

City of Toronto Special Event Polices and Procedures for City Parklands

Be advised that we require a minimum notice of 6 weeks for any Special Event in a City Park.



Once your application is received and reviewed by City Staff, you will be sent a Conditional Letter of Approval within 30 days of your event date. This will outline all the details of your event and what requirements must be met before final approval is granted. Upon confirmation that you have met the necessary requirements you will be issued a signed permit which will also require your signature authorizing this event to take place.

This package contains:

- Special Event Guidelines
- Special Event Application Form
- Special Event Permit Fees and Rental of Equipment
- Public Health Guidelines on Serving/Selling of Food and Beverage
- Noise Exemption Application Form – Use of Sound Amplification
- Waste Diversion Policy
- Paid Duty Officer Rates
- Municipal Alcohol Policy

IMPORTANT:

Please do not advertise for your event until conditional approval has been granted.

**SPECIAL EVENT APPLICATION
USE OF CITY OF TORONTO PARKLANDS**

ELIGIBLE EVENT ORGANIZATIONS

1. Permits may be issued by the General Manager of Parks, Forestry and Recreation to Special Event Organizations to hold events in City Parks, that meet one or more of the following criteria:
 - a) Events organized and conducted by Parks, Forestry and Recreation;
 - b) Recreation programs or events sponsored by community non-profit groups;
 - c) Community Service programs or events local in nature to the benefit of residents of the city of Toronto;
 - d) Local non-profit recreation activities conducted under the auspices of outside sponsorship of non-profit organizations;
 - e) Meetings or gatherings respecting community issues;
 - f) Non-profit, charitable entities which provide a service of benefit to residents of the City of Toronto;
 - g) We reserve the right to request proof of not for profit and or charitable status, such as letters patent or a registered charitable donation number, this may also include financial statements;

2. Permits shall not be issued by the General Manager of Parks, Forestry and Recreation to special event organizations as follows:
 - i. Any for-profit or for-promotion organization and/or group
 - ii. Any non-resident, non-recreational group, which does not provide a service to the citizens of the City of Toronto
 - iii. Commercial groups or commercial business using facilities for any purpose.

**CITY OF TORONTO
SPECIAL EVENT POLICES AND PROCEDURES**

Please be advised that applicants requesting permission to hold a Special Events in the City of Toronto may be required to meet the following criteria prior to the approval of their event by the Park Supervisor and Special Event Permit Officer.

1. **INSURANCE** – Please be advised that a Certificate of Insurance naming the City of Toronto as an additional insured in the amount of \$2,000,000.00 is mandatory for all special events.
2. **PORTABLE WASHROOM FACILITIES** - Adequate portable washroom facilities - including a sufficient number for the physically challenged - must be provided for events involving the serving or selling of alcohol. For large events that do not include alcohol the Park Supervisor reserves the right to have groups provide portable washrooms at their own cost.

* *Please be advised that the washroom facilities in outdoor City Parks are open from May to October.*
3. **DAMAGE DEPOSIT /PERFORMANCE BOND** - For large events you may be required to provide a damage deposit prior to your event. This is to ensure that any damage to parklands will be satisfactorily repaired. You will be advised of the amount necessary by Parks Division staff prior to your event. The deposit amount falls in the range of \$1,000 to \$5,000. Payment will be accepted in the form of a certified cheque or money order payable to *THE CITY OF TORONTO* prior to you receiving a permit.
4. **LABOUR CHARGES** - It is the policy of Parks Forestry and Recreation, in certain cases, to assess Labour Charges which are incurred as a result of post event clean-up.
5. a) **INSTALLATION OF STRUCTURES** – Should you wish to install a tent or any other structures which exceed 646 square feet will require a permit from the *Toronto Building Department*. You will also be required to provide this Division with a copy of the permit.

b) **STAKEOUTS** – If you wish to install a tent or snow fencing or any non-freestanding structure, which requires staking of the grounds, you will be required to contact *Multiview Locates*, 30 days prior to your event at, 905-629-8959 or *Toronto Hydro* at 1-800-400-2255, to arrange for a stakeout of the line grounds (i.e. underground cables, gas lines). This will ensure that no damage will occur as a result of any installation. Once stakeouts have been approved you will then need to contact the District's Technical Services Divisions to arrange this stakeouts and final stakeout clearance. You will also be required to provide this Division with a copy of the stakeouts. This must be done a minimum of 10 days prior to your event.
6. a) **SALE OR SERVING OF FOOD & NON-ALCOHOLIC BEVERAGES** – If you plan to sell or serve food or non-alcoholic beverages at your event, this Division will send notification *the Toronto Public Health Division* on your behalf. You will be required to contact health to gain the necessary approval. We will also provide you with a contact Region and Telephone Number. For additional information please call *Toronto Health Connection* at (416) 338-7600 or access their website at <http://app.toronto.ca/foodhandler/pub/pubIndex.jsp>. Please be advised that the Public Health Division requires a minimum of 15 days notice to process all requests. Heating and cooking equipment are not permitted in a tent.
7. a) **FOOD/SALE & SERVICE**: Selling food is permitted only in support of non-profit or charitable organizations and with approval from Public Health (see above). Please avoid the use of Styrofoam or other environmentally hazardous products. All concrete slabs in food service area must be covered to prevent staining. Please use recycling bins provided.

