



THE CORPORATION OF THE TOWN OF GODERICH

BY-LAW NO. 7 OF 2009

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE AND AFFIX THE CORPORATE SEAL TO A SPECIAL EVENTS POLICIES & PROCEDURES MANUAL FOR THE CORPORATION OF THE TOWN OF GODERICH

WHEREAS the Council of the Corporation of the Town of Goderich deems it necessary and desirable to execute a Special Events Policies and Procedures Manual for the Corporation of the Town of Goderich;

AND WHEREAS this Policy and Procedure Manual is attached hereto and forms part of this By-Law;

AND WHEREAS the Corporation of the Town of Goderich is agreeable to the terms of this Policy and Procedure Manual;

NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF GODERICH ENACTS AS FOLLOWS:

1. That the Mayor and Clerk be and are hereby authorized to execute and affix the Corporate Seal to execute and affix the Corporate Seal to a Special Events Policies & Procedures Manual for the Corporation of the Town of Goderich.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF JANUARY, 2009.

MAYOR, Deb Shewfelt

CLERK, Larry J. McCabe

The Corporation of the Town of Goderich 2008 Special Events Policies & Procedures Manual

Draft prepared by:
Special Events Policies & Procedures Ad Hoc Committee
September 9, 2008

Table of Contents

1.0 Purpose	1
2.0 Our Town of Goderich Special Events Core Values	2
3.0 Goals & Objectives	3
4.0 Special Events Coordinator	4
5.0 Definition of Special Events	5
6.0 Bandshell Bookings	6
7.0 Town of Goderich Property Booking Agreement/Protocol	7
8.0 General Policies & Procedures	8&9
9.0 Specific Procedures for the Use of Courthouse Square Park	10
10.0 Specific Procedures for the Use of Lions Harbour Park	11
11.0 Financial Security	12
12.0 Garbage & Recycling/Site Clean-up/General Maintenance	15
13.0 Noise Policy	17
14.0 Admission Charges	18
15.0 Vendor Policies & Procedures	19
16.0 Securing a Contract for a Special Event	20
17.0 Ontario Provincial Police	21
18.0 Town of Goderich Fire Prevention	21
19.0 Technical Standards & Safety Authority	23 & 24
20.0 SOCAN	25
21.0 Huron County Health Unit	26
22.0 Alcohol & Gaming Commission of Ontario	27
23.0 First-Aid	28
24.0 Accessible Outdoor Events	28
25.0 Special Event Comment Form	29



Section

1

Purpose

2008 Special Events Policies & Procedures Manual

1.0 Purpose

- 1.1 **Background** - Each year the Corporation of the Town of Goderich receives many requests from individuals and groups to operate special events on Town of Goderich property. These events vary in scope, purpose, size, cost and complexity.
- 1.2 **Support Statement** - The Corporation of the Town of Goderich recognizes special events as an important part of Goderich's quality of life and as providers of affordable entertainment to its citizens. It is also recognized that special events enhance tourism, culture, heritage, recreation and education, as well as providing an economic benefit to businesses in the Town of Goderich.
- 1.3 **Foreword** - These policies and procedures will help the special event operator to determine the requirements that are to be in place in order to effectively plan and execute a successful special event.

Most special events represent a major investment of time and money. When well conceived and planned, they can bring dividends to the organizers and the Town of Goderich.

Successful events do not just happen; they are a result of the following:

- Responsible leadership;
- Careful planning;
- Good organization;
- Provisions for the unexpected; and,
- Methodical 'follow through' and evaluation.

The Corporation of the Town of Goderich is at your service to help in every way possible to make your event a success.

The Town of Goderich Special Events Coordinator is committed to working with event organizers in helping them to achieve their outcomes while maintaining the standards presented in the Policies and Procedures Manual.

- 1.4 **Purpose** - The purpose of the Special Events Policies & Procedures Manual is to incorporate, into one manual, policies and procedures used by the various agencies and departments within the Corporation of the Town of Goderich and others to process applications for special events. It will also outline an approved policy regarding the operation of events on Town of Goderich property, streets and roadways, and associated fees and charges if applicable for related services provided by the Corporation of the Town of Goderich.

