



SUBJECT: **SPECIAL EVENTS POLICY**
DEPARTMENT: **LEISURE & COMMUNITY SERVICES**

EFFECTIVE: **JUNE 15, 1999**
AUTHORITY: **COUNCIL**

REVISED: **JULY 22, 2014**

Section 1: Purpose

The purpose of this policy is to establish guidelines for the management and support of Special Events within the Town of Whitchurch-Stouffville. The Town's growing community will continue to create changing demands for access/use of Town facilities, services and equipment and as a result, the Special Events Policy is being updated to address these growing and diverging needs. The Policy is especially critical when demand for facility space, equipment and staff time, exceeds the supply available.

Section 2: Scope

The Special Events Policy is designed to:

- Establish the process for supporting, funding and/or administering events held within the Town, utilizing Municipal facilities;
- Provide guidelines for fair, equitable, transparent and consistent decision making and access;
- Establish uniform criteria and procedures for the reservation and use of parks for special events;
- Promote a diverse range of organized activities; and
- Ensure that the Town's parks and facilities are used for the benefit of the entire community.

The objectives of this policy are:

- To define the Town's role in **Event Support**, to ensure that User Groups offering a special event are aware of available resources and Services-In-Kind;
- To provide **Levels of Events** to determine allocation of equipment and Services-In-Kind;
- To outline the **Financial Implications**, so that events and fees can be planned accordingly;
- To enhance **Communication** among community organizations and the Leisure & Community Services;
- To ensure **Facility Permit Conditions and Regulations (see Appendix B)** are followed during special events and/or Services-In-Kind, which includes: applicable Town policies, by-laws, health and safety requirements, rental contract agreements and provincial regulations;
- To establish clear and consistent methods for members of the community to request space for a special event, equipment and Services-In-Kind.

Section 3: Definitions for the purposes of this document

Levels of events

Major town wide events

- Festivals or events open to the entire community that will potentially draw large numbers of people and enhance tourism. Coordinated by a separate committee, conducting all the planning, organizing and implementation.

Neighbourhood Events

- Smaller, more local type events, usually open to residents and non-residents, but most participants are drawn from the local community. Often the type of event coordinated by a Councillor, organization or local community group, in their ward at a local community centre.

Tournaments

- Major sporting events taking place over a day or several days, coordinated by third party organization or group, hosting many teams, usually from both within and outside of the local community.

Facility Specific events

- Coordinated within a facility or Town park, usually with a very specific target audience. Can vary from a sporting event, trade show, fundraiser, cultural entertainment or public meeting.

Small Private events

- Very focussed, private type of events organized for specific attendees, through a permit of a Town Park or facility. Local groups such as Cubs/Brownies or private individuals are examples of such users.

Events involving alcohol

- **NO EXCEPTIONS TO LICENSE REQUIREMENT**
- **A Special Occasion Permit (SOP) is required from the LCBO whether liquor is being sold or given away - i.e. sale or no sale.**
- **See the Municipally Significant Public Event Policy Appendix D and the Municipal Alcohol Policy.**

Types of Town support

Direct Operational services

- Parks and Operations staff may be required to redirect their regular work activities to event support and/or perform overtime hours of work.

Indirect operational services – major Town wide events

- Indirect hours of support provided by other staff members and departments prior to, during or concluding events with respect to co-ordination, set-up assistance, tear downs and direct support in clean-up and restoration if applicable.

Direct- Hosted/partnerships support

- Direct-hosted, partnerships, and the community development-type events require dedicated time from full-time, part-time staff, and/or volunteers at varying degrees depending on the size and needs of the event.

Member of Council Event Support

- Town staff assist in the facilitation of these events by performing various tasks/functions including: event planning; liaising between the organizing group and the Town; marketing and communications; volunteer support and training; logistics; and ensuring adherence to Town policies including risk management, etc.

Third Party Group Support

- Those persons, groups, associations, corporations etc., who do not meet the other outlined criteria.

Other

Resident

- Individuals (18 years+) who reside in the Town of Whitchurch-Stouffville requesting a facility permit for private functions and/or Special Events permit.

Non Resident

- Individuals (18 years +) or groups who do not meet the residency requirement.

