organizers for reserved parking or to have signage directing the public to use it for event parking.

All Properties:Enforcement

- ✎ To avoid parking problems related to the event, the organizer should be aware of how many parking spaces are available and where those spaces are located (i.e. on- site or off-site). The organizer must indicate the anticipated number of vehicles expected at the event. The organizer will be responsible for making suitable parking arrangements and any overflow parking requirements including arranging a shuttle bus service. City staff can provide assistance with this issue, given sufficient lead-time. All event parking will be arranged to ensure the safe flow of traffic before, during, and after the event. Off-site parking must be arranged to involve the least disruption to the public. The event organizer must be aware of the Parking By-laws that will be enforced. Any deviation from the Parking By-laws must be approved before the event and public notice provided (as required).

PARKING LOTS

- ✎ City staff must approve exclusive use of public parking lots.
Note: In the downtown area comments will also be requested from the "Burlington Downtown Business Association".

PETTING ZOO / ANIMALS IN PARKS

City Property:

- ✎ The use of the city parks or road allowances for a petting zoo or other animal exhibit must also receive special approval in order to proceed. This activity could have impact from a maintenance standpoint. In addition, the City's Animal Control staff will have details available in regard to the types of animals that are prohibited in the City of Burlington.
- ✎ Petting zoos must comply with the Halton Regional Health Department guidelines as outlined in Appendix M.

Note: A "Business License" from the City of Burlington is required to operate a "Petting Zoo". (See Contact List: Gambling/Raffles/Casino's/Business License)

POLICE SERVICE

- ✎ In the event that large crowds are anticipated or security is needed as in the case of a Bavarian Garden, the Halton Regional Police Service is to be contacted to address the requirements they will establish for the event. They may require the organizer to hire additional pay duty officers if the tasks involved in accommodating the crowds expected exceed their capability to do so with their regular complement of officers.
- ✎ Pay Duty request forms must be completed, signed and filed by the organizers at the Burlington detachment of the Halton Regional Police Service. Officers performing Pay Duty will be paid directly by the event organizers. Minimum duty is 3 hours and any cancellation must take place more than 48 hours prior to the scheduled event.
- ✎ If extra police cruisers are required there may be an additional charge for their use.

RAFFLES / BAZAARS

(see also "Revenue Generation")

All Properties:

- ✎ Any intent to operate a lottery (raffle or bazaar) within a City Facility including Parks, must first comply with all Provincial, Regional and Municipal regulations in order to be considered for approval.
- ✎ Casinos (Social Gaming Events) contact Alcohol and Gaming Commission of Ontario.
Website: www.agco.on.ca Phone: (416) 326-8700 or toll free in Ontario 1-800-522-2876
- ✎ Business Licence By-law: Any vendors or carnival operators selling products or merchandise at special events only and not any other locations within the City and who is operating under a special event approved by Burlington City Council shall be exempt from the requirement to obtain a licence under the provisions of this By-law.

REVENUE GENERATION / SOLICITING OF FUNDS*City Property:*

- ✎ Any form of soliciting of funds on City of Burlington property including charging admission to parks grounds must be identified in your application in order to be considered for approval.

