

Report to Community and Protective Services Committee

To: Chair and Members
Community and Protective Services Committee

From: Cheryl Smith, Deputy City Manager, Neighbourhood and Community-Wide Services

Subject: Special Events Policy Update

Date: September 9, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken:

- a) the report dated September 9, 2024, regarding “Special Events Policy Update” **BE RECEIVED** for information;
- b) Civic Administration **BE DIRECTED** to hold a public participation meeting at the November 11, 2024, Community and Protective Services Committee to receive input on the draft Special Events Policy; and,
- c) Civic Administration **BE DIRECTED** to report back with a summary of community feedback and an amended Special Events Policy at a future Community and Protective Services Committee meeting.

Executive Summary

This report presents findings from a review of the Special Events Policies and Procedures Manual as well as proposed policy updates based on those findings. The goals of the policy review were to:

- find options to reduce barriers for community partners to host special events in publicly owned spaces around the city; and,
- ensure that the policy is up to date and continues to support special event operators to effectively plan and execute successful special events in London.

It is recommended that Civic Administration engage the public about the proposed changes and report back to the Community and Protective Services Committee with a summary of public feedback and an amended policy for consideration.

Linkage to the Corporate Strategic Plan

The Special Events Policies and Procedures Manual is aligned with the Strategic Area of Focus Wellbeing and Safety, as presented in the City of London Strategic Plan 2023-2027.

- Outcome: London has safe, vibrant, and healthy neighbourhoods and communities.
- Expected Result: Londoners have safe access to public spaces, services, and supports that increase wellbeing and quality of life.
- Strategy: Reduce barriers for community partners to host special events in publicly owned spaces across the city.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

- [2024 Rock the Park One-Time Policy Exemption Request \(CPSC - March 18, 2024\)](#)
- [2022 Rock the Park One-Time Policy Exemption Request \(CPSC - March 29, 2022\)](#)
- [Special Events Policies and Procedures Manual – Deferred Matters File No. 2 \(CPSC - July 27, 2021\)](#)

- [Extension of Hours for Sound from Outdoor Stage During 2019 Juno Week \(CPSC - January 22, 2019\)](#)
- [2017 Rock the Park One-Time Exemption Request \(SPPC - March 20, 2017\)](#)
- [Music, Entertainment and Culture District Feasibility Study and Strategy \(SPPC - March 20, 2017\)](#)

1.2 Background and Purpose

Each year London is host to over 160 special events organized by third-party event operators. Special events are critical to supporting a culturally, socially and economically vibrant city. They raise the city's profile, support arts and culture, and are significant drivers of tourism, economic development, and community development. In addition, London became Canada's first UNESCO City of Music in 2021, joining a global network of municipalities committed to the development of its music industry. The Special Events Policy can be leveraged as a key tool to support the conditions necessary for London to thrive as a City of Music.

For the purpose of the Special Events Policy, special events are a one-time, annual, or infrequently occurring event on City of London property that is reserved for exclusive use, open to the public and generally attracts more than 300 participants. The Special Events Policy provides Council an opportunity to set the expectations, roles, and responsibilities of third-party event operators who are planning and operating special events in outdoor publicly owned spaces.

The aim of the Special Events Policy is to ensure:

- the safety and protection of residents of London, event participants, and public assets;
- that all federal and provincial laws and regulations and municipal by-laws are observed;
- that Special Event applications are treated fairly and in an equitable manner; and,
- alignment to the City of London Strategic Plan.

The Special Events Policy sets high level direction for event operators, while the Special Events Administrative Procedures Manual includes robust details on how to operationalize the direction that has been set by Council.

Through the 2023 – 2027 City of London Strategic Plan, Council directed Civic Administration to implement a strategy to reduce barriers for community partners to host special events in publicly owned spaces across the city. The corresponding action, to identify barriers to hosting special events through a review of the Special Events Policies and Procedures Manual, was endorsed through Council's approval of the 2023 - 2027 City of London Strategic Plan Implementation Plan.

In alignment with Council's direction, the purpose of this report is to:

- present the barriers identified through community engagement that event operators face when implementing special events on publicly owned land;
- present the proposed Special Events Policy revisions to address barriers experienced by operators; and,
- recommend next steps to engage the public on proposed revisions to the Special Events Policy.

The proposed Special Events Policy is attached as Appendix A, and the current policy is attached as Appendix B.

2.0 Discussion

2.1 Goals of the Policy Review

The goals of the Special Events Policy review were to:

- Find options to reduce barriers for community partners to host special events in publicly owned spaces around the city.
- Ensure that the policies are up to date and continue to support special event operators to effectively plan and execute a successful special event in London.

2.2 Key Drivers of the Policy Review

The Special Events Policy has been regularly reviewed and updated with housekeeping changes as part of the overall policy review requirements of the City of London. However, it has been some time since a comprehensive review of the policy was completed. Over the past decade, as issues have emerged, they have been addressed through minor revisions and special circumstances or exceptions.

The direction provided in the 2023 - 2027 City of London Strategic Plan Implementation Plan offered an opportunity to conduct a comprehensive review to address the following challenges interest holders had identified, including that the Special Event Policy:

- was outdated and challenging to use;
- had rules that were not consistent across event locations;
- included exceptions that were confusing; and,
- contained operational details that would be better suited to a procedure manual.

2.3 Approach to the Policy Review

From July 2023 through April 2024, consultation was completed to identify barriers for community partners to host special events on publicly owned land. The approach included:

- reviewing the current City of London Special Events Policies and Procedures Manual and related documents (e.g., Special Events Administrative Procedures Manual, Neighbourhood Events Support Page, Sound By-law, Alcohol Policy, etc.);
- scanning special event policies, procedures, and communication tools in other municipalities;
- engaging with internal and external groups that support special events;
- engaging with event operators, cultural groups, and other interested organizations;
- identifying policy needs and gaps; and,
- revising the Special Events Policy to address the key drivers for the review and the feedback from interest holders.

2.4 Results of the Consultation and Research

The Special Events Policy Review was informed by the experiences of external interest holders including event operators, cultural groups, and other interested organizations, as well as internal groups and regulatory bodies. This was accomplished through interviews, focus groups, and an online survey. The following themes emerged from the consultation:

Policy-Related

- **Organization and Definitions:** The theme of organization and definitions included streamlining the current Special Events Policy and Procedures Manual, minimizing the number of exceptions in the policy, improving definitions to be more specific, etc.
- **Accessibility:** The theme of accessibility covered reviewing and updating policies and procedures to ensure compliance with the Accessibility for Ontarians with Disabilities Act, focusing on sustainable transportation options, and providing free water.
- **Creation of Supplemental Plans:** This theme was inclusive of requiring events to create a waste and litter management plan and a safety and security plan.
- **Related Policies:** The related policies theme incorporated creating a sound policy that reflected best practices and revising the alcohol policy.

Procedure-Related

- **Administration of Special Events:** This theme included creating a single-entry point for all event bookings, outlining a clear timeline for organizing special events, maintaining limitations on special events, and mapping out an administrative process for how to book an event.
- **Enforcement:** The enforcement theme covered enforcing when events are allowed to set up, developing expectations around parking, and providing clear health and safety expectations.

- **Communication:** This theme incorporated providing templates with guidance on how to complete all plans (e.g., waste and litter management plan) and providing a list of key contacts.
- **Equity:** The equity theme focused on being transparent about the costs and expectations associated with special events.

Other Considerations that Impact Special Events

- **Support for Operators:** This theme included ensuring that guidance and support are provided to special event operators to ensure adherence to policies and procedures and making the procedural manual easier to read and understand.
- **Removing Restrictions:** The removing restrictions theme included recommendations around amplified sound including harmonizing the cut off time for sound in the core and incorporating additional spaces into the policy.
- **Increased Transparency:** The theme of increased transparency recommended further clarity around the availability of event equipment, staff responsible for closing facilities, and how to connect to London Hydro connections.

Policy Revision Criteria

Informed by the results of the consultation, the Special Events Policy was reviewed with the intention of:

- making the policy easier to use and understand;
- streamlining the content and creating consistency;
- reducing barriers for groups to implement special events;
- modernizing the policy to align with current approaches, plans, and legislation;
- being proactive by preventing issues from arising;
- reducing administrative burden; and,
- providing exceptional customer service.

All policy updates were made with these criteria at the forefront of decision-making.