Community User Group

- A Town approved Whitchurch-Stouffville based, charitable/not-for-profit organization conducted by an elected and volunteer board of directors who serve without remuneration, except for reasonable expenses incurred in the carrying out of their respective duties.
- Groups must be guided by constitution and by-laws, hold meetings at least once per annum, and prime purpose must be to provide recreation, community or leisure services to the residents of Whitchurch-Stouffville.
- Groups may be comprised of minor or adult organizations.
- Groups must be comprised of a minimum of 80% of their respective registrants and/or participants as residents of Whitchurch-Stouffville, and must have a minimum of 80% of their permitted allocation time within Town of Whitchurch-Stouffville Municipal facilities.

Any user group wishing to make an application for user group status must meet the application requirements, terms and conditions and eligibility criteria as defined in this Policy. Approval of user group status is solely at the discretion of the Director of Leisure & Community Services.

Minor User Group

- Services offered to persons aged 18 years of age and younger;
- Children & Youth (Minor) Organizations offering athletic or non-athletic programs with representative teams, and must be affiliated with a regional or provincial body;
- Applies to groups operated by volunteers for organized activities for youth such as Whitchurch-Stouffville Minor Hockey Association.

Town of Whitchurch-Stouffville

- Town of Whitchurch-Stouffville, Whitchurch-Stouffville Public Library and Lebovic Centre for Arts and Entertainment, for the purposes of conducting Town of Whitchurch-Stouffville business or program rentals only.

Charitable /Not-for-Profit User Group

- This category relates to eligibility to receive a lottery licence, and if proposed use of lottery proceeds is eligible;
- Must fit within one of the four charitable / not-for-profit classifications: the relief of poverty; the advancement of education; the advancement of religion; other charitable purposes beneficial to the community, not falling under a) b) or c);
- Must demonstrate that for a minimum of one year it has carried out charitable activities that provide a direct benefit to residents, which are consistent with their mandate.

Commercial Group

- Those persons, groups, associations, corporations etc., who do not meet the other outlined criteria.

Services-In-Kind (SIK)

- The term applied to the variety of both inventoried and rented items and/or support services made available to community and/or social services, resident, commercial and non-resident organizations to provide assistance in their planning and delivery of events such as fairs, festivals, tournaments, openings, etc.

Social Service Organization

- An agency that exists to deliver a service for the welfare of the community such as: education, health research, housing, healthcare, child protection, etc. including registered charities. Examples include: the Red Cross, the Canadian Cancer Society and Alcoholics Anonymous.

Volunteer

- Those individuals, who for no financial gain, play a key role in improving and building a strong community via events, festivals and tournaments. Volunteers can conduct a wide range of activities, including but not limited to: planning, organizing and implementing, crowd and traffic control, clean up, first aid, refreshment sales, registration, etc.

Section 4: Event Support

Many major events are run by third party community organizations (e.g. Strawberry Festival) with the support of Town staff. There are also major events conducted directly by the Town mostly through Leisure & Community Services, and more recently through the Downtown Coordinator. Smaller events run either directly by the municipality (e.g. Fitness Centre Open House and Aquatic Slide-a-Thon) or by third party community groups/individuals, that still request a certain amount of support from the Town.

When applying to conduct an event, a list of support/services in kind must be completed and submitted for approval. To ensure availability of resources, this listing is to be completed by everyone holding an event in Town, either a Direct Town event or a Town Supported event.

- Approvals will take into consideration the size of event and what is being requested; the availability of equipment and space; other event currently scheduled for the day requested
- The organizers will be held responsible to pay for any damage or replacement of equipment.
- The organizers will be responsible for picking up and returning equipment borrowed (except for large items such as picnic tables and garbage containers, barricades for road closures).

Resources and Services-In-Kind:

- Event area set-up, clean-up, picnic table and garbage bin delivery, grass cutting and prep, signage, barricades, electrical access,
- In some cases for larger events, on-duty staff monitor and clean washrooms, remove garbage, assist with set-ups and respond to unanticipated requests from the event promoters.
- In areas where Community Centre Advisory Committees are operating, it is imperative to liaise with the Committee Chairperson.
- Limited printing assistance
- Staff assistance in an advisory capacity
- For larger events, a staff liaison may be arranged:
 - To assist with arrangements for Town resources, e.g. equipment, deliveries, etc.;
 - To confirm availability and assist with the booking of Town facilities;
 - To obtain site maps for road or park locations.

