



Working together with our community

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Council-In-Committee Meeting – December 14, 2021

Subject: Special Events Streamlining Process Review
Report Number: CS 21-20
Division: Corporate Services
Department: Accessibility and Special Projects
Purpose: For Decision

Executive Summary:

In 2018, Norfolk County Council developed a series of strategic priorities to help guide decision-making and provide key areas of focus for staff. These priorities include supporting the creation of vibrant, creative communities and empowering County staff to use common sense approaches and create outstanding customer experiences. As part of this work, Council made a commitment to special event organizers to streamline processes for special event permits and licensing. The purpose of this report is to advise Council of the results of staff's efforts to-date to meet Council's directive for streamlining the special event permits and licensing process.

Discussion:

Prior to 2006 there was no formalized process for administering special events. Event organizers had to contact each Department individually for approvals for planned activities. Council approved Special Events Policy EBS-45 in December 2006 following the creation of the centralized process for approving special events.

In 2006, thirty-six special events were processed. The number of events taking place throughout the County continues to increase on an annual basis. In 2019, seventy-five event inquiries were received, and sixty-three Special Event Applications were processed by the Corporate Services Division. Of these sixty-three events, sixteen had over 1000 people attend and twenty-five events required temporary road closure(s). In 2020, due to the COVID-19 Pandemic, Special Events were temporarily suspended with the exception of the modified Simcoe Christmas Panorama. In 2021, in-line with Council Report No. CS 21-35 – Three-Step Reopening Plan, Corporate Services - eight special event application permits were provided to event organizers starting in late July 2021 following review of event organizer's COVID-19 Safety Plans.

The Corporate Services Division also receives numerous inquiries on an annual basis for events that do not fall within the scope of the special events process. In these instances, a certificate of insurance may be requested and the event information may be circulated to staff and the O.P.P. for information purposes.

In 2020, a Special Events Program Review was conducted and an Event Organizer Survey was sent to organizers who hosted events in 2019 (while capturing feedback from the same event organizers hosting events in 2021). Organizers were requested to provide feedback to assist staff in streamlining the process for issuing permits and licenses.

Results of the review process have been delayed into 2021 due to resourcing and the emergence of the COVID-19 pandemic.

Detailed results of the survey findings are outlined in Attachment A.

As a result of the feedback received from external stakeholders (via Event Organizer Survey), extensive internal process reviews with County Staff, consultation with the DG Special Events Circulation group and external agency feedback (e.g. OPP), Corporate Services staff are excited to share with Council the process improvements and efficiencies experienced as it relates to the Special Event permitting process.

Updated Special Event Application and Special Event Manual

- Special Events Application (Attachment C) has been significantly reduced by page count and streamlined to collect only pertinent information. The new Special Event Application package has been condensed to half the original size. In addition, the Application has been made into a user-friendly fillable PDF with electronic signature capabilities – allowing applicants to submit entirely online
- Creation of a new Special Event Manual (Attachment D) acting as a one-stop-shop for all information relating to Special Event Applications. Information is clear, concise and exhaustive

Internal Process Efficiencies

- In-line with Council's strategic priority to *Focus on Service*, ServiceNorfolk Agents are equipped to receive and log incoming applications, emphasizing a priority initiative to redevelop the County's customer service practices and systems to improve client experience
- Enhancements made to the County's Special Events SharePoint intranet, leveraging automated email notifications when new applications are filed and subsequently when any affiliated licenses/ applications relating to that event are approved. The creation of workflow tools through the intranet allows for better coordination and communication between departments (Corporate Services, Clerks and By-Law, Health and Social Services, Fire etc.) to ensure applications move forward in a timely manner while eliminating any potential oversight
- Payment process for Special Event Permits and Licenses has been centralized within Service Norfolk, allowing ServiceNorfolk Agents to receive Special Event Application payments under the established User Fees and Service Charges as per By-Law 2021-12. Current and up-to date payment information is readily available and easily accessible to Corporate Services and Clerks (Licensing) via a shared drive
- Forms (FO-182 & FO-183) for events with alcohol requiring County notification or event endorsement by Council have been revised to provide clarity as it relates to

event details from non-profit and for-profit organizers in order to capture information the Alcohol and Gaming Commission of Ontario requires to be provided to municipalities

- Elimination of the Vendor Safety Requirements Form that event participants/vendors formerly had to sign and submit to the Fire Department, reducing unnecessary paperwork. Safety information will be the responsibility of the event organizer to pass onto event participants
- Following interdepartmental meetings with Corporate Services and the Haldimand Norfolk Health Unit (HNHU), efficiencies have been identified and changes have been proposed to the HNHU application process. Additionally, opportunities to streamline workflows between Health and Social Services (HSS) and Special Events have been adopted
- Following interdepartmental meetings with Corporate Services and Clerks and By-Law, workflow processes have been better defined and staff are committed to a smoother and more cohesive approach moving forward
- Creation of new Organizer Pedlar Application Permit form, eliminating need for organizers to provide a list of all event participants' vendors/activities. Application forms will be submitted to the Clerk's department (licensing) advising how many merchandise and service vendors will be attending the event. Vendor permits will be provided at no cost for each vendor to display at the event
- A COVID-19 Undertaking Form has been developed in consultation with the County Solicitor. Organizers are required to submit a signed COVID-19 Undertaking Form and a COVID-19 Safety Plan for approval by the County's Emergency Operations Centre (EOC). Approvals are subject to all appropriate COVID-19 regulations in place at the time of an event's scheduled date

External Communication Improvements and Deadline Extensions

- As seen in Special Events Policy CS-45 (Attachment B), deadlines affiliated with the Special Event Application process have been extended (in most cases an additional 30 days) to allow for sufficient time for County staff to process and approve special event licenses and permits. Extended timelines provide a smoother event application and approval process for all parties involved
- Annual special event training workshops will be developed and offered to event organizers in the first quarter of each year going forward (2022, 2023 etc.), outlining the application review and approval process, specific application requirements, the importance of meeting submission deadlines, best practices, applicable COVID-19 requirements and provide an additional opportunity for a question and answer period with Corporate Services staff

Financial Services Comments:

There are no direct financial implications within the report as presented.

Financial Services staff complete a periodic review of individual user fees, which are then presented to Council for approval based on full cost recovery. User fees which are

not reviewed in a particular year are increased at the rate of inflation, unless otherwise indicated in the user fee report. Any financial efficiencies resulting from streamlining the special events process will be communicated through the annual user fee report, once a full cost recovery review has been completed.

Interdepartmental Implications:

Corporate Services is responsible for receiving, distributing and processing applications, coordinating the review of applications by appropriate departments and agencies, and issuing road closure permits and special event permits.

There are a variety of inspections, contracts, permits and licenses issued by various departments dependent on activities taking place during events. Examples include but are not limited to: fireworks permits, building permits, business licenses, park rentals, locates for staking tents in parks, review of plans for security and crowd control, road closures and Health Unit/Fire Department inspections for food and beverage service.

Consultation(s):

In preparation for this report, as outlined above, consultation was completed with external stakeholders (via Event Organizer Survey), the DG Special Events email circulation group (members from across the Corporation) with comments received from Planning, EMS, Fire and the OPP. Additional consultation was completed with the General Manager, Corporate Services and the Corporate Services Generalist.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priorities "Foster Vibrant, Creative Communities" and "Focus on Service".

Explanation:

Special events include, but are not limited to parades, races, walks, block parties and major festivals. When well conceived and planned-out, these celebrations can contribute to Norfolk County fostering vibrant and creative communities, bringing rewarding dividends to the organizers, participants and the community. As identified as a Priority Initiative in Council's Strategic Priorities under Focus on Service, the above report demonstrates a clear and concise effort to streamline special event permits and licensing with line of sight to a common sense approach.

Conclusion:

As a part of this comprehensive Special Event Process Review, Corporate Services staff feel confident that the Special Event application process has been simplified, streamlined and overall greatly improved. By leveraging technological improvements, increasing and improving interdepartmental communication and putting an emphasis on exceptional customer service to event organizers, the changes made will improve the Special Event Application process for years to come. Staff have tested the new application and process changes with a few applications received for the 2021 event year and have received positive feedback on the changes made to date.

Recommendations:

THAT Report CS-21-20 Special Events Process Review be received as information;

AND THAT the revisions to Special Events Policy CS-45, be approved.

Attachment(s):

Attachment A - 2019 Special Events Streamlining Process Review – Survey Findings

Attachment B - Special Events Policy CS-45

Attachment C - Special Events Application

Attachment D - Special Events Manual

Submitted By:

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Prepared and Reviewed By:

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Memo

To: Mayor Chopp and Members of Council
From: Shelley Darlington, Director, Corporate Services
Date: December 14, 2021
Re: 2019 Special Events Streamlining Process Review – Organizer Survey

On February 27, 2020, event organizers that submitted applications in 2019 were sent a short survey to provide feedback on the current approval process, to assist staff in making common sense improvements and streamlining the special events processes for issuing permits and licenses. Results of the review process were delayed due to resourcing and the emergence of the COVID-19 pandemic.

Twenty-one survey responses were received from fifty surveys that were sent out. In some instances, event organizers are involved with more than one event and responded in general for those events they were affiliated with.

Survey Questions/Feedback and Summary of Survey Findings

The following special event survey questions were asked and responses received:

Question #1

How would you rate your current level of satisfaction with Norfolk County's special event application process? (on a scale of 1-5 with option to provide comments)

- Average level of satisfaction 3.6/5
- Organizers for small-scale events indicated they are supportive of a streamlined application as many sections in the current application are not applicable. Organizers for large-scale events are familiar with the application and comfortable continuing to use it.
- The application package has been condensed from a twenty-page document to a twelve-page document, consisting of a four-page questionnaire and four forms. Based on the information provided in the application checklist, customized follow up

Attachment A – Information Memo: Special Events Streamlining Process Review Survey Findings

will be provided to each organizer providing additional requirements, deadlines and contact information.

Question #2

How would you rate your level of satisfaction with each department and agency you deal with during the application process for your event? (on a scale of 1-5 with option to provide comments for each department)

- Differing levels of satisfaction and dissatisfaction across a number of departments
- Organizers would like staff to track deadlines for the event and advise the organizer if they are coming close to a deadline.
- Survey comments were supportive of increasing deadlines for submission of applications as it benefits organizers in obtaining sponsors for events when approvals are in place earlier.
- Following review of the application, organizers will be provided with a customized chart of deadlines related to the activities occurring in their event. It is the responsibility of the organizer to ensure deadlines are met. The deadline for submitting a special event application is being increased from sixty days to ninety days in advance of an event. This will give organizers thirty days to prepare for the next set of deadlines that come into effect sixty days prior to the event.
- The Health Unit deadline for organizers to provide a list of food providers and activities requiring approval remains unchanged sixty days in advance of the event.

