

The Corporation of the Town of Goderich 2020 Special Events Policies & Procedures Manual

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Table of Contents

1.0	<i>Purpose</i>	1
2.0	<i>Our Town of Goderich Special Events Core Values</i>	2
3.0	<i>Goals & Objectives</i>	3
4.0	<i>Special Events Coordinator</i>	4
5.0	<i>Definition of Special Events</i>	5
6.0	<i>Bandshell / Performance Stage Bookings</i>	6
7.0	<i>Town of Goderich Property Booking Agreement/Protocol</i>	7
8.0	<i>General Policies & Procedures</i>	8
9.0	<i>Specific Procedures for the Use of Courthouse Square Park</i>	10
10.0	<i>Specific Procedures for the Use of Lions Harbour Park</i>	12
11.0	<i>Financial Security</i>	13
12.0	<i>Garbage & Recycling/Site Clean-up/General Maintenance</i>	16
13.0	<i>Noise Policy</i>	18
14.0	<i>Admission Charges</i>	19
15.0	<i>Vendor Policies & Procedures</i>	20
16.0	<i>Securing a Contract for a Special Event</i>	21
17.0	<i>Ontario Provincial Police</i>	22
18.0	<i>Town of Goderich Fire Prevention and Emergency Preparedness</i>	23
19.0	<i>Technical Standards & Safety Authority</i>	25
20.0	<i>Music Licensing</i>	27
21.0	<i>Huron Perth Public Health</i>	28
22.0	<i>Alcohol & Gaming Commission of Ontario</i>	29
23.0	<i>First Aid Services</i>	30
24.0	<i>Accessible Outdoor Events</i>	31
25.0	<i>Tips for Greening Your Special Event</i>	32
26.0	<i>Special Event Comment Form</i>	33

Section 1

Purpose 2020 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. 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 2020 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

2020 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 a 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

2020 Special Events Policies & Procedures Manual

4.0 Special Events Coordinator

- 4.1 **Purpose** - The Special Events Coordinator works with various agencies and departments to organize special events. Each event will involve different departments and agencies in different ways. The Special Events Coordinator, in conjunction with the Goderich Parks Department, will review and revise the Special Events Policies & Procedures Manual on a regular basis.
- 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 Operations (Parks and Works Departments)
 - Environmental Services
 - Town Hall, Clerk's Office
 - Planning and Building Department
 - Huron Perth Public Health
 - Other areas of expertise as required
- 4.3 **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

2020 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/Performance Stage Bookings

2020 Special Events Policies & Procedures Manual

6.0 Bandshell/Performance Stage Bookings

The Town of Goderich is the steward of a bandshell at Lions Harbour Park and a performance stage at Courthouse Park. Bandshell and Performance Stage 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/Performance Stage bookings may be made through the Special Events Coordinator or designate.

Section 7

Town of Goderich Property Booking Agreement/Protocol 2020 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. Bookings require at least two months' advance notice, although event organizers are encouraged to contact the Festival & Special Events Coordinator at the earliest possible date.
- 7.2 Approval of special event bookings will be based on the event's ability to a) raise the Town's profile, b) enhance the quality of life for Town residents, and/or c) provide economic benefit to Goderich from a tourism perspective.
- 7.3 Events to be held on Town-owned lands require approval by Town of Goderich staff. Requests are reviewed and approved by Festival & Special Events Coordinator, in consultation with the Economic Development/Tourism Coordinator and other Town staff as required. Requests for approval are to be coordinated through the Festival & Special Events Coordinator and must be received no later than 14 days prior to the event.
- 7.4 Special Events requiring the temporary closure of a roadway require Council approval. Requests for approval are to be coordinated through the Festival & Special Events Coordinator and must be received by the Town Clerk, or his or her designate, no later than 4:00 pm on the Wednesday preceding the final Council meeting before the special event.
- 7.5 Certain fees may be levied for some events held on Town property, as specified in the Town of Goderich Fee By-law. Town staff are authorized to waive property rental and signage fees for:
- a) An Ontario registered non-profit organization with charitable purposes which has direct benefits to Goderich residents;
 - b) Local churches, local schools and local service clubs events;
 - c) Business Improvement Area Association events; and
 - d) Events sponsored or approved by Town Council.

The Town of Goderich reserves the right to levy fees for services to special events, at the Town's discretion.