There are many tasks that may be handled by the volunteers as well:

- Installing and removing snowfence; park clean up; crowd control; security; supervision; traffic control; parking control; communications; first aid; information; refreshment sales and/or distribution; emptying of garbage containers, other duties as assigned;
- Assist in post event organization of supplies in ensuring that all borrowed items are returned.

Equipment

The following is a list of equipment that groups may borrow from the Town of Whitchurch-Stouffville, together with deposit fees and user fees, if applicable:

Picnic Tables

Portable Sound System

T-Bar Posts

Folding chairs

Risers for a stage

Garbage Receptacles

Snowfencing

Megaphone

Tables

Meeting Space

- Meeting rooms are available, for a fee, at the Municipal Offices and Community Centres:
 - Whitchurch-Stouffville Leisure Centre – extension 5401
 - Whitchurch-Stouffville Museum & Community Centre – extension 3221
 - Lemonville and Ballantrae Community Centre – extension 0
- Fees are found in the Fees and Charges By-law.

Event Promotion

- For all local events, Leisure & Community Services can arrange distribution of event information to various Town Facilities in the form of flyers and social media.
- Information about an event may be listed in the Leisure Guide, community events section, which is published twice a year and available in hard copy and online as an eguide. The deadline for the Spring and Summer publication is December and May for the Fall and Winter.
- Event information can be added to the Town website, in the Community Calendar and sent out through the Town social media channels
- Banners for over Main Street, provided by the event coordinators, will be displayed at a predetermined date, for a fee. Booking banner space is done at the start of each year, and is on a first come first serve basis with annual users having first right of refusal. See Banner Policy Appendix C.

Section 5: Event Criteria For Eligibility

A Special Event application submitted to the Town for approval must meet certain criteria to be eligible for a permit, including compatibility with the provisions of municipal, provincial and federal laws as well as in accordance with rules and regulations administered by the Town's by-laws, York Regional Police and York Region Public Health.

Applications will be evaluated by the Town to ensure a varied mix and range of activities and interests which reflect the community and to ensure the request does not duplicate existing events.

To be considered for a permit, a Special Event must provide a meaningful benefit to the community and must have a direct impact on one or more of the following areas:

- arts and culture;
- education;
- health and wellness;
- physical fitness;
- enrich the character and identity of the Town;
- create unique or innovative experiences;
- contribute to programming in slow seasons;
- extend the overall range and mix of programming in the Town;
- be openly accepting and inclusive of all multicultural community members

Section 6: Event Criteria For Priority Status

Event status will be granted in a fair and equitable manner. When requests are submitted for Special Events, the criteria used will be based on a number of different considerations:

- Nature and type of activity;
- Nature of the user requesting the event;
- Space/staff/equipment availability the date requested;
- Benefit and/or enhancement of the community.

Nature and Type of Activity

Events will be based on the previous year's allocation. The Town reserves the right to determine final allocations. The Town will make every effort to accommodate dates and/or times of requested events, however facility/space allocation remains at the sole discretion of the Leisure & Community Services.

Major events that attract people to Municipality will be given preference over events that merely take advantage of the existing traffic. **Food Vendors participating in major events shall have permission in writing from the organizers of the festival or major events to sell within the designated area.**

Where demand exceeds supply or to settle a dispute between equally qualifying groups, the Director of the Leisure & Community Services or designate will decide a process to be used to allocate time/space for events.

The following reflects the current annual events offered in the Municipality:

- Winterfest (February. - Town support)
- Earth Day celebrations (April - Direct Town Event)
- Easter Egg Hunt (April – Direct Town Event)
- Youth Week (May - Direct Town Event)
- Victoria Day Fireworks (May - Direct Town Event)

