



# Festival and Event Approval Process Guidelines

## Community Development & Partnerships

Haldimand County recognizes the importance of festivals and events in our County. The community volunteers and groups that host the local festivals and events enhance the quality of life and sense of community for the residents of Haldimand County. Festivals and events also make significant contributions to the local economy and help boost tourism.

The Festival and Event Policy establishes the fundamental criteria and definitions for approving Festivals and Events held in Haldimand County.

A festival or event is an organized gathering with a planned program oriented towards arts, culture, sport and entertainment, charitable or educational activities that occurs within a defined period of time that:

- Requires County approval(s) under the Festival and Event approval process;
- May require the approval of outside regulatory agencies such as Alcohol and Gaming Commission of Ontario (A.G.C.O) and the Haldimand-Norfolk Health Unit, and
- May incorporate activities not normally expected with the use of County property that may require risk mitigation such as alcohol consumption, carnivals, tents, fireworks, etc.

The purpose of the Festival and Event Policy is to ensure all necessary regulatory and operational approvals are obtained to ensure safe festival or event operation and adherence to applicable by-laws, policies and procedures.

Each year, Haldimand County receives many requests from community volunteers and groups to operate events on Haldimand County property. These events vary in scope, purpose, size, cost and complexity and require the coordinated efforts of staff to ensure safe event operation and adherence to applicable by-laws, policies and procedures.

These Festival and Event Approval Process guidelines are intended to help you understand your responsibilities as an event organizer and to assist you in the process of obtaining the approvals necessary to hold your event on Haldimand County property.

Haldimand County retains the right to determine whether or not an applicant may hold an event on County property. Applicants are responsible for meeting all of Haldimand County's requirements including by-laws, policies and fees as well as any regulatory approvals required by outside agencies.

For further information and assistance, please contact:

Lynda Kissner, Supervisor, Community Programs & Events at 905-318-5932 x 6134

or by email at [lkissner@haldimandcounty.on.ca](mailto:lkissner@haldimandcounty.on.ca)



## Festival and Event Application Process:

1. Review the information outlined in the Festival and Event Approval Process Guidelines. Complete and submit the Festival and Event Application Form and all other forms as required. The Event Organizer shall adhere to all policies, legislation, by-laws and regulations as outlined in these guidelines.
2. The following submission time lines will allow the Event Organizer and County staff the time necessary to ensure that the event is safe and that all the required approvals are in place. Each request requires a varying amount of planning for approval.
  - New or Significantly Modified Events (require Council approval): the completed Festival and Event application must be received a minimum of 60 days before the scheduled start of the event;
  - Returning Events: the completed Festival and Event application must be received a minimum of 30 days before the scheduled start of the event to process an Event application; and/or,
  - A completed Festival and Event application must accompany all Major Festival and Event Enhancement Grants.
3. CDP Staff will provide assistance to review applications and general requirements. CDP will distribute the complete application to the all divisions and external partners for review. Additional information maybe required depending upon the organizer's plans.
4. Event Organizers may be required to meet with staff to review the application and discuss details.
5. Event Organizers are required to provide a Certificate of Liability Insurance in accordance with the specifications herein.
6. Event Organizers must acknowledge the support of Haldimand County in all print and publicity material for the festival (i.e. literature, advertising, banners or on-site signs).
7. An Event Permit will be issued to the Event Organizer once all associated regulatory approvals have been met and provided.
8. The Event Organizer will sign a final approval permit that commits them to adhere to all policies and procedures, legislation, by-laws and regulations as outlined in the guidelines and specifically in the permit.
9. Following the festival or event, Event Organizers may be contacted to provide information regarding the event such as estimated attendance, feedback and suggestions associated to the approval process, festival or event improvements for the next year.

## Information Regarding Activities and Requirements

1. **Activities:** A schedule of all events and activities planned must be listed on the Application.
2. **Additional Costs and Fees:** the Event Organizer is responsible for any additional costs associated with the festival or event such as licensing fees, SOP fees, etc.

Additional fees may be charged to the Event Organizer for extra supplies, overtime, damage, etc. This is at the discretion of Haldimand County and will be determined with the Event Organizer's involvement.