Section

2

Our Town of Goderich Corporate Core Values 2008 Special Events Policies & Procedures Manual

2.0 Our Town of Goderich Special Events Core Values

We believe in integrity in everything we do

- We will never compromise what is right for what is easiest.

We believe that special events contribute to our community identity

- Goderich residents identify with the special event opportunities that are afforded them.

We believe in celebrating our cultural diversity

- Festivals and events help us to understand and appreciate people from unique backgrounds.

We believe in consistency and fairness

- We will treat everyone with fairness, courtesy and respect.

We believe in service

- Our job is to make the event operator's job easier through timely and efficient cooperation.

We are sensitive to community and neighbourhood needs

- We recognize that events occur in other people's "backyards".

Section

3

Goals & Objectives

2008 Special Events Policies & Procedures Manual

3.0 Goals & Objectives

- 3.1 **Goals** - The primary goal for the Policies & Procedures Manual is to create an “event friendly” atmosphere for the Town of Goderich.
- 3.2 **Objectives** - The specific objectives of the policy are as follows:
- To provide logistical assistance to special events on Town of Goderich property, streets and roadways;
 - To ensure that event applications are treated fairly and equitably;
 - To ensure all Town interests are met to protect assets and citizens of Goderich;
 - To ensure that all Federal, Provincial and Municipal Laws, Regulations and statutes are observed;
 - To work closely with Tourism Goderich in promoting Goderich as an unique place to hold special events;
 - To provide assistance to the special event operator that is eligible under the ‘Definition of Special Events’ page 5;
 - To identify contracts required for the use of Town of Goderich property, streets and roadways, between the special event operator and the Corporation of the Town of Goderich;
 - To recover certain direct costs related to services provided by the Corporation of the Town of Goderich if applicable;
 - To seek advice through the Special Events Coordinator on special events applications, as required, and conduct an annual review of the Special Events Policies & Procedures Manual.

Section

4

Special Events Coordinator 2008 Special Events Policies & Procedures Manual

4.0 Special Events Coordinator

- 4.1 **Purpose** - The Special Events Coordinator uses as resources various external outside agencies and internal departments. Each event may involve different departments and agencies in many different ways. Through the Special Events Coordinator in conjunction with the Goderich Parks Department, the Special Events Policies & Procedures Manual is reviewed and revised annually to ensure that it continues to be a user-friendly process for the special event operators.
- 4.2 **Composition** - The Special Events Coordinator is connected to the following areas for expertise:
- Fire Prevention
 - Ontario Provincial Police
 - Emergency Medical Services (E.M.S.)
 - Tourism Goderich
 - Goderich Parks Department and Liaison
 - Goderich Works Department and Liaison
 - Environmental Technologist
 - Town Hall, Clerk's Office
 - Planning and Building Department
 - Huron County Health Unit
 - And any other areas of expertise as required
- 4.1 **Objectives**
- To evaluate, on an ongoing basis, all special events policies and procedures
 - To encourage public participation to allow for public input
 - To report to the Council and Administration annually or as needed to advise on any changes or modifications to the Special Events Policies & Procedures Manual

Section

5

Definition of Special Events

2008 Special Events Policies & Procedures Manual

5.0 Definition of Special Events

- 5.1 **General Definition of Special Events** - For the purpose of this policy a Special Event is defined as a one time, annual or infrequently occurring event on Town of Goderich property that is reserved for exclusive use and which meets the following criteria:
- Celebration of a specific theme
 - Has a pre-determined opening and closing date/time
 - Is available to the community at large

Note: All other activities not meeting the criteria may still be permitted to occur and may be subject to some or all of the policies and procedures contained in this manual.

- 5.2 **Specific Types of Events**
- Harvest/Agricultural: celebrates/educates agriculture
 - Cultural: celebrates/educates heritage and cultures
 - Theatrical: celebrates/displays of theatre arts
 - Neighbourhood: provides neighbourhoods with an opportunity to celebrate
 - Commemorative: acknowledge significant dates or occurrences
 - Athletics: involves competition of an athletic nature
 - Artistic: celebrates/displays of creative and artistic works
 - Commercial: events designed to generate revenue

Definitions:

Event Organizer: any person or group, who creates, plans, initiates and finances an event.