- Farmers Market (May – October – Direct Town Event)
- Doors Open (June – Town Support)
- Decoration Day (June – Direct Town Event)
- Strawberry Festival (July - Town Support)
- Outdoor Movies (June – August – Direct Town Event)
- Stouffville Country Ribfest (August - Direct Town Event)
- Whitchurch-Stouffville Museum & Community Centre Antique Car show (August - Direct Town Event)
- Inside Whitchurch-Stouffville (August – Direct Town event)
- Terry Fox Run (September - Third party event, town support)
- Ballantrae Fall Fair (September - Direct Town Event)
- World Music Festival (September - Town Support)
- Downtown Hunt for Candy (October – Direct Town Event)
- Youth Council Haunted House (October – Direct Town Event)
- Girls Weekend (November – Direct Town Event)
- Candlelight Tour (November – Direct Town Event)
- Victorian Tea (December – Direct Town Event)
- Christmas Parade (December – Town Support)
- New Year's Eve Fireworks (December - Direct Town Event)

Nature of the User Requesting the Event

Facilities will be granted in priority order according to the Category of user requesting the allocation (affiliated organizations, private groups or individuals)

Priority #1: **Town** for the purposes of conducting Town of Whitchurch-Stouffville programs and business - no charge applies

Priority #2: **Community User Group** (federal/provincial/local government would fit into this category)

Priority #3: **Resident**

Priority #4: **Social Service Organization**

Priority #5: **Commercial**

Priority #6: **Non-Residents**

Note: In situations where a discrepancy arises, the Director of the Leisure & Community Services or his/her designate will decide priority.

Section 7: Financial Implications

Most events have costs associated with them and in many situations the costs may be indirect, Services-In-Kind, and relate to staffing contributions or resources to support events. In general, staff may be required to redirect their regular work activities to event support and/or perform overtime hours of work.

Direct Town Event expenses (not staff-related) are reflected in the applicable Operating Budget or in the Programming Special Events account line. Groups seeking financial support under the Town Grants and Donations program, will need to present their request to Council for annual consideration prior to budget deliberations.

When budgeting for an event, there are some operating costs to be aware of:

- Third party liability insurance coverage is mandatory. All groups providing public events on Town property, must obtain insurance in the amount of \$2 million liability, in advance of their event, naming the The Corporation of The Town of Whitchurch-Stouffville as co-insured for the operating period, with a hold harmless clause;
- Groups are required to purchase additional insurance for fireworks;
- All events serving alcohol, must have a Special Occasion Permit, as per the Municipal Alcohol Policy;
- To charge admission to a Town of Whitchurch-Stouffville park, special permission from the Director of Leisure & Community or his/her designate, is required;
- Lottery licences may be issued to eligible users as per the Alcohol and Gaming Commission regulations;
- All events selling food to the public shall ensure that all equipment and food handling processes comply with standards established by the Medical Officer of Health.

Section 8: How To Apply to Run an event in the Town of Whitchurch-Stouffville

- Complete a Special Event Permit Application - additional information may be required such as site plan, forms, licenses or permits for events;
- Forward your application to the Operations Clerk, by email to leisure.services@townofws.ca, by fax 905-642-1941 or in person to 111 Sandiford Dr., Stouffville, Ont., L4A 0Z8;
- Events requiring a Special Occasion Permit to serve alcoholic beverages will need to be deemed Municipally Significant as per the Municipally Significant Public Event Policy, Appendix D.

Due Dates

All applications requesting an event, must be received by the Town:

- No later than 6 months prior to the event date;
- For smaller facility specific events, no later than 15 working days prior to event date.

NOTE: An event is not confirmed until full rental payment and signed contract are received.

Conditions and Regulations

- All rental contracts note the Conditions and Regulations on the reverse side of the rental contract (See Conditions and Regulations Appendix B). Conditions may be added, deleted or modified as required. Applicants are responsible for ensuring compliance to all conditions and regulations. All permits must be signed, by someone 18 years of age or older, and paid in full in order to be determined valid. Someone 18 years of age or older, must remain on site at all times, responsible for the event;
- Building closures due to mechanical failure, weather conditions or emergencies are noted on the Town website at www.townofws.ca

Accountability:

As approved by Town Council, the Director of Leisure & Community Services is responsible for ensuring the administration of the Special Events Policy.