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3. **Air Bounce/Inflatables:** a Certificate of Insurance from the vendor in the minimum amount of two million (\$2,000,000) dollars with Haldimand County and the Event Sponsor named as additional insureds on the policy for the duration of the event will be required.
4. **Alcohol:** Where a Festival or Event requires a Special Occasions Permit (SOP) as per the Alcohol and Gaming Commission of Ontario (AGCO) regulations, which govern the program in order to qualify for a SOP, the event must be designated to be of municipal significance. (The designation of municipal significance allows advertising for, and fundraising from alcohol sales, where the event is being held by a group that is not a registered charity under the Income Tax Act, or a non-profit association or organization.) The municipal designation is required in the form of a Council resolution or a letter issued from the Municipal Clerk or the General Manager of Planning and Economic Development based on an evaluation of the following criteria:
  - The Festival or Event is accessible to and provides for broad access and participation to all residents of the County and/or tourists and has significant profile;
  - The liquor sales activity is ancillary to the main festival or event function and is for the purposes of raising funds for the festival or event or to raise funds for charitable purposes and objects that benefit the public at large;
  - The Festival or Event is intended to encourage and promote community involvement and provides a venue for local businesses, organizations and residents to participate in the activities;
  - The Festival or Event organizer has submitted and received approval of an alcohol management plan from the County. Considerations will include:
    - The size of the alcohol service area and the projected number of participants;
    - How the alcohol service area will be delineated (i.e. tents, barricades or fencing);
    - The qualifications that will be required by the organizer for all person(s) serving alcohol;
    - The duration and hours of the alcohol service area;
    - The impact of the alcohol service area upon neighbouring properties and other facility users or festival or event participants; and
    - Public health, safety and liability considerations for participants and the County.

For Profit Events can not be designated a “municipally significant” event as per the AGCO and these proponents are encouraged to partner with a non-profit charitable organization or third party in order to obtain a SOP.

A reoccurring Festival or Event that has been designated of municipal significance shall maintain that designation unless it is rescinded by the County.

Alcoholic refreshments must **not** be provided to the public in glass containers.

5. **Amplified Sound:** The Event Organizer must ensure compliance with the Haldimand County Noise By-law 1098-10

The sound system components should be located so as to minimize the potential impacts on adjacent property.



6. **Amusement Rides:** if amusement rides are part of the event, the following documentation **MUST** be obtained by the Event Organizer.
- ✓ Amusement Devices Act – Ontario License for the current year from the company.
  - ✓ Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority under the *Amusement Devices Act* for the current year for each amusement device in operation.
  - ✓ A Certificate of Insurance from the vendor in the minimum amount of \$2 million dollars with Haldimand County and the Event Sponsor named as additional insureds for the duration of the event.

Inspection approvals will be required.

7. **Banners & Cross Road Installation:** all banner hanging requests must be included in the event application. Please include:
- ✓ Description of what the banner is advertising.
  - ✓ A listing of the dates and locations requested.
  - ✓ This activity must be included on the required Certificate of Insurance.

Locations for Banner Cross Road Installations are: Caledonia (1), Cayuga (1), Dunnville (2), Hagersville (1), and Jarvis (2).

There is a cost incurred by the County every time a banner is installed and removed. In an effort to ensure cost efficiencies, the actual timing of the banner installations and removals is done with consideration of **all** banner installation requests. It has been past practice to hang banners two weeks prior to the event.

8. **Clean Up:** the Event Organizer is responsible for clean up during and immediately following the event.
9. **Community Event Trailer:** Haldimand County staff will assist with the set up and takedown of the Haldimand County Community Event Trailer. The Event Organizer/delegate must be present during the set up of the Community Event Trailer.
- ✓ The use of the Community Event Trailer must be included on the required Certificate of Insurance.
  - ✓ A Certificate of Insurance for the company/individual moving the trailer must be provided to Haldimand County prior to pick up. \*See application for details.

Details of use must be included in the festival and events application.

10. **Damage or Loss to Property and/or Equipment:** additional costs may be charged to the Event Organizer due to damages or loss, etc. A pre-event site visit is recommended to note pre-event conditions.
11. **Event Promotion:** Tourism Haldimand will provide event organizers with assistance in the marketing and development of their events.
- ✓ The Tourism Division maintains a comprehensive inventory and database for all tourism related businesses, attractions and events within the County.



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- ✓ Events may be promoted through the Haldimand County website, the Tourism Haldimand Website and Travel Guide.
- ✓ If your organization has a current website, links can be set up to the County website.
- ✓ Haldimand County has been promoting the “Harvests of Haldimand” brand/initiative to promote local food that is available and served in Haldimand County. If a festival or event is being planned and incorporates a local food focus, please let us know so that we can look for opportunities to assist or perhaps provide additional support.