Event Operator: any person or group who implements an event and/or part of the event such as carnival rides, concession stand, etc.

Section

6

Bandshell/Bandstand Bookings

2008 Special Events Policies & Procedures Manual

6.0 Bandshell/Bandstand Bookings

The Town of Goderich is the steward of a bandshell and a bandstand - one at Courthouse Square Park and one at Lions Harbour Park. Bandshell/bandstand bookings may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience. These are normally less than eight hours in duration and include, but are not limited to, the following types of events:

- Concerts
- Fund Raisers
- Display Purposes
- Ceremonies

Bandshell/bandstand bookings may be made through the Special Events Coordinator or designate.

Section

7

**Town of Goderich Property Booking Agreement/Protocol
2008 Special Events Policies & Procedures Manual**

7.0 Town of Goderich Property Booking Agreement/Protocol

- 7.1 All Special Events must be booked through the Festival & Special Events Coordinator or designate.
- 7.2 Certain fees may be levied for some events held on Town of Goderich property.
- 7.3 The Corporation of the Town of Goderich reserves the right to request certificates of insurance and other documentation deemed necessary and may request some event financial information.

Section

8

General Policies & Procedures

2008 Special Events Policies & Procedures Manual

8.0 General Policies & Procedures

- 8.1 All legislation, bylaws and regulations must be adhered to by the special event operator.
- 8.2 The special event operator must adhere to all special event policies and procedures. In the interest of public safety, a zero tolerance policy is enforced for all special events. This means failure to comply with standards will result in ticketing and/or closure of event.
- 8.3 The special event operator is required to provide evidence of all necessary licenses/permits required to operate the event.
- 8.4 Certain operational costs may be recoverable.
- 8.5 Solicitation of funds during special events is prohibited without written permission from the Council. Permission to collect donations may be granted for not-for-profit agencies, charities or events provided that evidence can be demonstrated that donations will be solicited in an unobtrusive, strictly voluntary basis.
- 8.6
 - (a) If an event operates successfully, the special event may be given priority consideration to reserve the use of the Town of Goderich property, streets, roadway, for the same date(s) and/or weekend the following year (extenuating circumstances may apply).
 - (b) Occasionally an event is operated in conjunction with its proximity to a specific weekend or holiday. The Town will attempt to honour these dates as a priority each year (for example an event that is held the weekend following Canada Day will have priority for that weekend the following year).
- 8.7 In the event a special event is cancelled or discontinued and a new special event operator wants to revive the event, the property and date(s) are not automatically transferred to the new special event operator. The special events review process will take into consideration the new special event operators' request to continue with the same date and location.
- 8.8 The special event operator is required to submit an Event Contingency Plan prior to their event. The contingency plan must identify potential risks and provide information on how to respond to those risks (eg. severe weather and notification system and evacuation plan).
- 8.9 All special event operators will ensure access and provide a viewing area for the physically disabled.
- 8.10 Special events that feature performances on a bandshell or main stage must provide a designated wheelchair accessible area for viewing by patrons with a disability.

- 8.11 In order to mitigate the potential for aggressive behavioral issues that may arise at some events, the Ontario Provincial Police in conjunction with the event organizer will develop security requirements for each event. The event may be required to hire paid duty uniformed police officers according to the event evaluation. The event organizer must adhere to current Municipal Alcohol Policy if it is a licensed event.
- 8.12 No person may be permitted at any special event to:
a) carry or sell firearms or prohibited weapons or
b) sell illegal drugs.
- 8.13 Depending on the nature of the event, in the discretion of the Parks Superintendent, Parks Liaison and Festivals & Special Events Coordinator, in consultation with the O.P.P., event operators may be required to post signs advising of these or other prohibitions at every entrance to every property and building used in the event to notify attendees that weapons are prohibited at the site. Violators may be charged by Police.
- 8.14 Groups, who intend to gather at the Cenotaph for a purpose and decorum consistent with the symbolism of the Cenotaph, must notify the Town of Goderich, Clerk's Office by letter with a copy to the Special Event Coordinator and the Royal Canadian Legion, Branch 109, no later than two weeks in advance of the event.
- 8.15 No person will carry on retail sales or any unacceptable activity within the designated vicinity of the Cenotaph.

