

# The Corporation of the City of London

## 2014 Special Events Policies & Procedures Manual

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## Purpose

### 2014 Special Events Policies & Procedures Manual

#### 1.0 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. In 2013, more than 180 special events took place on City 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 Policies and procedures are designed to help the special event operator effectively use the requirements that are in place and to effectively 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 & Procedures Manual is to incorporate, into one manual, policies and procedures used by the various agencies and departments within The Corporation of the City of London to process applications for special events. It will also outline an approved policy regarding the operation of special events on City of London property, streets and roadways, and associated fees and charges for related services provided by The Corporation of the City of London.

The Manual may also be used as reference guide for other non-Special Events that occur on City property.

## **City of London Mission**

### 2014 Special Events Policies & Procedures Manual

#### **2.0 City of London Mission**

At the City of London, our mission is to be "At Your Service" which means that everything we do is focused on achieving the results that matter to our community. These results are identified in Council's Strategic Plan:

- Strong Economy
- Vibrant and Diverse Community
- Green and Growing City
- Sustainable Infrastructure
- Caring Community

## Goals & Objectives

### 2014 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 City of London.
- 3.2 **Objectives** - The specific objectives of the policy are as follows:
- (a) Provide logistical assistance to special events operation on City of London property, streets and roadways;
  - (b) Ensure that Special Event applications are treated fairly and in an equitable manner;
  - (c) Ensure all City interests are met to protect public assets and citizens of London;
  - (d) Ensure that all Federal and Provincial laws and regulations and Municipal by-laws are observed;
  - (e) To work closely with Tourism London in promoting London as the premiere place to hold special events;
  - (f) To clearly outline the environmental standards for special events with regards to waste reduction and waste diversion programs, and to provide assistance to special event operators in the roll-out of these programs at their events;
  - (g) 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;
  - (h) 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 & Procedures Manual.

## Special Events Administration

### 2014 Special Events Policies & Procedures Manual

#### 4.0 Special Events Administration

- 4.1 **Administration** – The administration of this Policy is assigned to the Managing Director, Parks & Recreation, or his or her written designate (“Managing Director”)\*\*. The Managing Director shall generally perform all of the administrative functions under this By-law, and without limitation may:
- receive and process all applications for Special Events;
  - issue approvals for Special Events in accordance with the provisions of this Policy and applicable By-laws;
  - impose terms and conditions on approvals in accordance with this Policy;
  - refuse to issue an approval, or revoke or suspend an approval, in accordance with this Policy.
- 4.2 The approval of a Special event along with entering into a Facility Rental Contract shall constitute authorization of the Managing Director for the purposes of the City of London’s Parks & Recreation Area By-law.

\*\* The Managing Director has designated the Manager of Special Events for the purpose of administering this Manual.

#### Special Events Co-ordinating Committee

- 4.3 **Purpose** - The Special Events Coordinating Committee recommends to the City’s Manager of Special Events any changes to the Special Events Policies & Procedures Manual to ensure that it continues to be a user friendly process for the special event operators. The Committee also makes a recommendation to the City’s Manager of Special Events when a special event operator requests a facility on the same date and location as an existing Special Event. The Committee also hold an annual Public Consultation meeting to allow for public input.
- 4.4 **Composition** - The City of London Special Events Coordinating Committee consists of members of the following organizations in addition to additional resources as required by the City:
- Fire Prevention
  - London Police
  - Environmental and Engineering Services Department
  - Tourism London
  - Community Services Department, Parks and Recreation (Chair)
  - City Clerk’s Office
  - Planning & Development Department
  - Middlesex-London Health Unit
  - Technical Standards & Safety Authority
  - SOCAN

## **Definition of Special Events**

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#### **5.0 Definition of Special Events**

A Special Events is 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 event organizer enters into a Facility Rental Contract for the use of the City facility.

Operators of Special Events 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 must approve the event and the event organizer must enter into a Facility Rental Contract for the use of the City facility. The City may require the applicant to comply with any or all of the sections in this Manual.

Special Events can include:

##### **Local Event**

A one off or recurring sporting, cultural or other type of event that impacts the municipality or a specific community.

##### **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.

##### **March Parade or Walk**

A one off or recurring sporting, cultural or other type of march, parade, walk or run that does not utilize City of London properties as the start or finish of the event.

##### **Event Amenity Rentals**

A one off or recurring private or not for profit event that is renting City of London amenities on private properties for Special Events.

##### **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, Memorial Cup)

## **Applications for Special Events**

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#### **6.0 Applications for Special Events**

- 6.1 Every application for a Special Event approval shall be made to the Managing Director on the forms provided by the Managing Director.  
Without limitation, every application shall include the following information:
- a) the name, municipal address and telephone number of each applicant;
  - b) if the applicant is a partnership, the name, address and telephone number of each partner; and
  - c) if the applicant is a corporation, the address of its head office, and the name, address and telephone number of each director and officer.
- 6.2 The application must be submitted in a timely manner, as determined by the Managing Director, with the minimum submission deadline being at least two weeks prior to an event.
- 6.3 Every person applying for a Special Event approval shall provide in full at the time the application is submitted all of the information requested on the application form as well as:
- a) payment of the non-refundable prescribed application fee;
  - b) if the applicant is a corporation, a copy of the incorporating documentation, a copy of the last initial notice or notice of change which has been filed with the provincial or federal government and a Certificate of Status issued by the Ministry of Government and Consumer Services dated no later than fifteen (15) days prior to the date of the application;
  - c) if the applicant is a partnership, details of each partner's interest in the partnership; and
  - d) any other documentation or information as may be required in any other part of this Manual, or by the Manager of Special Events (including but not limited to event financial statements, certificates of insurance, liquor licence, etc.).
- 6.4 Every application may be subject to investigations by and comments or recommendations from the municipal or provincial departments or agencies as the Managing Director deems necessary including but not limited to:
- a) the London Police Services;
  - b) the Manager of By-law Enforcement.

#### **Issuance of Approvals**

- 6.5 Every approval of a Special Event is subject to the following conditions of obtaining, and continuing to hold an approval, all of which shall be performed and observed by the applicant:
- a) the applicant must pay the Facility Rental Contract fee;
  - b) the applicant must pay all fees and fines owned by the applicant to the City;
  - c) the applicant must enter into a Facility Rental Contract for the Special Event;
  - d) the applicant must meet all the requirements of this Manual and any applicable By-laws.
- 6.6 An approval under this Manual shall be valid only for the period of time for which it was issued, and in any event no longer than one year.



### **Powers of the Managing Director**

- 6.7 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 Manual are delegated to the Managing Director.
- 6.8 The Managing Director may refuse to issue an approval, or may revoke or suspend an approval, or impose a term or condition on an approval, on 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's core values, vision or strategic goals or adversely impacts on the City's identity;
  - d) in the Managing Director's opinion, event participants and patrons have not been or will not be adequately safeguarded;
  - e) in the Managing Director's opinion, the security and protection of all venues have not been or will not be adequately safeguarded;
  - f) in the Managing Director'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 Managing Director (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 Manual, 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 Manual, or are in contravention of the Zoning By-law, Parks & Recreation Area By-law, Streets By-law, or any other applicable law;
  - n) there are reasonable grounds to believe that an application or other documents provided to the Managing Director by or on behalf of the applicant contains a false statement;
  - o) any information contained in the original application form, or any other information provided to the Managing Director, has ceased to be accurate and the Special Event Operator has not provided up-to-date accurate information to the Managing Director to allow the Managing Director to conclude that the approval should continue;
  - p) an applicant or Special Event Operator does not meet, at any time, one or more of the requirements of this Manual, applicable By-law, or any conditions imposed on the approval;
  - q) the applicant or Special Event Operator is not in compliance with any federal or provincial law, or City By-law;
  - r) 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;
  - s) the applicant or Special Event Operator has been convicted of any other criminal offence for which, in the opinion of the Managing Director, it would not be in the interest of public safety to issue an approval.
- 6.9 Notwithstanding any other provision of this Manual, the Managing Director 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 Managing Director to give effect to this Manual.
- 6.10 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 City of London Property.

## City of London Restrictions on Use of Certain Parks

### 2014 Special Events Policies & Procedures Manual

#### 7.0 City of London Restrictions on Use of Certain Parks

7.1 Only Neighbourhood Association/Community Associations will be permitted to use Neighbourhood Parks for special events (as defined in the City's Planning Division, Parks Planning List of Park Class).

7.2 **McKillop Park:** Is not available for rental with the exception that the London Home Builders Association may rent McKillop Park for events associated with the Cancer Survivors Garden. Such events must be open to the public, must allow entry and access without cost, and must be approved by the Managing Director.

London Home Builders Association must enter into the Facility Rental Contract for such events and may be required to provide the required insurance coverage for those events.

7.3 **Queens Park:** Only the Western Fair Association can rent Queen's 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 event organizer. Any additional permitting, SOP's, exemptions, tent permits, etc., would still be the responsibility of the organizer.

The Western Fair will provide the City of London a courtesy communication to keep them informed on what is occurring.

7.4 **Peace Garden:** Rental of the Peace Garden will be limited to events associated with Tolpuddle, the First Nations Community.

## General Policies & Procedures

### 2014 Special Events Policies & Procedures Manual

#### 8.0 General Policies & Procedures

- 8.1 All legislation, bylaws and regulations must be adhered to by the special event operator.
- 8.2 The special event operator is required to adhere to all special event policies and procedures. In the interest of public safety, a zero tolerance policy is enforced for all special events. This means failure to comply with standards will result in ticketing and/or closure of event.
- 8.3 The special event operator is required to provide evidence of all necessary licenses/permits required to operate the event.
- 8.4 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.

#### 8.5 **Waste Reduction and Waste Diversion Changes**

In 2014 the special event operator is required to submit a waste management plan at least one month prior to their event.

The City will continue to work with special event operators, using Victoria Park, to deliver the EcoStation service and to reduce the volume of waste generated from food packaging (e.g., Styrofoam™).

Recycling programs should be in place at all special events where Blue Box recyclables (consistent with City of London program) are being generated. The City will provide special events with an appropriate number of recycling containers and will arrange for the removal of recyclable materials from a designated location (which may include curbside for smaller events) after the event.

**EcoStation Definition:** are consolidated waste collection points where event participants can dispose of their garbage and, recyclables and upon request of the special event organizer, compostable materials

For events outside Victoria Park selling food and beverages, the EcoStation service is available upon request. However, the special event operator is required to first demonstrate they are able to provide sufficient volunteers or paid staff to operate the EcoStations and that they will ensure that all of their food vendors are using compostable, recyclable or reusable food packaging.

- 8.6 Solicitation of funds during special events is prohibited without written permission from the Community Services Department. 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.
- 8.7
  - (a) If an event operates successfully and in compliance with the requirements of this Manual, 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).
  - (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.

- 8.8 (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 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 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.
- 8.9 Hot air balloons will not be allowed to launch from any City of London property adjacent to City of London property used during a special event without the permission of the City of London and the special event operator.
- 8.10 When having inflatables at a special event: The organizer 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
- 8.11 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 to respond to those risks (eg. severe weather and notification system and evacuation plan).
- 8.12 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. (see Guide: How to Plan Accessible Outdoor Events).
- 8.13 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 Managing Director may develop security strategies appropriate for the event. The Managing Director 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.
- 8.14 The special event operator shall ensure that no person at any special event is permitted to: a) carry or sell firearms or prohibited weapons or b) carry or sell illegal drugs. Depending on the nature of the event, in the sole discretion of the Managing Director, in consultation with London Police Services, 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 or illegal drugs are prohibited at the site. Any person illegally carrying or selling firearms, prohibited weapons or illegal drugs may be charged by the Police.
- 8.15 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.
- 8.16 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).

- 8.17 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 but only if they have biodegradable attachments or closures is permitted.
- 8.18 The City of London does not permit the attachment of art, garden displays or hammocks to trees located on City of London Properties (parklands, parking lots, streets) during a permitted Special Event.
- 8.19 Spray Paint – The contract holder shall not spray paint mileage markers/directions, etc., directly onto the asphalt surface.