RISK MANAGEMENT

- ✎ Risk Management in special events is defined as “Recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss” (Brian Duggan, Canadian Event Perspective). Ensuring that appropriate risk management practises are in place is a priority for the City of Burlington. “When adults use facilities, there is an expectation that they will recognize obvious hazards and avoid them...When children use your facilities there is no expectation that they recognize hazards.” (Doug Wyseman, Municipal Risk Services Ltd. President)
- ✎ Contractors that complete work on City property are expected to provide a valid certificate of insurance and confirmation of Worker’s Compensation coverage. Rental permits outline terms and conditions and the following are areas of risk management that must be further developed by each special event organizing committee:
 - Groups are encouraged to develop their own volunteer management practices, in accordance with the City’s policies on volunteerism
 - Event organizers must be clear about the role of the police at their event and enhance communication throughout the event
 - Event organizers will be required to provide an emergency telephone accessible to participants
 - Emergency plans specific to the special event activities, including written plans for communication and responsibilities, coordination with authorities, weather conditions, lightning, personal and property damage must be developed
 - Structural safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced enclosures
 - Fire safety/protection for all tents and commercial cooking functions, safe handling of propane including site inspection by Technical Standards and Safety Authority (TSSA)
 - Guidelines for the use of elevation trucks
 - Safety requirements specific to events that take place on waterways
 - Bleacher inspections and certificate of insurance from the installer
 - Bleachers must have designated spaces for wheelchairs
 - A “Festival Walk Through”, looking out for tent stakes and ropes, electrical connections and water risk, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas. The intention is to “See the grounds through the eyes of an excited youngster or a not so nimble senior!”
 - Volunteer monitoring is an ongoing responsibility. It is the obligation of both the organizers and event volunteers to ensure that the necessary work is being completed. Planning and monitoring must take into consideration the vulnerability of the participant, the amount of

supervision provided, the setting, the nature of the volunteer position and the activities associated with it. Volunteer roles vary in the amount of risk involved

ROAD CLOSURES / PARADES / STREET SIGNS

All Properties:

- ✎ Burlington Transit and Traffic of the City of Burlington processes a Street and/ or Sidewalk Event Permit for all events involving the use of City roads and / or road allowance (activities where roads must be closed for any length of time such as a road race or a parade). An application must be made to them at least **4 to 6 months** in advance of the event, as the application is circulated to various staff departments and emergency services prior to being submitted to City Council for final approval. Examples include: Biathlon/Triathlon, Cycle Events, and Festivals with road closures as a component of the program.
- ✎ The applicant should be aware that the cost involved in processing this type of permit and implementing the detours, placement of barricades, traffic controls, public notification signing, etc. as directed by Transit and Traffic will be the responsibility of the applicant.
- ✎ Guidelines set out in Ontario Traffic Manual Book 7, Temporary Conditions, will be used in determining an appropriate traffic control plan.

SANITARY FACILITIES / WASHROOMS

All Properties:

- ✎ Event organizers will be responsible for providing sufficient portable washrooms, wheelchair assessable portable washrooms and hand sinks if the location for the event does not have sufficient facilities to accommodate the anticipated crowds. The Halton Regional Health Department will supply guidelines in the "Co-ordinators Notification Package". (Appendix 'E')

Note: Every effort must be made to locate portable washrooms in an area that does not adversely affect local residences or businesses.

SIGNAGE / INFLATABLES

(see also "Hot Air Balloons")

City Property:

- ✎ All signage to be displayed in the park or facility must be reviewed as part of the Event Application to ensure that City standards are not compromised.

All Properties:

- ✎ In addition, the use of portable signs and inflatables is licensed through the City's Building Department. They must be notified if the applicant wishes to use this type of promotional item (i.e., for advertising purposes) in order to ensure compliance with City Policies.

TENTS OR TEMPORARY STRUCTURES*All Properties:*

- ✎ If you plan to set-up a tent, as per the Ontario Building Code 1997, a tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:
 - (a) not more than 60 m² in aggregate ground area,
 - (b) not attached to a building, and
 - (c) constructed more than 3 m from other structures
- ✎ Building will request details regarding the tent size, location of exits, and certificate of verification that the tent and all tarpaulins used have been flame proofed in conformance with U.L.C. standard (CAN/ULC-S-109-M), "Standards for Flame Tests of Flame Resistant Fabrics and Films".
- ✎ For installation of tents utilizing pegs or stakes in City Parks contact the Roads & Parks Maintenance for approved locations
- ✎ No cooking is permitted in tents occupied by the public.

Note: Appendix K "Fire Prevention Procedures and Responsibilities for Outdoor Special Events Involving City Owned Facilities and Parks".