10. Appendix

- A. Event Organizers, Things to Consider
- B. Conditions and Regulations
- C. Banner Policy
- D. Municipally Significant Public Event Policy

Special Event Application (not attached to this Policy) includes:

- Hold Harmless Agreement
- Temporary Road Closure Application
- Film Permit Application

Special Event Policy

Appendix A - Event Organizers - Things to Consider

1. Municipal Alcohol Policy

All events involving alcohol must adhere to the **Municipal Alcohol Policy**

- Provide a minimum of two paid duty police officers commencing a minimum of one hour prior to opening until at least one hour after closing.

2. Tents

Whitchurch-Stouffville Building Services Division requires written notification of event at least 30 days prior to the event stating location, date, times, type of tent and detailed site plan, which clearly identifies the fenced off area and exits.

- **The tent or marquee must meet the requirements of the Ontario Building Code Copies of the regulations are available on e-laws.**
- The following items are required pursuant to Section 3.14 of the Ontario Building Code:
 - A building permit is required for any tent over 60 square metres. (S.P. No. 90-001)
 - All Materials used in conjunction with tents shall conform to ULC-SI09 "Standard for Flame Tests of flame-resistant Fabrics and Films";
 - Location of tent shall be minimum 3 metres from any building;
 - The ground enclosed by a tent and for at least 3 metres outside of such structure shall be cleared of all flammable material or vegetation that will carry fire;
 - Means of Egress shall conform to O.B.C. Section 3.3 & 3.4;
 - All tents used by the public under a Building Permit shall have the installation reviewed by an Engineer. The Engineer shall forward the written report of the installation to the Chief Building Official prior to requesting an occupancy inspection of the tent by Building Staff;
 - **Fire extinguishers shall be approved by the Fire and Emergency Services and installed conformance with the Ontario Fire Code;**
 - **No heating or cooking equipment allowed in tent;**
 - **A letter of commitment indicating "Fire Watch Duty" is required by Fire and Emergency Services and will be provided prior to occupancy;**
 - Washroom facilities are made accessible nearby to the tent for public;
 - Fire-fighting access is provided to every tent.
- A tent or group of tents is exempt from the requirement to obtain a building permit and is exempt from compliance with the Ontario Building Code provided that the tent or group of tents are:
 - not more than 60 m² in aggregate ground area,
 - not attached to a *building*, and
 - constructed more than 3 m from other structures.

Should you require any further information or assistance, please do not hesitate to contact the Building Services Division or Fire and Emergency Services.

3 Food

Health Unit

York Region Community and Health Services has developed guidelines, found on their website, to assist event coordinators with following required safe food handling practices that will help prevent the risk of food-borne illness. For more information regarding safe food handling practices at a special event, call *Health Connection* at 1-800-361-5653 or visit www.york.ca

Food Vendors participating in Town events will be at the discretion of the Town of Whitchurch-Stouffville

4 Tournament Policy for Outdoor Sports Facilities

- See Facility Allocation Policy

5 Temporary Road Closures

If you are planning an event and you would like to request a temporary street closure you will need to apply for a Temporary Road Closure Permit. The permit gives you permission to have the street closed to vehicular traffic as long as local access for residents and emergency vehicles is maintained during your event.

New conditions of the road occupancy permit require signage and barriers and markings according to book 7 of the Ontario Traffic Manual. Lightly painted and non-reflective yellow wooden barriers are not enough, they require reflective paint or tape for evening closures.

Also, the Fire Department requires 6 meter clear, soft barriers (no vendor booths within) to be able to get emergency vehicles through Main Street from Mill to Park and on Park south of Burkholder

Street Party or Festival

- Complete a Temporary Road Closure Request
- Complete and sign the Hold Harmless Agreement Form
- Complete the Temporary Road Closure Awareness Form
- A separate permit is required from the Region for Regional Roads, Road Occupancy Permit

Races, Runs and Walks

- Complete an Application for Special Events;
- Complete and sign the Hold Harmless Agreement Form;
- Provide a Certificate of Insurance;
- Provide a Map outlining the route and first aid stations;
- Consult with Public Works and York Regional Police prior to submitting an application.

For other Fees or Charges for Services or Activities provided by the Town of Whitchurch Stouffville, please refer to the Fees and Charges By-law

6. Fireworks – See By-law 2013-030-RE

7. Carnivals

As part of existing events only

- An on-site meeting with Town staff and festival organizers is necessary to determine if carnival equipment will damage turf, pavement trees, shrubs, sidewalks, curbs, underground service, or fences in the park;
- Campers, trailers and private vehicles belonging to the carnival personnel will be assigned an appropriate place away from the park area.