## Procedures for the Use of Victoria Park

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#### 9.0 Specific Procedures for the Use of Victoria Park

In order to minimize site impacts in Victoria Park due to special events, the following procedures are adopted and must be implemented by the special event operator:

- 9.1 An Event Site Plan will be developed in conjunction with each event organizer to develop plans that optimize concession placement and minimize site impacts associated with tree and turf health.
- 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 Manager or designate.
- 9.3 All vehicles should remain on paved surfaces.
- 9.4 Set-up on grassed areas not directly adjacent to a paved surface should be limited to non-vehicular booths and/or tents.
- 9.5 At larger events, the event operator may be required to retain additional staff to ensure set-up and takedown activities are in accordance with the approved Event Site Plan. The Corporation of the City of London staff is available to coordinate and monitor activities at the expense of the event holder.
- 9.6 Victoria Park will be limited to nine major special events with produced amplified concerts per year between June 1<sup>st</sup> and Labour Day in September.
- 9.7 Alcoholic beverages may be allowed in Victoria Park under the following conditions:
  - The event organizer will work with staff to identify preapproved locations for the beer garden(s) in the park.
  - Any beer gardens located on the main concrete pad must maintain an open area in front of the beer garden no smaller than 20m x 36m for all ages and accessible viewing.
  - 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.
  - There is a limit of two beer gardens inside the park, no beer garden in the park shall exceed 720m<sup>2</sup> (ie 20m x36m)
  - The organizer must apply for a liquor license and comply with all the Alcohol and Gaming Commission regulations.
  - Compliance with the City of London's Alcohol Policy
  - Having a beer tent in the park does not preclude them from having one on the road.
  - 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.
- 9.8 In order for the park to rejuvenate, City of London will strive to allow 10 days between each major event in Victoria Park.
- 9.9 Parking of cars, trucks, food stock trailers, or sleeping quarters are not allowed in Victoria Park.
- 9.10 **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 Special Event Manager or designate will be towed from Victoria Park at the owners risk and expense. The event organizer 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.

- 9.11 One craft parking permit per vendor spot may be purchased from the City of London for craft vendor stock trailers only. Trailer (a vehicle without motive power, designed for the carriage of cargo and to be towed by a motor vehicle, not to be utilized as sleeping or housing quarters) may only be parked parallel behind the tent.

**1-3 days** - Under 10 ft. \$55, Over 10 ft. \$110                      **4+ Days** - Under 10 ft. \$65, Over 10 ft. \$125

Craft Vendor: To be eligible to purchase a craft parking permit, the craft vendor must be registered/designated as a craft vendor by the event organizer and not a food vendor that is eligible for vendor parking.

- 9.12 For every four food vendors, event organizer is required to set up one EcoStation (eg. 40 food vendors=10 EcoStations). The City of London will provide event organizers with a sufficient number of EcoStations, tents, bins, signs etc. The event operator is required to set up and staff the EcoStation with sufficient volunteers or paid staff for the duration of their event in accordance with their approved waste management plan. The Corporation of the City of London staff is available to coordinate and monitor EcoStation activities at the expense of the event holder.

For the collection of recyclables, the City of London will cover the cost of bulk bins, where warranted, for the collection of recyclables and compost materials for major special events. This includes the provision of recycling containers for the collection of recyclables consistent with the City's program (Table 12.1, List 1 & Table 12.1, List 2), and the removal after the event. The City is not responsible for transporting any of the bagged waste materials (ie. recyclables, compostable or garbage) from the EcoStation to the bulk bin area.

- 9.13 In the event that recyclable or compostable are not accepted for further processing, due to contamination levels, the special event organizers is liable for the cost of the rejected load, including the cost of transportation, bin rental and disposal fees.

- 9.14 When hosting an event at Victoria Park the following will be provided/applies based on the duration of your event.

The location of the City of London Display will be located on the south of the eco station at the corner of Dufferin and Wellington on the map.

Three (3) Day Event:

- Temporary Bike Rack
- Water Truck/Bar
- City of London Services (include description)
  - The City of London will have a display at those festivals and events that are 3 days or more. The City provides many different services to our Londoners to learn about the services we offer, and to making access to these services even easier. The display includes a trailer. Topics covered may include:
    - Conserving water
    - Transportation choices
    - Minimizing waste
    - Energy saving in the home
    - Yard naturalization
    - Environmental events
    - Neighbourhood initiatives
    - Local resources

Two (2) Day Event:

- Temporary Bike Rack
- Water Truck/Bar

One (1) Day Event:

- Temporary Bike Rack

- 9.15 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).

- 9.16 Whenever a connection for a special event is made using a direct connection (hardwire) to a distribution system or using cam locks anywhere in the distribution system, a wiring notification is required and an inspection must be made prior to the system being energized.

It is not the responsibility of the City of London to apply for the wiring notification for hardwired or cam lock connections.

## **Procedures for the Use of Springbank and Harris Park**

### 2014 Special Events Policies & Procedures Manual

#### **10.0 Specific Procedures for the Use of Springbank and Harris Park**

##### 10.1 Springbank Park:

- (a) No events may be staged in Springbank Park from June 1<sup>st</sup> to Labour Day. Springbank Park may not be used as the start/finish of a walk/run/wheel/roll-a-thon route from June 1<sup>st</sup> 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.
- (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.
- (f) The booking of the roadways in Springbank and Gibbons Park does not include the picnic sites. A separate request must be made by calling 519-661-5575.

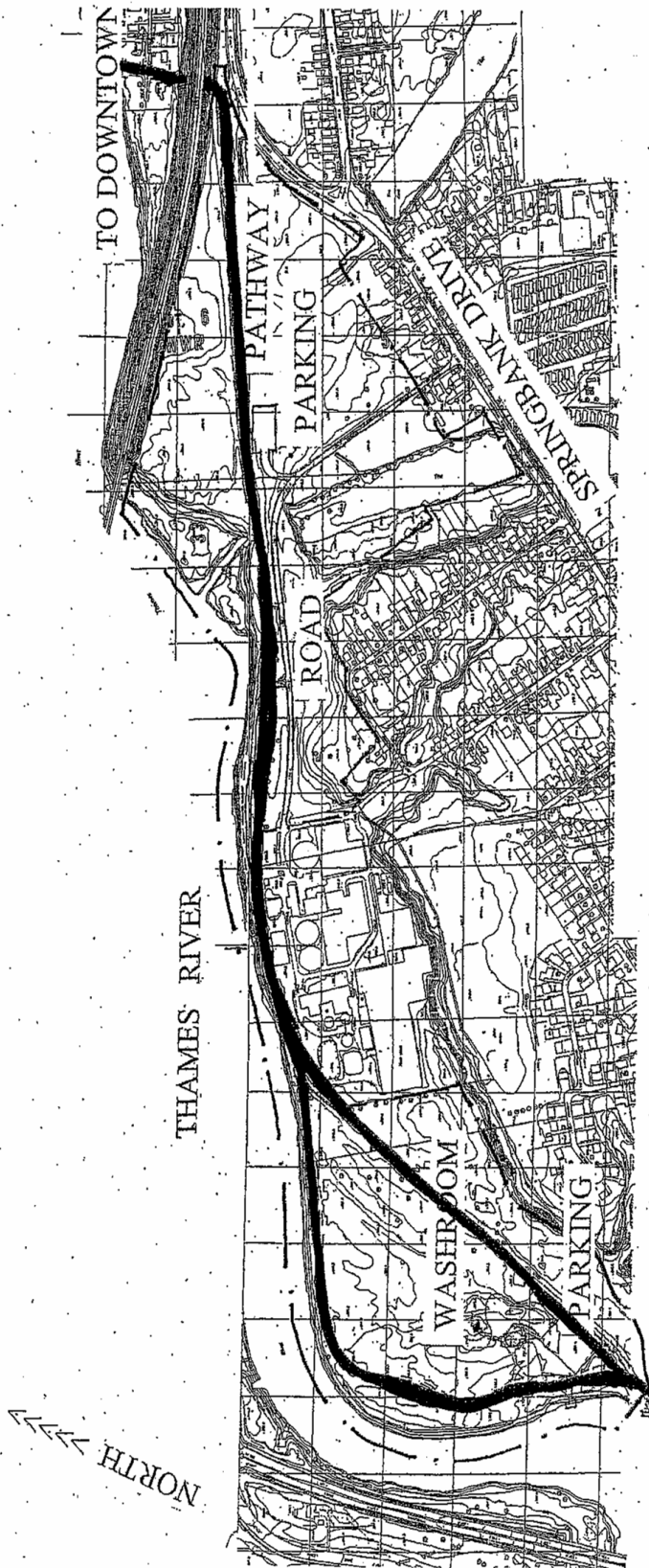
##### 10.2 Springbank Gardens Site:

- (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 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.

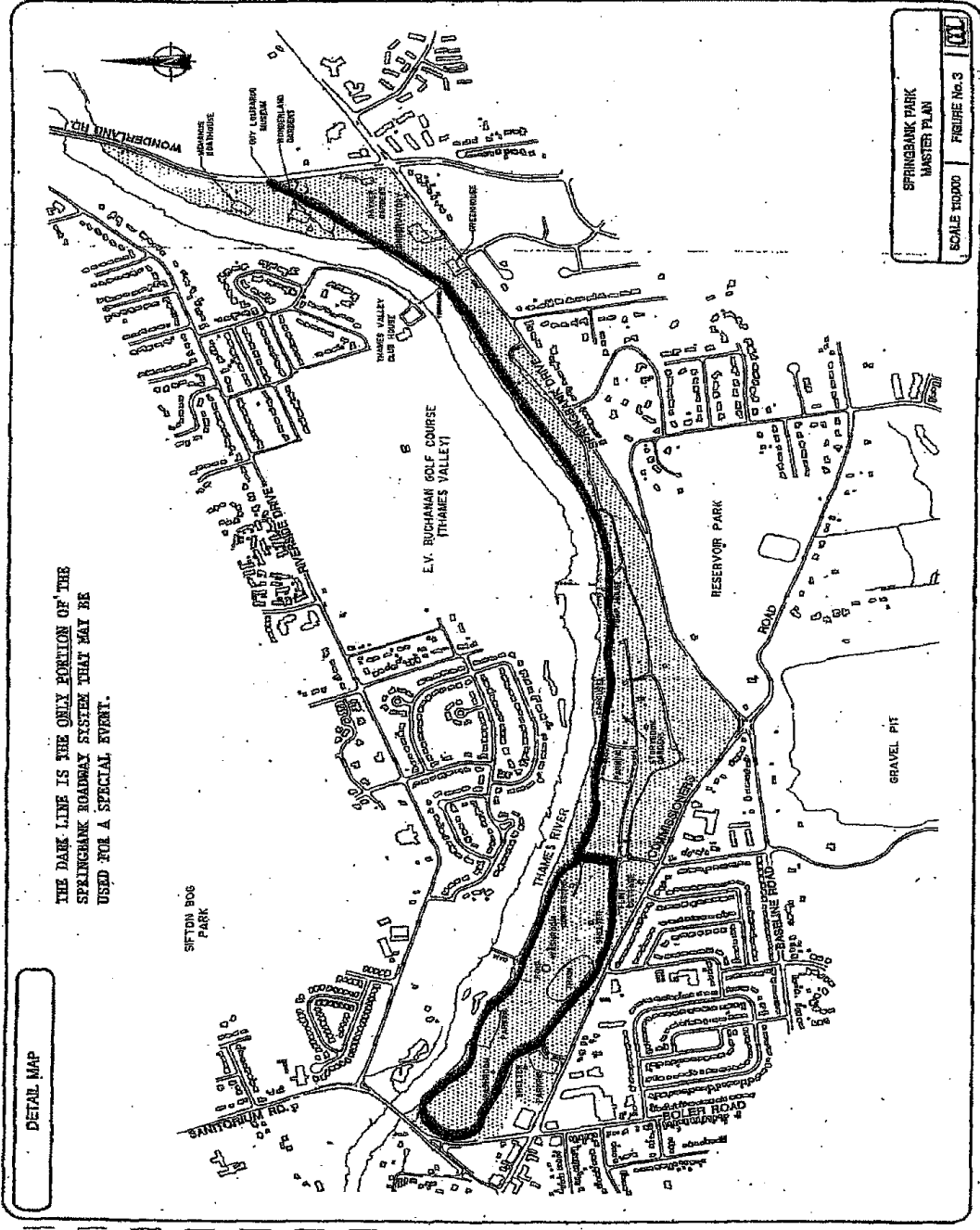
##### 10.3 Harris Park:

- (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 14 of this manual.