2.5 Summary Policy Revisions

Guided by the insights gathered through the consultation, the following themes summarize the overall updates made to the Special Events Policy:

- a) Housekeeping (removed repetition, aligned to current practice, updated based on current legislation)**
 - Removed content that is better positioned for the Special Events Policy Administrative Procedures Manual.
 - Stated the correlating legislation rather than including the full legislation.
- b) Enhanced proactive measures**
 - Modernized the sound policy.
 - Added requirements for planning documents to be submitted prior to the event, that will be supported by the City of London through templates and capacity building.
- c) Aligned policies to current legislation**
 - Indicated where policies should align with federal and provincial legislation.
- d) Created a single-entry point for all third-party event operators**
 - Included Dundas Place and Neighbourhood Events in the policy.
- e) Maintained current event capacity (i.e., number of days events allowed), but built-in flexibility (i.e., subsequent number of days)**
 - Supported passive use of park space, operational limits, and breaks from amplified sound for residents.
- f) Incorporated enforcement**
 - Increased penalty for not following the sound policies.

2.6 Specific Policy Revisions

Based on the research and consultation, six specific policy revision recommendations emerged, including:

- Administration and Compliance
- Accessibility and Equity
- Climate Action and Greening
- Free Water
- Organizational Capacity
- Safety and Security

The specific policy updates are described in further detail below. For each update, the specific clause in the proposed Draft Special Events Policy is referenced in parenthesis.

Recommendation 1: Administration and Compliance

Specific Policy Updates

- Maintained delegated authority to perform all administrative functions with housekeeping edits (4.1.a)
- Maintained ability to refuse approval for an event and added a new process for applicants to appeal the refusal in writing (4.1.a)
- Added ability to make regulations to prescribe conditions or exceptions which would be available on the City's website to ensure transparency (4.1.a)

Recommendation 2: Accessibility and Equity

Specific Policy Updates

- Events must be compliant with the Accessibility for Ontarians with Disabilities Act and additional specific operational criteria will be included in the Special Events Administrative Procedural Manual (4.5)
- Extended length of events at outdoor downtown core locations (Victoria Park, Harris Park, and Dundas Place) to midnight on Fridays and Saturdays (4.15.a)
- Maintained and clarified Harris Park and Jubilee Square as the only sites for gated/ticketed events (4.18.c, 4.18.g)

Recommendation 3: Climate Action and Greening

Specific Policy Updates

- Added events will promote active and public transportation options to special events (4.8.a)
- Added events over 2,000 attendees will be required to provide bicycle valet parking (4.8.b)
- Updated requirements to submit a waste and litter management plan (4.13.a)

Recommendation 4: Free Water

Specific Policy Updates

- Added events must ensure free drinking water is available at all gated events and allow patrons of these events to bring empty reusable water bottles into the event (4.7.a)
- Added events at sites where water fountains or water bottle filling stations are not located will make best efforts to ensure free drinking water is available (4.7.b)

Recommendation 5: Organizational Capacity

Specific Policy Updates

- Embedded support for capacity building for event organizers to improve planning for accessibility, waste and litter management, sound design, safety and security, and active transportation through templates (4.5.a, 4.8.a, 4.9.a, 4.10.a, 4.13.a, 4.15.e)
- Victoria Park maintains a limit of nine special events with amplified sound per event season (4.18.a)

- Harris Park maintains a limit of 12 days of amplified sound per year, but limits on subsequent days for events are removed (4.18.b)
- Amplified concerts must average 90 dBA LAeq 15 min. or may forfeit \$2,000 security deposit (4.15.d, 4.15.h)

Recommendation 6: Safety and Security

Specific Policy Updates

- Special events must create an emergency management plan (4.9.a)
- Plans from events over 1,000 people will be reviewed by City of London Emergency Management (4.9.b)
- Fire safety policies are maintained and updated including display fireworks and pyrotechnics (4.10 and 4.11)
- Mechanical and electrical rides continue to not be permitted in parks (4.16)
- Events serving alcohol must continue to follow all requirements of the Alcohol and Gaming Commission of Ontario (AGCO) and City of London's Municipal Alcohol Policy (4.14)

3.0 Next Steps

Contingent on Council approval, Civic Administration will implement the following next steps:

- Engage interest holders to provide feedback on the proposed Draft Special Events Policy through Get Involved and a Public Participation Meeting in November 2024.
- Present amended Special Events Policy to the Community and Protective Services Committee in December 2024 based on the results of the Public Participation Meeting and Get Involved.
- Update the Special Events Administrative Procedures Manual based on the updated Special Events Policy.
- Implement revised Special Events Policy and the updated Special Events Administrative Procedures in 2025.

4.0 Financial Impact/Considerations

There is no financial implication to this report.

Conclusion

Special events are critical to the cultural, economic and social fabric of London. The Special Event Policy updates outlined in this report support efforts to ensure Londoners have access to public spaces, services, and supports that increase wellbeing and quality of life. Civic Administration wishes to thank the individuals and groups who shared their insights that formed the foundation of this report. To reduce barriers for community partners to host special events in publicly owned spaces across the city, additional feedback will be gathered, integrated into the draft Special Events Policy, and shared with Council for consideration.

Prepared by: Trevor Johnson, Manager, Special Events

Submitted by: Kristen Pawelec, Director, Community Development and Grants

Recommended by: Cheryl Smith, Deputy City Manager, Neighbourhood and Community-Wide Services

Appendix A: Proposed Special Events Policy



DRAFT Special Events Policy

Policy Name: Special Events Policy

Legislative History:

Last Review Date:

Service Area Lead: Director, Community Development and Grants

1. Policy Statement

- 1.1 This policy outlines the expectations, roles and responsibilities of Event Operators who are planning and operating Special Events on City of London property. The purpose of the Policy is to ensure:
- a) the safety of residents of London, event participants, and public assets;
 - b) that all Federal and Provincial laws and regulations and Municipal By-laws are observed;
 - c) that Special Event applications are treated fairly and in an equitable manner; and
 - d) alignment to the City of London Strategic Plan.
- 1.2 This policy is intended to be read with the Special Events Administrative Procedures Manual found on the City's website which contains greater details regarding the requirements of planning and operating Special Events and is agreed upon by all parties through the Special Events Facility Rental Contract.
- 1.3 The Special Events Policy may also be applied, at the discretion of the Deputy City Manager, to other non-Special Events that occur on City property.

2. Definitions

- 2.1 **Amplified Sound** is any sound created by an electronic device incorporating loudspeakers, including but not limited to, public address systems and music concert sound equipment, and Amplified Concert has a corresponding meaning.
- 2.2 **dba** refers to sound pressure level with an (A) class weighting.
- 2.3 **Event Operator** is an individual, business or organization that enters into a Facility Rental Contract with the City of London for the purpose of executing a Special Event, as defined in this policy, on City of London property.
- 2.4 **LAeq** refers to Equivalent Continuous Sound Pressure Level.
- 2.5 **Neighbourhood Event** is led and operated by neighbourhood residents or groups, held on City of London property, free to attend and open to the public, is non-revenue generating and non-fundraising, attracting less than 300 participants and has a purpose of building community and fostering neighbourhood-based relationships.
- 2.6 **Non-Amplified Sound** is when an event does not use sound amplification equipment, other than a public address system to increase the volume of natural sound levels.
- 2.7 **Point of Reception** means any point on a property where sound originating from a source other than that property is received.
- 2.8 **Pyrotechnics** is the science and craft of creating such things as fireworks, safety matches, oxygen candles, explosive bolts and other fasteners, parts of automotive airbags, as well as gas-pressure blasting in mining, quarrying and demolition.

2.9 Special Event is a one-time, annual, or infrequently occurring event on City of London property that is reserved for exclusive use, attracts more than 300 participants, is open to the public, raises the City's profile, supports its arts and culture agenda and adds economic benefit to the City. A Special Event can include rental of a bandshell, parkland, streets, and roadways.

3. Applicability (states who/what the Policy applies to)

- a) The Special Events policy applies to Event Operators and any other related individual, business or organization operating as part of a Special Event.
- b) All Special Events on City of London property must be authorized by the City of London in accordance with the Special Events Policy. The Deputy City Manager, Neighbourhood and Community-Wide Services approval of a Special Event along with entering into a Facility Rental Contract shall constitute authorization by the City of London.
- c) This policy does not apply in circumstances where a march or parade does not start or finish in a public park.

