



Special Events Manual

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ACCESSIBILITY

Special Event organizers must provide a ‘barrier-free’ environment for visitors to the event. Information has been developed by the Province of Ontario ([Planning Accessible Events](#) or [Guide to Accessible Festivals & Outdoor Events](#)) that will provide quick tips and suggestions for making an event more accessible.

ALCOHOL AT EVENTS

The Town of Halton Hills has a [Alcohol Risk Management Policy](#) & [Municipal Alcohol Procedures](#) outlining complete details around serving alcohol at Town parks and facilities. All steps are required to be completed for events with alcohol:

1. Request Letter of Significance from Town of Halton Hills Clerks’ department.
2. A Special Occasion Permit (SOP) is the required documentation when holding an event where alcohol will be served or sold. For more information regarding SOPs and to download the SOP application form, visit the [Alcohol and Gaming Commission of Ontario’s website](#)..
3. To receive a Facility Rental Permit, event organizers must complete the following forms and submit them to the Town’s Community Development Coordinator:
 - Municipal Alcohol Policy Server Information
 - Activity Agreement Form
 - Agreement for Special Occasion Permit Holders
 - Signage
4. [Insurance](#), including confirmation of Host Liquor Liability

DAMAGES

The cost to repair any damages to Town property will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer by the Town staff as soon as possible, after the event is completed.

ELECTRICAL

The event organizer must ensure that adequate electrical supply capacity, through the Electrical Safety Authority (ESA), is available to run event. All equipment must be CSA or ESA approved, and if connected without approval, will result in a fine. The event organizer must obtain all necessary permits required in the Town of Halton Hills and contact ESA prior to the event (minimum 48 hours notice), to request an application for inspection of all installations.

Generators - the location of generators shall be positioned so as not to create a hazard, disturb or cause nuisance as the result of noise emissions and exhaust fumes. The use of generators at an event site is subject to the Town of Halton Hills and the Electrical Safety Authority approval.

EMERGENCY PLAN/SERVICES

The event organizer is responsible for ensuring that an emergency plan is in place, in the case of an emergency or otherwise. Emergency plans must be developed specific to the special event activities; including written plans for communication responsibilities, coordination with authorities, weather, personal and property damage.

FIRE SAFETY

- All tents used for an event, shall be fire retardant treated and have a corresponding certificate, which must be available should the Halton Hills Fire Department request it. Tents may also need to be inspected by the Halton Hills Fire Department.
- All stalls/booths/tents used for an event as a place of assembly (e.g. beer or food tents), are to be equipped with multi-purpose portable fire extinguishers rated a minimum 2A10BC.
- No cooking, no smoking and no open flame devices are permitted in a tent or air-supported structure occupied by the public, or where there is storage of combustibles such as hay or straw.
- Safe handling of propane is required, including site inspection by Technical Standards and Safety Authority (TSSA).

FIRE/FIREWORKS

Events with a fireworks display require approval from the Halton Hills Fire Department prior to the event

FIRST AID

It is recommended that the event organizer has certified on-site first aid service during the event operating hours through a qualified agency such as St. John Ambulance and Emergency Medical Service (EMS).

FOOD AT EVENTS

Special events serving food are required to complete an application with Halton Region Health Department and should start the approval process at least 8 weeks before the event. Visit www.halton.ca for more information.

All food vendors participating in a special event must be licensed as a Commercial Refreshment Vehicle (CRV).

INFLATABLES / AMUSEMENT RIDES

Event organizers must review the [Inflatable Amusement Devices Terms and Conditions](#) and complete the steps below:

1. Provide the Town of Halton Hills with a detailed list of all rides/inflatables to be on site including the following information:
 - Information/images or ride/inflatable
 - Methods used to secure the structure(s)
 - Structure size(s)
 - Structure weight(s)
2. The event organizer must provide proof that the devices have been inspected and approved by the TSSA.
3. Inflatable device and/or amusement ride provider must provide the Town of Halton Hills with a Commercial Liability Insurance Certificate in the amount of \$5 million dollars naming the Town of Halton Hills (and if required the event organizer/organization) as an additional insured.
4. The inflatable device and/or amusement ride location must be approved by the Town of Halton Hills staff prior to the event.

INSURANCE

Insurance is required for all special events. Event organizers are required to obtain and submit the appropriate proof of insurance to the Town of Halton Hills at least 2 weeks prior to the event by choosing one of the following options:

1. Obtain and provide proof of coverage, by way the Town of Halton Hills [Certificate of Insurance Form](#) or an insurance certificate, that will need to be completed by your broker or insurance company.

OR

2. Purchase insurance coverage through the Town of Halton Hills where available.

LOAN OF TOWN EQUIPMENT

The Town has limited quantities of equipment (picnic tables, garbage/recycling bins, etc.) available to rent for the purpose of special events. Town of Halton Hills staff can provide more information about this program.

NOISE RESTRICTIONS

The use of amplified sound for special events is only allowed 9:00 AM to 11:00 PM and must remain at an acceptable level as stated in the Town of Halton Hills noise by-law.

Exemptions to the [Noise By-Law 2010-0030](#) may be granted and require approval by Town Council. The application for noise exemption must be completed at least 8 weeks prior to event date.

PARKING

A parking plan may be required if an event has potential to impact Town of Halton Hills parking facilities and/or streets. The Parking plan will need to address:

1. The availability of surrounding streets and lots where parking may be allowed. The event organizer will be responsible for making suitable parking arrangements and providing any overflow parking requirements.
2. The provision of event volunteers on-site (in the parking, and non-parking areas) to provide participants with appropriate parking information/direction related to the event.
3. Where parking signs will be located during the event to inform drivers of where to park.