Section

9

Procedures for the Use of Courthouse Square Park 2008 Special Events Policies & Procedures Manual

9.0 Specific Procedures for the Use of Courthouse Square Park

In order to minimize site impacts in Courthouse Square Park due to special events, the following procedures are adopted:

- 9.1 An Event Site Plan will be developed in conjunction with each event organizer to develop plans that optimize concession placement and minimize site impacts associated with tree and turf health. The Site Plan must be approved by the Special Events Coordinator or designate.
- 9.2 The special event operator agrees to prevent the operation of, and the parking of, all motorized vehicles in the park during an event unless prior approval is given by the Special Event Coordinator or designate.
- 9.3 All vehicles must remain on paved surfaces and designated areas as authorized.
- 9.4 At larger events, additional resources may be required to ensure set up and takedown activities are in accordance with the approved Event Site Plan and in a timely manner.
- 9.5 Access and egress paths be designated in the North, West and South quadrants for vehicular traffic for major events to facilitate movement during emergency situations.
- 9.6 Alcoholic beverages are governed by the Municipal Alcohol Policy.
- 9.7 In order for the park to rejuvenate, Town of Goderich will strive to allow appropriate time between each major event in Courthouse Square Park.
- 9.9 **All vehicular traffic must cease** within Courthouse Square Park one hour before the start of any part of the event. (e.g. sale by vendors, opening of exhibits, etc.) Any vehicles in Courthouse Square Park without authorization from the Special Events Coordinator or designate may be towed from Courthouse Square Park at the owners risk and expense. The event organizer may be subject to a penalty.
- 9.10 Any damage deemed beyond normal or reasonable to property on site is the responsibility of the event organizer and individual involved.

- map of Court House Square to be attached

Section

10

**Procedures for the Use of Lions Harbour Park
2008 Special Events Policies & Procedures Manual**

10.0 Specific Procedures for the Use of Lions Harbour Park

In order to minimize site impact in Lions Harbour Park due to special events, the following procedures are adopted:

- 10.1 Alcoholic beverages are governed by the Municipal Alcohol Policy.
- 10.2 Non-amplified sound for a special event will not start before 9 a.m.
- 10.3 A maximum of five special events totaling no more than 12 days of amplified concerts will be permitted in Lions Harbour Park per year.
- 10.4 Lions Harbour Park may be used for a gated event only under the criteria as set out in Section 14 of this manual.

(Maps of Parks may follow these pages)

Section

11

Financial Security

2008 Special Events Policies & Procedures Manual

11.0 Financial Security

- 11.1 The special event operator must maintain public liability insurance of no less than \$2,000,000. Evidence of this insurance is only acceptable on The Corporation of the Town of Goderich, Certificate of Insurance form (page 15). Evidence of insurance must be provided to the Special Events Coordinator no less than 10 days prior to the event. The special event operator must agree to indemnify and hold The Corporation of the Town of Goderich, harmless from and against any liability, loss, claims, demands, costs and expenses, including legal fees, occasioned wholly or in part by a negligence or acts or omissions during the use of the facility.
- 11.2 The Corporation of the Town of Goderich reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (i.e. fireworks displays, amusement rides, sale of alcoholic beverages).
- 11.3 The special event operator may be required to post a performance bond 60 days prior to the event. The amount of the performance bond will reflect the size and scope of the event and/or the performance of the special event operator in making timely payments in past events.
- 11.4 Any special event using Town of Goderich property may be required to submit true financial information related to the event to the Town of Goderich, Treasurer.



CERTIFICATE OF INSURANCE

TO: _____

RE: _____

INSURANCE AS DESCRIBED HEREIN HAS BEEN ARRANGED ON BEHALF OF THE INSURED NAMED HEREIN UNDER THE FOLLOWING POLICY(IES); AND AS MORE FULLY DESCRIBED IN SAID POLICY(IES), AND ANY ENDORSEMENTS ATTACHED THERETO.

