

<b>TITLE:</b>	Special Events Policy
<b>POLICY NO:</b>	Public Works - Recreation Services (POL-REC-03-2010)
<b>APPROVAL DATE:</b>	March 22, 2010
<b>EFFECTIVE DATE:</b>	March 22, 2010
<b>POLICY AMENDED:</b>	January 27, 2020

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### **Policy Statement**

The Township of West Lincoln recognizes that Special Events are an important part of living in West Lincoln and make a positive contribution to West Lincoln's quality of life. Events enhance tourism, civic pride, culture and education and may provide an economic benefit to the community.

### **Purpose**

The purpose of this policy is to:

1. To assist event organizers in planning safe and successful events
2. To ensure that all appropriate insurance requirements are met,
3. To ensure that costs of related Township services are realistic,
4. To ensure that the event activities do not negatively affect the community,
5. To define roles and responsibilities of participating groups and organizations,
6. To evaluate each event on an a true cost basis and to provide information on potential economic benefits to the community
7. To promote West Lincoln as an outstanding location for Special Events.

### **Timing**

Applicants requesting permission to hold any community or special event should submit a completed application form six weeks prior to the proposed event.

### **Definitions**

Special Events can be; one time, annually or other re-occurring activities that take place within the facilities owned and/or operated by the Township of West Lincoln.

Typical principal characteristics of a special event:

- The main purpose is to celebrate or display a specific theme
- Should have pre-determined opening and closing dates and times
- The program may consist of several separate activities that are eight hours or more in length

**Requirements**

Applicants and/or special event organizers requesting permission to hold an event may be required to meet the following criteria, prior to final approval of their event by the Township.

**Applicant**

- (a) The applicant must have binding authority for the sponsoring organization.
- (b) Approval to manage and coordinate an event will be given only to competent and experienced persons.

**Insurance**

- (a) The applicant must have third party liability insurance, minimum \$2,000,000, naming the Township as an additional insured party.
- (b) The period of Insurance shall be from the date of commencement of set-up, until the date of completion of all related activities.
- (c) Additional insurance may be required for events that are considered to be a higher risk.
- (d) Proof of insurance shall be submitted to the Township 2 weeks prior to the event.

**Licenses and Permits**

A copy of all required licenses and permits shall be provided to the Township 2 weeks prior to the event.

**Canteen**

Canteen services may be provided by the Township and/or those organizations holding an exclusive rights agreement.

**Alcohol**

All events where alcohol will be served and/or sold are subject to the Township's Municipal Alcohol Policy (POL-REC-01-2020).

**Approvals**

It is the applicant's responsibility to contact all appropriate authorities and follow all regulations.

**Security**

Event security and crowd control are set out in the Township's Municipal Alcohol Policy and/or will be required for non-alcohol events as deemed necessary by the Township.

**Emergency Services**

It is the applicant's responsibility to ensure first-aid and emergency response procedures are in place and strictly enforced.

**Road Closures**

Any and all temporary road closures will require Township and/or Regional approval. It may also require the following:

1. A traffic control plan
2. Barricades and signage
3. Supervision of barricaded areas

**Parking**

It is the applicant's responsibility to ensure parking restrictions are adhered to.

**Tents**

The installation of tents will require a Township permit. It may also require the following:

1. Approval of location(s)
2. Underground utility service 'locates' (to be carried out by an organization approved by the Ontario 'one-call' organization).

**Noise**

An exemption of the Township's noise bylaw may be required.

**Hydro**

All electricity used will be charged to the event organization

**Water**

Municipal water use shall be approved by the Township's Overall Responsible Operator.

**Waste Management**

Verification that all garbage and litter clean-up will be carried out within 24 hours of the events conclusion.

**Additional Services**

Additional services required shall be at the appropriate fee, for example, dust suppressant, facility and field rentals, etc, unless waived by Council.

Additional costs may be associated with the event (e.g. policing, parking, sports field rental, etc) and shall be at the expense of the event organization.

**Conclusion**

An evaluation shall be carried out after every event by staff on scene, to assess all relevant issues and concerns.