Question #3

Would you find streamlining of the special event process with a shorter application and customized follow-up, with additional forms specific to your event beneficial? (yes or no with option to provide comments)

- Organizers believe there is too much red tape, too many applications and forms to be filled out with repetitive information. Organizers, vendors and businesses requiring licensing do not like ongoing changes.
- Organizers and event participants are frustrated with increasing costs to host events. Operating costs for events continue to increase.
 - a) Alcohol and Gaming Commission of Ontario fees have increased from a weekend fee to a daily fee.
 - b) An administration fee has been implemented for processing special event applications.
 - c) A licensing fee for food providers and amusements has been implemented. In many instances, organizers are covering these fees in order to get food providers to attend events.
 - d) A licensing fee is charged for providing bottled water, snack bars, prepackaged goods or barbecued hot dogs/burgers to event participants in fundraising events.
 - e) More activities require an Amusement License than in the past. Clowns and entertainers (i.e. a magician) now require a licence.

Attachment A – Information Memo: Special Events Streamlining Process Review Survey Findings

- f) Fees increase annually on a percentage basis through the County's User Fee By-law.
- g) The O.P.P. have implemented fees for paid duty officers.

Question #4

Do you have any additional information you would like to provide that would assist in making the process easier for you? (option to provide comments)

- Sixty-two percent of respondents stated they would be interested in attending an information session to discuss changes to the special events process.

Question #5

Would you be interested in attending an information session to review changes to the process? (yes or no)

- Fifteen of the twenty-one survey respondents provided their organization affiliation and contact information. Six respondents skipped this question.

Question #6 & #7

1. Would you like to provide your identity, the event name and your contact information? (yes or no with option to provide information or remain anonymous)
Would you like to be contacted to discuss your comments further? (yes or no)
 - Thirty-seven percent of respondents requested to be contacted to discuss the special event administration process with staff. These respondents were contacted for further discussion.

Staff Comments:

- Staff received positive feedback from many organizers that were content with the current process.
- Feedback from organizers wanting to see the process streamlined has resulted in numerous modifications following consultation with all County divisions and the O.P.P.

Additional Organizer Survey Comments for Council's Consideration:

- a) Provide exemptions for service clubs for County rental fees. Some groups receive grants, which they use to pay back to the County for facility/park rentals.
- b) Provide exemptions for Veteran related special events from payment of the special events administration fee.
- c) Provide exemptions for community fundraising groups from payment of the special events administration fee.
- d) Provide access to more regional grants for events having significant economical impact, more in line with other artistic communities.

Attachment A – Information Memo: Special Events Streamlining Process Review Survey Findings

- e) Grant exemptions for service groups wanting to give hotdogs or hot chocolate away, allowing them to do so without having to submit two Health Unit applications and pay a license fee.
- f) Grant community fundraising groups an exemption from the licensing fee when they provide donated bottled water and prepackaged snacks to participants in a fundraising walk etc.

Please contact us if you require further information.

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POLICY #ECS-45: Outdoor Special Events Policy

Corporate Services

Approval Date: December 20, 2006
Approval Authority: Committee in Council
Effective Date: December 20, 2021
Revision Date/s: January 18, 2016/December 14, 2021

1. Purpose:

- 1.1. Special events include, but are not limited to parades, races, walks, concerts and major festivals. When well conceived and planned, these celebrations can bring rewarding dividends to the organizers, participants and the community.
- 1.2. No person or organization shall hold or conduct any special event on municipal property or which requires municipal services without first having received a valid Special Event Permit, subject to the provisions laid out in this policy.
- 1.3. Events taking place on outdoor private property that are open to the public may also be subject to the provisions laid out in this policy, dependent on the activities planned and County approvals that may be deemed necessary for the event to occur (including but not limited to zoning land uses, road/traffic management and public health requirements)
- 1.4. Primary characteristics of a special event:
 - to celebrate or display a specific theme
 - have predetermined opening and closing dates/times
 - may consist of several separate activities at multiple locations.
- 1.5. The purpose of the Outdoor Special Events Policy is to:
 - Promote Norfolk County as a premier place to hold special events.
 - Facilitate advance planning for special events.
 - Facilitate the administration of special events.
 - Provide standard information that allows special event organizers and users to achieve their mutual goals.
 - Assist event organizers in planning safe and successful events, creating minimal impact on the community.

- Ensure that good risk management procedures are in place and that all appropriate insurance requirements are met.
- Coordinate the approval and communication process required for special events.
- To ensure proper notification to affected departments and divisions (Fire, EMS, Operations, Health, Building, Community Development, Clerks and By-Law and O.P.P.).

2. Policy Statement:

- 2.1. This policy is intended to provide an overview of the requirements a special event organizer needs to meet in order to receive approvals from Norfolk County. The organizer is responsible for compliance with all applicable Federal, Provincial and Municipal legislation and regulations.
- 2.2. This policy excludes temporary road closures for emergencies and construction activities.
- 2.3. Events taking place on Agricultural Society lands (i.e. Norfolk County Fair) and Friday the 13th motorcycle events in Port Dover do not fall within the scope of this policy.
- 2.4. Private social gatherings making no use of County streets other than for lawful parking are not included. Garage sales, lawn sales, rummage sales, flea market sales, or any similar casual sales do not fall within the scope of this policy.
- 2.5. Events taking place only on designated sports fields and/or facilities are to be booked directly through the Recreation Department. In addition, proposed events that would take place only in a picnic shelter (having a maximum of 200 participants) are also to be booked directly through the Recreation Department.
- 2.6. Remembrance Day Services, as recognized and organized by local Legion members are to be deemed non-events, and as such, will not be subject to the Special Event Permit Fee

3. Definitions:

- 3.1. Definition of an Outdoor Special Event:
An activity taking place on public or private property that:
 - is open to all people and/or
 - requires the provision and coordination of municipal services over and above that which the County routinely provides

3.2. Definition of Vendor/Participant:

The term 'vendor' or 'participant' applies to any person, business or organization who sets up any sort of display (booth, table, tent, canopy, umbrella or any other structure) to sell or display food or merchandise, or promote a service, business, organization or charity during a special event.

4. Implementation Procedure:

4.1. Role of Organizer

The event organizer is responsible for submission of the following:

- a) Submission of a completed Outdoor Special Event Application and processing fee
- b) Submission of a Certificate of Insurance
- c) Submission of additional documentation as deemed necessary
- d) Ensuring all permitting and licensing requirements are satisfied and all vendors and participants have obtained the necessary approvals within the required timeframes specified in the Outdoor Special Event Application and the Outdoor Special Event Manual

4.2. Submitting Special Event Applications

Outdoor Special Event Applications are available at the following locations:

- a) Norfolk County website at www.norfolkcounty.ca/business/organizing-special-events/
- b) Robinson Administration Building, 185 Robinson Street, Simcoe
- c) Corporate Services is responsible for receiving, distributing and processing all applications for special events and for coordinating the review of applications by appropriate County departments. Completed applications and administration fees shall be submitted to Corporate Services, 185 Robinson Street, Suite 100, Simcoe, ON, N3Y 5L6

4.3. Deadlines/Timeframes for Submission of Required Documents

- a) Application
The Outdoor Special Event Application must be submitted at least ninety (90) days prior to the event and will be circulated to various departments and agencies for comment and approval before the Special Event Permit is issued.
- b) Food and Beverages/Animals/Petting Zoos/Reptile/Bird Exhibits/Personal Service Vendors
A Health Unit Special Event Organizer Application Package identifying any activities requiring health approval must be completed and submitted at least sixty (60) days prior to the event.

Organizers are responsible for collection of all applications requiring health approval for submission to the Health Unit in one complete package at least thirty (30) days prior to the event.

Each event activity requiring licensing must complete and submit a Business License Application to the Clerks and By-Law Department at least (30) thirty days prior to the event.

c) Organizer Pedlar Permit Application

The organizer must submit a Special Event Organizer Pedlar Permit Application to the Clerks and By-Law Department, identifying the number of merchandise and service pedlars that will be attending the event at least thirty (30) days prior to the event. Pedlar permits will be provided at no cost for each Pedlar.

d) Safety and Fire Department Requirements

Organizers must complete the Special Event Organizer Safety Requirements Form (Form FO-186) and relay relevant safety requirements to their vendors.

If Fireworks will be part of the event, an Application for Display Fireworks Permit and Certificate of Insurance must be submitted to the Fire Department for approval at least thirty (30) days prior to the event. A Business License Application for the Fireworks Permit must be submitted to Clerks and By-Law Department at least thirty (30) days prior to the event.

If a bonfire/fire pit will be part of the event, a Burn Permit or Burn Safety Plan may be required from the Fire Department. If so, the Burn Permit Application or Burn Safety Plan must be obtained at least thirty (30) days prior to the event.

e) Building Permit Requirements

Where required, a completed Building Permit Application must be submitted to the Building Department.

f) Chart of Deadlines for Submitting Documents

Summary of Documents and Deadlines	Deadline for Submission of Documents	Previous Deadlines
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	Prior to Event (Days)	
Parks and Facilities Rental Contract	365	365
Special Event Application	90	60
Special Event Checklist Form FO-192 (Appendix A in Application)	90	60
Special Event Indemnification and Acknowledgement Form FO-181 (Appendix B in Application)	90	60
Special Event Organizer Safety Requirements Form FO-186 (Appendix C in Application)	90	60
Emergency Management Plan	60	30
Health Unit Organizer Application Form	60	
Special Occasion Permit (SOP) Notice to Municipality (Non-Profit Event) Form FO-182 (for submission to Alcohol and Gaming Commission of Ontario)	60	30
Request for Designation as Event of Municipal Significance (For Profit Event) Form FO-183 (for submission to Alcohol and Gaming Commission of Ontario)	60	30
Locates for Utilities on County Property	60	14
Noise By-law Exemption Appeal Application Form FO-94	45	45
Certificate of Insurance	30	30
Health Unit Applications (Food Providers/Animal Exhibits/Personal Services)	30	30
Building Permit Application	30	30
Tent Fire Safety Plan Form FO-187	30	30
Application for Display Fireworks Permit	30	21
Burn Permit	30	21
Business License Applications for Food Providers and Amusements (includes rides, games, side shows, entertainers, animal exhibits and like activities with TSSA Certificates if applicable).	30	14
Paid Duty Officer Request Form	30	New

Special Event Organizer Pedlar Permit Application	30	New
Raffle License Application	21	21
Electrical Safety Authority Inspection	2	2

4.4. **Special Event Indemnification and Acknowledgement**

A signed Special Event Indemnification and Acknowledgement Form (FO-181) must be submitted as part of the special event application. By signing this form, the organizer acknowledges they have received, reviewed and understood the Special Events Manual and further acknowledges the manual is provided as information only, is not to be construed as legal advice, and that Norfolk County is not liable for any matter arising whatsoever out of the Special Event or consequences of same.