INSURED: _____

INSURER	TYPE OF POLICY	POLICY N°	TERM		LIMITS OF LIABILITY
			EFFECTIVE DATE	EXPIRY DATE	
SUBSCRIPTION POLICY	LIABILITY				\$ Inclusive bodily injury and property damage
	AUTOMOBILE				\$ Inclusive bodily injury and property damage
SUBSCRIPTION POLICY	PROPERTY				\$

ADDITIONAL INSURED: Only with respect to the above and arising out of the Named Insureds operations is the following name added to the policy as an additional Insured. The addition of such Insured shall not increase the Limits of Liability as shown above.

ADDITIONAL COVERAGE: Blanket Contractual/ Tenant's Legal Liability/ Cross Liability

This Certificate is only a summary of the insurance provided under the Master Policy(ies) and constitutes a statement of the facts as of the date of issuance and are so represented only to the addressee.

DATE: _____

SIGNATURE: _____

COUNTER SIGNATURE: _____



HOLD HARMLESS AND INDEMNITY AGREEMENT

_____ SHALL INDEMNIFY AND HOLD THE Corporation of the Town of Goderich,
(Name of Applicant)

the Police Services Board, O.P.P. and the Huron County Health Unit harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-names, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of Town property in connection with

1. Name of Event	Date of Event	Rain Date
2. Name of Event	Date of Event	Rain Date
3. Name of Event	Date of Event	Rain Date
4. Name of Event	Date of Event	Rain Date
5. Name of Event	Date of Event	Rain Date
All events during the calendar year <input type="checkbox"/>	Any dates during the calendar year <input type="checkbox"/>	Rain Date Not applicable <input type="checkbox"/>

Name of Applicant
(must be corporation or an individual)

(Witness)

(Signature of Applicant or authorize representative)

(Print Name)

(Print Name)

(Date)

(Date)

Section

12

Garbage & Recycling/Site Clean-up/General Maintenance

2008 Special Events Policies & Procedures Manual

12.0 Garbage & Recycling/Site Clean-up/General Maintenance

- 12.1 The special event operator is responsible for the clean up of the park and the removal of all garbage by noon the next business day after the event ends.
- 12.2 The Town will provide all normal maintenance services to its current routine standards including but not restricted to grass cutting, snow and ice clearing and any regular housekeeping/janitorial supplies and services at the event location before and during the event. Any additional maintenance required by the special event operator prior to or during the event, shall be at the sole cost and responsibility of the special event operator.
- 12.3 The Town of Goderich will not supply garbage or recycling containers or collection services for major special events. It will be at the sole responsibility and cost of the special event operator to secure a contractor to supply garbage and recycling containers and collection services for these containers. (See note at end of this section.)
- 12.4 The special event operator shall supply recycling containers for beverage cans and bottles. Recycling containers for paper products will be required provided said materials that will be generated are paper products that are part of the Town's recycling program.
- 12.5 The special event operator shall supply the same number of recycling containers as garbage containers and place them adjacent to the garbage container in all areas except where the majority of concession stands (e.g. food vendor areas) are located as specified in Section 12.7.
- 12.6 The special event operator shall provide a suitable location for food and merchandise vendors to place flattened old corrugated cardboard (OCC) boxes. These will be kept separate from any other recyclables or garbage.
- 12.7 The special event operator shall supply at least one recycling container for every two garbage containers for public use where the majority of concession stands (e.g. food vendor areas) are located.
- 12.8 Recycling containers will be labeled with the words "Recycle" or "Cans & Bottles" (or "Paper Products") and will have the Mobius Loop on the label or the container to signify that it is a recycling container.
- 12.10 The Town of Goderich will not charge for recyclables delivered to the Town's recycling contractor, Bluewater Recycling Association, from events run by not-for-profit organizations provided the materials delivered are:
- separated into two or three streams: containers, paper products (if collected as per Clause 12.4) and flattened OCC
 - the materials are included in the Town's curbside recycling program
 - the special event is approved by the Town

