

Thank you for your interest in holding a special event in the County of Brant. Enclosed are the materials needed to apply for approval for a Special Event Application Request. Please follow the application directions very carefully. No Special Event Application will be accepted without submission of a signed application and insurance. A Special Event Application must receive final approval through the County of Brant Special Event Advisory Team (S.E.A.T) process.

The Special Events Coordinator will assist you throughout this process and will be your primary point of contact. You will be notified if your event requires additional permits or inspections for such things as: building permits for large tents or by-law exemptions for noise and refreshment sales. If required, all such permits must be obtained before an approval of the Special Event application can be considered.

This manual has been produced to serve as a guideline for special event organizers in planning their activities. With the 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.

It is the intention of this manual to identify and assist the organizer in following the requirements set out by the County of Brant, as well as other government and legal bodies.

The County of Brant reserves the right to request one or more coordinating meeting(s) which may be required before the event takes place. If required, the applicant will be notified through S.E.A.T.

Following the requirements of this manual and **submitting** your Special Events Application **no less than 90 days prior to the event date** will assist in ensuring that all necessary permits will be in place well **before** the actual date(s) of the event.

For further inquiries please contact County of Brant Tourism at (519)442-6324 or e-mail [specialevents@brant.ca](mailto:specialevents@brant.ca)

We look forward to working with you!

*Lisa Henrique*

**Lisa Henrique**

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**Your Role as an Organizer**

The event organizer is responsible for submission of the following:

- a) Completed Special Event Application (at least 90 days ahead of event)
- b) Certificate of Insurance (minimum \$2 million coverage – listing County of Brant as “Additional Insured”)
- c) Additional applications (if applicable)
- d) Payment of fee (Special Event application, facilities rental, security etc.)

<b>Special Event Application Fee</b>		<b>Fee(\$)</b>
Special Event	Expected attendance up to 500	\$75.00 + HST
	Expected attendance between 500 to 1500	\$125.00 + HST
	Expected attendance over 1500	\$150.00 + HST
Fundraising Special Event	Produced by Brant Community Registered Not - for - Profit Organization	No Charge
Film / Photography Event		\$285.00 + HST per day or part day
Bicycle Race / Triathlon Event	Inspection of roads / route	\$150.00 + HST

**Further Responsibilities Include:**

- a) Ensuring additional requirements are communicated to the Special Events Coordinator
- b) Ensuring all licensing requirements are satisfied and all vendors and participants requiring permits have obtained the proper permits and approvals within the timeframes.

**Follow along with Special Event Application**

**Section 3: Event Specific Logistics & Information**

The Special Event Application must be completed, signed and submitted with **all** required attachments.

**Application**

The application must be received **at least ninety (90) days prior to the event** and will be circulated to various County of Brant departments and partners (ie.OPP, Brant County Health Unit) for comment before your application can be considered for approved. Applications received after this date may **not** be accepted or approved.

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

## Certificate of Insurance

A Valid Certificate of Insurance naming the 'Event Organizer' listed in this application as the "named insured", and evidencing liability insurance coverage for all activities listed in this application, issued by an insurer licensed to do business in Ontario, with limits of not less than:

- \$2,000,000.00 per occurrence; or
- \$5,000,000.00 per occurrence if your event includes any of the following activities:
  - Sale of alcoholic beverages (beer garden, etc.)
  - Activities involving licensed motor vehicles (demolition derby, etc.)
  - Activities on the water
  - Fireworks
  - Inflatables (including "zorbs" or "sumo suits")
  - Amusement rides
  - Activities involving animals (petting zoo, dog agility, etc.)
  - Activities where the renter brings in a stage or production equipment
  - Activities where the renter brings in a large tent or canopy

And naming "The Corporation of the County of Brant" as an additional insured with respect to any liability arising from this event, **MUST BE SUBMITTED WITH THIS COMPLETED APPLICATION**. The policy must include a cross liability and severability of interest clause and be endorsed to provide 30 day's notice of expiration, cancellation, revocation or material amendment. The applicant must submit this application to their insurer when requesting the Certificate of Insurance to ensure that liability coverage is in effect for all proposed event activities. The County of Brant reserves the right to request additional insurance based on information arrived at during the review of this application.

By signing this application the Event Organizer listed in this application has agreed to defend, indemnify and save harmless THE CORPORATION OF THE COUNTY OF BRANT, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Event Organizer, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this event. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Event Organizer in accordance with this Application, and shall survive the conclusion of the Event.