4. The Policy

4.1 Administration

- a) The administration of this Policy is assigned to the Deputy City Manager, Neighbourhood and Community-Wide Services. The Deputy City Manager, or written designate, has delegated authority to perform all of the administrative functions under this Policy, and without limitation may:
 - i. receive and process all applications for Special Events;
 - ii. issue approvals for Special Events in accordance with the provisions of this Policy and applicable By-laws;
 - iii. impose terms and conditions on approvals in accordance with this Policy; and,
 - iv. refuse to issue an approval, or revoke or suspend an approval, including but not limited to the following grounds:
 - 1. Event endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.
 - 2. Event conflicts with the City of London's Strategic Plan or adversely impacts the City's identity.
 - 3. Event may be averse to public safety or the protection of persons and property.
 - 4. There are reasonable grounds to believe that an application or other documents provided to the Deputy City Manager by or on behalf of the Event Operator contains a false statement or has ceased to be accurate.
 - 5. Activities contrary to or not in compliance with City policies, or by-laws, or provincial and federal laws will be conducted, promoted, or endorsed.
 - 6. The applicant, Event Operator or any partner does not meet, one or more of the requirements of the Special Event Policy or Administrative Procedures Manual.
- b) Where the Deputy City Manager is of the opinion that:
 - i. an application for a Special Event should be approved with terms and or conditions;
 - ii. an application for the Special Event should be refused; or
 - iii. an approval for an application for a Special Event should be revoked or suspended;

The Deputy City Manager should make that decision.

- c) Non-compliance with Special Event policies or the Special Events Administrative

Procedures Manual or any other City of London policies may result in cancellation of future events or refusal to rebook the event.

- d) Where the Deputy City Manager has made a decision under 4.1(b) of this Policy, the Deputy City Manager's written notice of that decision shall be given to the Event Operator Applicant by regular or electronic mail sent to the last address provided by the Applicant and written notice of the decision shall be deemed to have been given on the third day after it is mailed. Service on a corporation may be affected by registered mail to the address of the corporation's head office.
- e) The written notice to be given under 4.1(d) shall:
 - i. set out the grounds for the decision;
 - ii. give reasonable particulars of the grounds;
 - iii. be signed by the Deputy City Manager; and
 - iv. state that the Applicant is entitled to respond in writing, within 10 business days by providing reasons that the decision should be revised.
- f) Where reasons are provided in pursuant to 4.1 (e) the Deputy City Manager shall take into consideration the reasons provided in determining whether to revise their decision. The Deputy City Manager will make a determination and advise of their decision in writing. Where no reasons are provided within the required time period, the decision of the Deputy City Manager is final.
- g) In addition to any other function prescribed in this Policy, the Deputy City Manager, or designate may make regulations under this policy including:
 - i. prescribing the format and content of any forms or documents required under this Policy;
 - ii. authorizing special exemptions to the policy for the length or duration of a Special Event;
 - iii. prescribing criteria for any requirements or approval not otherwise specified; and,
 - iv. prescribing operational protocols to affect the spirit and intent of the event in compliance with federal, provincial, and municipal regulations.
- h) The City Clerk shall maintain a record of all regulations prescribed by the Deputy City Manager or designate under this Policy. The record of all regulations shall be available on the City's website.

4.2 Requirements of Event Operators

- a) The Event Operator shall comply with the requirements of the Special Events Administrative Procedures Manual, and all Provincial, Federal, and Municipal legislation, by-laws and regulations.
- b) The Event Operator is required to provide evidence of all licenses/permits necessary to operate the event.
- c) It is the responsibility of the Event Operator to ensure that all third-party contractors, service providers, and vendors participating in the event comply with 4.2 a) and b).

4.3 Insurance

- a) The Event Operator must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance form. Evidence of insurance must be provided to the Special Events Manager or designate no less than 10 days prior to the event. The Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London 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-named, 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 on City property in

connection with the Special Event.

- b) An amount between \$5 million and \$2 million may be permitted at the sole discretion of the Special Events Manager or designate in consultation with the Manager of Risk Management.
- c) The Corporation of the City of London 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 (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).

4.4 Fees

- a) All fees must be paid before the event occurs, unless otherwise indicated.
- b) Notwithstanding that fees will be paid prior to the event; some fees may be applied retroactively.

4.5 Accessibility

- a) Event Operators will comply with the Accessibility for Ontarians with Disabilities Act (AODA).

4.6 Non-Profit and Profit Events

- a) Solicitation of funds during Special Events is prohibited without written permission from the City of London.
- b) Any Event Operator using the City of London property may be required to complete and submit a business plan, event summary report and event financial statement report in a format that is acceptable to the City.

4.7 Water

- a) Event Operators will ensure free drinking water is available at all gated Special Events and patrons at these events shall be permitted to bring empty reusable water bottles into the event.
- b) Event Operators will make best efforts to ensure free drinking water is available at sites where water fountains or water bottle filling stations are not located.

4.8 Transportation to Events

- a) Event Operators will promote active and public transportation options for the public to attend Special Events and encourage off site temporary vehicle for hire pick up and drop off locations.
- b) Event operators will provide bicycle valet parking for special events with audiences greater than 2,000 people per day. Special Events with audiences less than 2,000 people per day shall make best efforts to provide bicycle valet parking.

4.9 Emergency Management Plans

- a) All Special Events will develop and provide an Emergency Management Plan, in a format that is acceptable to the City, 10 business days prior to their event.
- b) Submitted Emergency Management Plans for Special Events with audiences greater than 1,000 people per day will be reviewed by City of London Emergency Management prior to final approval.

4.10 Fire Safety

- a) A Fire Safety Plan is required for tents in excess of 30m² (320 Sq. Ft.). This plan must be submitted 10 days before the event for approval by the London Fire Department and posted in a conspicuous location.
- b) Use of open flame devices is not permitted unless approved by the London Fire Department.
- c) Event Operators will identify and maintain a 6 metre (20 feet) accessible lane for emergency vehicles through any Special Event temporary road closure. This lane will remain unobstructed during the event unless otherwise agreed upon by London Fire Department and London Police Service.
- d) No tents, awnings, or other similar structures shall be installed, or located on the traveling portion of any public roadway, or on any private roadway/laneway serving a multi-unit development that is designated and posted as a Fire Access Route. Immediate access must be provided upon demand to all emergency vehicles.

4.11 Fireworks and Pyrotechnics

- a) Event Operators who plan to discharge fireworks must follow the London Fireworks By-Law and receive a Display Fireworks Permit from the London Fire Department.
- b) Event Operators who plan to utilize Pyrotechnics must follow the City of London's [Fireworks By-Law – PW-11](#) and receive a Pyrotechnics Permit from the London Fire Department.

4.12 Ingestible Items and Food

- a) All Event Operators offering food which is prepared, served, provided and/or offered to the public, must comply with all Middlesex London Health Unit policies.

4.13 Waste Management

- a) Event Operators are responsible for submitting a Waste and Litter Management Plan as per the requirements outlined in the Special Events Administrative Procedures Manual to the City a minimum of 15 business days prior to their event.
- b) Event Operators are responsible for all costs associated with collection and disposal of waste and litter generated on the event site.
- c) Additional waste collection and diversion requirements outlined in the Special Events Administrative Procedures Manual must be followed for events meeting specified criteria including, but not limited to, event location, anticipated attendance, and event duration.

4.14 Alcohol

- a) Event Operators selling or serving alcohol must follow all requirements stipulated by the Alcohol Gaming Commission of Ontario (AGCO); and the City of London Alcohol Policy.

4.15 Sound at Special Events

- a) Amplified Sound and Non-amplified Sound for Special Events will be limited to the hours of 9:00 a.m. to 11:00 p.m., with the exception of Special Events taking place on Fridays and Saturdays in Victoria Park, Harris Park and Dundas Place which will be limited to the hours of 9:00 a.m. to 12:00 a.m., allowing for a fifteen-minute grace period.
- b) In the event of exceptional circumstances, the Deputy City Manager, or designate, is authorized to extend the hours of amplified sound for Special Events to a maximum extension of 45 minutes.
- c) Amplified Sound is permitted at Special Events on New Year's Eve until 12:00 a.m.