4.5 **Certificates of Insurance**

- a) Event organizers must provide a Certificate of Insurance at least thirty (30) days prior to the event. The Certificate of Insurance must provide General Liability coverage in the form of a Commercial General Liability (CGL) Insurance Policy, with a minimum of \$2,000,000 per occurrence and include "The Corporation of Norfolk County" as an Additional Insured. A Cross Liability Endorsement and a Completed Products and Operations Endorsement (or additional coverage) must also be included in this policy. Non-owned auto coverage is also required, where applicable. Certificates of Insurance are subject to review and approval by Norfolk County.
- b) If alcohol is being served, "Host Liquor Liability Insurance" with a minimum of \$2,000,000 coverage will also be required and must be clearly shown on the certificate, with The Corporation of Norfolk County added as an Additional Insured.
- c) Norfolk County reserves the right to modify the insurance requirements as deemed suitable to the special event at hand.
- d) Organizers providing liability coverage for merchandise vendors are encouraged to seek legal advice and obtain adequate liability coverage from these vendors to protect themselves and the organization from any liability which may result from their participation in the event.
- e) It is the organizing bodies' responsibility to provide insurance coverage for volunteers.
- f) Food providers, service providers and amusement providers are required to provide a Certificate of Insurance and all other required documentation and

fees to the **Clerks and By-Law Department at least thirty (30) days prior to the event** in order to obtain a license for the event.

4.6 Refusal to Grant a Special Event Permit

Norfolk County reserves the right to refuse to issue a Special Event Permit. Norfolk County reserves the right to suspend, cancel and/or reschedule an event, in its sole discretion. Should this occur, and depending on the circumstances, Norfolk County may, or may not, in its sole discretion, provide a full or partial refund, or transfer registration to the same or similar event at a future date.

Attachments:

[Outdoor Special Event Application Package](#)
[Outdoor Special Event Manual](#)



Outdoor Special Event Application

Version: March 2021

Please ensure this application is submitted ninety 90 days in advance of the event date.

FOR OFFICE USE ONLY:

Special Event Application # _____ Event Date(s): _____
 Date Application Received: _____ Date Permit Issued: _____

PART 1: EVENT/ORGANIZER INFORMATION

NAME OF EVENT:

PURPOSE OF EVENT:

LOCATION OF EVENT:

Name of Organization:

(Name that will appear on Certificate of Insurance)

Mailing Address

(street, town and postal code)

Type of Organization:

- ☐ Charity/Non-Profit ☐ For Profit Individual or Group ☐ Association (BIA/Board of Trade)
☐ Other (please specify): _____

PART 2: CONTACT INFORMATION

Information Required	Primary Event Contact Person	Alternate Event Contact Person
Name:		
Position in Organization:		
Preferred Telephone Contact:		
Alternate Telephone Contact: (if applicable)		
Email Address:		
If having vendors is person coordinating vendors different from above?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If yes, is person new to the role:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Name of Vendor Organizer:	<input type="checkbox"/> N/A	
Safety Officer (person appointed on event date(s) other than organizer)	Name: _____ Telephone Contact: _____	

PART 3: EVENT INFORMATION

Type of Event:

- ☐ Community or Holiday Celebration (1 day or less) ☐ Festival (multi day) ☐ Run/Walk/Ride
☐ Sporting Event ☐ Other (please specify): _____

Event activities: Describe all activities taking place throughout the event. Include types of performers, amusement rides, vendor information, etc. Provide any brochures, schedule of events.

Website Address:

First Time Event: ☐ Yes ☐ No **Annual Event:** ☐ Yes ☐ No **Admission Fee:** ☐ Yes ☐ No

Anticipated Event Attendance: **Daily:** _____ **Total Event Attendance:** _____

Check all uses that apply:

- ☐ Streets ☐ Sidewalks ☐ Parking Lots ☐ County Parks/Facilities/Pavilions
☐ Other County property (describe) _____
☐ Non-County Owned or Private property (describe) _____

Event Date(s) and Time(s):

Date	Set Up Time		Event Time		Take Down Time	
	Start	End	Start	End	Start	End

In the event of inclement weather, will the event be cancelled or rescheduled? ☐ Yes ☐ No

If yes, provide details: _____

PART 4: ROAD CLOSURES AND SAFETY MEASURES

Will County roads be used? ☐ Yes ☐ No

If yes, is a road closure being requested? ☐ Yes ☐ No

If yes, will you require barricades? ☐ Yes ☐ No **If yes, how many barricades?** _____

Are you requesting assistance from the O.P.P.? ☐ Yes ☐ No **If yes, how many officers?** _____

If yes, for what purpose:

- ☐ Traffic Control ☐ Crowd Control ☐ Escort ☐ Other _____

List dates, times and locations O.P.P. are required for:

Describe or attach a map showing road closures, barricade locations:

PART 5: FOOD/BEVERAGE/MERCHANDISING INFORMATION

Will food or beverages be prepared, served or sold at this event?

☐ Yes ☐ No

How many vendors will be attending this event? (Provide an estimate if unknown at this time)

Food/Beverage Providers: _____ Merchandise Vendors: _____ Service Vendors (no sales): _____

If yes, will you be using outdoor cooking equipment?

☐ Yes ☐ No

If yes, specify type of equipment:

***Food** (e.g. BBQ, pre-packaged snacks, bottled water, food vendors, etc.)

Required: Haldimand-Norfolk Health Unit Event Organizer Form and Food Provider Form:

[Health Unit Applications](#)

Each food provider is also required to submit a Business Licence Application:

[Business Licensing](#)

PART 6: ALCOHOL

Will alcohol be served at the event? (e.g. beer gardens, VIP area, etc.)

☐ Yes ☐ No

Required: If you are a non-profit organization you are required to provide notice that you are applying for a Special Occasion Permit (SOP). If you are not a registered charity or non-profit organization your (SOP) will require Designation as Event of Municipal Significance.

Forms for the above can be found at: [Organizing Special Events](#)

Information regarding Special Occasion Permits can be found at: [AGCO](#)

(Applications can only be submitted electronically to the AGCO)

[Special Occasion Permit Application](#)

Please provide the dates and times of sale and service of alcohol:

Date	Start Time	End Time	Area/Location	Estimated Attendance

Required: If live or recorded music is included in the event activities, the Event Organizer is responsible for the SOCAN license fees. SOCAN is the Society of Composers, Authors and Music Publishers of Canada.

PART 7: AMPLIFIED SOUND

Do you plan to have amplified sound?

☐ Yes ☐ No

If yes, please specify (Live Music/Megaphone etc.)

If yes, please provide the dates and times:

Required: Noise after 11:00 p.m. may require an exemption from the Noise By-law

[By-law Appeals Application Form](#)

If live or recorded music is included in the event activities, the Event Organizer is responsible for the SOCAN license fees.

SOCAN is the Society of Composers, Authors and Music Publishers of Canada.

PART 8: SIGNAGE	
Do you plan to display signage for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
PART 9: INSURANCE REQUIREMENTS	
A Certificate of Insurance in the minimum amount of \$2,000,000 including the "Corporation of Norfolk County" as Additional Insured and specifying inclusion of a Cross Liability endorsement and Completed Products and Operations coverage must be submitted at least thirty (30) days prior to the event.	

Applicant's Signature: _____ **Date:** _____
(I have the authority to bind the organization)

If you are submitting your application in paper format please return completed application packages to:

Norfolk County, Robinson Administration Building/Corporate Services
185 Robinson Street, Suite 100, Simcoe, ON N3Y 5L6
(Front Counter located at the Provincial Offences Office on the Ground Floor)

For further information and assistance:

By phone: 519-426-5870 Ext. 2549 or by email: special.events@norfolkcounty.ca

For forms visit: www.norfolkcounty.ca/specialevents

Additional Contact Information:

Building Permits Ext. 6016 Email: permits@norfolkcounty.ca
Paramedic Services Ext. 2393 Email: comparadedic@norfolkcounty.ca
Licensing/Noise Exemptions Ext. 1357 Email: clerks@norfolkcounty.ca
Health Unit 426-5170 Ext. 3200 specialevents@hnss.ca
Facility and Park Bookings Ext. 2226 Email: facility.bookings@norfolkcounty.ca
Fire Services Ext. 2401 Email: norfolk.fire@norfolkcounty.ca
Economic Development Ext. 1264 Email: norfolktourism.ca

Norfolk County reserves the right to suspend, cancel and/or reschedule an event, in its sole discretion. Should this occur, and depending on the circumstances, Norfolk County may, or may not, in its sole discretion, provide a full or partial refund, or transfer registration to the same or similar event at a future date.

Outdoor Special Event Checklist

Documents that must be completed, signed and submitted at least ninety (90) days prior to event:

- ☐ Application Package (and application fee).
- ☐ Checklist (Application Attachment A - Form FO-192).
- ☐ Indemnification and Acknowledgement (Application Attachment B - Form FO-181).
- ☐ Organizer Safety Requirements (Application Attachment C – Form FO-186).

Document that must be submitted at least thirty (30) days prior to event:

- ☐ Certificate of Insurance in the minimum amount of \$2,000,000, including the “Corporation of Norfolk County” as Additional Insured and specifying inclusion of a Cross Liability endorsement and Completed Products and Operations coverage.

Additional forms and documents that may need to be submitted:

Forms can be found at: www.norfolkcounty.ca/specialevents

Health Unit Organizer Application Form.

Health Unit Special Event Organizer Application Package).

Must be submitted at least sixty (60) days prior to event.

☐ Required ☐ Not Required

LCBO Special Occasion Permit Notice to Municipality (Non-Profit)
 (Form FO-182).

Must be submitted at least sixty (60) days prior to event.

☐ Required ☐ Not Required

LCBO Request for Designation as Event of Municipal Significance
 (For-Profit) (Form FO-183).

Must be submitted at least sixty (60) days prior to event.

☐ Required ☐ Not Required

Letter of Permission to use Non-County owned Property.

Must be submitted at least sixty (60) days prior to event.

☐ Required ☐ Not Required

Noise By-law Exemption Appeal Application Form.

Must be submitted at least forty-five (45) days prior to event.

☐ Required ☐ Not Required

Health Unit Food Provider Forms. To be collected and submitted by organizer to the Health Unit as one complete package).
(Health Unit Special Event Food Provider Application Package).
Must be submitted at least thirty (30) days prior to event.