Information regarding your Event may also be included on the digital/reader boards located outside of the Caledonia, Cayuga and Dunnville Arenas. Submit a completed Digital Reader Board Announcement Request Form. Please note: the duration of display time and the space available for the Digital Reader Board may be limited and cannot be guaranteed.

12. **Fireworks/Pyrotechnics:** setting off or holding an event of “display fireworks” requires permission from the Haldimand County Fire Department and certification that a Display Fireworks Supervisor is in full charge of the display.

- ✓ Fully operational fire extinguishing equipment is to be provided and maintained at all times.
- ✓ A “display fireworks” application must be provided by the contractor of the fireworks event to the Haldimand County Fire Department a minimum of 6 weeks prior to the event.
- ✓ The Display Fireworks application must meet the requirements of the Explosives Regulatory Division of Natural Resources Canada.

The Event Organizer must ensure display fireworks are in compliance with the Haldimand County Noise By-law 1098-10.

This activity must be included on the required Certificate of Insurance.

13. **Food Providers:** if the Event includes temporary food establishments, the Event Organizer will need to complete and submit the Haldimand-Norfolk Health Unit Event Organizer’s Application Package at least sixty (60) days prior to the event

The Event Organizer must follow guidelines pertaining to potable water, wastewater, garbage receptacles, and proper food handling and storage.

Each food provider will be required to complete and submit the Haldimand-Norfolk Health Unit Event Food Provider’s Application Package at least thirty (30) days prior to the event.

The Haldimand-Norfolk Health Unit must approve all food and refreshment food providers prior to the event.

These applications will be distributed to the appropriate departments for inspection purposes.

14. **Games of Chance, Lotteries, Raffles, etc.:** if the event involves raffles, duck races, bingos, wheels, etc., the Event Organizer must contact Haldimand County’s Clerk Division to ensure they are in compliance with Alcohol and Gaming Commission of Ontario requirements. Licenses are issued through Haldimand County.

For information on obtaining the necessary license information, please contact Haldimand County’s Licensing Officer at 905-318-5932 ext. 6351.

The Event Organizer must provide proof of compliance prior to the approval of the event.



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15. **Haldimand County EMS:** generally, first aid at Events is provided by agencies such as St. John's Ambulance. However, transportation of patients to a hospital, as per the Ambulance Act, can only be completed by an ambulance service that has been certified by the Ministry of Health and Long Term Care. For Haldimand County, the County is the certified delivery agent.

In order to prevent delays and to reduce liability, the Event Organizer may wish to contract the Haldimand County paramedics for the event. The fees for this service are included in the Haldimand County User Fees & Service Charges By-law.

A request for bike medics can be made to Haldimand County EMS and will be considered for factors such as type of event, size of crowd and increased/potential risks. Once reviewed Haldimand County EMS will determine if the bike medic team is warranted and will communicate with the Event Organizer. Generally bike medic deployment is reserved for festivals or events with large crowds.

16. **Haldimand County Facilities and Parks:** all municipal facilities, arenas, parks, pavilions and pools are to be booked by the Facility Booking Clerk. To secure your date "**tentatively**" please contact the Facility Booking Clerk at 905-318-5932 ext. 6507, A Facility Rental Application for Events must be completed and submitted to book a facility.

Picnic tables and garbage cans **MAY** be available upon request. However, quantities are limited. It will be the Event Organizer's responsibility to obtain additional tables for events if required.

Haldimand County staff will schedule a park clean-up prior to the event.

17. **Haldimand County Fire Department:** Event Organizers are required to complete and submit the Special Event Fire Safety Requirements Form and return with the Festival and Event Application for events with outdoor cooking equipment and tents or temporary structures.

The Fire Department may:

- ✓ Inspect all food and refreshment vendors after set up to ensure compliance with fire safety regulations and have authority to remove vendors accordingly.
- ✓ Inspect tents, stages and other temporary structures for compliance with fire safety regulations.

18. **Haldimand County OPP:** the Ontario Provincial Police will provide feedback to the Supervisor Community Programs and Events during the application review process to assist the Event Organizer with the provision a safe environment for all those participating in or impacted by a festival or event.

Contact the OPP Cayuga Detachment at 905-772-3322 if paid duty officers are required or you wish to the use of any special equipment or vehicles (i.e. motorcycle, ATV, roll-over simulators).

To learn more about the services of the OPP, please visit [www.opp.ca](http://www.opp.ca).