- 7.6 The Town of Goderich reserves the right to deny a booking based on available staffing and venue limitations.
- 7.7 The Town of Goderich reserves the right to request certificates of insurance and other documentation deemed necessary and may request event financial information before confirming a booking.
- 7.8 The Town of Goderich reserves the right to limit timing, change, or cancel any permitted booking.
- 7.9 The Town of Goderich reserves the right to negotiate special agreements with groups that may contain exemptions to these guidelines.

Section 8

General Policies & Procedures **2020 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 event operator is responsible to ensure appropriate security and safety measures are in place to ensure public safety and minimize damage to the venue. A zero-tolerance policy is enforced for all special events. 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 The event operator is responsible for ensuring that adequate event staff and volunteers are provided.
- 8.5 Certain operational costs may be recoverable. A damage deposit may be required by the Town to secure the use of Town-owned equipment and property by the event organizer. The event operator shall pay for any damage incurred through their use.
- 8.6 Solicitation of funds during special events is prohibited without written permission from the Town staff. Requests are reviewed and approved by Festival & Special Events Coordinator, in consultation with the Economic Development/Tourism Coordinator and other Town staff as required. 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.
- 8.7 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 dates the following year. The Town of Goderich reserves the right to deny reservations should circumstances warrant.
- 8.8 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.
- 8.9 The special event operator is required to submit an Emergency Response Plan prior to their event. The Emergency Response Plan must identify potential risks and provide information on how to respond to those risks (e.g. severe weather and notification system and evacuation plan).
- 8.10 All special event operators will ensure access and provide a viewing area for the physically disabled.
- 8.11 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.
- 8.12 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.

- 8.13 No person may be permitted at any special event to:
 - a] carry or sell firearms or prohibited weapons or
 - b] sell illegal drugs.
- 8.14 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.
- 8.15 All event organizers must advise of any unusual power requirements needed for an event two months in advance. An inspection fee may be applied for unusual requests.
- 8.16 The Town of Goderich recognizes that special events may have a direct or indirect effect on the local environment. Therefore, the Town of Goderich encourages event organizers to make an effort to promote sustainability and commit to green practices wherever possible (see Section 25).

Section 9

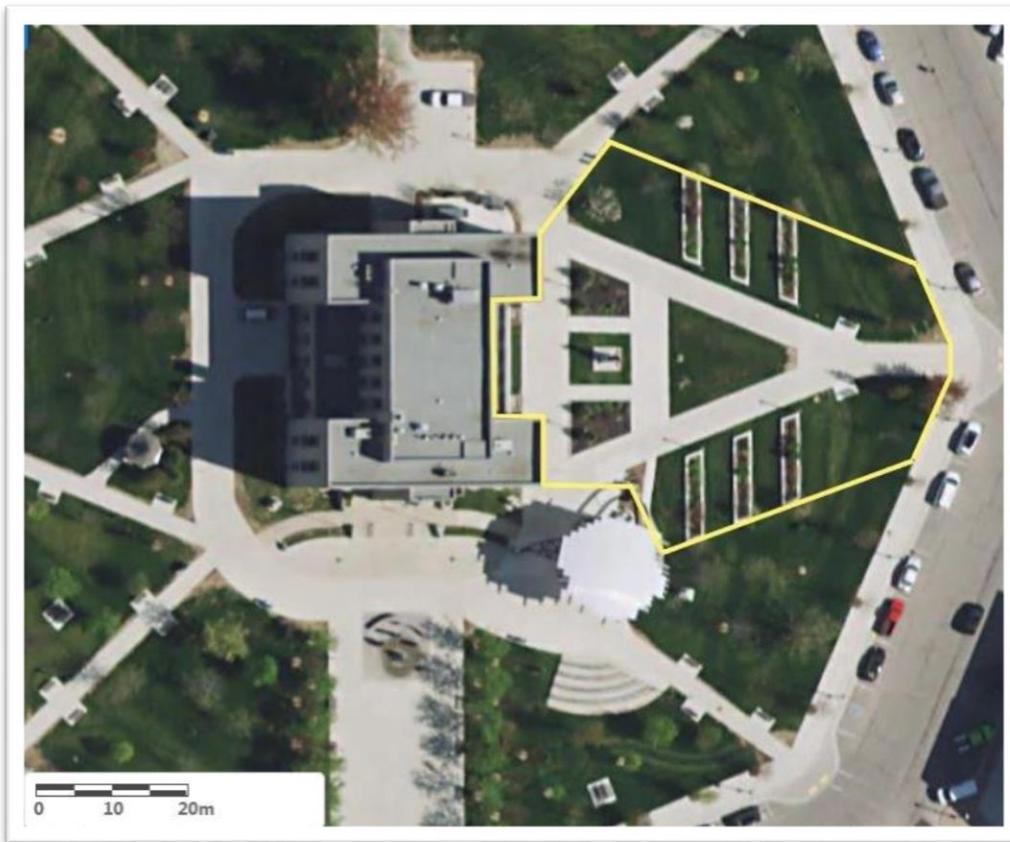
Procedures for the Use of Courthouse Square Park 2020 Special Events Policies & Procedures Manual