☐ Required ☐ Not Required

Business License Application for Amusements
(Includes rides, games, side shows, entertainers, animal exhibits, and like activities). To be submitted by vendors directly to Licensing Department.
Must be submitted at least thirty (30) days prior to event.

☐ Required ☐ Not Required

Building Permit Application Form (Canopy/Tent/Marquee/Stage/Structures).
Must be submitted at least thirty (30) days prior to event.

☐ Required ☐ Not Required

Tent Fire Safety Plan Form (Form FO-187).
Must be submitted at least thirty (30) days prior to event.

☐ Required ☐ Not Required

Application for Display Fireworks.
Must be submitted at least thirty (30) days prior to event.

☐ Required ☐ Not Required

Burning Permit Application.
Must be obtained at least thirty (30) days prior to event.

☐ Required ☐ Not Required

Raffle License Application.
Must be submitted at least twenty one (21) days prior to event.

☐ Required ☐ Not Required

Technical Standards & Safety Authority (TSSA) Inspection for Amusement Devices, Operation of Appliances (e.g. barbeques).
Must be submitted at least fourteen (14) days prior to event.

☐ Required ☐ Not Required

Electrical Safety Authority (ESA) Electrical Inspection for Temporary Electrical Power Supply.
Must be submitted at least 2 days prior to production set up.

☐ Required ☐ Not Required



Outdoor Special Events

Special Event Indemnification and Acknowledgment

Form FO-181

Version: February 2021

Special Event Indemnification and Acknowledgement Form

The Applicant/organizer ("Applicant") of the approved Special Event for which a permit has been applied for, in consideration of receiving such permit and/or for the use of property owned by the County, being either the use of real property or the use of equipment, vehicles or other personal property owned by the County, covenants and agrees that the Corporation of Norfolk County (the 'County'), its elected officials, officers, employees, servants or agents, shall not be held liable for any injury, loss, expenses or damages, however caused, which the County may incur, directly or indirectly, resulting from or arising out of the granting of this permission for use of County owned property or from the actual use of such property.

The applicant hereby indemnifies and holds harmless the County, its elected officials, officers, employees, servants or agents (collectively the 'Indemnitees') from any and all actions or claims made against any of the Indemnitees, and against all loss, liability, judgements, costs or expenses, of any nature whatsoever, which any Indemnitee may sustain, incur or be put to resulting from or arising out of any act or omission on the part of the Applicant.

The Applicant also acknowledges it has received, reviewed and understood the Special Events Manual and further acknowledges it is provided as information only, is not to be construed as legal advice, and that Norfolk County is not liable for any matter arising whatsoever arising out of the Special Event or consequences of same. The Applicant further confirms that the holding of the Special Event shall also only be undertaken in compliance with all other applicable law or regulation as issued by the federal or provincial government or by the County or other agency having jurisdiction to do so.

The applicant acknowledges that if they are not an incorporated entity the individuals organizing the event may be personally liable for any claims or losses. If appropriate, to reduce the risk of any personal liability, legal advice should be obtained to consider any such risks and, possibly, to take steps to reduce or avoid the risk of personal financial liability before signing this form or undertaking this special event.

This indemnity shall continue to be in full force and effect notwithstanding that the Special Event has been completed.

If completing electronically please print, sign and personally deliver this form to the County for review and approval.

Application Date: _____

Name of Applicant: _____

Signature of Applicant: _____
(I have the authority to bind the organization)

Organization: _____

Name of Event: _____

Date(s) of Event: _____

Special Event Organizer Fire Department Safety Requirements

Fire Extinguishers

All vendors must have a fire extinguisher that has been inspected by a qualified person within 12 months and has a tag securely attached

- All cooking vendors utilizing deep fryers or cooking appliances that involve combustible cooking media (cooking with oils or fats) must have a Type K extinguisher
- All other vendors (including peddlers, amusement operators, and cooking vendors that do not utilize deep fryers or cooking appliances that involve combustible cooking media) must have a minimum 3A-40BC extinguisher

Mobile Food Vendors/Food Trucks

- TSSA mobile food service equipment annual inspection certificate
- TSSA field approval certificate*
- Class K Extinguisher
 - 3A-40BC extinguisher acceptable if not cooking with grease-laden vapours
- Suppression System (if applicable) inspected by a technician within the last six months

*Food trucks in operation before Feb 13, 2006, are exempt from the Field Approval process. Proof that the equipment was used before this date by the same owner is required to be eligible for this exemption. The truck and appliances must still undergo an annual inspection, etc. as noted above

BBQ/Outdoor Cooking

- Class K Extinguisher
 - 3A-40BC extinguisher acceptable if not cooking with grease-laden vapours
- Must be commercial grade BBQ with TSSA Certification

Tents- Food/Drink and Assembly

- Tents and air-supported structures will comply with the Ontario Building Code (including permits).
- A Tent Fire Safety Plan (approved by the Norfolk County Fire Department) is required if:
 - A tent is used for gathering purposes, such as a beer garden, bingo, gaming sets, theatrical, etc. or,
 - A tent is being a restaurant setting when more than 30 members of the public will be consuming food or drink in the tent.

- No open flame cooking or deep frying under a tent
- TSSA mobile food service equipment annual inspection (if applicable)
- Class K Extinguisher if cooking
 - 3A-40BC extinguisher is acceptable if not cooking with grease-laden vapours or for any other application under a tent.
 - If a tent requires a fire alarm it shall comply with the Ontario Building Code
 - Alternatively, a fire watch may be instituted
- Cooking with fuel fired appliances, smoking, candles or any other use of open flame is strictly prohibited in any tents used by the public.
- An area of at least three meters (10 feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension
- Hay, straw, shavings or similar combustible materials cannot be used in tent used for assembly purposes.

Open Air Burning

- Open air burning is prohibited without approved permits or permission from the Norfolk County Fire Department.
- Firework displays or shows must be in compliance with the Ontario Fire Code, Federal Explosive Act, and the Norfolk County Fireworks by-law.

For more information contact:

Norfolk County Fire Department:	519-426-5870
Technical Standards & Safety Authority (TSSA):	1-877-682-8772
Norfolk County Building Department:	519-426-5870 Ext. 4677 (Inspection)

The organizer/applicant should be satisfied that all vendors have complied with the aforementioned safety requirements. Non-compliance may result in your license being revoked.

By signature, the organizer/applicant certifies that they understand and will comply with the above conditions. Non-compliance may result in your license being revoked.

Organizer/Applicant Name: _____

Organizer/Applicant Signature: _____

Name of Event: _____

Date: _____

If you plan to host an event, you must read, sign and date this document.

All events held on municipal property are required to abide by the advice, recommendations, directives and/or regulations established by the following:

1. The provincial government, or any of its agencies;
2. The federal government, or any of its agencies;
3. The Haldimand-Norfolk Health Unit and/or its Medical Officer of Health.

By signing this document, you undertake that you will comply with the following:

1. [Ontario Ministry of Health: Gatherings, Ethno-Cultural and Festive Occasions, and other Events;](#)
2. [The Federal Government of Canada Risk Mitigation Tool for Gatherings and Events Operating during the COVID-19 Pandemic.](#)

By signing this document, you also acknowledge the following:

- in the event of an increase in COVID-19 cases, provincial advice, recommendations, directives and/or regulations could change and/or the municipality or Health Unit/Medical Officer of Health could modify the number of participants at gatherings and/or result in the cancellation of special events;
- the Haldimand-Norfolk Health Unit may issue additional advice, recommendations or instructions beyond the criteria established by the province and the federal government and that your event must be carried out in accordance with any such advice, recommendations or instructions and it is your responsibility to confirm with the Health Unit what advice, recommendations, directives or orders may be in place from time to time You can check the [Health Unit website](#) for more information.

Special Event Conditions for use of County Property

- The organizer acknowledges and agrees that while municipal property is in use for the special event the organizer is responsible for ensuring any applicable COVID-19 regulations, advice, recommendations, or directives from any level of government and the HNHU and/or Medical Officer of Health are in place and adhered to.
- The organizer acknowledges and agrees that use of County property may include possible exposure to and illness from infectious diseases such as COVID-19. The organizer knowingly and freely assumes all such risks, and acknowledges and agrees that the Special Event Indemnification and Acknowledgement Form required as part of the Special Event permit application extends and applies to any cause of action related to COVID-19 or any other infectious disease.



- The organizer shall establish a plan in respect of COVID-19 safeguards, and this plan will be provided to the municipality or any enforcement agency upon request.
- The organizer acknowledges and agrees that Norfolk County may at any time amend or add additional requirements as it deems necessary, which includes immediate termination of the event on the basis of any provincial or other advice, recommendations, directives or order that may impact the use of municipal property. Discovery of non-compliance with any of these obligations may result in immediate termination of the Special Event Permit and the organizers right to use the municipal property.
- Norfolk County shall not be responsible for any losses to the organizer from any termination of the Special Event Permit.

Name of Event: _____

Event Dates: _____

Name of Organization: _____

(that will appear on Certificate of Insurance)

Signature: _____

(I have the authority to bind the organization)

Signing Date: _____

OUTDOOR SPECIAL EVENT MANUAL

MARCH 2021

Resource Manual
for Event Organizers



Corporate Services Division
185 Robinson Street, Simcoe, Ontario, N3Y 5L6
Phone: 519-426-5870 • Fax: 519-427-5900
norfolkcounty.ca



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A) Outdoor Special Events

Thank you for your interest in holding a special event in Norfolk County. Enclosed are the materials needed to obtain a Special Event Permit for your upcoming event. Please follow the application directions very carefully. A checklist is included in the Outdoor Special Event Application Package (hereinafter referred to as the “Special Event Application”) for further assistance. No Special Event Permit will be issued without submission of a signed application, administration fee and requested documentation. Your event must have final approval by Norfolk County staff and in some cases Norfolk County Council.

Corporate Services will assist you throughout this process and will be your primary contact. You will be notified if your event requires additional permits or inspections for such things as: building permits for large tents, by-law exemption for noise, food provider licenses, liquor license permit, which must be obtained before you receive a Special Event Permit.

The Outdoor Special Event Manual has been produced to serve as a guideline for special event organizers in planning their activities. Along with the Outdoor Special Event Application, this manual is intended to identify all of the areas that may fall under a policy or procedural guideline which will have an impact on the planning and presentation of the event.