Bluewater Recycling Association

P.O. Box 547
415 Canada Avenue,
Huron Park,
Ontario N0M 1Y0
Phone: (519)228-6678 or 1-800-228-6678
Fax: (519)228-6656
Email: bluebox@bra.org
Website: www.bra.org

Note: The Bluewater Recycling Association has, through the use of the new Blue Bin, provided a means to collect recyclables on site for special events providing that absolutely no garbage is inside. Under the direct stewardship of the event manager and their team members, this service could be available to deal with recyclable items right at the point of activity.

The Special Events Coordinator can provide additional information as needed pertaining to this service.

Section

13

Noise Policy
2008 Special Events Policies & Procedures Manual

13.0 Noise Policy

- 13.1 Noise is regulated by the current Corporation of the Town of Goderich Noise By-Law.
- 13.2 All amplified concerts will not exceed a sound pressure 90 decibels beyond 30m (100 feet) from the stage. The decibel level within the 30m zone, shall be at the discretion of the event operator, however sound equipment and speaker placement must be designed such that the 90 decibel level is not exceeded at the 30m limit.
- 13.3 The Corporation of the Town of Goderich staff may monitor and document the decibel levels with a decibel sound meter once every ½ hour during the amplified concert. Non compliance could result in cancellation of future events held by that special event operator.
- 13.4 Designation of non-amplified parks. (to be determined)
- 13.5 The special event operator may be required to do a mail-out to surrounding neighbours. The mail-out would include the following information:
 - (a) a contact name and telephone number that the public can reach during each event so that the organizers can immediately address any neighbourhood concerns;
 - (b) a synopsis of the history, purpose and charitable and economic benefits of the event.

Definitions:

Amplified Sound: when a special event or bandshell/bandstand booking uses sound equipment (other than a public address system) to increase the volume of natural sound levels.

Non-amplified Sound: when a special event or bandshell booking does not use sound equipment (other than a public address system) to increase the volume of natural sound levels.

Section

14

Admission Policy
2008 Special Events Policies & Procedures Manual

14.0 Admission Charges

- 14.1 Admission charges are permitted for the following:
- (a) Amusement rides and carnival games.
 - (b) One entertainment tent no larger than 60 ft. x 100 ft. (20m x 30m) when in conjunction with a special event involving a registered local charity or not-for-profit organization.
 - (c) Other designated gated events.

Section

15

Vendors Policies & Procedures
2008 Special Events Policies & Procedures Manual

15.0 Vendor Policies & Procedures

- 15.1 All applicable current by-laws and regulations will be enforced.
- 15.2 All vendors must sign a Hold Harmless Agreement (page 14)
- 15.3 In the interest of public safety, a zero tolerance policy is enforced for all special events. This means failure to comply with standards may result in ticketing and/or closure.
- 15.4 All vendors selling food items must be in full compliance with the requirements of the Huron County Health Unit.
- 15.5 In order for any vendor's booth to be connected to hydro, C.S.A. approval on all equipment is required.

Section

16

Securing a Contract for a Special Event
2008 Special Events Policies & Procedures Manual

16.0 Securing a Contract for a Special Event

- 16.1 Apply in writing to the Corporation of the Town of Goderich, c/o Festivals & Special Events Coordinator, 57 West Street, Goderich, Ontario, N7A 2K5.
- 16.2 Outline the type of event that your organization would like to hold (include a contact name and telephone number).
- 16.3 Outline how this event will be supported and where revenues derived from this event will be distributed.
- 16.4 Outline how your event will benefit the Town of Goderich.
- 16.5 Give date(s) and time(s) that the event will take place.
- 16.6 A meeting may be scheduled to review your request and to help make your event a success.
- 16.7 For annual events, applications should be submitted by October 15th prior to the event year.
- 16.8 If an event operates successfully, the special event may be given priority consideration to reserve the use of the Town of Goderich property, streets and roadways for the same date(s) and/or weekend the following year. The Festivals & Special Events Coordinator reserves the right to adjust dates based on Statutory/Civic holidays (extenuating circumstances may apply).