Please note, to comply with City Council's Waste Diversion Policy (attached), the person(s) and/or organization(s) signing this application must agree to recycle all waste generated by their event. Fees may be charged for the disposal of recycling and garbage and/pr clean-up in the park.

b) **SALE OR SERVING OF ALCOHOLIC BEVERAGES** – In addition to the sale of food, the serving or selling of alcoholic beverages in a City Park is referred to both the *Toronto Public Health Division* and comply to the City of Toronto Municipal Alcohol Policy (please see attached document). Permission to serve or sell alcohol is given subject to your organization applying and receiving the necessary *Special Occasion Permit (S.O.P.)* from the *Alcohol and Gaming Commission of Ontario*. S.O.P. applications can be obtained from your local L.C.B.O Store. Any person(s) serving alcohol at your event must have Smart Serve Training and be certified. You are required to provide this Division with proof of Smart Served Certification of all servers. Prior to receiving the necessary permit from this Division authorizing this activity; it will be necessary for you to show proof that the required *Liquor License* has been obtained.

Food (not Snacks) must be available for sale in your beer garden and 35% of your alcohol menu must include low alcohol and non-alcoholic drink choices.

You must post the following signs in a prominent location at your Beer Garden:

- a sign naming the Special Occasion Permit holder
- a **'DO NOT DRINK AND DRIVE'** sign
- a sign stating that **'IT IS HARMFUL FOR PREGNANT WOMEN TO CONSUME ALCOHOLIC BEVERAGES'**
- a sign stating that **'IT IS ILLEGAL TO SERVE ALCOHOL TO MINORS, INTOXICATED PATRONS OR TO THE POINT OF INTOXICATION.'**

CHILDREN/YOUTH EVENTS: Alcohol may not be consumed at events held on City parklands, or at events sponsored by the City of Toronto, which are aimed at youth (under 19 years of age).

PICNICS: Alcohol cannot be served in conjunction with a picnic permit. Alcohol can only be approved to serve or sell under the auspices of a Special Event Permit.

In addition you will be required in consultation with the Park Supervisor to provide an adequate number of portable washroom facilities on site including a minimum of one unit for the physically challenged.

Please note that barricades or snow fencing are a mandatory requirement to enclose all beer gardens/tents. Please be advised that if using barricades or snowfencing to enclose your beer garden it must be double fenced with 3 feet in between the fencing. If a private fencing company is providing the fencing the fence must be a minimum of eight feet high.

Reminder: It is against the law to serve or sell alcohol in Non Designated Area.

You are required to make arrangements with the *Toronto Police Division* to hire Paid Duty Police Officers to assist in the supervision of your beer garden. Please note that you must also hire licensed private security that are smart served trained (not volunteers) to monitor access and supervise the interior of your beer garden. Please visit:
<http://www.torontopolice.on.ca/publications/files/forms/paid-duty-request-form.pdf> to apply to hire Paid Duty Officers.

2010 Paid Duty Officer Rates: Please be advised that the Toronto Police Service Paid Duty Officer Rates for 2010 will increase, effective January 1st 2010. You will be notified whether or not you will require having Paid Duty Officers for your event. Please note that in cases where events are having Beer Gardens set-up for the selling or serving of Alcoholic Beverages the hiring of these officers is mandatory.

If you have any questions regarding the Paid Duties, please call the Paid Duty Office at **416-808-5840**.

Please be advised that the last call for serving or selling of alcohol is 30 minutes prior to the conclusion of your permit.

7. **USE OF SOUND AMPLIFICATION** – The noise by-law permits Noise from amplified sound or music from 7:00 am to 11:00 pm daily Monday to Saturday and from 9:00 am to 11:00 pm on Sundays and statutory holidays. If an event is going to produce noise outside these hours then a time of day exemption is required. There is a provision in the noise by-law that prohibits at all times noise that is “likely to disturb” and in cases where events are held in Parks this is almost certain to be the case whenever the event is in close proximity to residential areas. For either of these situations a Noise Exemption is mandatory. To file the application the fee is \$100.00. After reviewing your application a decision will be made as to the requirement of having MLS by-law officers on site to monitor the event. If a decision is made that you require monitoring of noise for your event you have are required to make any necessary arrangements with the Municipal Licensing and Standards Division for noise monitoring to ensure compliance with the Noise Exemption granted. The cost is \$60.00 per hour per officer and payment must be made in advance.