# GREENWAY PARK



# SPRINGBANK PARK

## Financial Security

### 2014 Special Events Policies & Procedures Manual

#### 11.0 Financial Security

- 11.1 (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 (page 16). 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.

A blank copy of the certificate can be obtained at the City of London website

<http://www.london.ca/business/tenders-rfps/vendor-information/Pages/insurance-certificates.aspx>

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 City of London property may be required to submit an audited event statement.



# Certificate of Insurance - Standard

*This is to certify that the Insured named below is insured as described:*

**\*\*\* This form must be completed and signed by your insurer or insurance broker.\*\*\***  
 Note: Proof of liability insurance will be accepted on this form only (with no amendments).

Named Insured				E-mail address	
Insured's address (street name, city, province and postal code)				Telephone number	Fax number
Type of insurance	Insurance Company (full legal name)	Policy Number	Effective Date Year Month Day	Expiry Date Year Month Day	Limits of Liability (bodily injury & property damage - inclusive)
Commercial General Liability					Occurrence \$ Aggregate \$
<input type="checkbox"/> Umbrella <input type="checkbox"/> Excess					Occurrence \$ Aggregate \$
Other (Explain.)					Occurrence \$ Aggregate \$

Commercial General Liability: **Occurrence Basis**, Including Personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenant's Legal Liability:  NO or  YES... (Limit) \$ \_\_\_\_\_  
 Liquor Liability:  NO or  YES

THE CORPORATION OF THE CITY OF LONDON, the London Convention Centre, Covent Garden Market Corporation, Museum London o/b London Regional Art & Historical Museums, London Public Library Board, Middlesex-London Health Unit, London Police Service, Tourism London and London Middlesex Housing Corporation have been added as an additional Insured but only with respect to their interest in the operations of the Named Insured.

If cancelled or changed in any manner, that would affect the City of London or other scheduled additional Insured for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

**The Corporation of the City of London**  
**Attention: Risk Management Division**  
**520 Wellington Street, Unit 1**  
**P O Box 5035**  
**London, ON N6A 4L9**

Office location:  
Mailing address:

Fax: **519 661-4631**  
E-mail: **certificates@london.ca**

Motor vehicle liability	Insurance Company	Policy Number	Effective Date (YYYYMMDD)	Expiry Date (YYYYMMDD)	Limits of Liability \$

**Motor Vehicle Liability - must cover all vehicles owned, or operated by, or on behalf of the insured.**

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time.

This certificate is executed and issued to the aforesaid Corporation of the City of London, the day and date herein written.	
Name of insurance company or broker (completing form)	Telephone number
Address	Fax number
Name of authorized representative or official (Please print.)	E-mail address
Signature of authorized representative or official	Date (YYYY-MM-DD)

## **Garbage & Recycling/Site Clean-up/General Maintenance**

### 2014 Special Events Policies & Procedures Manual

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

- 12.1 The special event operator is responsible for the clean-up of the park and the removal of all garbage by noon following the end of the special event.
- 12.2 The City 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 Event organizers shall be responsible for removing the bagged materials from both the recycling containers and garbage bins and placing them in a designated location. The City will be responsible for the collection of bagged recyclable materials from the designated location (which may include curbside for smaller events) after the event. The event organizer shall be responsible for the removal of the garbage.
- 12.4 As part of their waste management plan, event organizers will inform the City of the range of waste materials being generated. They will also work with City representatives to ensure the recycling containers are on site and appropriately distributed around the event site. Generally this will require the special event operator to place the recycling containers adjacent to the garbage containers (i.e., ensure beer cup collection is separate from bottle and can collection).

Note: this does not apply to the sites where the EcoStation service will be delivered.

- 12.5 The City of London will not charge the special event operator for garbage delivered to the W12A Landfill from events run by not-for-profit organizations where the EcoStation service has been delivered. For events outside Victoria Park (where there is no EcoStation service), and run by not-for-profit organizations and special events approved by the Community Services Department, there will be no fee for garbage delivered to the W12A Landfill.
- 12.6 In Victoria Park only, the City will provide bulk bins, where warranted, for the collection of recyclables, and where warranted, and at the request of the special event operator for organic materials.

When organics bulk bin service is requested by special event organizers, the ecostations will include bins for the collection of organics. If organics is not requested, the ecostations will not include bins for organics collection.

In Victoria Park only, the Special Event Operator will: in the event that a load of recyclables or compostable is rejected due to unacceptable levels of contamination, the special event organizer will pay for the cost of the rejected load including bin rental, transportation and associated disposal fees.

- 12.7 Waste Reduction and Waste Diversion Changes for Victoria Park - For events where food and beverages are to be sold, special event operator using Victoria Park will participate in phase three of a three-part phase-in plan to improve the waste management practices at public events held on City owned property. Phase three will build on previous changes which included i) the elimination of non-recyclable, non compostable and non-reusable food packaging, and ii) expanded delivery of the EcoStation service. EcoStations are consolidated waste collection points where event participants can dispose of their garbage, recyclables and compostable materials. The roles of the City and the special event operators with regards to these new initiatives are outlined below.

**In Victoria Park only, the City will:**

- provide bulk bins, where warranted, for the collection of recyclables, and where warranted, and at the request of the special event operator for compost materials.
- provide for the removal of recyclables and compost materials from a designated waste depot area or bulk bin station in the park
- set up and take down 15 (and possibly up to 20) EcoStations. The City will supply all the necessary containers, signage, and tents for the EcoStations.
- When organics bulk bin service is requested by special event organizers, the EcoStations will include this for the collection of organics. If organics is not requested, the EcoStations will not include bins for organics collection.

**In Victoria Park only, the Special Event Operator will:**

- Submit a waste management plan one month prior to their event
- inform the City of the range of waste materials being generated
- provide bulk bins for the collection of garbage
- provide volunteers or paid staff to assist with the operation of EcoStations. These individuals will:
  - staff the EcoStations and assist event participants in sorting their waste materials into the correct containers
  - transport waste materials from the EcoStations to the waste depot area or bulk bin station
  - and other activities required to manage waste (garbage, recyclables, compostables) at the event
- work with the City to ensure that the EcoStation volunteers or paid staff are properly trained prior to the launch of the event
- ensure all food vendors use only food packaging that can be composted or recycled at the EcoStations
- in the event that a load of recyclables or compostable is rejected due to unacceptable levels of contamination, the special event organizer will pay for the cost of the rejected load including bin rental, transportation and associated disposal fees.

**Grey Water Removal in Victoria Park**

The Special Event Operator agrees to utilize one of the following options for removal of grey water to one of the two interceptors at Victoria Park.

- (a) the organizer will ensure that each individual food vendor removes their own grey water properly by disposing of it into one of the interceptors; or
- (b) the event organizer can work with the Manager/designate of Special Events to develop a grey water disposal strategy utilizing City staff at a cost of \$25/vendor.

**Grey Water Removal in Harris Park**

The Special Event Operator agrees to ensure that their food vendors dispose of grey water by utilizing the portable unit located in Harris Park. for the removal of grey water to one of the two interceptors at Victoria Park.

**Grey Water Removal in Other City Properties**

The Special Event Operator will ensure that their vendors are not disposing of grey water on grass, rivers, city sanitary or sewer system.

**Table 12.1: Recyclable Materials to Be Collected**

<b>List #1 Commingled Containers</b>  For <u>all</u> Special Events	<b>List #2 Commingled Paper Products</b>  For Special Events that generate paper products as identified in Clause 12.4	<b>List #3 Corrugated Cardboard</b>  For Special Events that have Food and Retail Vendors
<p><u>Recycle these materials:</u></p> <ul style="list-style-type: none"> <li>• beverage and food containers made of aluminum, steel, glass or plastic. Beverage cartons and drink boxes, hot and cold beverage cups.</li> </ul> <p><u>Do not recycle these materials:</u></p> <ul style="list-style-type: none"> <li>• polystyrene cups and containers</li> <li>• other containers not specifically included above.</li> </ul>	<p><u>Recycle these materials:</u></p> <ul style="list-style-type: none"> <li>• newspaper</li> <li>• magazines</li> <li>• flyers</li> <li>• mixed paper</li> <li>• flattened boxes</li> </ul> <p><u>Do not recycle these materials:</u></p> <ul style="list-style-type: none"> <li>• laminated paper products (that contain plastic, foil, and or wax)</li> <li>• paper container food particles</li> </ul>	<p><u>Recycle these materials:</u></p> <ul style="list-style-type: none"> <li>• flattened cardboard boxes (must be flattened)</li> </ul> <p><u>Do not recycle these materials:</u></p> <ul style="list-style-type: none"> <li>• corrugated cardboard that is laminated with other materials such as plastic, wax or foil.</li> </ul>

**London Recycling Companies**

BFI Canada Inc. 4695 Wellington Rd. S. London, Ontario N6E 0A6 519-681-4040	Youth Opportunities Unlimited 141 Dundas Street, 2 <sup>nd</sup> Floor London, Ontario N6A 1G3 519-432-1112
Waste Management 290 Exeter Road London ON N6L 1A3 1-800-665-1898	Miller Waste Systems Inc. 90 Enterprise Drive London, ON N6N 1A8 519-668-0072
Clean Works Pathways Skill Development 210 Dundas Street London, ON N6A 5J3 519-667-7795	Please consult the phone directory for more companies

## Noise Policy

### 2014 Special Events Policies & Procedures Manual

#### 13.0 Noise Policy

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:*

- *New Year's Eve Event will be limited to the hours of 9:00 a.m. – 12:00 midnight*
- *New Year's Eve Event in Victoria Park is exempt from subsections 13.1(a), and 13.2 of the Special Events Policies & Procedures Manual with respect to posting security for noise violations and with respect to exceeding decibel levels*
- *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 am – 9 am). All other sound (ie: music) could not begin until 9 am)*

- 13.1 (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 Event Policy and Procedures Manual, the provisions of the City of London's Noise By-law apply, and any person failing to comply with the Noise By-law shall be subject to By-law prosecution.
- 13.2 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 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.
- 13.3 The Corporation of the City of London staff may monitor and document the decibel levels with a decibel sound meter 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).
- 13.4 **Labatt Park:** Will not be used for amplified concerts.
- 13.5 **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) All speaker stacks should be aimed downward into the crowd versus projecting straight out over the crowd and park property. Special Events staff reserves the right to order adjustments to speakers.
- 13.6 **Victoria Park:**
- (a) Will be limited to nine special events with produced amplified concerts between June 1<sup>st</sup> and Labour Day in September.



- 13.7 **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).
- 13.8 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 not-for-profit/charitable and economic benefits of the event.
- 13.9 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 rain delay occurs on the day of the Special Event;
  - a power failure delay occurs on the day of the Special Event;
  - other uncontrollable circumstances (evaluated on a case by case bases) 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

**Definitions:**

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.