- ✎ All tents and temporary structures must be fully accessible to all participants/visitors including the physically challenged.

WAIVERS*All Properties:*

- ✎ The special event organizer must present any proposed liability waiver or other documentation that sets out responsibilities for participants and/or the organizing body of the event with the Special Event Application form.

WALKATHONS / BIKE-A-THONS (Not races)

- ✎ In considering this type of event it can simplify the approval process if existing traffic regulations are to be observed during the event, such as obeying traffic signals, speed limits, etc. The City Streets and/or Sidewalks Special Event Application Form must be completed and approved by Transit and Traffic for these events.
- ✎ Guidelines set out in Ontario Traffic Manual Book 7, Temporary Conditions, will be used in determining an appropriate traffic control plan.

VI

MAINTENANCE RESPONSIBILITIES / PROTECTION OF CITY PROPERTY

Burlington Parks & Recreation states in the terms and conditions of its Facility Permits that:

"The applicant shall pay for all damages to facilities arising out of the use of such facilities granted by this permit, facilities including land, building, fixtures and chattels."

- ✎ The use of City Parks and in particular Spencer Smith Park where a majority of special events are held must follow more stringent guidelines in order to maintain the integrity of the park for use during and after special events. For this reason, specific sets of conditions are outlined below which relate to park use for special events and in particular for Spencer Smith Park.
- ✎ At the discretion of Parks & Recreation the event organizer may be required to post a minimum \$2,500 bond to cover potential damages to City property. The need for this bond will be determined upon review of the Special Event Application.
- ✎ The Director of Parks & Recreation has the authority to revoke or change a permit without prior notice based on conditions that may be deemed hazardous or unsafe. Non-compliance by event organizers with staff requests will result in closure of the event and/or charges being laid and/or denial of future permit requests.

CONDITIONS FOR PARK USE

1. Site Plan

- ✎ A site plan detailing the proposed layout of the event must be submitted * and then adhered to once approved for the actual presentation of the special event. The site plan will be in place so that staff can review the organizer's plans and ensure that the layout of stages, licensed areas and other activities comply with approved uses for City property.

* Note: High impact activities such as stages and certain carnival rides will be located to minimize sound level impact on surrounding residents and businesses.

- ✎ A site plan for several parks where special events often take place is included in Appendix F. Other park maps are available through Parks & Recreation upon request.

2. Resources

- ✎ Set-up costs for requests of City staff and resources will be the responsibility of the event organizer. An outline of materials and resources available through the City is attached in Appendix G. Roads & Parks Maintenance staff will provide a quotation.

Electrical Services:

- ✎ The use of water and hydro service will be allowed only in those areas specified by City of Burlington staff assigned to the event. Installation for special events will be subject to inspection and approval by the Electrical Safety Authority.

Transformer Inspection:

- ✎ Roads and Park Maintenance will perform a pre-inspection of the transformers at the beginning of the event season by an RPM qualified electrician. The transformers will be checked randomly throughout the year for any deficiencies, and safety concerns. The cost of the inspections will be paid for by Roads and Park Maintenance. If repairs, however are required due to the neglect of the events electrical staff, the cost of the repairs will be billed to the event organizer.

Note: Existing light standards in City parks are to remain in operation during evening hours, unless otherwise approved by City staff and noted on the event permit.

Free- Standing Fence:

- ✎ The use of free-standing fences will be the required standard for events held in City parks. The rental and cost to set-up the fencing falls directly to the permit holder. The name and address of fencing suppliers can be acquired from the Special Events Office (905) 335-7704.