9.0 Specific Procedures for the Use of Courthouse Square Park

- 9.1 The event organizer will coordinate with the Festival & Special Events Coordinator to develop an Event Site Plan. This site plan will optimize concession placement and minimize site impacts associated with tree and turf health. The Site Plan must be approved by the Festival & Special Events Coordinator or designate. Concession placement is permitted on the perimeter sidewalk or the plaza area on the south side. No concession stands are permitted on grassed areas.
- 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. Parking on green space is prohibited.
- 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 completed in a timely manner.
- 9.5 During emergency situations, access and egress paths be designated in the North, West and South quadrants for vehicular traffic for major events to facilitate movement. Sidewalk entrances opposite North, West and South Streets must remain clear of all obstructions.
- 9.6 To minimize impacts on the site, the use of stakes is prohibited in Courthouse Square Park. Tents and other temporary structures must be secured using weights or other means.
- 9.7 Alcoholic beverages are governed by the Municipal Alcohol Policy. Restricted areas for licensed venues may use up to 50% of the booked space provided all persons above the legal age are permitted to enter, regardless if they intend to purchase or consume alcohol or other available products.
- 9.8 The Event Site Plan must make all reasonable efforts to ensure that fencing surrounding licensed areas has a minimal impact on pedestrian movement, the operation of businesses around Courthouse Square, and the operation of the Huron County Courthouse.
- 9.9 In order for the park to rejuvenate, Town of Goderich will strive to allow appropriate time between each major event in Courthouse Square Park.
- 9.10 **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.

- 9.11 Any damage deemed beyond normal or reasonable to property on site is the responsibility of the event organizer and individual involved.
- 9.12 Sound for a special event will not start before 9 a.m.
- 9.13 A maximum of five special events totaling no more than 12 days of amplified concerts will be permitted in Courthouse Park per year.
- 9.14 It is recognized that the Cenotaph area has special significance and there are additional limitations on the permitted uses in this area. The Cenotaph area is defined as the area encompassing the cenotaph itself, the two adjacent treed planting beds, the triangular grassed area immediately east of the cenotaph, the bordering gardens and surrounding walkways. (see attached map which is taken from By-Law No. 124 of 2017.)
- 9.15 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.
- 9.16 No person will carry on retail sales or any activity inconsistent with the decorum of the site within the designated vicinity of the Cenotaph.

Map of Cenotaph Area:



Section 10

Procedures for the Use of Lions Harbour Park 2020 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.
- 10.3 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.

Section 11

Financial Security

2020 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, Mayor and Council, the Police Services Board, O.P.P., the Huron County Health Unit, their officers, agents, employees, volunteers or others for whom they are responsible at law, 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.

Corporation of the Town of Goderich

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, Mayor and Council, 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

2020 Special Events Policies & Procedures Manual

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

- 12.1 The special event operator is responsible for the cleanup 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.
- 12.9 The Town of Goderich will not charge for recyclables delivered to the Town's recycling contractor, Bluewater Recycling Association, from Town-approved 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

Recycling

Bluewater Recycling Association

P.O. Box 547
415 Canada Avenue
Huron Park
Ontario N0M 1Y0
Phone: 1-519-228-6678 or 1-800-265-9799
Fax: 1-519-228-6656
Email: info@bra.org
Website: www.bra.org

Note: The Bluewater Recycling Association has, through the use of the 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.

Waste Management – see information below

Waste

Mars Environmental

415 Canada Avenue
Huron Park
Ontario N0M 1Y0
Phone: 1-800-642-2467
Website: www.bra.org/Mars

Waste Management

200 Sligo Road West
Mount Forest
Ontario N0G 2L1
Phone: 1-519-500-7171
Fax: 1-866-204-9236
Email: lfurtado@wm.com
Website: www.wm.com

Note: Waste Management along with providing waste removal also has recycling services. Additionally, they provide roll off services (large bins) for cleanups of metal, wood, construction & demolition.