All indoor and outdoor events, no matter how carefully planned, may still present hazards. The guidelines and materials in this manual, and on the Norfolk County website, have been prepared by Norfolk County for informational purposes only, and to assist event organizers and third parties. This information does not constitute legal advice, or is a substitute for legal counsel. No one should act, or refrain from acting, based solely upon the materials and information provided, without first seeking appropriate legal or other professional advice, if they deem it so necessary. Neither Norfolk County, nor any of its personnel, shall be considered liable to the event organizer, or any other third party, in regards to any risks, or personal or bodily injury which may be incurred as a consequence of operating, or participating in, any special event.

It is the intention of this manual to identify and assist the organizer in following the requirements set out by Norfolk County and other organizations such as the Haldimand-Norfolk Health Unit, Norfolk County O.P.P. or Alcohol and Gaming Commission of Ontario, who may have input regarding the operation of the event.

Norfolk County reserves the right to request a coordinating meeting(s) which may be required before the event takes place.

Following the requirements of this manual will ensure that all necessary permits and approvals will be in place well before the actual date(s) of the event.

If you have any questions or comments please contact Corporate Services at (519) 426-5870 (weekdays between 8:30 a.m. and 4:30 p.m.) or email: special.events@norfolkcounty.ca

Your feedback and comments regarding this document are welcome at any time.

Best wishes as you plan and prepare for your special event. Norfolk County recognizes the importance that special events play in our community. The goal is: **“To encourage County wide festivals and events that draw people together helping to promote community spirit.”**

B) An Important Part of our Community

1. Outdoor Special Event Definition

A special event is an event open to the public that typically takes place on County property. This can include events taking place on private property that are open to the public but may affect pedestrian or traffic flow, due to a higher volume of vehicles or people attending the event. Zoning, road access and traffic flow management, public health regulations, alcohol, licensing and O.P.P. considerations may apply.

The primary characteristics of an Outdoor Special Event are:

- They celebrate or display a specific theme
- They have predetermined opening and closing dates/times
- They may consist of several separate activities at multiple locations

An Outdoor Special Event is defined as:

An activity taking place on public or private property that:

- Is open to all people and/or
- Requires the provision and coordination of municipal services over and above that which the County routinely provides

Examples may include, but are not limited to any of the following organized activities:

- Entertainment
- Dancing
- Music
- Dramatic productions
- Festivals, concerts, carnivals, bazaars or similar events which offer such activities as amusement rides or devices, games of skill, side shows, animal rides or exhibitions, food concessions or live entertainment
- Parades, processions, marathons, walks, bicycle rides, or runs that will not comply with the normal or usual traffic regulations or controls or are likely to impede, obstruct, impair or interfere with the free flow of traffic
- Sale of merchandise, food or alcohol, including sidewalk sales. The provisions of the Licensing By-law shall apply for any sales taking place during a special event

Exemptions:

- Private social gatherings which will make no use of County streets other than for lawful parking are not included. Garage sales, lawn sales, rummage sales, flea market sales, or any similar casual sale are not included.
- When a proposed event takes place only on designated sports fields and/or facilities or when the proposed event would take place only in the picnic shelter (having a maximum of 200 participants), the fields and/or facilities are to be booked directly through the Operations Department (without processing a Special Events Permit), with the exception of a beer garden event.
- Events taking place on Agricultural Society lands (i.e. Norfolk County Fair) and Friday the 13th motorcycle events in Port Dover do not fall within the scope of this policy.

2. Vendor Definition

For the purposes of this document the term “vendor” applies to any person, business or organization who sets up any sort of display (booth, table, tent, canopy, umbrella or any other structure) to sell or display food or merchandise, or promote a service, business, organization or charity during a special event.

3. Role of Organizer

The event organizer is responsible for the following:

- a. Submission of a completed Special Event Application and administration fee
- b. Submission of a Certificate of Insurance
- c. Submission of additional documentation as deemed necessary
- d. Ensuring all permitting and licensing requirements are satisfied and all vendors and participants have obtained the necessary approvals within the required timeframes specified in the Special Event Application and the Special Event Manual
- e. Ensuring additional requirements communicated to organizer are complied with

4. Assumption of Risk by Event Organizer

If appropriate, to reduce the risk of any personal liability, including personal financial liability, which may arise to the persons organizing the special event, such persons should seek legal advice or other appropriate advice, to assist them in considering any potential risks and to help control or reduce that risk appropriately. Neither Norfolk County, nor an employee of Norfolk County acting within their duties, will be held responsible for any such risk. Additionally, the special event application process requires careful review and submission of an Indemnification and Acknowledgement Form, as part of the application and approval process.

C) Policies and Procedures

Norfolk County receives a large number of applications for special events and the amount of time required to process each application varies with the complexity of the request. At least ninety (90) days is required to process applications to ensure adequate time for circulation to applicable departments/agencies and to obtain any approvals that may be required from Council.

1. Use of County Property – Things You Should Know

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 County owned streets, sidewalks, parks, facilities or parking lots, as well as private and public facilities. This manual is for use by ALL event organizers so that consistent guidelines are followed to ensure the safe and successful operation of events.

County owned facilities have a consistent set of rules and regulations that must be adhered to. These are outlined on the Facility Booking Rental Contract. The use of parks, facilities or road allowances for special events can be complicated.

Review the following sections of this manual to see if they apply to your proposed event. The safety of the people who are operating or visiting the special event, and the maintenance and respect for the County property being used is of the utmost importance. It is expected that all event organizers will respect and appreciate the area being used. County property is maintained for public use and special event organizers are responsible for any damages caused by the special event or activity.

Note: These sections may also apply to events that take place on private property.

2. Booking Procedures for County Parks and Facilities

Initial contact should be made with the Community Development Facilities Booking Clerk to check on the availability of a 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. In order for the event to take place at the desired location a Facility Booking Rental Contract must be obtained through the Community Development Department. The applicant must sign and pay for the facility permit prior to the event.

There may be additional terms and conditions outlined which must be adhered to before a Special Event Permit is granted. This will include items such as liability insurance and specific event components such as a Fireworks Permit which needs to be approved by the Fire Chief or designate.

In some instances, County insurance coverage can be purchased for the event through Community Development.

Note: Upon receipt of a new special event proposal, a meeting to review the event components may need to be scheduled with County staff.

3. Use of Private Property – Things You Should Know

Events on private property may require special permits for various event components. Refer to specific sections of the manual under each sub-category which indicates rules for all properties.

4. Compliance

The event organizer is responsible for compliance with all Federal, Provincial and Municipal legislation and regulations.

5. Compensation for County Staff

Norfolk County may require County personnel, including Fire and Paramedic Services be present at the function. Costs for County personnel involved in advance of, during and after the event may be charged back to the organizer. Norfolk County shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, ensure the success of the event, and reduce the public liability exposure to the organizer as well as Norfolk County.

6. Electrical Power

All applicants should provide their own source of power for their specific needs. Norfolk County generally does not provide electrical services of any sort.

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performances or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be submitted **at least 2 days prior to the production** set up with the **Electrical Safety Authority (ESA)** Customer Service Centre, Cambridge at 877-372-7233 or by email at esa.cambridge@electricalsafety.on.ca. For inspection information call the ESA Customer Service Centre for the name and number of your local inspector.

7. Forms That May Also Need To Be Submitted

The following are examples of additional forms that may be required:

- a. Form FO-182 – AGCO Special Occasion Permit Notice to Municipality
- b. Form FO-183 – AGCO Request for Designation as Event of Municipal Significance
- c. Form FO-187 – Tent Fire Safety Plan

8. Additional Documents That May Be Required

The following are examples of additional applications and permits that may be required:

- a. Organizer Special Event Pedlar Permit Application (for merchandise vendors etc.)
- b. Noise Exemption Application

- c. Business License Application for food providers, amusement rides, animal shows, etc.
- d. Application for Display Fireworks Permit or Burning Permit
- e. Building Permit Application for large tents, stages, etc.
- f. AGCO Special Occasion Permit for Alcohol

For information on applications and by-laws visit: [Organizing Special Events](#)

9. Miscellaneous

- a. Neither Norfolk County, nor its employees, will be held responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
- b. A Special Event Permit can only be used on the designed dates and times specified and is required to be posted on site during the event.
- c. Norfolk County reserves the right to modify the requirements as deemed suitable to the special event at hand.
- d. Norfolk County reserves the right to suspend, cancel and/or reschedule an event, in its sole discretion. Should this occur, and depending on the circumstances, Norfolk County may, or may not, provide a full or partial refund, or transfer registration to the same or similar event at a future date.
- e. The event organizer is responsible for ensuring that the organization and all participants and spectators abide by all conditions, by-laws, codes and requirements.
- f. A security deposit may be required, depending on the size and nature of the event.

D) Outdoor Special Event Application

1. Application

The Special Event Application must be completed, signed and submitted with all required documentation and payment of the applicable administration fee.

2. Deadlines/Timeframes for Submission for Required Documents

a) Application

Your application must be received **at least ninety (90) days prior to the event** and will be circulated to various departments, O.P.P. and agencies for comment and approval before a special event permit is issued. Applications received after this date **will not** be processed.

The Special Event Application provides details for further deadlines for submission for various documents that may be applicable to the event.

b) Food and Non-Alcoholic Beverages

No food or beverages shall be sold or provided at a special event, unless approved by the Haldimand-Norfolk Health Unit.

If you will be having food/beverages (e.g. BBQ, pre-packaged snacks, bottled water, food) at your event, a Haldimand-Norfolk Health Unit Organizer Application must be submitted **at least sixty (60) days prior to the event**. For application visit: [Health Unit Applications](#). Organizers are responsible for collecting and submitting food provider application forms from the food providers to the health unit within the specified deadlines.

A Haldimand-Norfolk Food Provider Application must be submitted for each food provider **at least thirty (30) days prior to the event**. For application visit: [Health Unit Applications](#). Food providers are responsible for submitting their application to the event organizer, who will then submit the forms to the health unit. The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.

Food providers must ensure that food and beverage items are offered in a safe manner that is in compliance with the Ontario Food Premises Regulation (O. Reg. 493/17) and the Health Protection and Promotion Act. For information visit: [Health Unit Applications](#) to learn more about these regulations and access the HNHU Special Event Food Provider Information Guide. Failure to comply may result in enforcement action or closure of the special event food premise.

Each food provider must submit a Business License Application and payment of the license fee to Council Services/Licensing Department **at least thirty (30) days prior to the event** in order to obtain a Mobile Food Premise License. Incomplete applications will be returned to be re-processed. If an application has outstanding requirements fourteen (14) day before the event a late fee will apply. For application visit: [Permits and Licenses](#)

c) Special Event Organizer Pedlar Permit Application

The organizer must submit a Special Event Organizer Pedlar Permit Application to Council Services/Licensing Department, identifying the number of merchandise and service pedlars that will be attending the event **at least thirty (30) days prior to the event**. A late fee will apply if the application is submitted late. Pedlar permits will be provided at no cost for each Pedlar.

d) Safety and Fire Department Requirements

Organizers must complete the Special Event Organizer Safety Requirements Form FO-186.