3. Vehicles in Parks

- ✎ In order to protect the general public as well as the parks for future use, the access of vehicles to park grounds is for the purposes of event SET-UP AND TAKE-DOWN ONLY and will be restricted to designated areas as approved by the City of Burlington. The event organizer will ensure that vehicle access into the park is controlled and monitored throughout the event at the access points designated, allowing entry to emergency vehicles only during event operating hours.
- ✎ The conduct of vehicle operators involved before, during or after the event will fall under the responsibility of the event organizer. If an operator is operating a vehicle in any manner that City Staff finds unsafe to the public within the park, the vehicle will be banned from the premise immediately and will have to conduct their work of loading and unloading from a location outside of the park.
- ✎ The site plan application must include any vehicles subject to City approval, which are to be left in the park area during the event.
- ✎ Parking behind Travelodge Hotel (Spencer Smith Park) if the area behind the hotel has been requested by the even organizer for additional vendor parking it will be the responsibility of the event organizer to provide staff to monitor the access gate at the east end of Spencer Smith Park.

- ✎ The event operator agrees to prevent the operation of motorized vehicles in the parks 30 minutes prior to and 30 minutes following the events hours of operation to allow pedestrian traffic to clear.
- ✎ Designated service vehicles such as golf carts for transporting supplies or removing garbage may be approved for use during event hours upon application to City Staff.
- ✎ A site supervisor appointed by the City of Burlington to oversee the operation of the special event will be on site each morning of the event's operation to meet with the event organizer. At this time the condition of the grounds will be reviewed. In the event of conditions in the park not being supportive of special event activity (i.e. turf being too soft to support vehicle and pedestrian traffic) due to inclement weather or safety issues ***it is at the discretion of the City of Burlington site supervisor to inform the event operator if the event will be allowed to continue for that day, or if alternative plans need to be undertaken.*** This could involve prohibiting any vehicles from entering park grounds or to the complete cancellation of the day's activities.
- ✎ The cost to repair any damages to the park or facility will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer by the City of Burlington as soon as possible after the event is completed.

4. Garbage / Recycling / Grease / Waste Water / Washrooms

- ✎ The event organizer will make arrangements for litter control, including the use of grease end recycling containers to fall within municipal guidelines. City and Halton Region staff can assist in providing resources in this regard. Regular pick-up of waste containers is expected in order to ensure a sanitary environment.
- ✎ In the event that waste receptacles are to be emptied several times over the course of a special event, the organizer is to ensure that servicing is done outside of event operating hours, but not between the hours of 11:00 p.m. and 7:00 a.m.
- ✎ The responsibility of debris clean up within the park will be directly reflective on the permitted area that the permit holder has requested (e.g. if the permit for the special event encompasses the entire park, the permit holder is responsible for all debris within the confines of the permitted area. In the case of large events, Roads and Park Maintenance understand that the outlying areas in the vicinity of the park can be seriously impacted by the event. The City of Burlington will supply necessary garbage receptacles and staff to deal with the clean up in the outlying areas.
- ✎ Multiple day events will be required to organize the rental of an appropriate size garbage dumpster (s) or another means to collect and remove the garbage accumulated during the event. Roads and Park Maintenance will supply staffing for the removal of garbage if so requested by the event organizer, however there will be a cost attached to the service.
- ✎ Post event clean up – The permit holder is responsible for the clean up and removal of all debris within the permitted area of the park following the event.

Any costs attributed to the clean up of the permitted area in order to return the park/facility to its original pre-event condition, will be charged to the permit holder. In the case of large amounts of debris, the tipping charge of the debris will be added to the bill.

SMART TIP...

The use of volunteers for clean up and making sure that all the vendors are responsible for their direct area will seriously reduce the build-up of these charges.

- ✎ Staff will review the location of all services with the event organizer as part of the site plan submission.

5. Digging / Staking or Fencing on Park Property

- ✎ In many City parks (Spencer Smith Park in particular) there are underground utilities buried below the surface of the park, therefore Roads and Park Maintenance staff marks utility locates in an orange paint. It is the events organizers responsibility to make sure that tent poles/pegs are installed no less than 1 metre from either side of the utility locate.
- ✎ All water lines will be marked within the permitted area of an event and any damage incurred to the utilities due to the driving of stakes within the 1 metre safety zone will be charged to the event organizer.
- ✎ Beachway Park – The Ontario Pipeline runs along Old Lakeshore Road at the Beachway. Any driving of stakes in the parking –lot area’s will require locates and a safety zone will be marked out by a Pipeline Representative. Locates must be kept on site during the event. Please contact Roads and Park Maintenance to set up necessary arrangements.