Section

17

**Ontario Provincial Police, Huron Detachment
2008 Special Events Policies & Procedures Manual**

17.0 Ontario Provincial Police, Huron Detachment

***Huron Detachment O.P.P.
79437 Bluewater Hwy.,
Box 6
Goderich, Ontario
N7A 3Y5
Attention: Sgt. Arden Farrow 519-524-8314***

Anytime you have a march, parade, walk, road race or similar event in conjunction with a special event you must:

- 1) Apply at Town of Goderich Town Hall for a Special Event Permit with a copy going to the Huron Detachment O.P.P.
- 2) If accepted, you will work along with the Huron O.P.P. to ensure a safe and effective plan is in place for your event.

Section

18

**Town of Goderich, Fire Safety Office
2008 Special Events Policies & Procedures Manual**

18.0 Town of Goderich, Fire Safety Office

***Fire Safety Office
c/o Town of Goderich,
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344***

Application for Special Event Permit

Date of Application
Permit Number

Name of Organization _____

Name of Event _____

Requested Date _____ Start Time _____ End Time _____

Alternate Date _____ Start Time _____ End Time _____

Address of Organization _____

Applicant's Name _____

Applicant's Address _____

Applicant's Phone # _____ Position in Organization/Title _____

Purpose of Event _____

of Participants _____ Bands _____ Street Stands _____

Horses _____ Floats _____ Vehicles _____

Other _____

Assembly Area _____ Time _____

Dismissal Area _____ Time _____

Describe Proposed Event Route (please attach sketch) _____

Applicant's Signature _____ Date _____

FOR INTERNAL USE ONLY (<i>Signature and Date</i>)		Insurance Certificate <input type="checkbox"/> YES <input type="checkbox"/> No
Name and Title of Signing Officer _____	Police Assistance Recommended	Hold Harmless Agreement <input type="checkbox"/> YES <input type="checkbox"/> No
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Huron O.P.P. Detachment		Goderich Fire Department
_____	_____	_____
Goderich Parks Department	Goderich Works Department	Tourism Goderich – Special Events
<p>In accordance with the Town of Goderich By-Laws, permission is GRANTED to the applicant and/or sponsoring organization to use the streets listed above for the special event described.</p>		
_____	_____	_____
Town of Goderich Council	Signature	DATE

Section

19

Technical Standards & Safety Authority
2008 Special Events Policies & Procedures Manual

19.0 Technical Standards & Safety Authority

Fuels Safety Program
4th Floor, West Tower
3300 Bloor Street West
Toronto, Ontario M8X 2X4
1-877-682-8772

Website: www.tssa.org

Mobile Food Service Equipment

There has been industry confusion regarding approval/inspection requirements for Mobile Food Service Equipment (Hot Dog Carts, Chip Wagons). The following Director's Order was developed, with industry input, for the purpose of assisting owner/operators and certificate holders with this issue.



Technical Standards and Safety Authority

Web site: www.tssa.org

Attachment #1 - Inspection Certificate Director's Order FS-056-06 Mobile Food Service Equipment

Equipment Description:		
Equipment Owner:		
Equipment Owner Address:		Telephone No.:
Municipal Licence No.:	Certificate Holder Type:	Certificate Holder Name:
TSSA Certificate Holder No.:		
Contractor Business Name:		Contractor Business Telephone No.:
TSSA Contractor Registration No.:		

This checklist is intended as minimum, other inspection tests may be necessary to ensure safe operation.