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

Crescendo: means a passage gradually increasing in loudness or intensity

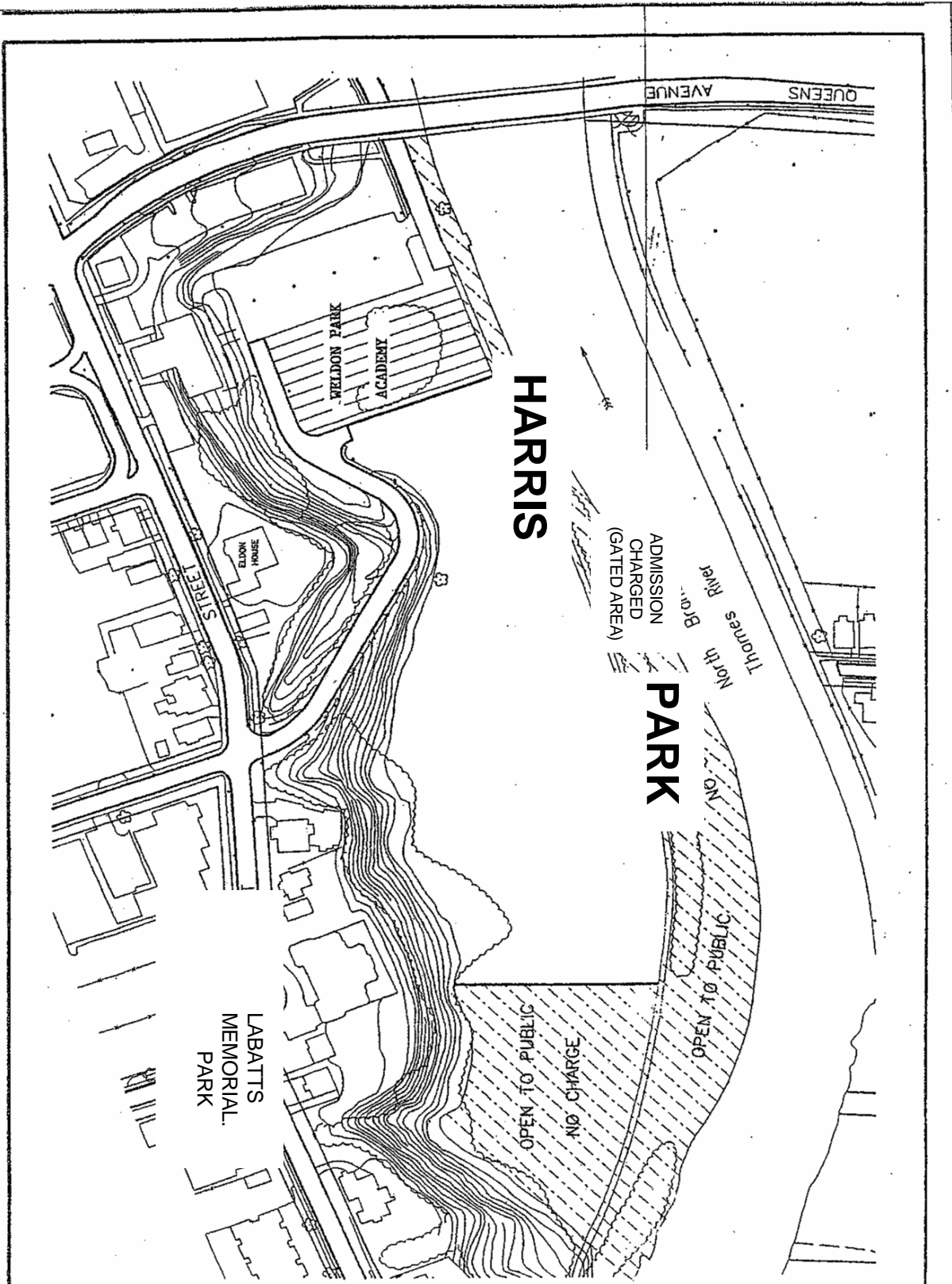
Performance: means an act or successive acts having a break of less than one hour between the acts, per stage. For greater clarity, this means there could be several performances per day (examples: multiple stages happening at one time in the park, and/or a break longer than an hour in duration at a specific stage).

## **Admission Policy**

### 2014 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 major special event involving a registered local charity/not for profit organization.
- 14.2 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, Community Services Department, 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 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 General Manager of Community Services.
- 14.3 Sale of tickets to a special event or concert held on City of London properties must be through a bonded ticket agent (e.g.. Centennial Hall Box Office, TicketMaster, and Children's Festival Box Office).



## Procedure for Street Closure and Bagging of Meters

### 2014 Special Events Policies & Procedures Manual

#### 15.0 Procedure for Street Closure and Bagging of Meters

- 15.1 Applicants requesting a temporary street (meaning any part of the municipal road allowance) closure, for any special event, will need to complete the "Request for Temporary Street Closure" form.
- 15.2
- (a) The Community Services Department, Parks and Recreation Division, is the principal contact to be used by the applicant for a Special Event Temporary Street Closure. This Division will initiate the process to approve a Temporary Street Closure via the Environmental Programs and Customer Relations Division, 8<sup>th</sup> floor, 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 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.
- 15.3 Beginning in 2014 event organizers 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 Special Events Manager or designate).
- 15.4 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, 7<sup>th</sup> floor, City Hall, for erecting tents, booths, etc., within the road allowance.
- 15.5 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 of Customer Relations and 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 (section 15.5). Map templates for any particular road closure request can be obtained by contacting the Manager of Customer Relations and Compliance at 519-661-2500 x4998.
- 15.6 Where parking meters exist within the portion of the street being closed there will be an additional fee of \$7.50 per space per day (except for Sundays and holidays) plus a \$50 administration fee – 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.
- 15.7 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) proposed to be closed; and/or
  - b) 66% of the residents, and/or by 66% of the business owners, and/or by 66% or 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 of Customer Relations and Compliance.

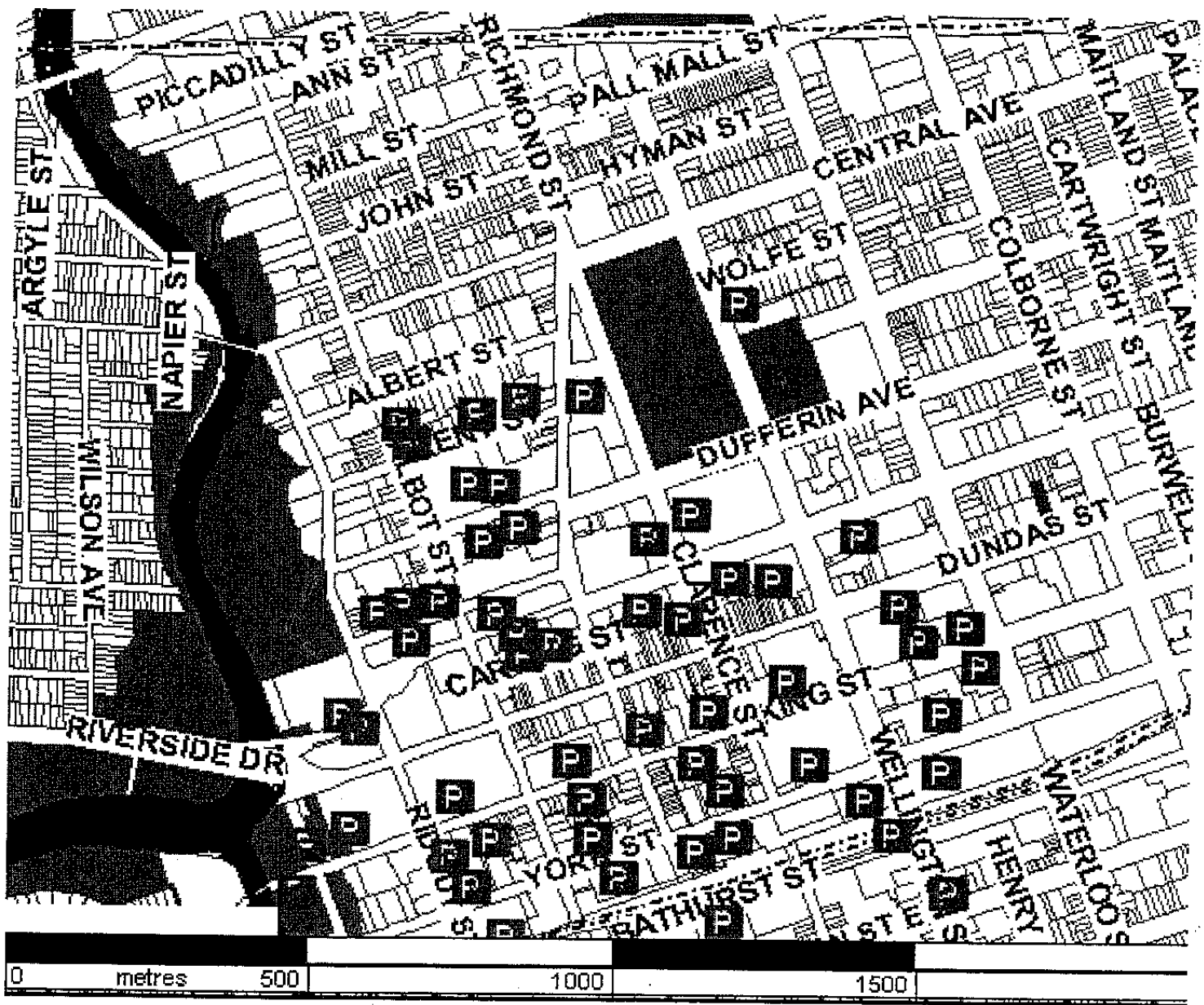
- 15.8 In the case of a Business Association or similar organization making application on behalf of its members, the association will not be required to submit a petition as provided in sections 15.6 a) and 15.6 (b) above unless the area being requested for closure is outside or partially outside of the boundaries of the organization.
- 15.9 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.
- 15.10 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.
- 15.11 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 him/her.
- 15.12 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.
- 15.13 The special event operators are encouraged to approach parking lot operators, located downtown, to provide assistance for parking during special events.
- 15.14 The special event operators are encouraged to advertise parking locations in the vicinity of the event.
- 15.15 Event organizations requesting the closure of Talbot Street between Dundas and King will not be permitted to close the road prior to 9 a.m. on set-up day (extenuating circumstances may be granted by the Special Events Manager or designate).
- 15.16 An event organizer 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.



**London**  
CANADA

<b>REQUEST FOR TEMPORARY STREET CLOSURE</b> (must be completed at least 7 days prior to the event)			
Street:	Applicant Name:		
From:	Address:		
To:	Phone No.:		
Purpose:			
<b><u>Date and Time of Street Closure Request</u></b> Start Date (includes set-up): _____ Start Time (includes set-up): _____ End Date (includes clean-up): _____ End Time (includes clean-up): _____			
I hereby agree to abide by the terms and conditions provided in The Corporation of the City of London, Special Events Policies & Procedures Manual, and all applicable City of London By-Laws.			
_____ Signature		_____ Date	
	<b>APPROVED BY</b>	<b>DATE</b>	<b>COMMENTS</b>
City Engineer (or designate)			
Signature:			
Issued by:			
Date:			

- Copy:
- Environmental Programs and Customer Relations Division
  - Parks and Recreation Division
  - Fire Department – Communications Division
  - Chief Fire Prevention Officer
  - London Police (Traffic Division)
  - Thames Emergency Medical Services
  - London Transit (Chief Inspector)
  - Bell Canada
  - Roger's Cable
  - Union Gas
  - Centennial Hall
  - Traffic Division
  - Transportation Division
  - "Spots to Watch"



Parking Lots in the vicinity of Budweiser Gardens and Victoria Park

## **Vendors Policies & Procedures for the Sale of Ingestible Items and Amusement Devices**

### 2014 Special Events Policies & Procedures Manual

#### **16.0 Vendor Policies & Procedures**

- 16.1 All food vendors must be registered with The Corporation of the City of London, Parks and Recreation, ten (10) working days prior to the event set-up, to operate a concession at a special event on City owned land (see page 30).
- 16.2 A vendor with a City of London Business Licence – the registration cost will be \$30 per vendor/per year/per unit.
- 16.3 A vendor without a City of London Business Licence – the registration cost will be \$100 per event/per unit up to four units (additional units at no cost) and must be registered for each event.
- 16.4 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.
- 16.5 All vendors selling food items must complete and file with the Middlesex-London Health Unit a Special Event Food Vendors Form (page 56).
- All vendors involved in providing personal services must complete and file with the Middlesex-London Health Unit a Special Event Personal Service Settings Form (page 59).
- All animal exhibitors must complete and file with the Middlesex-London Health Unit a Special Event Animal Exhibitors Form (page 61).
- 16.6 In order for any vendor's booth to be connected to hydro, C.S.A. approval on all equipment is required.
- 16.7 The Corporation of the City of London reserves the right to operate a concession service at any special event.
- 16.8 Local community groups are exempted from the vendor registration fees.
- 16.9 Where the City of London is unable to provide electrical hook ups, a generator (CSA approved and fuel CSA approved) may be utilized with permission from the Special Events Manager or designate.
- 16.10 When the food vendor is the event organizer they are required to complete and submit the Middlesex Health Unit Forms and comply with all ESA and TSSA regulations.