6. Damages

- ✎ City parks and facilities and anything that falls within them, are to be protected from vandalism, crowd damage or excessive use during events. City staff will outline areas of environmental or cultural sensitivity and provide guidance to the organizer if activities will impact such areas. This will become apparent through the submission of the **site plan**.
- ✎ Spencer Smith Park: In Spencer Smith Park the *Itabashi Cherry Tree Grove*, the *Naval Ship's Memorial Monument* and the *Promenade* areas must be protected from damage. The Naval Memorial is not to be included as an activity area for special events.
- ✎ The promenade, which runs through Spencer Smith Park, is constructed of a coated asphalt surface. Heavy vehicles or trailers cannot be parked on it, and it cannot be used as a base for food concession units. In addition, the promenade is to remain free of obstructions that would hinder its use by the general public during a special event presentation.

- ✎ The organizer is responsible for any damages to the facility and / or extra staff clean up required as the result of the event.

7. Public Access to Parks

- ✎ Public access to park walkways and thoroughfares as well as parking lots must be maintained at all times during event operations. This includes all play structures for children.

Note: Certain areas within Spencer Smith Park (as noted on site map Appendix 'F') must remain open to public access at all times, including benches located along the park promenade.

8. Supervision

- ✎ The City of Burlington may deem it necessary to provide on-site supervision of the set up and operation on the special event. Costs for this supervision would be charged to the event organizers.

SMART TIP...

This manual is designed to outline areas of responsibility for the event organizer in Burlington so that a clear understanding of all terms and conditions can be clearly understood and complied with.

Failure to comply with these conditions could result in the application being refused or in the termination of the event.

Refer to the Special Events Contact List, which provides contacts within City of Burlington and Regional departments and related community agencies. The chart simplifies responsibility for specific areas. This information relates to both the Street and/ or Sidewalk Application Form and the overall Special Event Application.

SPECIAL EVENTS CONTACT LIST

ITEM	NOTES	ORGANIZATION/CONTACT
ACCESSIBILITY	For details regarding City parks, facilities. Park Accessibility Profile - available upon request	Parks & Recreation Scheduling Unit 905-335-7738 e-mail: recschedule@burlington.ca
ALCOHOL at events, Beer Gardens	City approval For events at City parks, Municipal Alcohol Policy For Halton Regional Health Department approval LLBO Special Occasion Permits Municipal Alcohol Risk Management Policy Smart Serve information	Parks & Recreation Scheduling Unit 905-335-7738 e-mail: recschedule@burlington.ca Lianne Sangle 905-825-6000 Ext: 7595 Application forms are available at any LCBO outlet, or call their Info line at 1-800-522-2876 Parks & Recreation Adrian Sayers 905-639-0877 e-mail: sayersa@burlington.ca
BUS SERVICE Shuttles and/or charters		Transit Department Debbie Parker 905-335-77869 e-mail: parkerd@burlington.ca Dispatcher 905-639-5158
CASH GRANT / FEE WAIVERS	Application Form/ Information	Parks & Recreation 905-335-7600 Administrative Associate Ext. 7730
EMERGENCY SERVICES	Ambulance Fire Department Special Event Permit Required	For notification/information Dispatch Centre 905-844-4242 905-890-8975 City of Burlington Fire Prevention Office 905-333-0772 Ext. 207