19. **Historical Precedent:** Event Organizers in good standing, shall be given first right of refusal for the use of a County facility or road allowance on the same date the next year, upon receipt of a completed application and staff approval. Tentative bookings **must** be obtained from the Facility Booking Clerk in the Community Development & Partnerships Division at 905-318-5932 ext. 6507.

20. **Hold Harmless Agreement:** the Event Organizer agrees to indemnify, defend and hold Haldimand County harmless from and against any liability, loss, claims, demands, costs or expenses, including reasonable legal fees, occasioned whole or in part by any negligence or acts or omissions during the use of County property. The Event Organizer will need to sign and return the Hold Harmless



Agreement with the Event Application. Failure to return the signed Hold Harmless Agreement may result in an event not being permitted to proceed.

21. **Inspections:** may be required by the Haldimand County Fire Department, the Haldimand-Norfolk Health Unit, and/or the Haldimand County Building Controls & By-law Enforcement Division.

Inspections will take place during the set up or throughout the event. The departments listed above have the authority to suspend/cancel an event on site if the amusement rides, inflatable/air bounce devices, musical entertainment, stages, bleacher, tents, etc., are deemed unsafe or do not meet the inspection requirements regardless of the approval letter from the County.

Food Providers will be prohibited from operating, if deemed unsafe or if they do not meet the inspection requirements regardless of a previously issued Special Event Permit from the Haldimand-Norfolk Health Unit.

22. **Insurance Requirements:** the Event Organizer will be responsible to provide a Certificate of Insurance (COI) prior to the start of the event. The insurance described in the COI shall be maintained in full force and effect throughout the duration of the event and shall contain the following requirements:

- Commercial General Liability in the amount of not less than two million dollars (\$2,000,000)
- Occurrence Based Coverage
- Cross Liability & Severability of Interest Clauses indicated as included
- Haldimand County named as an additional insured
- Description of the events/activities for which the insurance applies
- Dates and times of events
- 30 days notice of cancellation or alteration
- Policy number, policy period, name and address of Insurer
- Liquor Liability Coverage if the event involves the sale, service or consumption of alcohol
- Signature of Authorized Representative (insurance provider or broker)

**Please have your insurance representative review the checklist above prior to issuing the Certificate of Insurance.**

The County reserves the right to request Commercial General Liability insurance in excess of \$2,000,000 where the very nature of the event exposes the municipality to potentially greater liability. All insurance documents must be acceptable to the County prior to the event.

**\*PLEASE NOTE: It is the responsibility of the Event Organizer to collect a Certificate of Insurance, meeting the same mandatory requirements, from each vendor that is providing services at the event (food, entertainment, rides, fireworks, etc.)**

**All insurance documents will be required 30 days prior to the event.** Failure to provide a Certificate of Insurance in compliance with the requirements may result in an event not being permitted to proceed.

23. **Open Air Burning:** must meet the requirements of the Haldimand County Open Fire Burn By-law.





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24. **Outside Tournaments with Alcohol:** the Tournament Organizer must complete and submit the Tournaments Only Application Form, provide a Certificate of Insurance in accordance with the requirements, sign the Hold Harmless Agreement and the Event Agreement. A completed Facility Rental Application will be required to reserve the playing field. For tournaments with alcohol, please refer to the section #4 for additional requirements.

**All new tournaments MUST apply** a minimum of sixty (60) days prior to the tournament to ensure there is time to obtain Council approval.

25. **Parade Entries:** each person or organization entering a motorized vehicle including farm or construction equipment and/or a float, in a parade is responsible to maintain the vehicle and/or float in a safe operating condition.

It is the responsibility of the Parade Organizer to ensure proof of liability insurance is collected from entrants such as vehicles, floats, farm equipment, horses, etc.

26. **Parades Routes:** please see 'Road Use and Closures' for details.

27. **Performance Bonds:** the Event Organizer **may** be required to post a performance bond, 10 days prior to the event if Haldimand County deems it necessary.

28. **Parking:** the Event Organizer must indicate the parking facilities and/or the methods of control to be used on the Event Application.

29. **Petting Zoos:** if the event includes a petting zoo or animal exhibit, the Event Organizer should contact the Haldimand-Norfolk Health Unit for further information in regards to participant safety. This activity must be included on the required Certificate of Insurance.

30. **Road Use and Closures:** for both partial and full street/road closures, the applicant must provide a map/drawing and specific details of the closure request (road/street names, dates, times, businesses/property owners that may be impacted by the street/road closure and/or other pertinent information before approval is granted).