8. Lottery/Raffles/ 50/50 Draws

- Applications for raffle/lottery licenses are available through the Clerk's Department and issued in accordance with the Alcohol and Gaming Commission of Ontario regulations;
- Lottery licenses are only issued to CHARITABLE, not-for-profit organizations

9 Other:

- Local Noise - By-law 90 -92;
- Washrooms must be provided for events expecting over 100 people and must be within 61 metres (200 feet) of a licensed area.

Special Event Policy

Appendix B - Facility Permit Conditions and Regulations

1. The Town of Whitchurch-Stouffville will not be responsible for damages, loss or theft of equipment or clothing of any applicant or anyone attending at the invitation of the applicant.
2. The applicant shall indemnify and save harmless, the Town of Whitchurch-Stouffville and its agents, officials and employees from and against any and all claims, actions, causes of action, and demands which may be brought against or made upon Whitchurch-Stouffville and/or its agents and from all losses costs, charges and/or expenses including legal costs, arising as the result of bodily injury, death or property damage resulting from use of the Town facilities by the applicant and/or any other person under the sponsorship and/or invitation of the applicant pursuant to this permit.
3. The applicant shall be responsible for the conduct and supervision of all participants in the event for which this permit is issued, and/or of those persons who are invitees of the event participants. The applicant shall ensure that all regulations contained in this permit are strictly observed. Any vandalism, littering or abusive language occurring during use of the Town facilities pursuant to this permit shall result in immediate cancellation of this permit and/or rejection of future permit applications by the applicant.
4. The applicant shall pay for all damages to Town property arising from the use of the Town facilities where the applicant is deemed responsible. The Leisure & Community Services Department reserves the right to impose a liability deposit.
5. Facility permits are valid for the location, date, time and intended use only, as specified on the permit and may not be changed or altered in any manner. Exchanging ice time between W.S.M.H.A., S.A.H.L., W.S.G.H.A., and the Junior 'A' team is permitted. Where possible, at least 24 hours' notice by both parties to the Leisure & Community Services is required. Additions or changes must be approved in writing by both the applicant and the Town's Leisure & Community Services Department. In the event of a dispute regarding the status of the permit, the Leisure & Community Services Department's copy of the permit shall govern.
6. The applicant is responsible for the removal of all rented or privately owned property and personal effects by the end time specified on the permit unless prior arrangements have been made with the Leisure & Community Services.
7. Authorization from The Leisure & Community Services Department must be secured prior to affixing any decorations to the Town facilities. Once authorization has been granted, the applicant must ensure that all decorations are fireproof, affixed with green painters tape and removed by the specified time.



8. Maximum attendance is governed by Fire Regulations, Liquor License Act Regulations and/or Public Health Regulations and the applicant is responsible for ensuring compliance with all these rules and regulations.
9. This agreement is not to be assigned.
10. No practices or games are to be played on Town sport fields that are posted unplayable.
11. All organizations and individuals using Town facilities are responsible for keeping the facilities clean. An extra cleaning charge will be assessed if the facilities are left in an unsuitable condition.
12. The Town of Whitchurch-Stouffville may require the applicant to carry comprehensive general liability insurance in an amount no less than \$2 million dollars depending on the nature of the event for which the permit is issued. Such insurance will be carried for the rental period and will have The Corporation of The Town of Whitchurch-Stouffville shown as an additional insured to the policy.

Alcoholic Beverages / Smoking

13. The sale and / or consumption of alcoholic beverages is strictly forbidden at all sport facilities and park locations in the Town of Whitchurch-Stouffville. Failure to comply with this regulation will result in the immediate cancellation of this permit and the request for attendance of the respective authorities.
14. Proof of issuance of a Special Occasion Permit (LCBO) must be submitted to the Leisure & Community Services Department for any event that will include liquor in a permitted hall or meeting room. Said permits must be posted near the bar on the premises for which the permit is issued.
15. In the case where the end of the Special Occasion Permit conflicts with that of the Facility Permit, the end time contained on the Facility Permit shall prevail.
16. Smoking is prohibited in all Town facilities in accordance with applicable Provincial and Municipal laws and regulations.