### Permit Fees

No Special Event Application will be approved until **ALL** fees have been paid (tent, raffle, food etc.).

Payment can be made to:

- a) Cheques shall be made payable to the Corporation of the County of Brant.
- b) All fees are non-refundable.
- c) Payment can be made at:

Brant Sports Complex located at 994 Powerline Rd. Paris, Ontario N3L 0B2.

Paris Customer Service Office located at 66 Grand River Street N, Paris, Ontario N3L 2M2

Burford Administrative Office located at 26 Park Ave, Burford, Ontario N0E 1A0

### **COUNTY OF BRANT POLICIES AND PROCEDURES / FACILITY REQUEST(S):**

The County of Brant 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 if required to submit a by-law exemption request to Council for consideration.

### Use of County Property

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 in place for the special event to be approved for operation on County owned streets, sidewalks, parks, facilities, parking lots, and public facilities, or the use of County resources (eg. Water from County owned water main). 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, to protect assets, ensure safety and allow for further appropriate use. These are outlined in your Facility Booking Rental Contract and Rental Agreement.

The safety of those operating and visiting the special event, and respect for County property being utilized is of 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 associated (i.e. set up and take down) activity and or restoration.

### Booking Procedures for County Parks and Facilities

Initial contact should be made with the Community Services Facilities Booking Administrator to check on the availability of the 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 in the desired location a **Facility Booking Rental Contract** must be obtained through the Community Services Facility Booking Department. The applicant must sign and pay for the facility prior to the event.

**Note:** Upon receipt of a new special event proposal, a meeting to review the event components may need to be scheduled with County staff. If required, notification will be provided from the Special Event Advisory Tea

Private Property:

Events on private property may require special permits for various event components. Examples include:

- Brant County Health Unit Special Events Permit
- Building Permit (tent)
- Noise Exemption

Private social gatherings will normally make no use of County streets, other than for lawful Parking. Garage sales, lawn sales, rummage sales, flea market sales or other similar casual sales do not require consideration unless parking restrictions on County roads and/or parking lots are required for the safe undertaking of the event.

Compliance

In addition to facility regulations, policies and procedures, the event organizer is responsible for compliance with all Federal, Provincial and Municipal legislation and regulations.

Compensation for County Staffing

The County of Brant may require County personnel, including Police, and/or Fire and Rescue Services be present at the event. Costs for County personnel involved in advance of, during and after the day(s) of the event may be charged back to the organizer. The County of Brant shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents and reduce the public liability exposure to the organizer as well as the County of Brant. If required, notification will be provided from S.E.A.T on the completed application received.

Miscellaneous

- a) The County of Brant is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Application Approval.
- b) A Special Event Application Approval is non-transferable and valid only on the designated dates and times specified.
- c) The County of Brant reserves the right to modify the requirements as deemed suitable to the special event at hand.
- d) The County of Brant reserves the right to suspend, cancel and/or reschedule events.
- 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. A security deposit may be required, depending on the size and nature of the event.

**A. ROAD / LANE CLOSURES:**

Requests for road closures (including lane closures and/or width restrictions) must be identified in the Special Event Application and submitted at **least ninety (90) days prior to the event**, as the application is circulated to various County of Brant departments and emergency services prior to being considered for approval. Examples include: Biathlon/Triathlon, Cycle Events, and Festivals with road closures as a component of the program.

Whenever a lane is required to be fully or partially closed, the event organizer is required to provide the County of Brant a proper Traffic Protection Plan (TPP) /Traffic Control Plan (TCP) showing how they are proposing to keep the area safe for everyone when they are in the County's Right of Way (ROW). Information regarding the TPP/TCP is found in the Ontario Traffic Manual (OTM) – Temporary Conditions, Book 7. The TPP shows the location of the flag people/police officers (if required), including dimensions as it relates to the work area and the physical geometrics of the roadway. A proper TPP must show all dimensions that pertains to the work area, location of flag people/police officers, proper signage, cones etc. Once the TPP has been reviewed by the municipality, the approved TPP must be kept on site during the event from start of set up to removal from the ROW.

The General Manager of Public Works may authorize emergency road closures for public safety. Road closures may require paid duty police officers, determined by the Brant County OPP. If required, the organizer will be asked to contact the Brant County OPP office at 519-442-2242 to schedule the paid duty police officers as soon as possible.