16.11 All vendors will be required to ensure:

- The uses of all outdoor electrical cords are in good operating condition.
- The use of only manufactured extension cords with a three wire configuration or 2 wire polarized outdoor rated cords, are acceptable (no modifications to cords or equipment is permitted).
- The use of panels that are properly assembled and contained in an approved weatherproof enclosure supplying 15 and 20 amp receptacles only which are protected by Ground Fault Circuit Interrupters. Panels which are used shall be approved by a Certified Field Evaluation Organization [a division of the Electrical Safety Authority does Field Evaluation].
- Any non waterproof equipment used in display enclosures [tents, gazebos etc.] shall be protected from rain.
- All vendors shall supply the event organizer with the voltage and current that their equipment will require to eliminate the over loading of circuits.
- All trailers which are self contained and have lighting and equipment shall be approved by a Certified Field Evaluation Organization.
- Failure on the part of the event organizers to comply Will Result in the Disconnection of the Offending Exhibitor and all cost incurred by the Electrical Safety Authority shall be imposed upon the event organizer.

16.12 Vendors are prohibited from depositing grease or waste water directly into the City's storm or sanitary sewer unless a proper hook-up to the existing sanitary manholes by a licensed plumber paid for by the special event operator and inspected by the City's Sewer Operations prior to use. Offenders are subject to prosecution under City By-law and/or Provincial or Federal legislation.

16.13 Food & Beverage Vendors in Victoria Park will:

- use only food packaging that is compostable, recyclable (in the City of London's recycling program), or reusable.
- refrain from the use of polystyrene (e.g., Styrofoam™) during food production or in packaging
- provide, upon request (during event set up) organizers, or a designate, with samples of the vendor's food packaging to be used on the EcoStation signage.



THE CORPORATION OF THE CITY OF LONDON  
COMMUNITY SERVICES DEPARTMENT, PARKS AND RECREATION  
2014 SALE OF FOOD AND/OR AMUSEMENT DEVICES REGISTRATION FORM

THE REGISTRATION FORM BELOW AND PAYMENT CAN BE SENT BY:

Mail/In Person: City of London, Parks & Recreation (Attn: Special Events),  
151 Dundas St., Room 403, London, ON N6A 4L6

Email: [ldoria@london.ca](mailto:ldoria@london.ca)

Questions: Please call 519.661.2500 x5230

Fax: 519.661.5793

Application Date \_\_\_\_\_

A. Name of Vendor: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Registration Fee:

- a. **WITH** City of London Business License: \$35 per vendor/per year/per unit – good for the whole year.  
*Inquiries regarding a Business License please call Planning & Development 519-930-3515.*
- b. **WITHOUT** a City of London Business License: \$110 per event/per unit up to four units (additional units at no cost) and you must register for each event.

B. City of London Business License Number: \_\_\_\_\_

C. Name of special event at which you will be operating:

Kids Expo <input type="checkbox"/>	Food Festival <input type="checkbox"/>	Sunfest <input type="checkbox"/>
Home County <input type="checkbox"/>	Rock the Park <input type="checkbox"/>	Ribfest <input type="checkbox"/>
Italian Fest <input type="checkbox"/>	Fall Fest: _____	Other: _____

D. Hydro Needs: Voltage \_\_\_\_\_ Amps \_\_\_\_\_

E. Water Needs: Potable  Washing Only

F. Size of Unit: \_\_\_\_\_ Feet \_\_\_\_\_ Inches

Trailer: Yes  No  Mobile: Yes  No  Tent: Yes  No

**PAYMENT** (no post-dated cheques; NSF fee will apply) Cash  VISA  MC  AMEX  Cheque   
Cheques payable to City of London Parks & Recreation, P.O. Box 5045, London, ON N6A 4L6, Attn: Special Events

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_ Total Fee \$ \_\_\_\_\_

Section  
**17**

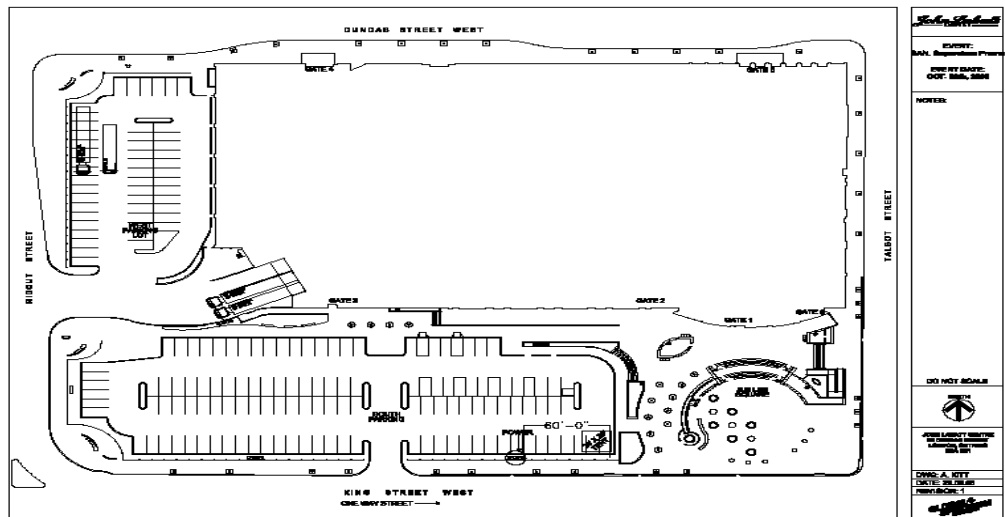
# Budweiser Gardens/Jubilee Square

## 2014 Special Events Policies & Procedures Manual

### 17.0 Budweiser Gardens/Jubilee Square

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

- 17.1 (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 (JLC) and outside of the Budweiser Gardens Special Event Area (King St. Parking Lot) and Jubilee Square as part of the event site. The organizer 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.



## **Securing a Contract for a Special Event/Showmobile**

### 2014 Special Events Policies & Procedures Manual

#### **18.0 Securing a Contract for a Special Event/Showmobile**

- 18.1 Apply in writing to The Corporation of the City of London, Community Services Department, Parks and Recreation, c/o Special Events Manager, 151 Dundas Street, Room 403, London, P.O. Box 5045, London, Ontario, N6A 4L6. Follow procedure for Applications above.
- 18.2 Outline the type of event that your organization would like to hold (include a contact name and phone number).
- 18.3 Outline how this event will be supported and where revenues derived from this event will be distributed.
- 18.4 Outline how your event will benefit London.
- 18.5 Submit your preference of the City of London property, streets, roadway and/or showmobile.
- 18.6 Give date and times that the event will take place.
- 18.7 A meeting may be scheduled at the sole discretion of the City to review your request and to help make your event a success.
- 18.8 For annual events, applications should be submitted by October 15<sup>th</sup> prior to the event year.
- 18.9 If an event operates successfully, the special event will be given priority consideration to reserve the use of the City of London property, streets and roadways, and showmobile, for the same date(s) and/or weekend the following year. The Manager of Special Events or designate reserves the right to adjust dates based on Statutory/Civic holidays (extenuating circumstances may apply).

## 2014 Administration Fees (taxes not included) for Special Event Operator

### 19.0 Administration Fees (taxes not included) for Special Event Operator

Rental Fees levied for City Properties which include: parkland, parking lots, streets, showmobile, Jubilee Square and amenities not on City of London properties.

<b>Administration Fee: (applied to all contracts pertaining to your event and is non-refundable in the case of cancellation)</b>			
Item	Fee	Item	Fee
Major Special Event (more than eight hours)	\$65.00	Other Special Event (less than eight hours)	\$32.00

<b>Rental Fee: (applied to all contracts pertaining to your event)</b>			
Item	Fee	Item	Fee
Commercial Rental Fee	\$645.00/day	Not-for-profit/Charitable Groups: - Major Special Event (more than eight hours) - Other Special Event (less than eight hours)	\$323.00/flat fee \$64.00

<b>Other Related Fees: (applied to all contracts pertaining to your event)</b>			
Item	Fee	Item	Fee
Beer Garden Permit	\$314.00/event	Springbank Gardens Only – Chair	\$1.03/each
Attendant	\$13.55/hour	Springbank Gardens Only – Table	\$5.15/each
Hydro Service	\$7.50/pedestal/day	Springbank Gardens/Victoria Park – Bandshell	\$14.00/hour
Picnic Table	\$25.00/table	Sound required to post security (returned if no noise violation)	\$500 (cash or letter of credit)
Water Service	\$15.00/day	Showmobile	\$509.00/day(not-for-profit/charitable) \$567.00/day (commercial)
Service Locates	\$100/hour	Turf Restoration (min. fee 2 days or greater)	\$645.00 minimum
Grease Clean Out	\$250.00/event	Grey Water Barrel-event not on COL property	\$5.25/each
Grey Water Collection	\$25.00/vendor	Garbage Bin - event not on COL property	\$11.00/each
Decal	\$5.00/each	Garbage Bags - event not on COL property	\$16.00/case (100/case)
Water Hook Up, Hydrant	Direct Recovery	Barricades – event not on COL property	\$5.00/each
E.S.A. Inspection	Direct Recovery	Other cost incurred related to the operation of a special event	Direct Recovery
TSSA Inspection	Direct Recovery	Electric Service – after 40 hours at appropriate rates	Direct Recovery
++ Meter Bagging	\$9.00/per meter/per day	**Skateboard bench removal	\$1,350.00
++Meter Bagging Admin.	\$50.00/flat fee	Rejected Load of Organic or Recycle Bins	Direct Costs
** <b>Exception:</b> Removal and Replacement of Skateboard Bench (Fee Exemption: the fee will be waived if the event cannot operate without the removal of the skateboard benches (e.g. 3-on-3 basketball).			
++ <b>Exception:</b> 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.			

**Note:** These are administration fees and do not include additional fees that may apply (e.g. tent permit fee, etc.)

## Ontario Occupational Health & Safety Legislation

### 20.0 Ontario Occupational Health & Safety Legislation

#### The City of London ('the City') – The Owner of the Facility / Premise:

- a) The City shall ensure that the facilities set out in the Facility Rental Contract are maintained in good condition and complies with the applicable occupational health and safety regulations, codes, and standards.

#### The Event Organizer:

- a) The Event Organizer shall ensure that their employees, hired services, vendors or contractors comply with the Occupational Health and Safety Act, regulations, codes, guidelines, and standards associated with their work.
- b) The Event Organizer shall document and correct any incidents of non-compliance with Occupational Health and Safety Act, regulations, codes, guidelines and standards associated with their work.
- c) The Event Organizer shall ensure that their employees, hired services, vendors or contractors are trained in the hazards and control measures associated with their work and the site.
- d) For activities identified to meet the definition of a Construction Project, prior to work commencing on that project, the Event Organizer and each contractor involved shall complete a Ministry of Labour approved registration form (section 5 of O. Reg. 213/91). The Event Organizer or contractor must also provide a Notice of Project (NOP) to the Ministry of Labour (MOL) prior to starting projects that meet the standards set out in section 6(1) of the Regulation for Construction Projects, O. Reg. 213/91 (the Regulation).
- e) The Event Organizer shall review, distribute to all contractors, hired services, and employee, and ensure compliance the applicable Ministry of Labour Guidelines for the Performance Industry. These are outlined below at the following links on the Ministry of Labours web site.
  - i. [Temporary Performance and Event Structures](https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_structures.php)  
[https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl\\_live\\_structures.php](https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_structures.php)
  - ii. [Working at Heights](https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_heights.php)  
[https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl\\_live\\_heights.php](https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_heights.php)
  - iii. [Pyrotechnic Special Events](https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_pyro.php)  
[https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl\\_live\\_pyro.php](https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_pyro.php)
  - iv. [Rigging and Fall Arrest](https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_rigging.php)  
[https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl\\_live\\_rigging.php](https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_rigging.php)
- f) The Event Organizer shall appoint a competent person as a supervisor on site during the event to liaise with hired services, contractors, and the City of London.
- g) The Event Organizer shall inform the City of London of any injury, incident, or any event that result in damage to property or the environment.