To pass the inspection,
ALL answers shall be either Yes or N/A

	Yes	No	N/A
1. Is labelling affixed as outlined in Director's Order FS-056-06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If equipment is mounted on 4 wheels, 2 wheels shall be lockable to prevent movement when in service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the equipment as it was originally manufactured without modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the gas components (hoses, regulators, etc.) approved for that service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the appliances equipped with the correct orifices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the gas lines, fittings and hoses in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the propane cylinder supported properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If the cylinder is in a cabinet, is it well ventilated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the clearances to combustibles appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the equipment in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the equipment and all its components leak tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are all supply pressures to the equipment set properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Does all equipment ignite safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do the safety controls operate properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the equipment operate properly through its firing range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Have all deficiencies been corrected and is the equipment safe to operate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Does owner/operator understand the Operations/Responsibilities outlined in the Labelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Did you provide the owner/operator with an Information Fact Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Certificate Holder Name (Print)	Signature of Certificate Holder	Date
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Section

20

SOCAN

2008 Special Events Policies & Procedures Manual

20.0 SOCAN

SOCAN

**41 Valleybrook Drive
Toronto, Ontario, M3B 2S6
1-866-307-6226
Toll-free: 1-800-557-6226
Fax: 416-445-7108**

Website: www.socan.ca

If you're planning a special event that includes live or recorded music of any kind, you are required to pay a licence fee to SOCAN. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. SOCAN collects license fees for the public performance of music in Canada. Those fees are then distributed to music creators around the world. SOCAN tariffs are regulated by the Copyright Board of Canada.

Online:

Visit the "**SOCAN Tariffs**" page [www.socan.ca/jsp/en/resources/tariffs.jsp] to determine the applicable licence and fee, or call your nearest **SOCAN office** [www.socan.ca/jsp/en/contact_us/index.jsp].

Section

21

**Huron County Health Unit
2008 Special Events Policies & Procedures Manual**

21.0 Huron County Health Unit

**Huron County Health Unit
77722B London Road
RR# 5
Clinton, Ontario N0M 1L0
Telephone: 519-482-3416 OR 1-877-837-6143**

**Email: hchu@huroncounty.ca
Website: www.huroncounty.ca/health
Fax: 519-482-7820**

All food vendors involved in any charitable and/or commercial functions at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

1. Contact the Huron County Health Unit and obtain the Temporary Food Establishment Organizers Guidelines.
2. Comply with the requirements of the Huron County Health Unit.

Section

22

**Alcohol & Gaming Commission of Ontario
2008 Special Events Policies & Procedures Manual**

22.0 Alcohol & Gaming Commission of Ontario

**Liquor Control Board of Ontario
L.C.B.O. Information Line
1-800-668-5226**

**Town of Goderich
57 West Street
Goderich, Ontario N7A 2K5
Attention: Clerk Administrator
519-524-8344**

Anytime you are holding a special event that will involve alcohol, you must:

1. Apply for a special occasion permit at any Liquor Control Board of Ontario.
2. If requested by L.C.B.O., submit a letter of request in writing to the Town of Goderich, Clerk Administrator in order to obtain a letter of approval for the insurance of the A.C.G.O. Permit.
3. Supply a copy of the Special Occasion Permit to The Corporation of the Town of Goderich, Clerk Administrator's Office and a copy to the Festivals & Special Events Coordinator.
4. **You must follow all policies within the Municipal Alcohol Policy.**

Section

23

First-Aid

2008 Special Events Policies & Procedures Manual

23.0 First-Aid

You May Want to Use:
St. John Ambulance - Central Huron Branch (or similar)
252 Huron Road
Goderich, Ontario N7A 2Z9
519-524-1076
Email: sjahuroncentral@hurontel.on.ca

If you are holding a special event or gathering, you are expected to provide adequate medical services.

1. Contact St. John Ambulance Services (or similar) and inform them of your event and what is involved.
2. They will then contact you and tell what will best suit your needs.

Section

24

Accessible Outdoor Events

2008 Special Events Policies & Procedures Manual

24.0 Accessible Outdoor Events

The Town of Goderich encourages special event organizers to strive to make their event accessible to all.

Section

25

**Town of Goderich, Special Event Comment Form
2008 Special Events Policies & Procedures Manual**

25.0 Town of Goderich, Special Event Comment Form

Date of Comment:	Time of Comment:	
Name of Event:		
Details:		
Commentator's Name:	Phone Number:	
Address:		
How was the comment received?	Phone:	Written:
If by phone, will the comment be followed up in writing? Yes No		
If No, explain		
How did Town Hall, Festivals & Special Events, Parks and Works Departments, follow-up?		