- d) Sound levels during Amplified Sound Special Events will average no more than 90 dBA LAeq 15 min. as measured [distance from/at any] Point of Reception.
- e) All Special Events with anticipated audiences greater than 1,000 people per day will develop and provide a Sound Design Plan, in a format that is acceptable to the City, 10 business days prior to their event.
- f) When required, Event Operators will provide a digital sound file from the event's sound engineer to confirm the decibel average for the event.
- g) City of London staff may monitor and document decibel levels with a decibel sound meter at Points of Reception regularly during events with Amplified Sound.
- h) All Event Operators having Amplified Sound will be required to post a \$2,000 security deposit. Noise violations during the Special Event (as determined solely by the City), will result in the deposit being forfeited.
- i) At the Deputy City Manager's discretion, the Event Operator may be required to monitor the sound levels resulting from the event and inform surrounding neighbours about their upcoming Special Event.

4.16 Mechanical or Electrical Rides and Inflatables

- a) Mechanical or electrical rides are not permitted within parks without prior written approval.
- b) Inflatables may be permitted with prior written approval.
- c) Vehicles and trailers associated with mechanical or electrical rides and inflatables are not permitted to remain inside the park after set-up.

4.17 Temporary Street Closures for Special Events

- a) Temporary street closures for Special Events and Neighbourhood Events may be approved by completing the Temporary Street Closure Approval process including requiring approval from 66% of residents and/or property owners and/or business owners on the street proposed to be closed with the exception of Dundas Place.
- b) In the case of a Business Association or similar organization making application on behalf of its members, the association will not be required to submit a petition as provided in sections 4.17(a) unless the area being requested for closure is outside or partially outside of the boundaries of the organization.
- c) The Event Operator must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance, evidence of insurance must be provided to the Manager of Special Events or designate no less than 10 days prior to the event. The Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London 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-named, 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 on City property in connection with the Neighbourhood Event.
- d) Closure of the flex street roadway through Dundas Place does not require a signed closure petition and will be approved by the Deputy City Manager or designate.
 - i. Businesses fronting onto Dundas Place must be notified of any event closing the street.
 - ii. Market Lane is included as event space within Dundas Place.

- e) Additional fees may be applied to the Event Operator's contract in the event parking metres exist within the portion of the street being temporarily closed for a Special Event.

4.18 Requirements Specific to Event Spaces and Types

- a) Victoria Park will be limited to nine Special Events with Amplified Sound per year between June 1st and Labour Day.
- b) Harris Park will be limited to 12 days of Special Events with Amplified Sound per year.
- c) Harris Park may be used for gated/ticketed Special Events provided the Event Operators are, or support through a portion of the event proceeds which may be determined by the City, local registered charities or not-for-profit groups who meet the criteria to host a gated/ticketed event, and provided that the Event Operators will adhere to certain requirements including but not limited to:
 - i. maintaining free access at all times to a portion of the park used for events;
 - ii. providing free drinking water and allowing patrons to bring empty reusable water bottles into the event;
 - iii. maintaining unrestricted and unimpeded public access to all public pathways and bike paths; and
 - iv. sale of tickets to the event are through a bonded ticket agent.
- d) Amplified Concerts are not permitted at Labatt Park, and Springbank Park (except Storybook Gardens).
- e) Springbank Park will be limited to five Non-amplified Sound events per year, and they will not occur on consecutive weekends.
- f) Springbank Park may not be used as the start/finish of a walk/run/wheel/roll-a-thon route from June 1st to Labour Day, however it may still be used as part of the walk/run/wheel/roll-a-thon route during this time.
- g) Event Operator requests to use Jubilee Square and Budweiser Gardens parking lot must be supported in writing by Budweiser Gardens management, and Jubilee Square may be used for gated/ticketed Special Events.
- h) Event Operator requests to use Queens Park will be submitted to the Western Fair Association, who will provide the City of London a courtesy communication to keep them informed on what is occurring.
- i) Events in McKillop Park associated with the Cancer Survivor Garden, must be supported in writing by the London Home Builders Association.
- j) Events using the Peace Garden will be limited to events honouring the Tolpuddle Martyrs and/or First Nations.
- k) From November 1 to November 11, the issuance of Special Event permits related to public streets, or city owned property will be restricted to those activities which are directly related to the honouring of Canada's veterans and organized in partnership with veteran's organizations.

4.19 Rebooking Special Events

- a) Events in good standing from the previous year shall be offered the first opportunity to rebook their event on those dates in the subsequent year, but the City does not guarantee the availability of any requested dates.



Special Events Policies and Procedures Manual

Policy Name: Special Events Policies and Procedures Manual

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-142-394); Amended June 26, 2018 (By-law No. CPOL.-293-284); Amended January 29, 2019 (By-law No. CPOL.-142(a)-40); Amended October 13, 2020 (By-law No. CPOL.-142(b)-214); April 12, 2022 (By-law No. CPOL.-142(c)-114); Amended July 25, 2023 (By-law No. CPOL.-142(d)-227); Amended April 2, 2024 (By-law No. CPOL.-142(e)-75)

Last Review Date: July 25, 2023

Service Area Lead: Director, Community Development & Grants

1. Policy Statement

Purpose

- 1.1. Background - Each year The Corporation of the City of London receives many requests from individuals and groups to operate Special Events on City of London property
- 1.2. Support Statement - The Corporation of the City of London recognizes Special Events as an important part of London's quality of life and as providers of affordable entertainment to its citizens. It is also recognized that Special Events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the City of London.
- 1.3. Special Events Policies are designed to help the Special Event Operator effectively use the requirements that are in place to plan and execute a successful Special Event.

Successful events do not just happen; they are a result of:
 - Responsible leadership;
 - Careful planning;
 - Good organization;
 - Provisions against the unexpected; and,
 - Methodical 'follow through' and evaluation.
- 1.4. Purpose - The purpose of the Special Events Policies is to incorporate into one document the Council. Approved policies for operating Special Events on City of London property, streets and roadways.

The Policies may also be used at the discretion of the Deputy City Manager, applied to other non-Special Events that occur on City property.
- 1.5. In addition to the Special Events Council Policies, the Special Event Operator shall comply with all of the applicable requirements contained in the current Special Events Administrative Procedures Manual ("Administrative Procedures"), which can be found on the City of London website at [City of London - Special Event Planning](#). The Special Event Operator shall ensure the required certificates/documents are available for review by the City, and/or appropriate agency, when requested. If the Special Event Operator fails to comply with this requirement, they may be subject to appropriate action as determined by the Deputy City Manager, including terminating the Facility Rental Contract to use City property.
- 1.6. This Policy will align with the City of London's Strategic Plan.

- 1.7. Goals - The primary goal for the Special Events Council Policies and the Administrative Procedures is to create an “event friendly” atmosphere for the delivery of events in the City of London.
- 1.8. Objectives - The specific objectives are as follows:
- a) Ensure all City interests are met to protect public assets and citizens of London;
 - b) Ensure that all Federal and Provincial laws and regulations and Municipal by-laws are observed;
 - c) To work closely with Tourism London in promoting London as the premiere place to hold Special Events;
 - d) Provide logistical assistance to Special Events operation on City of London property, streets and roadways;
 - e) Ensure that Special Event applications are treated fairly and in an equitable manner;
 - f) To establish contracts for the use of City of London property, streets and roadways, between the Special Event Operator and The Corporation of the City of London;
 - g) To seek advice through the Special Events Co-ordinating Committee on Special Events applications, as required, and conduct an annual review of the Special Events Policies.

2. Definitions

- 2.1. **Amplified Sound** - is any sound created by any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers intended for the production, reproduction or amplification of sound, including but not limited to a radio, television, amplifier, loud speaker, public address system, sound equipment.
- 2.2. **Crescendo** - means a passage gradually increasing in loudness or intensity
- 2.3. **Non-amplified Sound** - for purposes of this policy, 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.
- 2.4. **Performance** - means an act or successive acts having a break of less than one hour between the acts, per stage. For greater clarity, this means there could be several performances per day (examples: multiple stages happening at one time in the park, and/or a break longer than an hour in duration at a specific stage).
- 2.5. **Special Event** - a one-time, annual, or infrequently occurring event on City of London property that is reserved for exclusive use, which raises the City’s profile, supports its arts and culture agenda, and adds economic benefit to the City from a tourism perspective.

No Special Event may occur unless the City approves of the Special Event, and the Special Event Operator enters into a Facility Rental Contract for the use of the City facility.

The Special Event Operator must also comply with applicable legislation, including municipal By-laws (including the Zoning By-law, the Parks & Recreation Area By-law, and the Streets By-law). The City may require the applicant to comply with any or all of the sections in this Policy.