Costs involved in implementing the detours, placement of barricades, traffic, public notification signing, etc. as directed by the Public Works Department, may be the responsibility of the event organizer.

Unless there is a police officer present to control traffic, participants **MUST** obey all rules of the road, including traffic signs and control devices.

### Parking

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 the least disruption to the public.

In the interest of public safety, all on-street parking regulations 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 to both vendors and prospective attendees.

### **COUNTY RESOURCE(S) REQUEST:**

#### Running Water Access

All use of municipal water shall be metered and purchased. If the existing plumbing arrangement does not provide for metering of the water usage, please contact the County of Brant Water Division at 519-449-2451 to arrange for meter installation. No water shall be taken from fire hydrants, whether municipal or privately owned without prior authorization of the Director of Water. Any use of water that poses a risk to the municipal water system shall provide adequate protection to the system through backflow prevention, etc. as reviewed by the Director of Water.

#### Garbage/Recycling

The event organizer will be responsible for all litter control which includes regular pick-up of waste containers to ensure a sanitary environment, including all cost implications.

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. Disposal of garbage and recycling is available at County owned Solid Waste facilities during regular operating hours. Applicable tipping fees will apply.

<http://www.brant.ca/en/explore-our-services/landfill-and-transfer-station.asp>

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.

Recommended Minimum Number of Toilets:

Number of Attendees	Minimum Number of Toilets	Minimum Number of Hand Basins
0-50	2	2
51-150	4	2
151-300	6	4
301-500	8	4
500+	10	6

Fencing:

On many County properties there are buried underground utilities. Before installing fencing, tents, poles/pegs or digging on County property permission **must** be obtained. For events on a municipal road allowance or parking lot, the event organizers must contact Ontario One at 1-800-400-2255 to schedule utility locates.

For events in parks and facilities where utility locates will be required Community Services must be contacted **at least fourteen (14) days prior to the event.**

For more information please contact the Building Division at 519-442-6324 or 1-888-250-2296

**SPECIFIC COMPONENT:**

Alcohol Licensed Area:

Community Events may need to be sanctioned by Brant County Council.

The County of Brant Municipal Alcohol Policy must be followed in conjunction with alcohol related events. This policy only governs events taking place on municipal property.

Fencing shall surround the licensed area in which liquor will be sold and/or consumed.

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 outdoor events, to accompany both the letter requesting the Facility and the Special Event Application.

For inquiries or questions contact the Alcohol and Gaming Commission of Ontario, Monday to Friday 8:30 a.m. to 5:00 p.m. at 416-326-8700 general telephone number or toll free: 1-800-522-2876

Fire Works &/or Pyrotechnics:

The use of fireworks/pyrotechnics shall be in accordance with the Explosives Act (Federal) and the Explosives Regulations made there under.

Items classified as "high hazard fireworks" by the Explosives Act of Canada, include rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons. They also include what the Explosives Act calls "high hazard fireworks generally having a practical use" such as large distress signals, sound, pyrotechnic and smoke signals, railway track signals, distress and line-throwing rockets, salutes, theatrical effects and wildlife control devices. A permit is required to discharge Exhibition Fireworks at any time.

County of Brant Fire and Rescue Services will determine the requirements for fire equipment and personnel on site, the cost of which will be the responsibility of the event organizer.

The Fireworks Supervisor shall be responsible for the display and abide by the requirements identified in the Fireworks By-law. The Fire Chief must grant approval for fireworks permits and issue the required license. For inquiries contact the Fire Department at 519-442-4500 or 1-866-847-5416.

For more information on the sale or discharge of fireworks, contact the By-Law Enforcement Department at 519-449-2451 / Toll Free 1-888-250-2295

#### Fundraising Activities:

To conduct a lottery event (raffle, 50/50 draw etc.) a lottery license is required.

#### Tented Areas:

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 requirement of a building permit and **is exempt** from compliance with the Ontario Building Code provided that the tent or groups of tents are:

- a) Not more than 60 square meters (645 square feet) in aggregate ground area
- b) Not attached to a building, and
- c) Constructed more than 3 meters (9 feet) from other structures

Where the distance between tents is less than 3 meters (9 feet), the tents shall be considered as one tent for the purpose of determining the combined area.

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

- 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 Resistance Rating (FRR) of fabrics and films used, and
- d) Sanitary requirements (if applicable)

If you have any questions in regards to your building permit contact Brant County Development Service at 519-442-6324 or toll free 1-888-250-2296 between the hours of Monday to Friday 8:30 a.m. – 4:30 p.m.