Speakers used for sound amplification must face into the park and are not to be directed on to the street.

8. **ELECTRICAL ACCESS** – We strongly recommend that all groups provide their own portable generator as all parks do not have access to electrical power. It is the responsibility of the organization to contact the Park Supervisor, prior to the event, to confirm if electrical access is available.

All portable generators used during your event are required to be fenced off from your event participants with either snowfencing or barricades. Please contact ESA – Electrical Safety Authority at 1-877-372-7233 to obtain the necessary permits.

9. **RENTAL OF EQUIPMENT** – the rental of equipment for all 2010 events will be discontinued. In order to meet your equipment rental needs for your special event we encourage you to contact an outside private equipment rental company. We will continue to provide the rental service of waste receptacles.

10. a) **AMUSEMENT RIDES** – For those organizations planning to have amusement rides, please be advised of the following requirements:

- 1) Certificate of Insurance from the company supplying the rides.
- 2) A valid Technical Safety and Standard Authority (TSSA) Amusement Device Mechanics Certificate.
- 3) Amusement rides will only be allowed on hard surfaces in parks and not on any grassy areas. Approval for amusement rides will be at the discretion of the Park Supervisor.

b) **HOT AIR BALLOON RIDES** – For organizations planning to include hot air balloon rides, the following conditions will need to be met:

- 1) Certificate of Insurance from the company supplying the balloon rides.
- 2) Where the balloon is used for rides we will require a copy of your 'special flight operation certificate' issued by Transport Canada (this should also specify the type of balloon being operated).
- 3) The balloon must be tethered at all times and at a distance from the ground no greater than 50 ft.
- 4) The hot air balloon must not operate at wind speed greater than 17 km per hour.
- 5) No more than 2 people are permitted to be inside the balloon at any time.
- 6) That all participants sign a "Release, Waiver and Indemnity" form
- 7) A set fee cannot be charged for the hot air balloon rides. A donation can be requested from participants.

11. **RAFFLES** - If you wish to hold a draw or auction in connection with your event please contact the Lottery License Office of the City Clerks Division. You will also be required to provide this Division with a copy of the license.

12. **PARKING** – Please be advised that we do not provide parking for Special Events in City Parks.

13. **ANIMALS** – *Animals with Events (By-Law)*

a) The Company supplying the animals must be registered with an organization called CAZA (Canadian Zoos and Aquariums) and must be insured. **Toronto Animal Services must receive a copy of CAZA accreditation as well as paperwork re: insurance.**

b) There must be an educational component attached and on display. A handout stating the age, size, weight etc. **Education Program is defined as follows:**

Education: Imparting information and knowledge

Program: The following aspects or elements are to be present.

The live animal as indicated under Municipal Code 349, Schedule A

Printed material conveying information about the animal and its role in nature

Knowledgeable persons on scene who can give verbal presentations to the public

**** There is to be no evidence of an entertainment purpose for any of the animals involved.**

c) We would require the approval from Toronto Animal Service and they would only approve the use of animals in conjunction with an event if all above mentioned elements (**CAZA Accreditation & Education Program**) were in place.

13. **BALLOONS** - Balloons are prohibited in City of Toronto Parks.

14. **FIREWORKS** – Fireworks are prohibited in any City of Toronto Park.

- 15. WASTE REMOVAL** – Please be advised that you are responsible for removal of all waste and recyclable materials that are accumulated during your event. In order to meet this requirement you will need to submit a Waste Diversion Plan when you submit your Special Event Application.
- 16. FIRST AID** – Toronto Emergency Medical Services (EMS) can be contacted to provide first aid at your event. Please email EMS at emsplanning@toronto.ca for further information.
- 17. FUNDRAISING** – Selling items is permitted only in support of non-profit or charitable organizations. Selling or distributing items requires written authorization on the Permit.
- 18. PARADE PERMIT** – If your event includes a parade on the street, please contact Toronto Police at (416) 808-5049 to obtain a Parade Permit.
- 19. OPEN FIRES** – Please be advised that approval for open fires in connection with your event is subject to approval from the City of Toronto Fire Division and the Park Supervisor. Candles are prohibited in City Parks. Safety light sticks are an accepted alternative.
- 20. SALE OR DISTRIBUTION OF MERCHANDISE & PUBLICATIONS** – Selling or distributing t-shirts, buttons, posters, books, magazines or other items is permitted only in support of non-profit or charitable organizations. Selling or distributing items requires written authorization on the permit.
- 21. SECURITY** – For large events organizers are responsible for making arrangements for crowd control with the Toronto Police. This may include the hiring of Police Officers / Parks By Law Officers.
- 23. OTHER**- Any action which could incite violence is prohibited.