Special Events can include:

- 2.5.1. **Bandshell Rental** - Event Bandshell bookings (Harris Park, Springbank Gardens and Victoria Park) may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience.
- 2.5.2. **March, Parade or Walk** - A one-off or recurring sporting, cultural or other type of march, parade, walk or run that does not utilize the City of London's properties as the start or finish of the event.
- 2.5.3. **Neighbourhood Park Event** - Information on how to book a Neighbourhood Park Event can be found at [City of London - Neighbourhood Event Booking](#).
- 2.5.4. **Neighbourhood Street Closure Event** - A Neighbourhood Street Closure Event, where members of a single street(s) congregate, either to observe an event of some importance or simply for mutual enjoyment. Members of the general public are not invited to attend.

These events will not be permitted during the annual week-long Western Fair, annual orientation events and campus life events that are held at the University of Western Ontario, affiliated colleges and on campus at Fanshawe College, during the duration of Home Coming Activities or on Saint Patrick's Day.
- 2.5.5. **Signature Event** - A one-off sporting, cultural or other type of event that impacts the municipality or region and attracts a large number of international and domestic visitors and participants with a high global media profile with a substantial economic and business benefit for the host destination (Examples: World Figure Skating Championship, Sesquifest)

3. Applicability

Powers of the Deputy City Manager

- 3.1. Administration – The administration of this Policy is assigned to the Deputy City Manager, Neighbourhood and Community-Wide Services, or their written designate. ** The Deputy City Manager shall generally perform all of the administrative functions under this By-law, and without limitation may:
 - a) receive and process all applications for Special Events;
 - b) issue approvals for Special Events in accordance with the provisions of this Policy and applicable By-laws;
 - c) impose terms and conditions on approvals in accordance with this Policy;
 - d) refuse to issue an approval, or revoke or suspend an approval, in accordance with this Policy.

**The Deputy City Manager has designated the Manager of Special Events for the purpose of administering this Council Policy.
- 3.2. The approval of a Special Event along with entering into a Facility Rental Contract shall constitute authorization of the Deputy City Manager for the purposes of the City of London's Parks & Recreation Area By-law.
- 3.3. The power and authority to refuse to issue an approval, to cancel, revoke or suspend an approval, to impose terms and conditions, including special conditions, on an approval, or to exempt any person from all or part of this Policy are delegated to the Deputy City Manager.
- 3.4. The Deputy City Manager may refuse to issue an approval, or may revoke or suspend an approval, or impose a term or condition on an approval, on any one or more of the following grounds:

- a) the event endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability,
- b) there is another event booked at the venue;
- c) the event conflicts with the City of London's Strategic Plan or adversely impacts on the City's identity;
- d) in the Deputy City Manager's opinion, event participants and patrons have not been or will not be adequately safeguarded;
- e) in the Deputy City Manager's opinion, the security and protection of all venues have not been or will not be adequately safeguarded;
- f) in the Deputy City Manager's opinion, activities which are contrary to City policies or by-laws, or provincial or federal laws will be conducted or promoted;
- g) all regulatory approvals have not been obtained (i.e. alcohol, lottery licence, etc.);
- h) the application was not submitted in a timely manner, as determined by the Deputy City Manager (with the minimum submission deadline being at least two weeks prior to the event);
- i) the applicant or Special Event Operator does not have or will not provide evidence of required insurance;
- j) the applicant or Special Event Operator does not have or will not provide evidence of any required liquor licence;
- k) the applicant or Special Event Operator will not provide documentation or information as may be required in any other part of this Policy, or by the Manager of Special Events (including but not limited to event financial statements);
- l) the conduct of the applicant, or any partner, officer, director, employee or agent of the applicant, affords reasonable cause to believe that the applicant will not carry on his or her business in accordance with the law or with honesty or integrity;
- m) the applicant is carrying on activities that are contrary to the Special Events Policies, Special Events Administrative Procedures Manual or are in contravention of the Zoning By-law, Parks & Recreation Area By-law, "Streets By-law, ""Boulevard Tree Protection By-law", or any other applicable law;
- n) the applicant is carrying on activities that are contrary to the Special Events Policies, Special Events Administrative Procedures Manual or are in contravention of the Zoning By-law, Parks & Recreation Area By-law, Streets By-law, or any other applicable law;
- o) there are reasonable grounds to believe that an application or other documents provided to the Deputy City Manager by or on behalf of the applicant contains a false statement;
- p) any information contained in the original application form, or any other information provided to the Deputy City Manager, has ceased to be accurate and the Special Event Operator has not provided up-to-date accurate information to the Deputy City Manager to allow the Deputy City Manager to conclude that the approval should continue;
- q) an applicant or Special Event Operator does not meet, at any time, one or more of the requirements of the Special Events Policies, Special Events Administrative Procedures Manual, applicable By-law, or any conditions imposed on the approval;
- r) the applicant or Special Event Operator is not in compliance with a federal or provincial law, or City By-law;

- s) the applicant, Special Event Operator, or any partner, officer or director has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences), VII (Offences Against Persons) or IX (Offences Against Property) of the Criminal Code of Canada, R.S.C. 1985, c. C-46, as amended, or any other criminal convictions in the preceding five (5) years;
 - t) the applicant or Special Event Operator has been convicted of any other criminal offence for which, in the opinion of the Deputy City Manager, it would not be in the interest of public safety to issue an approval.
- 3.5. Notwithstanding any other provision of this Policy, the Deputy City Manager may impose terms and conditions on any approval any time during the term of the approval, including special conditions, as are necessary in the opinion of the Deputy City Manager's to give effect to this Policy.
- 3.6. The City of London reserves the right to refuse to enter into a Facility Rental Contract with respect to any application for an event on the City of London property.

1. The Policy

General Policies

- 4.1. All legislation, by-laws and regulations must be adhered to by the Special Event Operator.
- 4.2. The Special Event Operator is required to adhere to all Special Events policies. 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, including termination of the Facility Rental Contract.
- 4.3. The Special Event Operator is required to provide evidence of all necessary licenses/permits required to operate the event.
- 4.4. Major Special Events will be allocated a maximum of 40 combined support hours per event for electrical hook ups. The Special Event Operator will be billed for each hour of work thereafter at the appropriate rate. This policy does not apply to the Budweiser Gardens venue.
- 4.5. Solicitation of funds during Special Events is prohibited without written permission from the City of London. 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 on an unobtrusive, strictly voluntary basis.
- 4.6.
 - a) If an event operates successfully and in compliance with the requirements of this Policy, the Special Event will be given priority consideration to reserve the use of the City of London property, streets, roadways, showmobile for the same date(s) and/or weekend the following year (however if there are extenuating circumstances, the City may be unable to provide such priority consideration).
 - b) Occasionally an event is operated in proximity to a specific weekend or holiday. The City 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, but the City does not guarantee the availability of any requested dates for subsequent years).
 - c) The City of London does not accept tentative bookings or hold facilities and any request must include a specific date and time frame to a maximum of three.

4.7.

- a) In the event a Special Event is sold or discontinued, and a new Special Event Operator wants to purchase or revive the event, the property and date(s) are not automatically transferred to the new Special Event Operator. The new Special Event Operator must make a new application for the event. The City does not guarantee the availability of any requested dates for subsequent years.

The Special Events review process will take into consideration the new Special Event Operator's request to continue on the same date and location.

- b) In the event a Special Event is discontinued, and the existing Special Event Operator wishes to operate a new event, the Operator must make a new application to the City for the proposed new event. The property and date(s) are not automatically transferred to the existing Operator. The Special Events Coordinating Committee will take into consideration the existing Special Event Operator's request to continue on the same date and location with a new Special Event; however, it will be treated as a new application.

4.8. Hot air balloons will not be allowed to launch from any City of London property adjacent to the City of London property used during a Special Event without the permission of the City of London and the Special Event Operator.

4.9. When having inflatables at a Special Event: The Operator must show copies/proof of the insurance and licenses (item a, b, c, d) from the inflatable provider to the City 7 days prior to their event.