If Fireworks will be part of the event, an Application for Fireworks Permit, including certificate of insurance must be submitted to the Fire Chief or designate **at least thirty (30) days prior to the event**. For application visit: [Organizing Special Events](#)

If you are planning on having a fire as part of the event (bonfire/fire pit) a Burn Permit or Burn Safety Plan may be required. If so, the Burn Permit or Burn Safety Plan must be obtained **at least thirty (30) days prior to the event**. For additional information visit: [Burn Permits](#)

e) Building Permit Requirements

Where required, a completed Building Permit Application must be submitted to the Building Department **at least thirty (30) days prior to the event**. For application visit: [Building Permits](#)

f) Chart – Deadlines for Submitting Documents

Summary of Documents and Deadlines	Deadline for Submission of Documents Prior to Event (Days)
Parks and Facilities Rental Contract	365
Special Event Application	90
Special Event Checklist Form FO-192 (Appendix A in Application)	90
Special Event Indemnification and Acknowledgement Form FO-181 (Appendix B in Application)	90
Special Event Organizer Safety Requirements Form FO-186 Appendix C in Application)	90
Emergency Management Plan	60
Health Unit Organizer Application Form	60
Special Occasion Permit (SOP) Notice to Municipality (Non-Profit Event) Form FO-182 (for submission to Alcohol and Gaming Commission of Ontario)	60
Request for Designation as Event of Municipal Significance (For Profit Event) Form FO-183 (for submission to Alcohol and Gaming Commission of Ontario)	60
Locates for Utilities on County Property	60
Noise By-law Exemption Appeal Application Form FO-94	45
Certificate of Insurance	30
Health Unit Applications (Food Providers/Animal Exhibits/Personal Services)	30

Summary of Documents and Deadlines	Deadline for Submission of Documents Prior to Event (Days)
Building Permit Application	30
Tent Fire Safety Plan Form FO-187	30
Application for Display Fireworks Permit	30
Burning Permit	30
Business License Applications for Food Providers and Amusements (includes rides, games, side shows, entertainers, animal exhibits and like activities with TSSA Certificates if applicable).	30
Special Event Organizer Pedlar Permit Application	30
Paid Duty Officer Request Form	30
Raffle License Application	21
Electrical Safety Authority Inspection	2

g) Special Event Indemnification and Acknowledgement Form

A signed Indemnification and Acknowledgement Form must be submitted with the Special Event Application.

3. Certificate of Insurance

Event organizers must provide a Certificate of Insurance **at least thirty (30) days prior to the event**. The Certificate of Insurance must provide general liability coverage in the form of a Commercial General Liability (CGL) Insurance Policy, indicating a minimum amount of \$2,000,000 per occurrence insurance coverage and include “The Corporation of Norfolk County” as an Additional Insured. A Cross Liability Endorsement and a Completed Products and Operations Endorsement (or additional coverage) must also be included in this policy, and clearly indicated on the Certificate of Insurance. Non-owned auto coverage is also required, where applicable. Such Certificate of Insurance will be reviewed by Norfolk County to assess compliance with these requirements, and, if required, such Certificate shall be revised by the event organizer and the applicable insurance broker and be delivered to Norfolk County prior to the event proceeding.

Organizers providing liability coverage for merchandise vendors are encouraged to seek legal advice and obtain adequate liability coverage from these vendors to protect themselves and the organization from any liability which may result from their participation in the event.

Norfolk County reserves the right to modify the insurance requirements as deemed suitable to the special event at hand. It is the organizing bodies' responsibility to provide insurance coverage for volunteers. If alcohol is involved in the event, the insurance policy must also provide coverage for this in the form of a Host Liquor Liability Endorsement. This coverage must be clearly shown on the Certificate of Insurance.

Food providers and amusement ride providers are required to provide a Certificate of Insurance and all other required documentation and fees to Council Services/Licensing Department **at least thirty (30) days prior to the event** in order to obtain a license for the event.

4. Fees

No Special Event Permit will be issued until ALL fees have been paid (administration, building permit, raffle, food providers, amusement, etc.)

5. Payments

Payments can be made by cash, debit or credit card, in person at Service Norfolk locations, at the Robinson Administration Building, 185 Robinson Street, Simcoe, (Front Counter located at the Provincial Offences Office on the Ground Floor) or the Delhi Administration Building, 183 Main Street of Delhi.

Cheques shall be made payable to Norfolk County, Robinson Administration Building/Corporate Services, 185 Robinson Street, Suite 100, Simcoe, ON N3Y 5L6.

Drop boxes are located at the County Administration Buildings in Simcoe and Delhi.

E) Norfolk County Special Event Requirements

1. Accessibility

All Norfolk County Special Events should be planned with accessibility in mind, and event organizers should take into consideration the fact that people with various disabilities might attend their event. Special event organizers shall give consideration to the requirements of the Accessibility for Ontarians with Disabilities Act (AODA 2005) and Integrated Accessibility Standards Regulation (O. Reg. 191/11).

To view the following visit: [Organizing Special Events](#)

- a. Accessible Festival Planning Checklist
- b. Planning Accessible Events
- c. Guide to Accessible Festivals and Outdoor Events

2. Alcoholic Beverages

- a. Applications for Special Occasion Permits (SOP's) are available on the Alcohol and Gaming Commission of Ontario (AGCO) website: [AGCO](#)

A registered charity, non-profit association or organization for the advancement of charitable, educational, religious or community objects may obtain a public event Special Occasion Permit (SOP) from the AGCO without designation as an event of municipal significance.

If you fall within the above categories, completion of the Special Occasion Permit Notice to Municipality Form FO-182 will serve as the AGCO requirement to provide notice to the municipality that you are applying for a SOP. This form will be circulated to the Clerk of Council Services/Licensing Department, O.P.P., Fire, Paramedic Services, Health Unit, Roads Department and Building Department informing them of the event and identifying the physical boundaries of the permit. For Special Occasion Permit Notice to Municipality (Non-Profit) Form FO-182 visit: [Organizing Special Events](#)

If you are not a registered charity, non-profit association or organization for the advancement of a charitable, educational, religious or community objects, as a person or group (i.e. promoter, for-profit business) you may apply for an SOP from the AGCO if the event is designated by the municipality as one of municipal significance.

A municipal designation may take the form of a resolution of Council or a letter from Council's authorized designate (i.e. municipal Clerk) on municipal letterhead stating that the municipality deems the event as one that is significant for the community. While a particular event may receive a designation from the municipality, the AGCO ultimately decides if the necessary criteria have been met for a SOP to be issued. For Request for Designation as Event of Municipal Significance (For Profit) Form FO-183 visit: www.norfolkcounty.ca/business/organizing-special-events

- b. Norfolk County's Municipal Alcohol Policy must be followed for events serving alcohol. This policy only governs events taking place on municipal property. To view a copy of the Municipal Alcohol Policy visit: [Organizing Special Events](#)

- c. Fencing shall surround the licensed area in which liquor will be sold and/or consumed.
- d. The event organizer 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 the event, to accompany both the letter requesting the location and the Special Event Application.
- e. In addition, approvals from various County departments for the location and assembly of tents or marquees for the provision of alcohol must be obtained from the Haldimand-Norfolk Health Unit, Building Department and the Fire Department. See Tents and Temporary Structures for more specific requirements.
- f. In the event that alcohol is being served, please note that the insurance requirements will slightly differ. In addition to the previously mentioned "Commercial General Liability Insurance Coverage", Host Liquor Liability Insurance will also be required. This can be obtained through a separate insurance policy, but is most commonly added as an endorsement to the existing Commercial General Liability Insurance Policy. This additional coverage provides protection, both to the event organizer(s) and to Norfolk County, from liability when lawsuits are brought forward, in regards to the alcohol service. The Certificate of Insurance provided must clearly confirm that coverage in the amount of \$2,000,000 is in place, and that "The Corporation of Norfolk County" is named as an Additional Insured within such policy prior to any special event being approved.

3. Amusements/Pony Rides

Amusements mean a travelling, commercial, entertainment business including but not limited to side shows, rides, games, trained animal shows, clowns, watercraft rentals and like activities to entertain the public and will require a license as outlined in the Licensing By-law. To view by-law and Business License By-law visit: [Permits and Licenses](#)

4. Camping

Camping is not permitted on municipal property or private property not appropriately zoned to permit camping. In some circumstances approval by Norfolk may be granted on a limited basis.

5. Damages

- a. County parks and facilities are to be protected from vandalism, crowd damage or excessive use during events. County staff will outline areas of environmental or cultural sensitivity and provide guidance to the event organizer if activities will impact such areas.
- b. The event organizer is responsible for any damages to County facilities and property and/or extra staff required for clean-up as a result of the event.

6. Digging/Staking or Fencing

On many County properties there are buried underground utilities. Before installing fencing, tents, poles/pegs, or doing any digging on County property permission must be obtained.

If locates will be necessary Operations must be contacted **at least sixty (60) days prior to the event.**

7. Dogs/Pets/Service Animals

Event organizers are encouraged to promote owners leaving pets at home.

- a. Service animals are allowed to accompany persons with disabilities requiring assistance while attending special events. Service animals must be kept under the care and control of the attendee at all times.
- b. The requirements of the Parks By-law must be followed for events held in municipal parks.
- c. The requirements of the Dog Licensing By-law must be complied with on ALL County properties.

8. Drones/Helicopters/Hot Air Balloons/Flight Rides

Drone operators must comply at all times with the provisions of the Film Production Policy DCS-01. To view a copy of the Film Promotion Policy visit: [Organizing Special Events](#)

Special events which include use of drones, flights, or rides such as helicopter rides, hot air balloons and glider rides, require specialized insurance coverage. The above named activities are only examples and not all-inclusive. Norfolk County reserves the right to change the insurance requirements at its discretion, dependent on the circumstances. These special risks will require Aviation coverage. A Certificate of Insurance in the amount of \$5,000,000 coverage per occurrence, will be required as proof of such. All such activities will require submission of a Special Flight Operations Certificate issued through Transport Canada for the event.

9. Emergency Services

- a. The County will determine if emergency services will be required for the event.
- b. The O.P.P., Director of Roads, Fire Chief or Paramedic Services Chief or designate may cancel or re-route any special event in an emergency situation or for the preservation of public safety.