If you disregard any of these Guidelines, permission will be immediately be withdrawn for the use of a City of Toronto Park and your event will be brought to an end. This will also jeopardize future requests.

TORONTO SPECIAL EVENTS VEHICLE POLICY

* Subject to Approval from the Park Supervisor *

For the purpose of delivering and picking up equipment, a maximum of three vehicles at a time is permitted at each site. This limit is applicable only to those sites where this number of vehicles may be reasonably accommodated.

Permission for these vehicles to enter the parks is given with the following understanding:

- That at the speed of the vehicle(s) is not to exceed 10 km/hour while driving through the park;
- That the vehicle(s), while driving through the park, will be escorted by a pedestrian preceding the vehicle(s) on foot;
- While in the park the vehicle(s) must have on it's four-way flashers;
- Permission for vehicles to park at a site is given on the condition that the area is in suitable condition for such use. In the event of poor or wet conditions, vehicle(s), under any circumstances, are not permitted in the park; and
- Once parked at the designated site, the vehicles are not to be moved elsewhere in the park, other than to leave the park, subject to the conditions noted above.

Drivers of those vehicles entering the parks are reminded that they are to adhere to the directions of Division staff with respect to appropriate routes or parking sites at each location.

SIGNAGE AND SPONSOR RECOGNITION GUIDELINES

A. Artwork for all signage including text, designs and dimensions must be submitted with the Special Event Application six to eight weeks prior to the date of the event.

B. Acceptable signage must meet the following criteria:

Numbers and locations of the signs must be proposed as part of the Special Event Application and approved in advance of the event for inclusion on the Special Event Permit, maximum number of signs permitted to be determined based on scale of event, size of park, site, number of sponsors, etc.

SIGNAGE: Temporary non-illuminated advertising devices including pennants, banners and flags, for advertising a fundraising or other event presented by sports/events organizations meeting the criteria under part of this policy. All printed material to be distributed or displayed are subject to prior approval.

No signs can be posted at any times on City trees.

SPONSORSHIP: Non-profit/charity event signage is required to be 80% larger and more prominent than any sponsor's signage. The ratio is 80% (event name/signage) to 20% (sponsorship signage). This includes banners, tents, flags, barricades & snow fencing signage.

VEHICLES: Permission of display of "Special Event" vans and vehicles: Displaying commercial advertising will be given consideration based on individual merit of each request, within the context of these guidelines and the provision of the Division's Vehicle Regulations for City Park roadways and service drives.

C. The display of any tobacco promotion or product identification is strictly prohibited in any city park. The display of any alcohol promotion or product identification (beer or wine) in a City Park is permitted only within the connection of responsible drinking.

D. It is prohibited to post, nail, attach, stencil otherwise fasten or erect any poster, sign, notice, banners, place card or other circular, bill or paper in, upon or to any part of any tree or any other vegetation located in any City Park. Posting of signage in any part of a City Park is not permitted unless a written proposal is first formally submitted and approved as per this policy. The staking of signage into the ground is not permitted without this Division's approval.

CONTACT INFORMATION:

For Toronto Downtown Parkland events	Jaime McCaig	416-338-2614
For North York Parkland events	Gloria Peters	416-338-2572
For Etobicoke York Parkland events	Gloria Peters	416-338-2572
For Scarborough/East York Parkland events	Carol Mendes	416-338-3294
Toronto East York Showmobile	Jaime McCaig	416-338-2614
Etobicoke York Showmobile	Gloria Peters	416-338-2572

OTHER CITY OF TORONTO EVENT CONTACT INFORMATION:

Albert Campbell Square	Derek Trenchard	416-396-7765
Mel Lastman Square	Joanne Christie	416-338-3343
Metro Hall Square	Kellie Mollins	416-397-9887
Nathan Philips Square	Marguerite Reid	416-395-7378
Yonge Dundas Square	Laura Ferrow	416-979-9960 x111
Toronto Botanical Gardens		416-397-1340
Cloud Gardens	Jim Goodhouse	416-392-2379
Toronto Island	Jamie McDonnell	416-392-8206
Centennial Park (Etobicoke)	Gloria Peters	416-338-2572
City of Toronto Stadiums	Andrea Boylan	416-338-3349
Brickworks	Lisa Spinks	416-596-1495 x290
Downsview Park		416-952-2222
Steam Whistle Brewery	Chris Goddard	416-362-2337 x239

Community Centre Events
Arena Special Events
Swimming Pool Events

Please call the individual Community Centre directly
Please contact your District Permit Officer
Please contact your District Aquatic Staff