**Locates:**

- a. Locates are required during all excavation or when using 'earth piercing' tools such as stakes, posts, picks, t-bars, and augers. Locates include the physical markings on the ground of where utilities are and the locate map. Both items together constitute the locate.
- b. It is the duty of the Event Organizer to inform the City of London, at least 10 days in advance, if there will be any excavation, digging, or use of 'earth piercing' tools during the event.
- c. The City of London will arrange to have locates completed and provide the Event Organizer with the documentation.
- d. It is the duty of the Event Organizer to provide the locates to all contractors, hired services, and vendors who are conducting excavation or using 'earth piercing' tools.
- e. The Event Organizer will monitor the activities of their contractors, hired services, and vendors to ensure they are done in a manner according to Ontario Regulation 213/91 and the ESA & TSSA Guideline for Excavation in the Vicinity of Utility Lines.
- f. It is the responsibility of the Event Organizer to ensure that under no circumstance will excavation or the use of 'earth piercing' tools (ex. tent stakes) be permitted within the 3-foot boundary limit on either side of the of the utility marking. Excavation or the use of 'earth piercing' tools are not permitted on concrete or asphalt surfaces unless permission is given by the Manager of Special Events or designate.
- g. If the Event Organizer does not provide to the City of London and the locates cannot be arranged for the special event, then no excavation or use of 'earth piercing' tools shall be used at any time on the property. Under these circumstances, the Event Organizer will communicate with their employees, hired services, vendors, and contractors that these activities are not permitted and will monitor for compliance. The Event Organizer can allow the use of water barrels or other weights for tent installation.
- h. If at any time during the event the Event Organizer discovers or is notified that a utility has been damaged, they will immediately take all required actions to protect people and property, and inform the utility owner (ex. Bell, Rogers, Union Gas, London Hydro, the City of London) and the Manager of Special Events or designate immediately of the occurrence.

## **City of London, Police**

### 2014 Special Events Policies & Procedures Manual

#### **21.0 City of London, Police**

*London Police, Field Services Section  
601 Dundas Street  
London, Ontario  
N6B 1X1  
Sergeant Tom O'Brien 519 661-2500 x4799*

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

- 1) Apply at the Police Station for a Special Event Permit.
- 2) If accepted, you will work along with the Traffic Management Unit to ensure a safe and effective plan is in place for your event.

*London Police Service, Community Oriented Response Unit  
601 Dundas St. E.  
London, Ontario  
N6B 1X1  
519 661-2457  
[CORU@police.london.ca](mailto:CORU@police.london.ca)*

- 1) The Event Organizer will work with the C.O.R. Unit to ensure a safe and effective plan is in place for their event. Discussion will revolve around the responsible service of alcohol, security measures and/or paid duties in place, persons in charge, contact numbers, etc.
- 2) The Event Organizer may be required to meet in person with the C.O.R. Unit after the initial contact has been made.





## LONDON POLICE SERVICE APPLICATION FOR SPECIAL EVENT PERMIT

<u>Applicants Name:</u>		<u>Address:</u>		<u>Postal Code:</u>		<u>Telephone:</u>	
<u>Organization:</u>		<u>Address:</u>		<u>Postal Code:</u>		<u>Telephone:</u>	
<u>Type of Special Event:</u>				<u>Purpose of Special Event:</u>			
<u>Date of Event:</u>		<u>Start Time:</u>		<u>Assembly Point:</u>		<u>Assembly Time:</u>	
<u>Location of Reviewing Stand:</u>			<u>Dismissal Point:</u>			<u>Dismissal Time:</u>	
<u>PROPOSED ROUTE:</u> (Include return if applicable)							
Description of Banners, Placards, Flags or Insignia to be used:							
<u>#People</u>		<u>#Bands</u>		<u>#Floats</u>		<u>#Vehicles</u>	
						<u>#Horses</u>	
						<u>Others</u>	
Insurance Certificate Received		YES:	NO:	DATE:	SIGNATURE OF APPLICANT:		
Hold Harmless Agreement Received		YES:	NO:	DATE:	SIGNATURE OF APPLICANT:		
Off Duty Officers/Vehicles required		YES:	NO:	# Officers	SIGNATURE OF APPLICANT:		
Hire Contract Provided		YES:	NO:	# Vehicles			
<b>FOR POLICE USE ONLY - DO NOT WRITE BELOW THIS LINE</b>							
The London Police <input type="checkbox"/> will <input type="checkbox"/> will not be requesting that the ENVIRONMENTAL SERVICES DEPARTMENT provide assistance for this event.				<u>TRAFFIC MANAGEMENT UNIT</u> 519 661-4799 <u>AUTHORIZED SIGNATURE:</u>  Sgt. Ryan Scrivens		<u>DATE:</u>	
The proposed Special Event should not conflict with any planned Maintenance or construction projects.				<u>ENVIRONMENTAL &amp; ENGINEERING</u> (7 <sup>th</sup> Floor) 519 661-2500 x4741 City Hall <u>AUTHORIZED SIGNATURE:</u>		<u>DATE:</u>	
The applicant has filed proof of liability coverage / Hold Harmless Agreement for this event.				<u>RISK MANAGEMENT</u> 10 <sup>th</sup> Floor 519 661-2500 x4644 Unit #1 – 520 Wellington St. <u>AUTHORIZED SIGNATURE:</u>		<u>DATE:</u>	
<b>*WHEN COMPLETED, RETURN THIS APPLICATION TO LONDON POLICE, TRAFFIC UNIT, 601 DUNDAS STREET*</b>							
In accordance with the City of London By-Laws, permission is GRANTED to the applicant and/or the sponsoring organization to use the streets listed above for the special event described:				Bradley S. Duncan, M.O.M. Chief of Police		<u>DATE:</u>	

## City of London, Fire Prevention

### 2014 Special Events Policies & Procedures Manual

#### 22.0 City of London, Fire Prevention

*London Fire Department, Fire Prevention Division  
400 Horton Street East  
London, Ontario  
N6B 1L7*

*Chief Fire Prevention Officer 519 661-2500 x5222*

If a special event includes cooking or heating in tents, street closings or the discharging of high-powered fireworks, organizers must ensure that the applicable fire prevention measures are taken as outlined below. This includes obtaining a permit to discharge fireworks and having an approved fire safety plan.

#### **TENTS AND AIR SUPPORTED STRUCTURES**

The following requirements are for all large tents and in part for smaller commercial tents where cooking and/or heating is to take place therein.

**Building Permits:** A building permit is required to erect a tent in excess of 60m<sup>2</sup>. The permit is obtained from the Building Division, 7th Floor, City Hall, and the tent must meet Building Code requirements.

**Fire Safety Plan:** A Fire Safety Plan is required for tents in excess of 30m<sup>2</sup> (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.

**Heating & Cooking:** Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy or other similar structure is prohibited. Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 2-4.2 or CAN/ULC S-1(-M). Applies to ALL sizes. This equipment must not be located adjacent to exits or access to exits.

All Mobile Food Vendor including Truck and Trailers must comply with the provisions of Appendix A of the Fire Prevention portion of the Special Events Manual.

All FOOD vendors in tents (applies to all sizes) using fuel fired appliances (propane, natural gas, wood, or otherwise) must comply with the provisions of Appendix B of the Fire Prevention portion of the Special Events Manual.

All Non FOOD vendors in tents (applies to all sizes) must comply with the provisions of Appendix C of the Fire Prevention section of the Special Events Manual.

Failure to comply with the Fire Prevention portion of the Special Events Manual may result in your removal from the property.

**Compressed Gas Cylinders:** All compressed gas cylinders must be stored in racks, chained or tied securely as a safety measure.

All propane cylinders must be secured and stored outside the tent or air supported structure in a safe well-ventilated location.

### **STREET CLOSING**

All street closings must be in conformance with the requirements of the Environmental Services Department and the London Police Department to ensure that:

- a. The barriers being used are easy to remove to allow emergency vehicles to access the closed portion of the street.
- b. All hydrants remain visible and not be obstructed in any manner, leaving at least a 3m radius around each hydrant.
- c. A 20ft. Emergency lane shall be provided.

Anytime you wish to discharge Pyrotechnics you must obtain a Pyrotechnic Event Approval Permit from the Fire Prevention Division.

The listing of products to be fired MUST be submitted to the Fire Prevention 3 weeks prior the event.

### **Discharging of High-Powered Fireworks**

Anytime you wish to discharge Pyrotechnics you must obtain a Pyrotechnic Event Approval Permit from the Fire Prevention Division. The listing of products to be fired MUST be submitted to Fire Prevention 3 weeks prior to the event.

The applicant must indicate that a Canadian certified pyro-technician will be on the site for your event and provide a valid supervisor card and number with an expiry date in conformance with the fireworks manual of the Explosive Division, Department of Energy, Mines and Resources.

The person discharging the fireworks must also be in conformance with The Corporation of the City of London By-Law P.W.3, Discharge of Fireworks and the Explosives Act (Canada) and its regulations made there under.

### **FUEL SAFETY**

The following requirements for using propane appliances and equipment were established by the Technical Standards & Safety Authority, 4th Floor, West Tower, 3300 Bloor Street West, Toronto, Ontario M8X 2X4. The telephone number for information about the Fuel Safety Program is 1-877-682-8772. Topics covered include approval requirements, safety concerns, fuel containers and guidelines for using heating and cooking equipment at public gatherings.

### **Approval Requirements**

Appliances and equipment used in propane service must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) and Underwriters Laboratories of Canada (ULC) to name a few. Contact TSSA if there is a question about an appliance approval.

1. CGA - Canadian Gas Association
2. CSA - Canadian Standards Association
3. ULC - Underwriter Laboratory Canada
4. Warnock Hersey
5. T.S.S.A. Fuels Safety

### **Common Safety Concerns**

Common safety concerns associated with propane include:

1. Equipment has not been maintained by a qualified and ticketed Registered Contractor.
2. Cylinders do not have clearly marked test dates less than 10 years from current date.
3. Inadequate clearances from appliances to combustibles.
4. Improperly supported and protected regulators, hose and piping.
5. Unsecured cylinders (to be chained in upright position).
6. Maximum hose length of 10 feet is often exceeded.
7. Unused piping and valve openings are not capped.
8. Certified hose and hose assemblies are often not used.
9. The use of rubber and/or vinyl hose inside enclosures/trailers, etc. Piping or tubing must be used.

### **Fuel Containers for Gasoline and/or Diesel Powered Generator**

Fuel containers shall have to be built in conformance with one of the following Standards or Regulations:

1. The Transportation of Dangerous Goods Regulations (Canada)
2. CSA-B736, "Portable Containers for Gasoline and Other Petroleum Fuels"
3. ULC/ORD-C30, "Safety Containers"

All approved containers will be imprinted or labelled with the appropriate approving organization.

### **Guidelines for Heating and Cooking Equipment Use at Public Gatherings**

#### **Fuel Suppliers**

1. Where fuel IS supplied to a site:  
And NOT connected to an appliance by the supplier, the supplier shall ensure that the cylinders  
a] are in good safe condition, and b] are properly stored, and
2. ARE connected to an appliance by the supplier; supplier shall ensure that  
a] the cylinder is properly installed and that connections are leak free,  
b] the equipment is in safe operating condition,  
c] the installation complies with the applicable code.

#### **Rental Houses**

Where equipment is leased, rented or loaned to a person or organization, the owner shall:

- a] provide documentation affirming that the equipment is in safe working condition and certified,
- b] provide adequate training/explanation to ensure that the lessee is aware of the hazards of operation and the proper procedures to take when installing/using the equipment.