10. Entertainment Standards

- a. The event organizer must ensure that entertainment associated with the event is of a positive nature for the enjoyment of both adults and/or children. Organizers who may include event participants who are known for using hate speech or similarly offensive, racist or discriminatory speech, or engage in the sale of criminal paraphernalia, such as gang support wear or any item sold or gifted for the purposes of supporting organized crime, will not be tolerated.
- b. The event organizer may be required to submit an entertainment and production contract prior to the event.
- c. If live or recorded music is included in the event activities, the Event Organizer is responsible for the Society of Composers, Authors and Music Publishers of Canada (SOCAN) license fees.

11. Event Notification/Contact Information

The event organizer may be required to provide written notification to all affected area residents and businesses.

12. Film Industry Guidelines

- a. A Film Permit Application must be submitted for all productions undertaken by commercial and non-commercial film companies and photographers except for current affairs and newscasts. Types of productions include films, television programming, commercial photography and music videos.
- b. Event organizers must comply at all times with the provisions of the Film Production Policy DCS-01. To view a copy of the Film Promotion Policy: [Organizing Special Events](#)
- c. A Certificate of Insurance in the amount of \$5,000,000 per occurrence, or such higher limits as may be deemed necessary, must be submitted.

13. Fireworks and Fires

- a. Fireworks displays must be in compliance with the Ontario Fire Code, Federal Explosive Act, and the Norfolk County Fireworks By-law. If a fireworks display is proposed, an Application for Display Fireworks and Certificate of Insurance must be submitted to the Fire Department **at least thirty (30) days prior to the event.**
- b. The Fire Department will determine the requirements for fire equipment and personnel on site, the cost of which will be the responsibility of the event organizer.
- c. The Fireworks Supervisor shall be responsible for the display and abide by the requirements identified in the Fireworks By-law. The Fire Chief or designate must grant approval for fireworks permits prior to a license being issued.
- d. If a bonfire/ fire pit will be part of the event, a burn permit or Burn Safety Plan may be required. If so, the Burn Permit Application or Burn Safety Plan must be obtained at least thirty (30) days prior to the A burn permit is required for a fire pit or bon fire. Open air burning is prohibited without approved burn permits or permission from the Fire Department. The Fire Department must be contacted to obtain a burn permit **at least thirty (30) days prior to the event.**

14. Gambling/Raffles/Casinos

- a. To sell raffle tickets or hold games of chance during a special event a license is required from Council Services/Licensing Department. Raffle license applications must be submitted **at least twenty-one (21) days prior to the event.**
- b. Certain types of casinos/gambling (i.e. Monte Carlo events) require Provincial licenses. Applications for these licenses must be provided to the Alcohol and Gaming Commission **at least forty five (45) days prior to the event.**

15. Garbage/Recycling

- a. The event organizer will be responsible for all litter control which includes regular pick-up of waste containers to ensure a sanitary environment.
- b. Upon completion of the event, the event organizer will return County property to its original condition and be responsible for all litter and garbage collection and removal.
- c. Organizers are responsible for ensuring the removal of dumpsters does not take place between the hours of 11:00 p.m. and 7:00 a.m.

16. Noise Restrictions

- a. The amplification of sound for special events will be limited to the hours between 9:00 a.m. and 12:00 a.m. and shall comply with applicable by-laws unless otherwise granted by the By-law Appeals Committee.
- b. Applications for Exemptions to the Noise By-law must be submitted along with the applicable fee **at least forty five (45) days prior to the event.**
- c. Noise restrictions are subject to change based on site/event specific guidelines.
- d. Speaker stacks should be positioned to tilt downward toward the crowd versus projecting straight out over the crowd and the site.
- e. Sound levels shall not exceed levels of one hundred (100) decibels, one hundred (100) feet from the stage.
- f. To view a copy of the Noise By-law and By-law Appeal Process and Application Form visit: [Organizing Special Events](#)

17. Norfolk County Ontario Provincial Police

- a. The O.P.P. review all applications and determine the number of paid duty officers that will be required, and, if necessary, the amount of security services that will be required for the event.
- b. The O.P.P. in conjunction with the Director of Roads or designate will determine whether road closure barricades can be manned by volunteers.
- c. If paid duty officers will be required for the event a Paid Duty Officer Request Form must be submitted to the O.P.P. **at least thirty (30) days prior to the event.**

18. Parking

- a. To avoid parking problems the event organizer should assess available parking and compare to anticipated number of vehicles to be parked. Arrangements should be made in advance to accommodate overflow parking. For most events on-site parking should be arranged to involve minimal disruption to the public. Maps of key festival and event sites have been developed which note existing parking regulations.
- b. In the interest of public safety, all on-street parking will be enforced. As part of your event promotion, it is recommended that a statement to this effect be included in all marketing and advertising.
- c. Neither the Corporation of Norfolk County, nor any Personnel of Norfolk County acting within their capacity of duties, assume any responsibility whatsoever for any property damage or loss an event participant, event organizer, or event volunteer may incur to their vehicle(s) or contents while at the event, whether the vehicle be parked or in motion. All event organizers and volunteers understand that they should have automobile coverage in place to protect against any bodily injury or personal property losses they may incur, as well as to protect from any liability which may arise, to third parties.

19. Personal Services Vendors

- a. Personal services can refer to beauty and/or body art and can include, but are not limited to, face painting, tattooing, piercings and nail services that are provided at a Special Event. Personal services cannot be provided to members of the public or industry representatives unless approved by the Haldimand-Norfolk Health Unit. If you plan to include personal services vendors at your event, a Health Unit Application must be submitted **at least sixty (60) days prior to the event.** For application visit: [Health Unit Application](#)

- b. A Haldimand-Norfolk Personal Services Vendor Application must be submitted for each vendor **at least thirty (30) days prior to the event**. For application visit: www.hnhu.org/health-topic/special-events/. Personal services vendors are responsible for submitting their application to the event organizer, who will then submit the forms to the health unit. Organizers are responsible for collecting and submitting the vendor application forms from all of the vendors to the health unit within the specified deadlines.
- c. The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.
- d. Personal Services Vendors are responsible for ensuring that they are in compliance with the **Ontario Regulation 136/18: Personal Services Settings and applicable guidelines**. For more information visit: [Health Unit Guidelines](#) to learn more about this regulation and access the HNHU Guidelines for Operators Offering Personal Services. Failure to comply may result in enforcement action or closure of the special event personal services setting.

20. Petting Zoos and Animal/Reptile/Bird Exhibits

- a. The use of County parks and road allowances for a petting zoo or other animal, reptile or bird exhibits must receive special approval in order to proceed. In addition, the County's By-law Enforcement Services will have details available about the types of animals/reptiles and birds which are prohibited in Norfolk County. A license is required to operate a petting zoo or animal/reptile/bird exhibit.
- b. All animals, reptiles and birds must be properly vaccinated.
- c. Petting zoos and animal, reptile, bird exhibits must comply with the Haldimand-Norfolk Health Unit guidelines and Ontario Regulation 497/17: Rabies Immunization. Failure to comply may result in enforcement action or closure of the special event animal exhibit. For further information visit: [Health Unit Guidelines and Regulations](#) for the [Special Events Animal Exhibit Application Form](#) and [Guidelines for Operators of Animal Exhibits, Petting Zoos and More](#).
- d. A Haldimand-Norfolk Special Event Animal Exhibit Application must be submitted **at least thirty (30) days prior to the event**.
- e. Animal exhibit vendors are responsible for submitting their application to the event organizer, who will then submit the forms to the health unit. The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.

21. Promotion

Norfolk County's Economic Development Department can assist event organizers in promoting their event to a local audience, as well as tourists from outside of Norfolk County. Contact [Tourism](#) as soon as you have established a date for your event. If your event is cancelled or does not receive permission to proceed, any event information posted by the County will be removed.

22. Propane Inspection

- a. All propane cylinders shall be secured and stored outside of tents or structures in a safe and ventilated location.
- b. All compressed gas cylinders shall be stored in racks and chained or tied securely.
- c. The event organizer may be required to carry out a safety inspection and acquire a permit from the Fire Department.
- d. All equipment, fittings, connections and life safety equipment are subject to inspection and shall conform to applicable regulations.

23. Public Access

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.

24. Road Closures

- Requests for road closures must be identified in the Special Event Application and submitted **at least ninety (90) days prior to the event**. Examples include cycling, running and walking events, parades and festivals with road closures as a component of the event.
- Any temporary road closure must be approved by Council or by delegated authority.
- Approvals for road closures and placement of barricades, pylons etc. may not be changed without County or O.P.P. consent. The organizer takes full responsibility for the placement and removal of any barricades or pylons in accordance with the agreed upon traffic plan.
- A detailed Traffic Control Plan (TCP) must be prepared and submitted. The Operations Department may provide assistance with the preparation of this mandatory plan. The TCP shall include a general sketch or layout of the proposed event and a list of road barricades, and traffic pylons that are necessary.
- Costs involved in implementing the detours, placement of barricades, traffic, public notification signing, etc. as directed by the Roads Department, may be the responsibility of the event organizer.
- Unless there is a paid duty officer present to control traffic, event participants **MUST** obey all traffic signs and control devices.

25. Sanitary Facilities/Washrooms

Event organizers will be responsible for providing sufficient portable washrooms and hand sinks if the location for the event does not have sufficient facilities to accommodate the anticipated crowds.

Washrooms and hand wash stations must be provided with sufficient numbers for the number of people attending. Refer to the tables below. If alcohol is being served, use Table 2.

Table 1: A food service premise used primarily for the consumption of food:

Number of Attendees	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 50	2	2
51 to 150	4	2
151 to 300	6	4
300 to 500	8	4
More than 500	10*	6**

*Add one toilet for each additional 100 attendees.

**Add one hand wash basin for each additional 200 attendees.

Table 2: A food service premises used primarily for the consumption of alcoholic beverages:

Number of Attendees	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 100	4	2
100 to 200	6	4
201 to 400	8	4
More than 400	12*	8**

Portable hand wash stations shall be supplied with potable water, paper towels and liquid hand soap at all times and be located in a convenient location close to the washrooms.

Washrooms must be kept clean and sanitary at all times and be pumped out as often as necessary by a licensed sewage hauler. An emergency contact number for the hauler must be obtained to readily address emergency situations.

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

26. Security and Crowd Control

- For events having occupant loads greater than 1,000 there shall be trained Crowd Managers at a ratio of one (1) per every 250 occupants. The Crowd Managers shall have received approved training in crowd management techniques. The staff shall be trained in the proper use of fire extinguishers and the duties they are to perform, in case of fire, panic or other emergencies.
- All event security personnel shall be equipped with a cell phone or radio and flashlights for events occurring outdoors during non-daylight hours.
- Adequate lighting shall be provided for events occurring during non-daylight hours.