SPECIAL EVENTS CONTACT LIST

ITEM	NOTES	ORGANIZATION/CONTACT
	Police Services	Halton Regional Police Service 905-825-4747 Front Desk Ext: 2305
ENVIRONMENTAL CONSIDERATIONS	General inquires & assistance regarding environmental plans	City of Burlington Lynn Robichaud 905-335-7600 Ext: 7931 David Miles Regional Municipality of Halton 905-825-6000 Ext: 8288
EVENTS INFORMATION Facilities Street and/or Sidewalks	General inquiries & assistance, dates and times	Parks & Recreation Scheduling Unit 905-335-7738 e-mail: recschedule@burlington.ca Transit & Traffic Department Pete Peebles 905-335-7600 Ext: 7847 e-mail: peeblesep@burlington.ca
Casino's (Social Gaming Events)	Contact Alcohol & Gaming Commission of Ontario	AGCO: 416-326-8700 1-800-522-2876 www.agco.on.ca
EVENT NOTIFICATION	Notification letter to local residents/businesses (Sample – Appendix "D")	Parks & Recreation Mike Mueller 905-335-7704 e-mail: muellerm@burlington.ca Transit & Traffic Department Pete Peebles 905-335-7600 Ext: 7847 e-mail: peeblesep@burlington.ca
FACILITY OR PARK BOOKINGS	Availability	Parks & Recreation Scheduling Unit 905-335-7738 e-mail: recschedule@burlington.ca
FESTIVAL AND EVENT ORGANIZERS GROUP	Co-ordinating committee for event organizers	Parks & Recreation Mike Mueller 905-335-7704 e-mail: muellerm@burlington.ca
FIRST AID	<ul style="list-style-type: none"> • Fax Request Form (Appendix "L") • St. John will then contact you. • Give two months notice. 	St. John Ambulance Attention: Duty Co-ordinator 1048 Waterdown Road Burlington, Ontario, L7T 1N3 Phone 905-634-6665 Fax 905-634-6610

SPECIAL EVENTS CONTACT LIST

ITEM	NOTES	ORGANIZATION/CONTACT
FOOD CONCESSIONS & VENDORS	<p>Halton Regional Health Department requirements: must submit a "Co-ordinators Notification package" (Two months prior) and a Food Vendor Application (Four weeks prior)</p> <p>City park or facility approval, exclusive zones in City parks.</p> <p>City street or sidewalk vendors</p> <p>Use of propane fired equipment - safety regulations</p>	<p>Lianne Sangle 905-825-6000 Ext: 7595</p> <p>Parks & Recreation Scheduling Unit 905-335-7738 e-mail: recschedule@burlington.ca</p> <p>City of Burlington Building Department Licensing Officer 905-335-7600 Ext: 7479</p> <p>City of Burlington Fire Prevention Office 905-333-0772 Ext: 207</p> <p>Technical Standards & Safety Authority 1-877-682-8772</p>
FIREWORKS	Permit approval required by the Fire Chief	<p>City of Burlington Fire Prevention Office 905-333-0772 Ext: 207</p>
HYDRO INSPECTION	Inspection required for events to insure safety standards are met (Fee involved)	<p>Electrical Safety Authority 1-800-813-5482</p>
INSURANCE	<p>As required, minimum two million in liability with the City as a named insured</p> <p>Special Events Liability Insurance Application</p>	<p>To be addressed as part of the Special Event Application.</p> <p>Parks & Recreation Scheduling Unit 905-335-7738 e-mail: recschedule@burlington.ca</p>