### **Equipment Users**

Where a person or organization intends to use propane, natural gas or other hydrocarbon fuelled equipment at a public event, the person responsible shall,

- a) ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and Provincial),
- b) that the equipment is installed/operated in a safe manner,
- c) that all persons operating the equipment are trained in its safe use and their duties and emergency procedures,
- d) where equipment is to be used indoors, that specific permission for such use is gained from the authority having jurisdiction unless approved for the use,
- e) equipment must be certified for use by any one of the following:
  - Canadian Gas Association (CGA)
  - Underwriters Laboratories of Canada (ULC)
  - Underwriters Laboratories Inc. (CUL)
  - Warnoch Hersey (WH)
  - Canadian Standards Association (CSA)
  - International Approval Services (IAS)
  - TSSA Fuels Safety or other testing organization recognized by the Province of Ontario
- f) special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the authority having jurisdiction.

### **Fair/Event Organizers**

Fair/event organizers shall:

- a) Make prospective exhibitors aware of all rules and requirements for the event prior to set-up,
- b) Ensure that exhibitors have all required safety/operator documentation where applicable,
- c) Ensure through an appropriate process that all safety/operational procedures are followed during an event,
- d) Should ensure through an appropriate process that equipment is as represented from a safety perspective.

### **Facility Operators**

- a) Must ensure that the event can be safely accommodated by the facility,
- b) Ensure that prospective users are made aware of all local requirements prior to the event,
- c) Ensure through an appropriate process that all safety/operational procedures are followed during an event,
- d) Ensure through an appropriate process that equipment is as represented from a safety perspective.

Special Issue: Open flame construction heaters are ***not to be used*** to heat structures utilized for a fair or event.



THE CORPORATION OF THE CITY OF LONDON  
FIRE DEPARTMENT

HIGH HAZARD FIREWORKS DISCHARGE PERMIT

NOTE: APPLICANT MUST BE THE PERSON SUPERVISING THE FIRING OF THE FIREWORKS AND THOSE DOING THE FIRING MUST NOT BE UNDER 18 YEARS OF AGE

NAME OF APPLICANT:

\_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE:

\_\_\_\_\_

SUPERVISOR'S CARD NO. \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

I hereby make application to discharge high hazard class 7.2.2 fireworks.

On behalf of:

\_\_\_\_\_

\_\_\_\_\_

Location of Display: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

I certify that I have completed a course for fireworks supervisors, have read, understand and will be guided by the principles and safety rules of the fireworks manual and the manufacturer's specifications. I also understand the specific contents of the City of London by-law PW-11 and that contravention of this by-law is guilty of an offence and may result in a maximum penalty under the Provincial Offences Act of \$5,000 upon conviction.

Signature: \_\_\_\_\_

Permission is hereby granted to: \_\_\_\_\_

Signature of Fire Chief or Designate: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

# FIRE SAFETY PLAN FOR TENTS

Applicable to all commercially used tents having an area in excess of 320 sq. ft or 30m<sup>2</sup>.

<b>LOCATION AND/OR ADDRESS WHERE TENT IS SET-UP:</b> <i>(Please print)</i>	
---	--

1. **Location of nearest telephone to call 911:** \_\_\_\_\_

2. **Number, type and location of portable fire extinguishers provided:**

a) Number \_\_\_\_\_

b) Type(s) \_\_\_\_\_

c) Location(s) \_\_\_\_\_

3. **Name of person employed for firewatch duty:**

\_\_\_\_\_

Such duties to include keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials and general enforcement of regulations as determined by lessee.

4. **Number of exit signs posted:** \_\_\_\_\_ Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.

5. **Has emergency lighting been tested** Yes  No  *Applicable to night-time tent use only.*

6. **Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use?** Yes   
No  **Relative to the tent, where would these devices be located?** *Must not be located adjacent to an exit or access to an exit.*

7. **Has a building permit for the erection of this tent been obtained?** Yes  No

8. **Provide the name, address and telephone number of person(s) or company providing the tent rental:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

9. **Provide the name, address and telephone number of person(s) leasing the tent:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his designate and be posted in a conspicuous location near the main entrance.

Approved by: \_\_\_\_\_  
CITY OF LONDON FIRE DEPARTMENT

Dated \_\_\_\_\_

# Appendix A



London Fire Department  
Attn: Fire Prevention  
400 Horton Street  
London, Ontario,  
Canada  
N6B 1L7

## SPECIAL EVENTS MOBILE FOOD VENDORS CHECKLIST

**Please complete this form and return to the above address**  
**MOBILE FOOD VENDORS UTILIZING PROPANE FIRED COOKING EQUIPMENT  
(TRUCK OR TRAILER)**

### **A – Vent Hoods**

- All hoods must be constructed of not less than No. 20 MSG (0.94mm) stainless steel or No. 18 MSG (1.09mm) steel **NO** galvanized metal is acceptable.
- All seams and joints must be liquid tight.
- All hoods must be vented to the exterior of the vehicle by one of the following methods:
  - Venturi Vent
  - A listed electrical fan

### **B - Fuel Supply for cooking equipment**

- All Fuel Fired Equipment must be certified by a qualified service company annually. A letter of certification must be supplied by the service company.
- Fuel tanks must be installed and protected in accordance with the Propane Handling and Utilization code of Ontario.

### **C – Fire Protection**

- All vent hoods are to be equipped with an automatic fixed extinguishing systems installed and certified by a qualified service technician.
- These systems must be serviced and tagged annually by a qualified service technician.
- At least one portable fire extinguisher of the proper rating and type must be installed in the immediate area.
- These extinguishers must be serviced and tagged annually by a qualified service technician.

### **D – Exiting**

- A clear accessible exit from the interior of the trailer or truck shall be maintained at all times.

### **E – Cleaning**

- All equipment must be cleaned on a regular basis as required by NFPA 96 and a certificate of proof shall be made available to the inspector upon request indicating that cleaning has been done.



# Appendix B Food Vendor - Tent



London Fire Department  
400 Horton Street  
London, Ontario,  
Canada  
N6B 1L7

Name of Event: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Phone # \_\_\_\_\_

**As a condition of approval for vendors to attend or participate in the special event hosted on City of London property, the event organizer is obligated to ensure that all vendors comply with the following requirements**

**Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event organizer.**

(1) **Cooking Activities:**

- Any cooking activity within any enclosed tent is prohibited.
- Public access is prohibited under any open sided canopy used to cover cooking.
- Fuel fired cooking will be conducted a minimum of 1.2m (4ft) from combustible materials and or any tent, unless the appliance is labeled for specific clearance to combustibles.
- Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.
- A portable fire extinguisher with a minimum 2A 10BC rating with a technicians tag certifying maintenance within the last 12months shall be provided for any cooking activity other than deep fat frying.
- An extinguisher with a minimum 40BC or K class rating shall be provided with a technicians tag certifying maintenance within the last 12months for **any deep fat frying**

(2) **Fuel Safety Concerns;** (Propane, Natural Gas etc)

- The event organizer shall arrange for a general inspection by the TSSA (Technical Standards and Safety Authority) of all vendors utilizing fuel fired cooking appliances.
- Vendors with propane fired equipment must have a Mobile Food Service Equipment Inspection completed and a copy of the report on site. Vendors have any questions specific to the certifications and approval of their equipment should contact the Fuel Safety Division of the TSSA (416) 734-3351, a minimum 30 days prior to the event.

**By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event organizer:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Appendix C Non Food Vendor –Tent



London  
CANADA

London Fire Department  
400 Horton Street  
London, Ontario,  
Canada  
N6B 1L7

Name of Event: \_\_\_\_\_  
Name of Vendor: \_\_\_\_\_  
Responsible Person: \_\_\_\_\_ Phone # \_\_\_\_\_

**As a condition of approval for vendors to attend or participate in the special event hosted on City of London property, the event organizer is obligated to ensure that all vendors comply with the following requirements**

**Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event organizer.**

(1) **Portable Fire Extinguishers Protection:**

- Vendors must have a portable fire extinguisher with a minimum 2A 10BC rating. The extinguisher shall have a technicians tag attached certifying maintenance within the last 12 months.

(2) **Vendor Tents**

If a tent, tarp, canopy or similar shelter is being supplied and used by the vendor it must:

- Have an aggregate area of less than 60sq. m. (645sq. ft.) Larger tents require a building permit.
- Must be labeled or have documentation confirming the tent material has a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.
- Multiple tents in groupings shall not exceed a maximum area of 60sq. m. (645sq. ft.) without a minimum 3M fire break separating the grouping from other tents or structures.

(3) **Electrical Service and Installation:**

- Any electrical work (service/generator supply, box or panel connections, lighting appliances etc) will be undertaken by a qualified, licensed electrician, and will be subject to an inspection by ESA
- All electrical equipment, devices and appliances shall be listed and approved for use in Canada. Details of electrical requirements shall be provided to the event organizer for inclusion in the electrical permit application covering the event.

**By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event organizer:**

Signature \_\_\_\_\_

Date \_\_\_\_\_



## City of London Fire Department Special Events Checklist

Date of Inspection Date of Issue	Address of Property
Fire Department	Owner
Person Contacted	Vendor Owner/Operator

<b>PORTABLE FIRE EXTINGUISHERS</b>				
1	PORTABLE FIRE EXTINGUISHERS SUPPLIED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	PORTABLE FIRE EXTINGUISHERS PROPER RATING AND TYPE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	PORTABLE FIRE EXTINGUISHERS PROPERLY SERVICED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<b>BBQ'S AND OTHER COOKING EQUIPMENT</b>				
1	PORTABLE FIRE EXTINGUISHERS LOCATED IN THE COOKING AREA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	ARE CANOPIES COVERING COOKING EQUIPMENT CERTIFIED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	IS THERE A METHOD TO CONTROL FLARE UPS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
4	IS THE AREA FREE OF COMBUSTIBLE MATERIALS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<b>FUEL SUPPLY <input type="checkbox"/> N/A</b>				
1	COOKING FUEL SYSTEM BEEN INSPECTED WITHIN THE LAST YEAR?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	FUEL TANKS PROPERLY PROTECTED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>IGNITION SOURCES</b>				
1	NO SMOKING SIGNS INSTALLED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	TEMPORARY WIRING USED PROPERLY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	HEAT PRODUCING EQUIPMENT USED PROPERLY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
4	NO OPEN FLAMES (other then that used for cooking)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<b>FIRE SAFETY PROCEDURES</b>				
1	FIRE SAFETY PROCEDURES IMPLEMENTED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	FIRE SAFETY PROCEDURES APPROVED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>IS THIS VENDOR APPROVED TO OPERATE <input type="checkbox"/> YES <input type="checkbox"/> NO</b>				
<b>THE EVENT ORGANIZER MUST REMOVE ANY UNAPPROVED VENDORS</b>				

<b>TENTS</b>				
1	TENT INSTALLED IN CONFORMANCE WITH THE BUILDING CODE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	PERMIT OBTAINED FOR TENT (when required)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Name of Recipient	Name of Inspector (print)
Signature	Signature

## **Technical Standards & Safety Authority**

2014 Special Events Policies & Procedures Manual

### **23.0 Technical Standards & Safety Authority**

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

#### **Mobile Food Service Equipment**

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



<b>Fuels Safety Program</b>	Ref. No.: FS-056-06	Rev. No.: 1
<b>DIRECTOR'S ORDER</b>	Date: February 13, 2006	Date: June 1, 2013

IN THE MATTER OF:

*Technical Standards and Safety Act 2000, S.O. 2000, c. 16, s. 31*

- and -

Ontario Regulation 211/01 (Propane Storage and Handling)

- and -

Ontario Regulation 212/01 (Gaseous Fuels)

Re: **Mobile Food Service Equipment**

---

## 1. Background

On February 13, 2006 Director's Order FS-056-06 was issued to regulate various types of Mobile Food Service Equipment (MFSE) that were unapproved, not properly serviced or maintained or operated in an unsafe manner.

Since that time, although many MFSEs have been approved and are being inspected annually as required, unapproved equipment remains in service and there continues to be a lack of understanding of the requirements that apply to MFSEs. There have also been incidents where members of the public have been injured by unapproved or unsafe MFSEs.

Therefore, pursuant to section 31 of the *Technical Standards and Safety Act, 2000*, this order clarifies the requirements for MFSEs, and provides guidance on obtaining TSSA approval for their sale and use.