If a security control plan/contract is required, the following is required to be identified:

- All streets and sidewalks (including cross streets) which will be closed or otherwise impacted
- Location of traffic routing and control devices (barricades, cones, etc.)
- Directional arrows showing the detour route around the event
- Location of signs directing detoured traffic
- Location and capacity for parking

If a parade is involved, the following need to be identified if applicable:

- Staging area
- Judging area
- Ending area
- Location of bleachers, grandstands or related structure

Fenced Outdoor Assembly Occupancy Requirements (AGCO)

Note: Fire Department specifications may differ

At least two (2) widely separated means of exit are required from the fenced enclosure

Number of Attendees to be Served by Exits	Number of Exits Required
0 to 6000 persons	2
6000 to 9000 persons	3
9000 plus persons	4

27. Sidewalk Sales

Sidewalk sales require an exemption from the Obstruction By-law if roads remain open.

- If vendors will be set up on a closed road a 5.5 metre (18 foot) travel lane is required to be maintained for emergency vehicles.
- An emergency travel lane needs to be as close to the centre of the street as possible.
- A 12 metre (39 foot) turning radius is required in all directions at intersections.
- Vendors cannot extend past the normal parking spaces on the street.
- There cannot be more than 25 metres (82 foot) travel distance between supplied fire extinguishers.
- A 3 metre (10 foot) clearance must be maintained on each side of the fire hydrants out to the travel lane on the street.

28. Signage/Inflatables

- All signage to be displayed must be reviewed as part of the Special Event Application to ensure County standards are not compromised.
- The use of portable signs and inflatables must be in accordance with the Sign By-law. The Building and By-law Department must be notified if the event organizer wishes to use this type of promotion (i.e. for advertising purposes) in order to ensure compliance with the Sign By-law.
- All signage placed on County property must be approved by County staff.

29. Site Plans

- 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 the layout of stages, tents, licensed areas and other activities comply with approved uses for County property.
- A site plan for Wellington Park is available, which outlines areas of restricted use that event organizers should be aware of in planning their event.

30. SOCAN Fees

Any music played at an event needs to be licensed by SOCAN (Society of Composers, Authors and Music Publishers of Canada). This can include background music or music being performed by a band. Without the SOCAN license you would be required to get permission from every composer, songwriter, lyricist and music publisher for every piece of music performed or played. The SOCAN license gives you the freedom to play almost every song ever protected by copyright.

Contact Information:

SOCAN

41 Valleybrook Drive

Toronto, ON M3B 2S6

Phone: 1.866.944.6223 or 1.800.557.6226 Fax: 416-445-7108 Website: SOCAN

31. Smoke Free Ontario Act

The Smoke-Free Ontario Act 2017 (SFOA) prohibits smoking/holding lighted tobacco or cannabis or use of electronic cigarettes (vaping) in enclosed public places and workplaces. The SFOA includes outdoor grounds of community recreational facilities, sports fields, schools and prohibits smoking within 20 metres of these properties. For more information on the Smoke-Free Ontario Act 2017 visit the Ontario Ministry of Health website: Smoke Free Ontario Act

In addition to the Provincial SFOA, Norfolk County has a Smoke Free Outdoor Spaces by-law which came into effect on May 1st 2018. Anywhere on recreational properties owned or operated by Norfolk County, which includes, but not limited to: arenas, beaches, recreational centres, playgrounds, parks, sports and playing fields, skate board parks, leash-free dog parks, pools, trails or paths, and stadiums. Within 9 metres of any entrance or exit of a municipally owned, operated, or leased building, which includes, but not limited to: County offices, libraries, and museums.

All areas licensed by the Alcohol and Gaming Commission of Ontario (Special Occasion Permit for alcohol, gaming, racing, lotteries, bingo) are prohibited from the sale of CBD products). For further information visit: AGCO

32. Stages

Building Permit Requirements

Having consideration for the safety of the performers and the public, a building permit is required for any performance stages that:

- a. exceeds 10 square metres (108 square feet) in area, and
- b. exceeds 600 mm (23 5/8 inches) from walking surface of the stage to finished grade level adjacent to the stage

Design Requirements

All structural members and connections including formwork and falsework **shall be designed** to have sufficient structural capacity and structural integrity to safely and effectively resist all loads, effect of loads and influences that may reasonably be expected and shall satisfy the requirements of Ontario Building Code Part 4 – Structural Design. All Performance Stages shall be designed by a Professional Engineer.

33. Tents and Temporary Structures

Building Department:

Building Permit Requirements

Section 8(1) of the Building Code Act states that no person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official.

A tent is considered a building under the definitions of the Ontario Building Code and therefore requires a Building Permit.

A tent or group of tents is exempt from the requirements of a Building Permit and is exempt from compliance with the Ontario Building Code provided that the tent or group of tents are:

- a. not more than 60 square metres (645 square feet) in aggregate ground area
- b. not attached to a building, and
- c. constructed more than 3 metres (10 feet) from other structures

Where the distance between tents is less than 3 metres (10 square feet), the tents shall be considered as one tent for the purpose of determining the combined area.

Professional Design

Any tent or group of tents is required to be designed by a Professional Engineers where:

- a. the total area of the tent or group of tents exceeds 225 square metres (2420 square feet)
- b. the tent is intended to be used as an Assembly Occupancy for the gathering of persons (i.e. places of worship, licensed beverage establishments, exhibition halls, etc.)
- c. the tent is designed to accommodate more than thirty (39) persons consuming food or drink, or
- d. the tent contains bleachers

Permit Drawings and Information

A completed Building Permit Application and plans indicating the following are required:

- a. a site plan showing location of all buildings on the property and clearances to other buildings
- b. construction details and specifications of tent materials, structure and anchoring
- c. flame resistant rating (FRR) of fabrics and films used, and
- d. sanitary requirements (if applicable)

Fire Department:

Fire Extinguishers

All vendors must have a fire extinguisher that has been inspected by a qualified person within twelve (12) months and has a tag securely attached.

- a. All cooking vendors utilizing deep fryers or cooking appliances that involve combustible cooking media (cooking with oils or fats) must have a Type K extinguisher.

- b. All other vendors (including peddlers, amusement operators, and food providers that do not utilize deep fryers or cooking appliances that involve combustible cooking media) must have a minimum 3A-40BC extinguisher.

Mandatory Requirements

- a. All tents that are larger than 50 square metres (645 square feet) in aggregate area or are within 3 metres (10 square feet) or of a permanent structure must be fire retardant in accordance with NFPA 701 or CAN/ULC S109 specifications.
- b. Hay, straw, shavings or other similar combustible materials cannot be used in a tent used for assembly purposes.
- c. An area of at least three meters (10 feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension.
- d. Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames are strictly prohibited in any tents used by the public.
- e. Occupant load of tents or outdoor sites shall be determined by the Fire Department in conjunction with the Building Department.
- f. If a tent requires a fire alarm it shall comply with the Ontario Building Code. Alternatively, a fire watch may be instituted.
- g. Please contact the Building Department to determine if your tent requires a fire alarm system. For information on how to perform your fire watch visit: [Fire Department](#)

Fire Safety Plan Requirements

Tents and air-supported structures will comply with the Ontario Building Code (including permits).

A Tent Fire Safety Plan (approved by the Norfolk County Fire Department) is required if:

- a. a tent is used for gathering purposes, such as a beer garden, bingo, gaming sets, theatrical, etc. or
- b. a tent is being a restaurant setting when more than 30 members of the public will be consuming food or drink in the tent.
- c. No open flame cooking or deep frying permitted under a tent.
- d. A TSSA mobile food service equipment annual inspection is required (if applicable). Contact TSSA at 1-877-682-8772.
- e. A Class K extinguisher if cooking.
- f. A 3A-40BC extinguisher is acceptable if not cooking with grease-laden vapours or for any other application under a tent.

If you have any questions about whether or not your tent requires a Fire Safety Plan, please contact the Fire Department at 519-426-5870 Ext. 2423.

Fire Watch Requirements for Vendors

If a tent requires a fire alarm system under the Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Building Department to determine if your tent requires a fire alarm system.

For information on how to perform your fire watch visit: [Fire Department](#)

Specific Requirements for Tents

- a. Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames is strictly prohibited in any tents used by the public.
- b. An area at least three metres (10 feet) surrounding the tent must be kept clear of all materials or vegetation that will support or allow fire extension.

34. Traffic Control Plan

If a traffic control plan is required, the following is required to be identified:

- a. All streets and sidewalks (including cross streets) which will be closed or otherwise impacted
- b. Location of traffic routing and control devices (barricades, cones, etc.)
- c. Directional arrows showing the detour route around the event
- d. Location of signs directing detoured traffic
- e. Location and capacity for parking

If a parade is involved, the following need to be identified if applicable:

- a. Staging area
- b. Judging area
- c. Ending area
- d. Location of bleachers, grandstands or related structures
- e. Directional arrows showing the exact route of the parade

35. Vehicles in Municipal Parks

- a. The event organizer will ensure that vehicle access into parks is controlled and monitored throughout the event at the access points designated, allowing entry for emergency vehicles at all times during the event.
- b. The site plan application must include any vehicles, subject to County approval, that are to be left in the park area during the event.
- c. The event organizer agrees to prevent the operation of motorized vehicles in the parks thirty (30) minutes prior to and thirty (30) minutes following the events hours of operation to allow pedestrian traffic to clear safely.
- d. Designated service vehicles such as golf carts for transporting supplies or removing garbage may be approved for use during event hours.
- e. The cost to repair any damages will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer by Norfolk County as soon as possible after the event is completed.

36. Vendors

- a. Norfolk County reserves the right to operate its concession services at all special events.
- b. Norfolk County mobile food premise regulations shall be in effect at all times.
- c. All vendors shall be actively licensed or permitted by Norfolk County to operate at a special event.
- d. The event organizer must submit a Haldimand-Norfolk Health Unit Organizer Application **at least sixty (60) days prior to the event.**

- e. Food providers are responsible for submitting their application to the event organizer, who will then submit the forms to the health unit **at least thirty (30) days prior to the event.**
- f. A Business License Application for a Mobile Food Premises must be submitted along with a Certificate of Insurance and the required license fee.
- g. The event organizer must submit a Special Event Organizer Pedlar Permit Application advising the Council Services/ Licensing Department how many pedlar permits are required at least thirty (30) days prior to the event. Each pedlar will be provided with a permit at no charge which must be on display throughout the event.
- h. If the Special Event Permit for the event is not granted, vendors are subject to the normal licensing requirements of the Business Licensing By-law.

37. Waivers

The special event organizer must supply a Special Event Indemnification and Acknowledgement Form for the proposed event which forms part of the Special Event Application.