- a) Evidence of \$5 million dollars in general liability insurance, including bodily injury and property damage. The coverage contains no exclusionary clauses with respect to the use of the devices(s) at the rental event and is valid throughout the date of the event.
- b) Copy of Ontario Amusement Device License which is valid throughout the date of the event.
- c) Copy of Ontario Amusement Device Permit (one permit per device) which is valid throughout the date of the event.
- d) Copy of Ontario Amusement Devices Mechanic Certificate, with an ADM-I Certification, issued under the Technical Standards and Safety Act, which is valid throughout the date of the event.
- e) Inflatable amusement devices will be installed by the Provider by a licensed mechanic or by a mechanic-in-training under the supervision of the licensed mechanic.
- f) Supervision of inflatable amusement devices will be provided on site for each device operated, from set up until tear down by trained attendants provided by the Provider of the device.
- g) All employees of the Provider are insured under Workplace Safety and Insurance board coverage.
- h) It is understood and agreed the Facility or Park Supervisor has the right to shut down the inflatable device or the rental if compliance of any of the above conditions is not evident during the rental period.

4.10. The Special Event Operator is required to submit an Emergency Plan at least 10 days prior to their event. The emergency plan should identify potential risks and provide information on how the Operator will respond to those risks (e.g. severe weather and notification system and evacuation plan).

4.11. Special Events that feature performances on a bandshell or main stage should provide access and provide a designated wheelchair accessible area for viewing by patrons with

a disability. (Special Events Administrative Procedures Manual - How to Plan Accessible Outdoor Events).

- 4.12. In order to mitigate the potential for aggressive behavioural issues that might arise at Special Events booked through the City of London, the London Police Service in conjunction with the Special Event Operator and the Deputy City Manager may develop security strategies appropriate for the event. The Deputy City Manager may require the Special Event Operator to hire paid duty uniformed police officers and/or licensed security personnel in numbers reflecting the risk level established in the event evaluation or as determined by the Deputy City Manager.
- 4.13.
- a) Groups who intend to gather at the Cenotaph for a purpose and decorum consistent with the symbolism of the Cenotaph, and Council Policy, must notify the City of London, City Clerk's Office, by letter, no later than two weeks in advance of the Special Event.
 - b) From November 1 to November 11, the issuance of special events permits related to parades on public streets, or city owned property will be restricted to those activities which are directly related to the honouring of Canada's veterans and organized in partnership with veteran's organizations.
- 4.14. No person shall carry on retail sales within the vicinity of the Cenotaph, more particularly described as the portion of the northerly half of the road allowance for Dufferin Avenue lying 30 meter west of the centre line of the road allowance for Wellington Street and that portion of the westerly half of the road allowance for Wellington Street lying 30 meters north of the centre line of the road allowance for Dufferin Avenue. (City of London Bylaw S-1).
- 4.15. In order to reduce the environmental impacts of balloon releases into the atmosphere: the release of mylar balloons at permitted events hosted on City properties (parklands, parking lots, streets) is not permitted. The release of latex balloons only if they have biodegradable attachments or closures is permitted.

City of London Restrictions on Use of Certain Parks

- 4.16. Only Neighbourhood Association/Community Associations will be permitted to use Neighbourhood Parks (as defined in the City's Planning Division, Parks Planning List of Park Class) for Special Events.
- 4.17. McKillop Park: Events in McKillop Park associated with the Cancer Survivor Garden, must obtain written approval from the London Home Builders Association. Such events must be open to the public, must allow for entry and access without cost, and must be approved by the Deputy City Manager. The individual, group or association must enter into the Facility Rental Contract for such events and will be required to provide the required insurance coverage and fees for those events.
- 4.18. Queens Park: Only the Western Fair Association can rent Queens Park.
- Any additional amenities, garbage bins, picnic tables required for the site will be requested by the Western Fair on behalf of the event and charged to the Special Event Operator. Any additional permitting, SOP's, exemptions, tent permits, etc., would still be the responsibility of the Operator.
- The Western Fair will provide the City of London a courtesy communication to keep them informed on what is occurring.
- 4.19. Peace Garden: Rental of the Peace Garden will be limited to events associated with Tolpudde, and/or the First Nations Community.

Policies for the Use of Victoria Park

In order to minimize site impacts in Victoria Park due to Special Events, the following policies are adopted and must be implemented by the Special Event Operator:

- 4.20. Victoria Park will be limited to nine major Special Events with produced amplified concerts per year between June 1st and Labour Day in September.
- 4.21. An Event Site Plan will be developed in conjunction with each Special Event Operator to develop plans that optimize concession placement and minimize site impacts associated with tree and turf health.
- 4.22. Alcoholic beverages may be allowed in Victoria Park under the following conditions:
- a) The Special Event Operator will work with staff to identify preapproved locations for the beer garden(s) in the park.
 - b) The Operator will work with City staff to incorporate an unobstructed unlicensed viewing area representing a minimum of 25% of the unobstructed viewing area for all ages, including accessible viewing and emergency response.
 - c) Any beer garden inside the park must be all ages unless a restriction has been placed on the permit by the Registrar of Alcohol and Gaming.
 - d) There is a limit of a total of 1,440 m² of licensed area inside the park, how the square meters are divided up is at the discretion of the Operator in consultation with the City.
 - e) The Operator must apply for a liquor license and comply with all the Alcohol and Gaming Commission regulations.
 - f) Compliance with the City of London's Alcohol Policy
 - g) Having a beer tent in the park does not preclude the Special Event Operator from having one on the road.
 - h) All orders for liquor must be served before 10:45 pm (11:45 pm for New Year's Eve). All liquor must be cleared by 11:30 pm (12:30 am for New Year's Eve). This includes the clearing of all glasses and bottles off the tables.
- 4.23. In order for the park to rejuvenate, the City of London will strive to allow 10 days between each major event in Victoria Park.
- 4.24. Parking of cars, trucks, food stock trailers, or sleeping quarters are not allowed in Victoria Park.
- 4.25. All vehicular traffic must cease within Victoria Park one hour before start of any part of the event. (E.g. sale by vendors, opening of exhibits, etc.) Any vehicles in Victoria Park without permission/permit from the Manager of Special Events or designate will be towed from Victoria Park at the owners' risk and expense. The Special Event Operator will be subject to a \$50 per vehicle administration fee for each vehicle towed or vehicles left parked in the park at the start of an event, and owners or drivers of the vehicles may be subject to a ticket from Parking Enforcement.
- 4.26. No mechanical or electrical rides will be permitted on the grass; ONLY inflatables or games may be permitted.
- Vehicle and trailers associated with amusement devices/inflatables will not be permitted inside the park (must be parked on the road or in parking lot).

Policies for the Use of Springbank and Harris Park

- 4.27. Springbank Park:
- a) No events may be staged in Springbank Park from June 1st to Labour Day. Springbank Park may not be used as the start/finish of a walk/run/wheel/roll-a-thon route from June 1st to Labour Day, however it may still be used as part of the walk/run/wheel/roll-a-thon route during this time.

- b) Will be limited to five non-amplified concerts per year (not more than two hours in length), and they will not occur on consecutive weekends. Non-amplified Sound: for purposes of this policy, 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.
- c) No amplified concerts are allowed in Springbank Park (with the exception of Storybook Gardens).
- d) Non-amplified sound for a Special Event will not start before 9 a.m.
- e) Alcoholic beverages are not allowed in the park for any event.

4.28. Springbank Gardens Site:

- a) All events with sound and/or pre-recorded sound will not exceed a sound decibel pressure 70 decibels beyond 30m (100 feet) from the stage. The decibel level within the 30m zone, shall be at the discretion of the Special Event Operator, however sound equipment and speaker placement should be designed such that the 70-decibel level is not exceeded at the 30m (100 feet) limit.
- b) Sound and pre-recorded sound shall not start before 9:00 a.m. and shall end by 11:00 p.m.
- c) The Corporation of the City of London staff will monitor and document the decibel levels with a decibel sound meter once every ½ hour during the event. Non-compliance could result in cancellation of future events held by that Special Event Operator.

4.29. Harris Park:

- a) Will be limited to 5 major Special Events (4 consecutive days in length) totaling no more than 12 days combined of amplified concerts per year. (Example: 24-hour relay, event #1, 1 concert day; Canada Day, event #2, 3 concert days; Rock the Park event #3, 3 concert days with 5 days remaining).
- b) Harris Park may be used for a gated event only under the criteria as set out in Section 12 of this Policy.
- c) The Type of Use of the Harris Park Pavilion must be approved prior to the event by the Manager of Special Events.
- d) Notwithstanding part (a) above, the “*Rock the Park 20 – July 24*” event is permitted the use of Harris Park for 5 consecutive days July 9 to July 13, 2024.