Section 13

Noise Policy

2020 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. Noncompliance could result in cancellation of future events held by that special event operator.
- 13.4 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/performance stage 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/performance stage booking does not use sound equipment (other than a public address system) to increase the volume of natural sound levels.

Section 14

Admission Policy

2020 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 **2020 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 15)
- 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 2020 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 December 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 2020 Special Events Policies & Procedures Manual

17.0 Ontario Provincial Police, Huron Detachment

*Huron Detachment O.P.P.
325 Albert Street,
Clinton , Ontario
N0M 1L0
519-482-1677*

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 and Emergency Preparedness

2020 Special Events Policies & Procedures Manual

18.0 Town of Goderich, Fire Safety Office and Emergency Preparedness

Fire Safety Office
Darren Doak, Goderich Fire Chief
c/o Town of Goderich,
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
519-525-7229

Emergency Preparedness
Michaela Johnston
Safety & Emergency Preparedness Coordinator
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344 Ext. 212

Goderich Fire Department

The primary mission of the Goderich Fire Department is to provide a range of programs to protect the lives and property of the residents and visitors of the Town of Goderich and the other municipalities it serves from the effects of fires or other exposure to dangerous conditions.

Emergency Preparedness

All Special Events are required to have an Emergency Response Plan which clearly defines the processes to be followed in the event of an emergency occurring during a planned Special Event. The Emergency Response Plan Template (available from the Special Events Coordinator) allows organizers to outline the procedures that can be used to address any unanticipated emergencies such as missing children, weather events, and injuries. Hazards and risks should be identified prior to the Special Event and should always be mitigated to ensure the safety of the public and protection of life, property and environment.

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 (Signature and Date)

Name and Title of Signing Officer _____

Police Assistance Recommended

YES NO

Insurance Certificate YES No

Hold Harmless Agreement YES No

Huron O.P.P. Detachment _____

Goderich Fire Department _____

Goderich Operations _____

Tourism Goderich – Special Events _____

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.

Town of Goderich Council _____

Signature _____

DATE _____

Section 19

Technical Standards & Safety Authority 2020 Special Events Policies & Procedures Manual

19.0 Technical Standards & Safety Authority

(TSSA) Fuels Safety Program
Technical Standards & Safety Authority
345 Carlingview Drive,
Toronto, ON, M9W 6N9
1-877-682-8772

Website: www.tssa.org

Mobile Food Service Equipment (MFSE)

There has been industry confusion regarding approval/inspection requirements for Mobile Food Service Equipment (Food Trucks, Chip Wagons, Coffee Trucks, Hotdog and Hamburger Carts).

The following Director's Order was developed, with industry input, for the purpose of assisting owner/operators and certificate holders with this issue. Under Director's Order FS-056-06, all MFSE built, sold or whose ownership was transferred after February 13, 2006 must:

- Have a Field Approval issued by Technical Standards and Safety Authority (TSSA)
- Bear prescribed safety labels
- Be inspected annually by a licensed gas technician

(Following is a sample of the TSSA Mobile Food Service Equipment Annual Inspection Certificate.)

	MOBILE FOOD SERVICE EQUIPMENT ANNUAL INSPECTION CERTIFICATE FOR MFSE'S	Document No: MFSE-002
		Date: June 1, 2013
		Page: 1 of 1

Equipment Type: Self-propelled Vehicle Towed Trailer or Cart Portable Cart

Equipment Identification (Licence Plate No. or V.I.N.) _____

Owner _____ Tel. No. _____

Address _____

FSD Label No. (If built after Feb. 13, 2006) _____

The following checklist is intended as a minimum. Additional inspection tests may be necessary to ensure safe operation.

	Yes	No	N/A
Have the required DANGER labels been affixed?			
If built after Feb. 13, 2006, is a TSSA FSD Label and MFSE rating plate in place?			
If the equipment is on 4 wheels, are 2 wheels lockable to prevent movement when in service?			
Are the gas components (hoses, regulators, etc.) approved for the service?			
Are the gas lines, fittings and hoses in good condition?			
Is the propane cylinder properly supported and secured?			
If the cylinder is in a cabinet, is it well ventilated?			
Are the clearances to combustibles maintained?			
Are the appliances in good working condition?			
Is the equipment and all its components leak tight?			
Are the supply pressures to the equipment and appliances set properly?			
Do all the appliances ignite properly?			
Does the owner/operator understand the operations and responsibilities outlined in the Danger labelling?			
Have any deficiencies found been corrected and is the equipment safe to operate?			