PETTING ZOO / ANIMALS

Petting zoos or other animals exhibits on Town property, must receive approval. Petting zoos/animals must comply with the Petting Zoo guidelines as outlined by the [Halton Regional Health Department](#).

Event organizers may prohibit dog or pet owners from bringing animals into an event space. Signs prohibiting animals should be erected and placed at the event entrance(s). This prohibition excludes the use of service animals.

POLICE SERVICES/ SECURITY

Depending on the elements of your event, police paid duty officers may be required. Town of Halton Hills staff will meet with the event organizer and [Halton Regional Police Services](#) to confirm requirements. Payment for police paid duty services is the responsibility of the event organizer.

PRE/POST EVENT SITE WALK

An event site walk may be required, before and/or after the event, reviewing all site plans and the condition of the site.

RAFFLES/BAZAARS/GAMES

Operation of a lottery, raffle, or bazaar within the Town of Halton Hills, must comply with all Provincial, Regional and Municipal regulations to be considered for approval. Casinos and gambling are not permitted in the Town of Halton Hills.

To host an event which includes games, silent auctions, or raffles, you may need to obtain a [license](#).

ROAD ALLOWANCE/CLOSURE

A Road Occupancy Permit will be required if your event takes place on a road and/or sidewalk. Town of Halton Hills staff will review the road closure or road use plan with the event organizer. [Halton Regional Police Services paid duty](#) may be required for events taking place on roads.

All events with a road closure must ensure one lane (six metres in width) remains free and clear of any temporary or permanent installments (i.e., tents, vendors, stage, rides, games, etc.) at all times during the event, should an emergency vehicle require access through the site.

Events using the road (shared use) must comply with existing traffic regulations. These include, but are not limited to; obeying traffic signals, speed limits, etc.

SANITARY FACILITIES / WASHROOMS

Event organizers are responsible for providing sufficient portable washrooms (including accessible portable washrooms) and hand washing stations if the event location does not have sufficient facilities to accommodate the anticipated number of visitors. For more information, please visit the [Halton Regional Health Department](#).

Town of Halton Hills offers portable toilet and handwash station rentals by request.

SIGNAGE

Both promotional and directional signage used for an event must be approved by Town of Halton Hills staff. Information must be submitted and approved for all promotional, wayfinding and event signage on Town of Halton Hills property.

SITE PLAN – LAYOUT OF EVENT

Completion of a Site Plan is required for all events and should include the following event elements (if applicable):

- Access points
- Vendors
- Tents
- Signs
- Stages
- Inflatables
- Amusement Rides
- Designated Alcohol Area
- Bleachers
- Barricades
- Parking

- Generators
- Water Stations
- First Aid Centre
- Portable Washrooms
- Animal Exhibit
- Fencing
- Fireworks/Fire
- Vehicles onsite during event
- Other moveable or fixed elements

High impact/sound elements such as stages and certain carnival rides must be located in an appropriate area to minimize sound level impact on surrounding residents and businesses.

SMOKE FREE ACT

The Province of Ontario has made it illegal to smoke in public outdoor spaces with the Smoke Free Ontario Act. This applies to all special events on Town of Halton Hills property. It is the event organizer's responsibility to post related signage at the event for visitors to be informed of the Smoke-Free Ontario initiative.

TENTS, CANOPIES, STAGES OR TEMPORARY STRUCTURES

Tents, canopies, stages, or other similar temporary structures may be regulated by the Ontario Building Code Act.

A building permit is required for a tent or group of tents:

- More than 60m² (646 ft²) in aggregate ground area,
- Attached to a building, and
- Constructed less than 3m from other structures.

A building permit is required for the erection of performing/festival stages that are more than 10m² (108 sq. ft) in area and more than 600 mm (24 inches) above finished grade.

For more information, please visit [Infrastructure Services - Building](#).

VEHICLES IN PARKS

In order to protect members of the public, as well as the parks for future use, the access of vehicles in parks must be approved by the Town of Halton Hills. The event organizer will ensure that vehicle access into the park is controlled and monitored throughout the event (including set up and teardown) at all access points designated, allowing entry to emergency vehicles only, during event operating hours.

Designated service vehicles such as golf carts used for transporting supplies, removing garbage or first aid must be approved prior to use on Town property.

VOLUNTEERS

Groups are encouraged to develop their own volunteer management practices. These practices may include items such as;

- All volunteers must sign a waiver acknowledging that they are performing a service at their own risk and do not have access to the Town's workers compensation or accident benefit program.
- All volunteers must be provided with the proper tools and equipment to ensure that their volunteer position can be completed in a safe manner.

- All volunteers must receive adequate training based upon their function to ensure they can perform tasks in a safe and efficient manner.
- All volunteers who work directly with seniors or children must provide a current vulnerable sector screening to be provided by the local Police Department.

WASTE COLLECTION/DIVERSION

Event organizers are responsible for waste control, including the use of grease and recycling containers, during and after the event. Regular pickup of waste containers is expected in order to ensure a sanitary environment. The event organizers are responsible for proper waste diversion to ensure minimal impact on the environment and to make the event is as 'green' as possible. [Halton Region Community Event Waste Diversion Service](#) is available to events.

Large events will be required to organize the rental of an appropriate sized garbage dumpster or other means to collect and remove the garbage.

Any costs attributed to the clean up of waste after the event (in order to return the park/facility to its original pre-event condition), will be charged to the permit holder.

WEATHER

Event organizers are responsible for tracking and communicating extreme weather conditions to event participants and attendees before and during the event. Hot temperatures, high winds, heavy rain, snow, and sleet can all pose safety risks for special events. Ensure your event has an Inclement Weather Response Plan in place for tracking and responding to extreme weather and its effects.