Security

17. The Town of Whitchurch-Stouffville reserves the right to require police supervision or security staff at any event at the expense of the applicant. The Town of Whitchurch-Stouffville reserves the right to require a security deposit for any event. The eligibility and the amount of the refund for a security deposit will be considered the week following the event.



Cancellations / Changes

- 19.** The Town of Whitchurch-Stouffville reserves the right to cancel this permit should there be a breach of any conditions or regulations or on 24 hours' notice as required. Facility permits may be cancelled on short notice due to mechanical failures. The Town reserves the right to change the permit as required without approval of the permit holder. The Town of Whitchurch-Stouffville shall not be liable in any manner whatsoever for any losses, claims or damages resulting from such changes or regulations.

- 20.** The Town of Whitchurch-Stouffville must be notified in writing of any cancellations at least 14 days in advance. Seasonal Ice Permits do not allow for individual permit date cancellation. Permit holders are responsible for all ice time costs in the permit. Refunds will not be made unless notification is given in writing only. Refunds less 20% of contract price will be made if notification is given at least 14 days in advance.

Pool Rental

- 21.** Pool rental permits must have participants abide by the Town of Whitchurch-Stouffville Aquatic Admittance Policy.

Special Event Policy Appendix C - Banner Policy (2014)

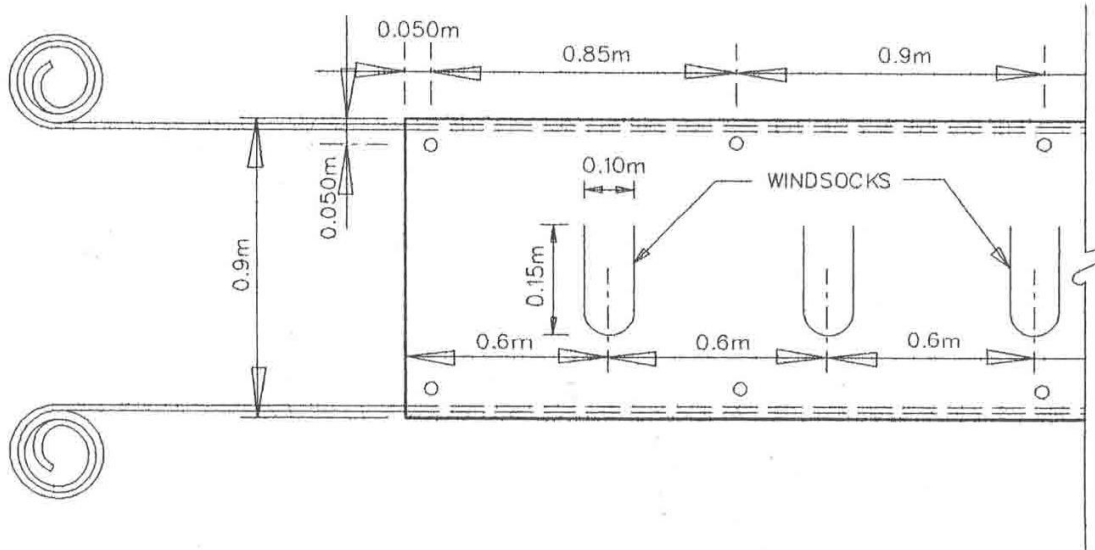
All organizations wishing to hang a banner must make their request through the Town. Once approval is received compliance with current Town procedures will be required. All banners must meet the standards approved by the Town.

Standards for Banners

1. Maximum banner size: 9.0 m (30 ft.) Long
 0.9 m (3 ft.) Wide
2. Weight and type of banner material: **18 oz. Vinyl coated canvas** or equivalent.
3. **Windsocks** to be centrally located between top and bottom of the banner and are not to be more than 0.6 m (2 ft.) apart. If banner is double sided wind socks shall align.
4. **Brass grommets** are to be along with the top and in the bottom corners of the banner no more than 12 mm (1/2") diameter. Grommets to be spaced at a distance of 0.9 m (3 ft.) apart and 0.050 m (2") from the edge of the banner.
5. **Nylon ropes** shall be sewn into the top and bottom of banner no more than 9.5 mm (3/8") diameter. Ropes to extend 3.0 m (10 ft) beyond each end of banner.