Your tent will require a tent fire safety plan if:

- a) More than 30 members of the public will be consuming food or drink in the tent, or
- b) Your tent will be used for assembly purposes. (More than 30 persons)

If you have any questions about whether or not your tent requires a Fire Safety Plan please contact Brant County Fire and Rescue Services at 519-442-4500 or toll Free: 1-866-847-5416.



Vendors:

A list of all individuals and/or organizations that have been authorized to conduct activities or sell good and/or services on municipal property must be provided within 14 days.

Food Vendors:

- a) No food or beverages shall be sold or given away at a special event unless approved by the Brant County Health Unit.
- b) If you will be having food/beverage providers at your event, please contact Brant County Health Unit at (519) 753-4937 or e-mail at [email@bchu.org](mailto:email@bchu.org)

Live Entertainment:

The event organizer must ensure that the entertainment associated with the event is open to the public and will be of a positive nature for the enjoyment of both adults and/or children. Rude or foul language, nudity or any form of profanity will not be tolerated.

The event organizer may be required to submit an entertainment and production contact list prior to the event.

Amplified Sound:

Applications for exemption to the Noise By-law must be submitted at least ninety (90) day prior to the event. Noise restrictions are subject to change based on site/event specific guidelines.

Petting Zoo/Animal Contact:

The use of County parks and road allowances for a petting zoo or other animal exhibits must receive special approval in order to proceed may require a by-law exemption.

Petting zoos/circus/animal exhibits must comply with Brant County Health Unit guidelines.

Open Air Burning:

Contact the County of Brant Fire Department for more information on Open Air Burning at (519) 442-4500 or toll free at 1-866-847-5416 or e-mail at [fire@brant.ca](mailto:fire@brant.ca)

Accessible Accommodations:

The County of Brant is committed to being responsive to the needs of all its residents and guests. To do this, we must recognize the diverse needs of all and strive to provide services and facilities that are accessible.

It makes good business sense to plan your festival or outdoor event with all attendees in mind.

This guide is designed to help you improve the accessibility of your event so that people who come back year after year can do so regardless of their ability

**EMERGENCY SERVICE REQUIREMENTS:**

The O.P.P., General Manager of Public Works or Emergency Services may cancel or re-route any special event in an emergency situation or for the preservation of public safety.

Police Service / Security:

The O.P.P. reviews all applications and determines if police services are required at the event and, if necessary, the amount of security services required for the event.

In the event that large crowds are anticipated or security is needed, the O.P.P. will establish the requirements for the event. The event organizer may be required to hire additional security/paid duty officers if the tasks involved in accommodating expected crowds exceed their capability to do so with their regular officers.

**Under ALL circumstances it is the responsibility of the event organizer to contact OPP to arrange for paid duty officer support. Completion of this application DOES NOT initiate the request for paid duty officers.**

Fire / Rescue Department:

The following requirements are mandatory:

- a. All vendors that use tents (more than (60m<sup>2</sup>) must present proof that the tent meets a recognized flame retardant standard (NFPA 701, CAN/ULC S109) upon inspection.
- b. Hay, straw, shavings or other similar combustible materials may not be permitted within a tent used as assembly occupancy. Sawdust and shavings may be approved if said material is kept damp.
- c. Cooking with fuel fired appliances (open fire), smoking, the use of candles or other open flames are strictly prohibited in any tents used by the public.
- d. Occupant load of tents or outdoor sites shall be determined by Fire and Rescue Services in conjunction with the Building Division.
- e. 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 or any other requirement as determined necessary by the Fire Department. Please contact the Building Division to determine if your tent requires a fire alarm system.
- f. No pyrotechnics may be used without written approval of the Fire Chief or designated
- g. Approved location, quantity and size of extinguishers. Non-cooking vendors must have a min 2A10BC extinguisher within 50 Ft. Cooking vendors must have no less than a 40BC or type K extinguisher on site. All mobile units that while cooking produces smoke or grease laden vapors shall comply with NFPA96. All mobile units that while cooking produces smoke or grease laden vapors shall comply with NFPA 96 (or alternatives measures approved by the Fire Department.)
- h. Site plan showing ingress and agrees routes for emergency services.
- i. The County of Brant Fire Department reserves the right to require an inspection before approving application.