Insurance, Indemnity & Financial Security

4.30.

- a) The Special Event Operator must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance form. Evidence of insurance must be provided to the Special Events Manager or designate no less than 10 days prior to the event. The Special Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London 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-named, 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 on City property in connection with the Special Event.

An amount between \$5 million and \$2 million may be permitted at the sole discretion of the Special Events Manager or designate in consultation with the Manager of Risk Management.

The Corporation of the City of London 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 (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).

- b) The Special Event Operator may be required to post a security bond 60 days prior to the event. The amount of the security 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.
- c) Any Special Event Operator using the City of London property may be required to submit an audited event statement.

Sound Policy

4.31. The sound for Special Events will be limited to the hours of 9:00 a.m. to 11:00 p.m. allowing for a fifteen-minute grace period to end at 11:15 p.m. *Exemption:*

- a) *New Year's Eve Event will be limited to the hours of 9:00 a.m. – 12:00 midnight*
- b) *New Year's Eve Event in Victoria Park is exempt from subsections 11.1(a), and 11.2 of the Special Events Policies with respect to posting security for noise violations and with respect to exceeding decibel levels*
- c) *Announcements for the gathering of participants, on your mark, get set go and the singing of the national anthem at sporting events (note sound level not to exceed 90 db between 8:00 am –9:00 am). All other sound (i.e.: music could not begin until 9:00 am)*
- d) *Sound on March 14, 15, 16, 17, 2019 from the outdoor stage at Budweiser Gardens Parking Lot during 2019 JUNO Week will be limited to the hours of 9:00 a.m. to 2:00 a.m. of the following day*

4.32.

- a) All Operators of Special Events having sound will be required to post \$500 security (cash or letter of credit). If there are no noise violations during the Special Event, the security will be returned. However, if there are noise violations during the Special Event (as determined solely by the City), the security will be forfeited.
- b) If sound arising from a Special Event does not comply with the Special Events Policy, the provisions of the City of London's Sound By-law apply, and any person failing to comply with the Sound By-law shall be subject to By-law prosecution.

4.33. All concerts shall not exceed a sound pressure 90 decibels beyond 30m (100 feet) from the front edge of the stage, with the allowance for a maximum of 5 crescendos, per performance. The decibel level within the 30m zone, shall be at the discretion of the Special Event Operator, however sound equipment and speaker placement should be designed such that the 90 decibel is not exceeded at the 30m limit, with the allowance for a maximum of 5 crescendos, per performance.

4.34. The Corporation of the City of London staff may monitor and document the decibel levels with a decibel sound meter at least once every ½ hour during the concert. Non-compliance could result in cancellation of future events held by that Special Event Operator and forfeiture of the security (cash or letter of credit).

4.35. Labatt Park: Will not be used for amplified concerts.

4.36. Harris Park:

- a) Will be limited to 5 major Special Events (4 consecutive days in length) totalling no more than 12 days combined of amplified concerts per year.
- b) To limit sound carrying along the river, staging of all amplified concerts will be directed to set-up at the north end of the park with staging facing to the south.
- c) No sound from the Special Event shall project straight out over the crowd and park property. Special Events staff reserves the right to order adjustments to speakers.
- d) Notwithstanding part (a) above, the “*Rock the Park 17- July 2022*” event is permitted the use of Harris Park for 5 consecutive days July 13 to July 17, 2022.

4.37. Victoria Park:

- a) Will be limited to nine Special Events with produced amplified concerts between June 1st and Labour Day in September.

4.38. Springbank Park:

- a) Will be limited to five non-amplified concerts per year (not more than two hours in length), and they will not occur on consecutive weekends.
- b) Non-amplified sound for a Special Event shall not start before 9:00 a.m.
- c) No amplified concerts will be allowed in Springbank Park (with the exception of Storybook Gardens).

See section 4.28 for sound provisions for Springbank Gardens.

4.39. At the Deputy City Manager’s discretion, 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 Operators can immediately address any neighbourhood concerns;
- b) a synopsis of the history, purpose and not-for-profit/charitable and economic benefits of the event.

4.40. The Manager of Special Events, or written delegate, is authorized to extend the hours of amplified sound for Special Events beyond 11:00 p.m., to a maximum extension of 45 minutes, if one or more of the following has caused a delay to the start of the performances:

- a) a rain delay occurs on the day of the Special Event;
- b) a power failure delay occurs on the day of the Special Event;
- c) other uncontrollable circumstances (evaluated on a case-by-case basis) occur on the day of the Special Event

Any extension granted shall not go beyond 45 minutes, on any single night, or cumulative throughout a single festival.

Admission Policy

4.41. 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 major Special Event involving a registered local charity/not for profit organization.

4.42. An admission or gate fee may be charged for a Special Event at Harris Park only under the following criteria:

- a) An admission/gate fee will only be considered for local registered charities or not-for-profit groups or organizations;
- b) A business plan may be required to be submitted demonstrating why admission/gate fee charge is required to support their event;
- c) A financial report must be submitted to The Corporation of the City of London, Special Events Manager, within 60 days after the event;
- d) Any event that is permitted to charge an admission/gate fee will not receive any direct financial assistance from The Corporation of the City of London;
- e) The Special Event Operator must maintain free access at all times to a portion of the park used for events;
- f) The Special Event Operator must maintain, at all times during the event, unrestricted and unimpeded public access to all public pathways and bike paths that runs through the City of London parks;
- g) The Special Event Operator must ensure that some components of the event are open to the public free of charges at all times during the event and that these free components reflect the nature of the event and site consideration, all to the satisfaction of the Deputy City Manager of Neighbourhood and Community-Wide Services;
- h) Sale of tickets to a Special Event or concert held on the City of London properties must be through a bonded ticket agent (e.g. Centennial Hall Box Office, TicketMaster, and Children's Festival Box Office).

Policy for Street Closure and Bagging of Meters

4.43. Applicants requesting a temporary street (meaning any part of the municipal road allowance) closure, for any Special Event, must complete the "Request for Temporary Street Closure" form. The City of London Road Closure form can be found on the City of London website at: [City of London - Planning Your Special Event](#).

4.44.

- a) The Manager of Special Events is the principal contact to be used by the applicant for a Special Event Temporary Street Closure. They will initiate the process to approve a Temporary Street Closure via the Environmental Programs and Customer Relations Division, City Hall.
- b) The City Engineer may temporarily close to vehicular traffic any street or portion of a street for a period of not more than 7 consecutive days for social, recreation, community, athletic, or cinematographic purposes, or combination of such purposes (by-law S.7.1.1) and can only be done by the City Engineer or designate.
- c) Where a street or portion of a street has been temporarily closed under the Streets By-law the common law right of passage by the public over the street and the common law right of access to the street by an owner of land abutting the street are restricted, as determined by the City Engineer Streets By-law S.7.1.2.

4.45. To request a temporary street closure, the applicant will be asked to submit a petition signed and approved by:

- a) 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners on the street(s) or blocks(s) proposed to be closed; and/or
- b) 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners located in adjacent blocks that may be affected by the temporary street closure.

The decision whether the residents, business owners or property owners are to be petitioned for the road closure and whether the petition is considered successful will lay solely with the Manager of Customer Relations and Compliance with input from the Manager of Special Events. In the event that the road closure spans more than one block, each block must be petitioned separately unless otherwise approved by the Manager, Zoning and Public Property Compliance.