General Information:

1. Banners shall be installed on a first come, first permitted basis advertising only municipal, charitable or functions of a non-profit organization.
2. Banners shall be permitted to hang for a period of one week.
3. A fee, as per the Fees and Charges By-law, shall be charged for the installation and removal of banners, payable to the Town of Whitchurch-Stouffville. All applicants shall be advised of this fee when they make application.
4. The fee for the installation and removal of banners must be paid at the Customer Service Centre (111 Sandiford Drive) and banner shall be submitted two (2) weeks prior to the event.
6. The representative of the organization requesting the installation shall be required to sign a Hold Harmless Agreement.
7. Town Staff will co-ordinate the installation of the banner with the Towns contractor.
8. Banners must be picked up from the Customer Service Centre within two (2) weeks following the event. The Town will not be responsible for banners not picked up after this period.



NOTES:

1. MAXIMUM BANNER SIZE: 9.0m (30 ft.) LONG
0.9m (3 ft.) WIDE
2. WEIGHT AND TYPE OF BANNER MATERIAL:
18 oz. VINYL COATED CANVAS OR EQUIVALENT.
3. WINDSOCKS TO BE CENTRALLY LOCATED
BETWEEN TOP AND BOTTOM OF THE BANNER.
WINDSOCKS NOT TO BE MORE THAN 0.6m (2 ft.)
APART. IF BANNER IS DOUBLE SIDED, WINDSOCKS
SHALL ALIGN.
4. 12mm (1/2 in.) DIAMETER BRASS GROMMETS SHALL
BE INSTALLED ALONG THE TOP AND BOTTOM
CORNERS OF THE BANNER. GROMMETS TO BE
SPACED AT A DISTANCE OF 0.9m (3 ft.) APART AND
0.050m (2 in.) FROM THE EDGE OF THE BANNER.
5. 9.5mm (3/8 in.) DIAMETER NYLON ROPES SHALL BE
SEWN INTO THE TOP AND BOTTOM OF BANNER.
ROPES TO EXTEND 3.0m (10 ft.) BEYOND EACH END
OF BANNER.



TOWN OF
WHITCHURCH-STOUFFVILLE
PUBLIC WORKS DEPARTMENT

TYPICAL BANNER
DETAILS

REVISED DATE: 04/2012

Special Event Policy

Appendix D - Municipally Significant Public Event Policy

Policy Purpose

The Corporation of The Town of Whitchurch-Stouffville recognizes the importance of public community events that are provided in a safe environment having regard for Provincial regulations pertaining to the inclusion of liquor related activities.

Municipally Significant Public Events

Public events that are held within the Town of Whitchurch-Stouffville that are made available to the public at large that:

- Enhance or promote a community asset
- Encourage, attract and promote community involvement, participation at little or no cost;
- Partner with and/or provides a venue for local businesses, organizations and residents to form part of the activities

Processing of Applications

In accordance with *Regulation 389/91 of the Provincial Liquor Licence Act (Special Occasion Permits)*, all public events to be deemed “Municipally Significant”, the applicant must give written notification before the event is to take place to the Director of Leisure & Community Services:

- 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event; or
- 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.

Application Requirements

Applications must include the following items in order to be processed in a timely manner. Incomplete applications will not be processed and will be returned to the applicant.

- Name and contact information of the event organizer, association, organization;
- Description of the event including entrance fees and activities;
- Logistics: Location, setup including area where alcohol is to be served, security, number of servers;
- Date and time of the event and times when alcohol will be served;
- Purpose of the event and how it benefits the community of Whitchurch-Stouffville.
- Proof of insurance naming the Town of Whitchurch-Stouffville as an additional insured.

Delegation & Dispute

The Director of the Leisure & Community Services Department of The Corporation of The Town of Whitchurch-Stouffville is delegated the responsibility to process applications in accordance with this policy and shall notify Council of all applications. Any person wishing to dispute the Director’s determination that an application does not meet the requirements of this policy and as such are denied, shall address Council in accordance with the Town’s Procedural By-law pertaining to Delegations. Council will then make a determination regarding the issue.