SPECIAL EVENTS CONTACT LIST

ITEM	NOTES	ORGANIZATION/CONTACT
PARKING & PARKING LOTS	Municipal Facilities Parking By-Law Enforcement	City of Burlington Transit & Traffic Department Kelly Hall 905-335-7600 Ext: 7560 e-mail: hardyr@burlington.ca Transit & Traffic 905-335-7600 Ext: 7560
PARKS	Use; maintenance, resources available through the City, garbage, recycling....	City of Burlington Roads & Parks Department Matt Koevoets 905-333-6142 e-mail: koevoetsm@burlington.ca
PETTING ZOO/ ANIMALS IN PARKS	See Road & Parks Department Some Exotic Animals are not allowed in the City Halton Regional Health Department Guidelines (see Appendix M) License Required	City of Burlington Roads & Parks Department Matt Koevoets 905-333-6181 e-mail: koevoetsm@burlington.ca City of Burlington Animal Control Dave Lake 905-335-3030 e-mail: laked@burlington.ca Lianne Sangle 905-825-6000 Ext: 7595 City of Burlington Building Department Licensing Officer 905-335-7600 Ext: 7479
POLICE SERVICES	Crowd control, security, pay duty officers, escorts	Halton Regional Police Service 440 Locust Street 905-825-4747 Front Desk Ext.: 2305 Administrative Assistant Ext.: 2302 e-mail: carla.onorato@hrps.on.ca
RAFFLES/ BAZAARS	Business Licence, not required for vendors involved at City of Burlington approved events.	City of Burlington Building Department Licensing Officer 905-335-7600 Ext: 7479

SPECIAL EVENTS CONTACT LIST

ITEM	NOTES	ORGANIZATION/CONTACT
REVENUE GENERATION OR SOLICITING OF FUNDS	Plans to be detailed in Event Application <ul style="list-style-type: none"> Special licenses required 	Parks & Recreation Mike Mueller 905-335-7704 e-mail: muellerm@burlington.ca City of Burlington Building Department 905-335-7600 Licensing Officer Ext: 7479
ROAD CLOSURES/PARADES	<ul style="list-style-type: none"> Allow 4 to 6 months Separate process (see Appendix C) Set-up needs advance sign manufacturing and installation 	City of Burlington Transit & Traffic Department Pete Peebles 905-335-7600 Ext: 7847 e-mail: peeblep@burlington.ca
SANITARY FACILITIES/WASHROOMS/GARBAGE CANS/RECYCLING CONTAINERS	Guidelines: Halton Regional Health Department City resources	Region of Halton Health Department Lianne Sangle 905-825-6000 Ext: 7595 Roads & Parks Department Matt Koevoetts 905-333-6142 e-mail: koevoettsm@burlington.ca
SIGNAGE/INFLATABLES	Notification and approval required	City of Burlington Building Department 905-335-7600 Ext: 7731
SITE PLAN	To include stage location(s), licensed areas, and all major event components	Parks & Recreation Mike Mueller 905-335-7704 e-mail: muellerm@burlington.ca
STREET PARTIES	Forward written information details: City of Burlington Transit & Traffic Department P.O. Box 5013 Burlington, Ontario, L7R 3Z6	City of Burlington Transit & Traffic Department Pete Peebles 905-335-7600 Ext: 7847 e-mail: peeblep@burlington.ca

SPECIAL EVENTS CONTACT LIST

ITEM	NOTES	ORGANIZATION/CONTACT
STREET SIGNS	Approval, manufacture, placement	Transit & Traffic Department Pete Peebles 905-335-7600 Ext: 7847 e-mail: peeblesp@burlington.ca
TEMPORARY STRUCTURES (Tents, inflatables, buildings)	Requires permit when over 60 square metres in size (645 square feet). Spencer Smith Park - underground utilities	City of Burlington Building Department 905-335-7600 Steve Krizan Ext: 7849 Roads & Parks Maintenance Matt Koevoetts 905-335-6142 e-mail: koevoettsm@burlington.ca
TRAFFIC CONTROL/ DETOURS (Major Events - Biathlon, Triathlon, Cycle Events, Parades, Street Carnivals)	Separate application (see Appendix B) Submit 4 to 6 months prior to event	Transit & Traffic Department Pete Peebles 905-335-7600 Ext: 7847 e-mail: peeblesp@burlington.ca
WAIVER FORMS	Liability or obligation waiver as a condition of participation	
WALKATHONS/ BIKEATHONS on <u>Road</u> Allowance (Minor Events)	Separate process Submit 8 weeks prior to event (Appendix C)	Transit & Traffic Department Pete Peebles 905-335-7600 Ext: 7847 e-mail: peeblesp@burlington.ca