- 4.46. The applicant will be required to submit a site plan, prepared to scale, showing the road closure. The site plan will indicate the required 6 metre (20 feet) accessible lane for the Fire, Police and emergency vehicles. This lane will remain unobstructed during the event unless otherwise agreed upon by Fire Prevention and the Police Department – Field Services Division. The site plan shall indicate what will be located on the road (amusement rides, stages, booths, etc.) and must be shown to scale. Sign off approval of the plan will be required from Fire Prevention, Police Department – Field Services Division and the Manager, Zoning and Public Property Compliance prior to set up of the event. The site plan should be available to the area residents/owners who are required to sign the road closure compliance form.
- 4.47. Special Event Operators requesting the closure of any section of Dufferin Ave. (Waterloo to Richmond) will not be permitted to close the road prior to 9 a.m. on set-up day (extenuating circumstances may be granted by the Manager of Special Events or designate).
- 4.48. The approval is contingent upon ensuring adequate signage and barricades and providing adequate emergency access at all times to the satisfaction of the Fire Department, the Police, the Emergency (Ambulance) Services, and the City Engineer or designate. Additional permits may be required from the Building Division, City Hall, for erecting tents, booths, etc., within the road allowance
- 4.49. Where parking meters exist within the portion of the street being closed there will be an additional fee that the event holder will pay the appropriate fee per day per space. – a “Meter Bagging Request” form will be filled out by administration. These meters are to be allocated to food vendors first. Exception: Major Special Events which operate for a period of more than one but less than six days and which produce attendance in excess of 5,000 persons for each day of the event may apply to be exempt from the meter bagging charges at Victoria Park.
- 4.50. In the case of a Business Association or similar organization making application on behalf of its members, the association will not be required to submit a petition as provided in sections 13.3 (a) and 13.3 ((b) above unless the area being requested for closure is outside or partially outside of the boundaries of the organization.
- 4.51. In order to close the entrance and egress to Centennial Hall, the Special Event Operator must secure a letter of support from both Centennial Hall and London Life.
- 4.52. Street closures will not be allowed on Central Avenue (between Richmond Street to the west and Wellington Street to the east) for the use of midways/amusement rides/or carnivals.
- 4.53. The Special Event Operator, or designate, must be present on the site during the entire duration of the street closure and have a signed copy of the approved site plan with them.
- 4.54. Possession and/or consumption of alcoholic beverages on the closed portion of the street are prohibited unless it is authorized by the issuance of a Special Occasion Permit by the Alcohol & Gaming Commission of Ontario.

- 4.55. The Special Event Operators are encouraged to approach parking lot Operators, located downtown, to provide assistance for parking during Special Events.
- 4.56. The Special Event Operators are encouraged to advertise parking locations in the vicinity of the event.
- 4.57. Event organizations requesting the closure of Talbot Street between Dundas St. and King St. will not be permitted to close the road prior to 9 a.m. on set-up day (extenuating circumstances may be granted by the Manager of Special Events or designate).
- 4.58. A Special Event Operator will be required to purchase signage decals from the City of London to advertise their street closure. The street closure should be advertised at least two weeks in advance of the Special Event unless otherwise approved by the Manager Relations and Compliance.

Neighbourhood Street Closure Event

The Neighbourhood Street Closure Event Application Form can be found on the City's website at: [City of London - Planning Your Special Event.](#)

All Street Closings must be in conformance with the requirements outlined in the Policy for Street Closure and Bagging of Meters of the Special Events Policies.

- 4.59. The Neighbourhood Street Closure Event Operator/organization must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance, evidence of insurance must be provided to the Manager of Special Events or designate no less than 10 days prior to the event. The Special Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London 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-named, 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 on City property in connection with the Special Event. A blank copy of the certificate can be obtained at the City of London website:

[City of London - Insurance Certificates.](#)

- 4.60. Fee - An administration fee will be applied to each contract.
- 4.61. No person shall have or consume liquor in contravention of the Liquor Licence Act, nor be in an intoxicated condition in contravention of the Liquor Licence Act. It is fully understood that by allowing the closing of this road, no approval is given for the consumption of alcoholic beverages contrary to that Act or being in an intoxicated condition in contravention of that Act. If alcohol is being served at the event the Operator must apply for a liquor license and comply with all the Alcohol and Gaming Commission regulations and comply with the City of London's Alcohol Policy.
- 4.62. Should an emergency arise, the Special Event Operator will ensure clear access for emergency vehicles. All street party activities will cease and resume only when the emergency has been resolved.
- 4.63. Barricades are to be removed at the completion of the street party (as per the contractual agreement) and normal access to your street is to be restored without delay.
- 4.64. The Special Event Operator will ensure that all affected residents will receive advance notification of the temporary street closure so that alternative access arrangements can be made for essential deliveries and/or visits i.e. scheduled medical house calls, etc.
- 4.65. No tents, awnings, or other similar structures shall be installed, or located on the traveling portion of any public roadway, or on any private roadway/laneway serving a multi-unit development that is designated and posted as a Fire Access Route. Immediate access must be provided upon demand to all emergency vehicles. Should

the Special Event Operator wish to erect such a structure on private property. Please note the following:

- a) The Special Event Operator must apply for a tent permit through the Building Division of The Corporation of the City of London at least 10 days prior to the event. If it is a previously approved situation, the minimum lead time is 48 hrs. for a permit. When the tent exceeds 60m² (645 sq. ft.), where bleachers are provided in tents, they will also need an approval for compliance with the Ontario Building Code. Engineered designs are required to be submitted for all bleachers.
- b) If the following size tent is standing alone, they do not require a building permit: 10'x10', 15'x15', 10'x20', 10'x 30', 20'x20', and 20'x30'. If the Special Event Operator is grouping any of these tents together, the total square footage will require a building permit if it exceeds 645 sq. ft., or a space of 10 ft. must be left prior to the starting the next cluster. A permit is required when an individual tent exceeds 60m² (645 sq.). Please Note: While the code requires a 3m clearance between tents, it may be reduced at the discretion of the Chief Building Official; however, one would need to prove to the Chief Building Official that there is no hazard created to the public.

- 4.66. Fire Safety Plan: A Fire Safety Plan is required for tents in excess of 30m² (320 Sq. Ft.) This plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention office will provide a generic safety plan form, appropriate to tent structure for your convenience. Fire Safety Plans shall be approved prior to the event by the London Fire Department.

Portable Fire Extinguishers: Portable fire extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. Further, all fire extinguishers provided must be appropriate for the hazard, deep frying activities require an appropriate class K type that has been serviced in the past 12 months.

Exit Signs: Exit signs are required for each designated exit. Commercially available card type signs are acceptable. Emergency Lighting: Emergency lighting must be provided for any functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

Fire Watch: Where a fire alarm system is not provided in conformance with the Fire Code, a person will be employed for fire watch duty to patrol the area to ensure the means of egress are kept clearly and to enforce the requirements of the Fire Safety Plan.

Smoking and Open Flame: Smoking and the use of open flame devices is not permitted unless approved by Chief Fire Official.

- 4.67. Consideration should be given to not closing too many streets in one area, and that main arterial and collector roads not be closed without further consultation with the Fire Department.
- 4.68. The discharging of unauthorized fireworks and pyrotechnics is in violation of City By-law and, dependent on the type of effect being discharged, could also be in contravention of the Ontario Fire Code. Any applicants proposing this are to consult directly with the Fire Prevention Division at 519.661.2489 x 5222. The discharge of fireworks without prior approval of the Fire Department is strictly prohibited.
- 4.69. The Noise Policy as outlined in Section 11 of the Special Events Policies will apply to the neighbourhood street closure event.
- 4.70. Middlesex Health Unit

All Operators of a Special Event at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

- a) Contact the Special Events Coordinator of the Middlesex-London Health Unit and notify them of the date of the event and the expected number of food vendors that will be attending.
- b) Provide the Special Events Coordinator of the Middlesex-London Health Unit with a final list of food vendors at least two (2) weeks prior to the event.

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:

Contact the Special Events Coordinator of the Middlesex-London Health Unit

Middlesex-London Health Unit
Environmental Health Division
50 King Street
London, Ontario, N6A 5L7
Email: health@mlhu.on.ca
Website: www.healthunit.com
519 663-5317 Ext. 2300
Fax: 519 663-9276

Budweiser Gardens/Jubilee Square

The following policies, in conjunction with the other policies in this Policy, will apply for the use of the Budweiser Gardens Special Events Area (King St. Parking Lot) and Jubilee Square.

4.71.

- a) A letter of support from the management of the Budweiser Gardens confirming the event dates and times is required.
- b) The property rental fee will be waived when an event requires both the inside Budweiser Gardens and outside of the Budweiser Gardens Special Event Area (King St. Parking Lot) and Jubilee Square as part of the event site. The Operator may be required to provide a Certificate of Insurance and enter into a contract with the City of London at no charge.
- c) If an event inside the Budweiser Gardens requires additional spaces for parking, they will be subject to the municipal lot fees unless approved/waived by the Division Manager of Parking & Traffic Signals or designate.
- d) All electrical hook-ups will be performed by the Budweiser Gardens staff and charged to the Special Event Operator.
- e) The Special Event's Admission Policy does not apply to the Budweiser Gardens Special Events Area (King St. Parking Lot).
- f) If Talbot Street is rented/closed for an event the City of London will not book another event in the adjacent Jubilee Square.