To pass all answers must be either YES or N/A

Certificate Holder Name (Print)	TSSA Certificate Holder No.	Date
---------------------------------	-----------------------------	------

Re-Inspection Required 1 Year from the above date.
This Certification shall be kept available with the equipment covered at all times.

Comments

Section 20

Music Licensing 2020 Special Events Policies & Procedures Manual

20.0 Entandem

Entandem

***1235 Bay Street, Suite 900
Toronto, ON Canada M5R 3K4***

Website: www.entandemlicensing.com

Email: license@entandemlicensing.com

Toll-free: 1-866-944-6223

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 Entandem. Entandem is a joint venture between RE:SOUND and SOCAN that brings the music licensing services now managed separately by each organization into a single, jointly operated business. Entandem collects license fees for the public performance of music in Canada. These fees are set by the Copyright Board of Canada.

Section 21

Huron Perth Public Health 2020 Special Events Policies & Procedures Manual

21.0 Huron Perth Public Health

Huron Perth Public Health
Huron Office
77722B London Road
RR# 5
Clinton, Ontario N0M 1L0

Email: hchu@huroncounty.ca
Website: www.hp-ph.ca/en

Telephone: 519-482-3416 OR 1- 888-221-2133

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 Perth Public Health** and obtain the Special Event Food Information and Application.
2. Comply with the requirements of the **Huron Perth Public Health**

Section 22

Alcohol & Gaming Commission of Ontario 2020 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
Local Contact: 519-524-9053*

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

*AGCO Head Office
Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East, Suite 200
Toronto, ON M2N 0A4
Telephone: 416-326-8700 OR 1-800-522-2876 Website: www.agco.ca*

General email: customer.service@agco.ca

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

1. Apply for a special occasion permit on line through the AGCO website.
2. If you are holding your events on municipal land you must submit a letter of request in writing to the Town of Goderich, Clerk Administrator, to obtain permission.
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.**
5. Contact your local L.C.B.O. a minimum of 2 weeks prior to your event to place your order.

Section 23

First-Aid Services

2020 Special Events Policies & Procedures Manual

23.0 First-Aid

St. John Ambulance
Grey Bruce Huron Branch
316 - 5th Street
Hanover, ON N4N 0A7
Telephone: 519-364-7004
Toll-free: 1-800-337-4228
Email: grey.bruce.huron@sj.ca

If you are holding a special event or gathering, you are expected to provide adequate on site first aid services.

1. Contact St. John Ambulance Services (or similar) and inform them of your event and what is involved.
2. They will work with you and help you determine what services best suit your needs.
3. Advanced notice is required to ensure adequate first aid coverage.

Section 24

Accessible Outdoor Events

2020 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

Tips for Greening Your Special Event 2020 Special Events Policies & Procedures Manual

25.0 Tips for Greening Your Special Event

Below are a few environmentally friendly suggestions to help “green” your event in Goderich:

- Encourage event participants to walk, ride or carpool
- Create non date-specific signage and flyers that can be reused in future events
- Use electronic advertising, promotion and invitations
- Choose recyclable supplies with minimal packaging and avoid disposable decorations
- Use recyclable paper (with minimum 30% post-consumer content) and print on both sides
- Donate or recycle unwanted giveaways, decorations and other supplies
- Use cloth or sturdy plastic tablecloths that can be cleaned and reused
- If your event has games or other forms of entertainment, choose those that produce little or no waste, and can be reused for future events
- Consider using event decorations that can be reused (i.e., kites, banners, flags, streamers, dancing inflatables, garden spinner, etc.) for events instead of latex or mylar balloons
- Consider the following for acts of remembrance: illuminated walks, bubbles, drumming, planting or making a donation.
- Purchase or rent efficient LED lighting where possible
- Encourage event participants to bring their own water bottles
- For large events, consider hiring a water buggy/wagon to supply drinking water in order to decrease the amount of plastic water bottles
- Have dishes delivered in returnable, recyclable or compostable containers and/or purchase items in recyclable bulk containers
- Use compostable serving utensils, dinnerware, napkins, etc. whenever possible
- Encourage innovation, creativity and sustainability within your own event team
- Educate event staff and volunteers in waste reduction and recycling
- Let event participants know you are greening your event and encourage their participation

Section 26

Town of Goderich, Special Event Comment Form 2020 Special Events Policies & Procedures Manual

26.0 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?		