The Event Organizer must complete the Roads Operations Division Festival and Event Request Form to request a temporary street/road closure for any event where traffic flow is anticipated to be interrupted, such as: parades, walks and runs.

Closing a County road for a festival or event is a complex process involving and affecting many people. Haldimand County has an obligation to prioritize public safety when closing down roads to ensure that traffic can safely flow while Events are taking place. It will be the responsibility of the Event Organizer to provide notice of a road closure in a timely fashion to those residents directly affected. A copy of the notice must be submitted for review by County Staff prior to being distributed to residents.

The blocking or temporary closure of a major highway such as Highway #3 or #6 requires the organizers to seek permission from the Ministry of Transportation having jurisdiction where the event is being held.

It is the responsibility of the Event Organizer to pick up and return all barricades and/or pylons to the appropriate roads operations yard. Equipment must be returned on the first business day following the event.

When the equipment is picked up, the Event Organizer or representative and a Roads Operations employee will sign that the equipment was received in good condition. Upon return of the





equipment, signatures will also be required to confirm that all equipment was returned and in good condition.

If any equipment is not returned or is damaged while in use or during transport to or from the event, the Event Organizer will be held responsible and will be invoiced accordingly. Failure to compensate for any losses may result in the suspension of the event the following year.

31. **SOCAN:** is the Society of Composers, Authors and Music Publishers of Canada. When live or recorded music is included in the event activities, the Event Organizer is responsible for the SOCAN license fees.
32. **Site Plan:** the Event Organizer is required to submit an overall site plan. A meeting may be scheduled to review the exact locations for all activities, equipment, tents, etc.
33. **Tents:** the Ontario Building Code (OBC) requires a building permit be obtained for a single tent or group of tents whose aggregate area exceeds 60 m<sup>2</sup> (646 square feet), is attached to a building or is constructed closer than 3 m (10 feet) from other tents or structures. (Division C, Section 1.3. and Division B, Section 3.14 of the OBC outlines requirements.).

**To obtain a building permit, the Event Organizer will need to:**

- ✓ Complete a building permit application.
- ✓ Provide two (2) copies of a site plan showing the proposed location and the clearance to other tents, buildings and structures on the property and access from a roadway.
- ✓ Provide a sketch plan showing exit locations, fire extinguisher locations and table layout.
- ✓ If the tent exceeds 225m<sup>2</sup> ( 2,420 square feet), provide a drawing stamped by a Registered Professional Engineer verifying the structural adequacy and anchorage of the tent, the Event Organizer shall bear the costs associated with this requirement.
- ✓ Provide a Certification of Flame Resistance to Can/ULC-S109 or NFPA 701.
- ✓ The certification label must be attached to all components (Tent, walls, etc.) of the tent. If there is no Certification attached, then the installation will not pass inspection and must be removed.

Payment will be required for the Building Permit. Rates are approved by Council annually.

**After the erection of the tent, we will require the following:**

- ✓ Inspection by the Fire Department.
- ✓ Inspection by the Building Controls & By-law Enforcement Division.
- ✓ If the tent exceeds 225 m<sup>2</sup> (2,420 square feet), a final inspection by a Registered Professional Engineer prior to occupancy.

For further information, please contact the Building and Municipal Enforcement Division at 905-318-5932.

34. **Washroom Facilities:** for events with food, Event Organizers must provide public access to washrooms. The Haldimand-Norfolk Health Unit requires a specific number of washrooms based on expected attendance and/or activity. This information can be found in the Haldimand-Norfolk Health Unit Event Organizer Application Package. It is the Event Organizer's responsibility to make all arrangements for portable washroom facilities if required.



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35. **Water Activities:** for activities such as Duck Races, Canoe Races and Boat Races planned on the Grand River, the Event Organizer **is responsible for the** notification to the Grand River Conservation Authority.
36. **Zoning Bylaws:** all events must conform to the requirements of the zoning by-laws. A zoning compliance letter may be required.

### **Additional information be found at the following websites:**

[www.haldimandcounty.on.ca](http://www.haldimandcounty.on.ca)

[www.agco.on.ca](http://www.agco.on.ca)

[www.opp.ca](http://www.opp.ca)

[www.hnhu.org](http://www.hnhu.org)

[www.socan.ca](http://www.socan.ca)

Updates and changes to these guidelines will occur as needed. Any groups affected by the updates and changes will be contacted immediately.