## 2. Scope

This order shall apply to two groups of MFSE's, those built prior to February 13, 2006 and those manufactured since February 13, 2006.

## 3. Definition

Mobile Food Service Equipment is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fuel fired cooking appliances and, if applicable, associated fuel storage.

An MFSE may be:

a self-propelled vehicle such as a truck or van fitted with food service equipment and either equipped with propane or other hydrocarbon fuel supply cylinders or intended for connection to a propane supply cylinder at the operation site.

a trailer or cart fitted with food service equipment intended to be towed to the operation site and either equipped with propane or other hydrocarbon fuel supply cylinders or intended for connection to a propane or other hydrocarbon fuel supply cylinder at the operation site.

a portable cart fitted with food service equipment that is not towed but may be transported to an operation site and provided with a propane or other hydrocarbon fuel supply cylinder that may be enclosed in the cart.

Note: If the equipment is mounted on a permanent foundation (no jacks), with the wheels removed and connected to one or more services (electrical power, water, sewers or gas), that would render the unit unlikely to be easily relocated, it would not be considered an MFSE, but rather a permanent structure and subject to the requirements of CSA Codes 8149.1 and 8149.2.

#### 4. Requirements for Compliance

##### A. Mobile Food Service Equipment Built Prior to February 13, 2006

**Danger Labels** – The applicable labels described in Attachment #1 to this order are required to be applied to all existing MFSEs built prior to February 13, 2006.

**Annual Inspections** – The owner/operator of an MFSE shall ensure that a certified gas technician inspects the MFSE annually and completes an Annual Inspection Certificate in the form attached in Attachment #2. The owner/operator shall promptly correct any deficiencies identified in the inspection certificate and shall retain the certificate with the MFSE until the subsequent inspection. All MFSE may be subject to TSSA inspection to confirm annual inspection is current.

##### B. Mobile Food Service Equipment Built after February 13, 2006

**Approval** -All MFSEs built after February 13, 2006 are required to have a Field Approval by TSSA or alternatively must be certified and labeled by an Certification Organization accredited by Standards Council of Canada.

Ontario Regulation 211/01 made under the *Technical Standards and Safety Act, 2000* contains the following provision regarding prohibited activities without approval.

12. (1) Where this Regulation requires that an appliance or any equipment be approved, no person shall,  
(a) offer for sale, sell, rent or buy;  
(b) install;  
(c) use; or  
(d) supply propane to,  
an appliance or equipment unless it is approved or will be approved prior to being put into use.

---

Further information may be obtained by contacting: Director – Fuels Safety Division, Technical Standards and Safety Authority  
14<sup>th</sup> Floor – Centre Tower, 3300 Bloor St. West, Etobicoke ON., M8X 2X4 Ph: 416 231 3300 Fx: 416 231 7525

Ontario Regulation 212/01 made under the *Technical Standards and Safety Act, 2000* contains the following provision regarding prohibited activities without approval.

4. (1) Where this Regulation requires the approval of an appliance or any equipment or thing, no person shall offer for sale, sell, lease, rent or install an appliance, equipment or thing unless It is approved or will be approved prior to being put into use.

If you are currently operating an MFSE built after February 13, 2006 and it does not have either a Field Approval label issued by TSSA or a recognized certification label you must apply for a TSSA Field Approval by completing an application.

Manufacturers in Ontario producing new MFSEs are required to obtain a TSSA Field Approval or a certification prior to selling and delivering the MFSE.

If you are purchasing an MFSE manufactured outside of Ontario you must obtain a TSSA Field Approval prior to putting the unit into operation.

An application for Field Approval may be found on the TSSA web site <http://www.tssa.org/regulated/fuels/fuelsField.asp> along with an outline of the requirements that will be applied in the evaluation of the MFSE design and full details of the information and material that must be submitted to document the approval.

**Danger Labels** - The applicable labels described in Attachment #1 to this order are required to be applied to all MFSEs built after February 13, 2006.

**Annual Inspections** - Subsequent to the issuance of a TSSA Field Approval or obtaining certification, the owner/operator of an MFSE shall ensure that a certified gas technician inspects the MFSE annually and completes an Annual Inspection Certificate in the form attached in Attachment #2. The owner/operator shall promptly correct any deficiencies identified in the inspection certificate and shall retain the certificate with the MFSE until the subsequent inspection. All MFSE may be subject to TSSA inspection to confirm annual inspection is current.

## 5. Additional Notes

MFSE owners/operators should check for additional municipal compliance requirements.

TSSA inspectors are authorized to inspect MFSEs to ensure compliance with this Director's Order.

This Order is effective immediately

Dated at Toronto this 1st day of June, 2013

ORDERED BY:

  
John R. Marshall  
Director, Gaseous Fuels Regulation, Propane Storage and Handling  
Regulation, *Technical Standards and Safety Act, 2000*



**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



# City of London, Development & Compliance Services

## 2014 Special Events Policies & Procedures Manual

### 24.0 Tents and Washrooms

**Development & Compliance Services, Building Division,  
300 Dufferin Avenue, 7<sup>th</sup> Floor, London, Ontario, N6A 4L9  
Manager, Plans Examination 519 661-2500 x8426**

1. All special event operators will ensure the public has access to washroom facilities.
  - 1 water closet for every 100 males
  - 1 water closet for every 100 females
2. When the public has access to tents serving food or beverages, where seating is provided, the operator must comply with the building code regulations for washrooms. Washrooms must be within 45m (150 feet) of the tent.

NO. OF PERSONS	WASHROOMS	NO. OF PERSONS	WASHROOMS
1-20	One water closet for each sex	196 – 225	Seven water closets for each sex
21 – 70	Two water closets for each sex	226 – 275	Eight water closets for each sex
71 – 105	Three water closets for each sex	276 – 325	Nine water closets for each sex
106 – 135	Four water closets for each sex	326 – 375	Ten water closets for each sex
136 – 165	Five water closets for each sex	376 – 425	Eleven water closets for each sex
166 – 195	Six water closets for each sex	over 425	Twelve plus one additional water closet for each increment of 50 persons of each sex in excess of 425

Note: the event organizer must ensure all washrooms/hand wash stations are kept stocked with toilet paper and hand soap

3. You 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 60m<sup>2</sup> (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.
4. 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 you are 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 60m<sup>2</sup> (645 sq.ft.). 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.
5. Upon approval and payment of the set fees you will receive your tent/building permit. Contact Building Division for permit fees.
6. In addition, if the tent exceeds 225m<sup>2</sup> (2,420 sq. ft.), a professional engineer is required to certify the design and installation prior to occupancy of the tent.
7. Tent fabric to comply with CAN/ULC S109-M or NFPA 701 standard for flame test on flame-resistant fabrics and films. Submit confirmation documentation to the Building Division.
8. Applicant must provide tent design information and a site plan showing location of tent and distances to other tents or buildings. Allow a minimum of 10 days for permit processing.
9. If installing a stage or viewing area which is over 600mm above grade a building permit will be required.
10. Event organizers are required to utilize the site numbers outlined on the Victoria Park map provided by the City of London.

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code.

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: \_\_\_\_\_  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
B. Purpose of application				
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit				
Proposed use of building			Current use of building	
Description of proposed work				
C. Applicant				
Applicant is: <input type="checkbox"/> Owner    or <input type="checkbox"/> Authorized agent of owner				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (    )	Fax (    )	Cell number (    )		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (    )	Fax (    )	Cell number (    )		
E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (    )	Fax (    )	Cell number (    )		
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Attachments				
i. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i. This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. This application is accompanied by the information and documents prescribed by the applicable bylaw, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv. The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666

Permit Number									
---------------	--	--	--	--	--	--	--	--	--

**FOR OFFICE USE ONLY**

**1. General Information**

Nature of work		Previously approved plan?	Plan examiner	Area code	3 day permit?
<input type="checkbox"/> Building	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Storm/Sanitary services	<input type="checkbox"/> Water services	<input type="checkbox"/> Sewage system	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Permit via		Send to			
<input type="checkbox"/> Mail	<input type="checkbox"/> Pickup	<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Authorized agent	

**2. Zoning**

Permitted use	Park dedication required	Amount	Account
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Compliance status	Examined by		Year Month Day
<input type="checkbox"/> Not required			
<input type="checkbox"/> Not in compliance			
<input type="checkbox"/> Complies			
<input type="checkbox"/> C of A required			

**3. Site Plan**

Site plan	Development agreement	Examined by	Year Month Day
<input type="checkbox"/> Not required	<input type="checkbox"/> Not required		
<input type="checkbox"/> Complies	<input type="checkbox"/> Required		
<input type="checkbox"/> Required			

**4. Plan Examiners**

Type	Not Required		Foundation	Date Released			Shell/No Connect	Date Released			Full	Date Released		
	Required	Required		Year	Mon.	Day		Year	Mon.	Day		Year	Mon.	Day
Structural														
Mechanical														
Plumbing														
Storm/Sanitary services														
Water services														
Sewage system														
Fire Prevention Office														
Architectural														

Remarks

Conditions  Conditional permit

**5. Fees**

Verified construction value:	Verified G.F.A.		
Fee Description	Amount	Date Paid	Receipt Number
		Year Month Day	
Permit			
Additional permit			
Water			
3 Day			
Conditional permit			
Early start			
Park dedication			
Other (ie Sewage System)			

**6. Development Agreements/Securities**

Required	Yes	No	Received	Yes	No
Securities D/A					
Conditional permit					
WM - 4					
Demo					
Road widening					
Other					
<input type="checkbox"/> Received but not complied with		<input type="checkbox"/> Complies			
Examined by			Year Month Day		

**Development Charges**

Amount applicable	City/Urban Works	Secondary School Board
Exempt amount		
Amount paid		
Balance owing		

**7. Final Check**

Cancelled by	Year Month Day	
<input type="checkbox"/> Fees owing		
<input type="checkbox"/> Other (Specify)		
Released for	Final Check by	Year Month Day
Foundation		
Shell/No connect		
Full		

**8. Permit Issuance**

<input type="checkbox"/> Foundation	Year Month Day	<input type="checkbox"/> Shell/No connect	Year Month Day	<input type="checkbox"/> Full	Year Month Day
Issued by		Issued by		Issued by	

**SOCAN**

## 2014 Special Events Policies &amp; Procedures Manual

**25.0 SOCAN****SOCAN**

**Representative: James Leacock**  
**41 Valleybrook Drive**  
**Toronto, Ontario, M3B 2S1**  
**1-866-944-6210 x1613**

**Email: [leacockj@socan.ca](mailto:leacockj@socan.ca)**  
**Website: [www.socan.ca](http://www.socan.ca)**

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

Your SOCAN representative for London is James Leacock. He can be reached at 519-868-0549 or via email at [leacockj@socan.ca](mailto:leacockj@socan.ca). Please contact Mr. Leacock to obtain the proper licensing for your event.

**Online:**

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

## **Re:Sound**

### 2014 Special Events Policies & Procedures Manual

#### **26.0 Re:Sound**

**Re:Sound Music Licensing Company**  
**1235 Bay Street, Suite 900**  
**Toronto, Ontario M5K 3E4**  
**1-877-309-5770**

**Email: [licensing@resound.ca](mailto:licensing@resound.ca)**  
**Website: [www.resound.ca](http://www.resound.ca)**

Any type of event that utilizes recorded music is subject to a Re:Sound licensing fee. Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Re:Sound collects licence fees for the public performance of music in Canada and distributes to artists and labels around the world. Re:Sound tariffs are regulated by the Copyright Board of Canada.

Please contact the Licensing Department at Re:Sound at 1-877-309-5770 or [licensing@resound.ca](mailto:licensing@resound.ca) to obtain the proper licence for your event.

Online:  
Visit Re:Sound at [www.resound.ca](http://www.resound.ca) to obtain further information.

## Middlesex-London Health Unit

### 2014 Special Events Policies & Procedures Manual

#### 27.0 Middlesex-London Health Unit

*Middlesex-London Health Unit  
Environmental Health Division  
50 King Street  
London, Ontario, N6A 5L7  
519 663-5317 Ext. 2300*

*Email: [health@mlhu.on.ca](mailto:health@mlhu.on.ca)  
Website: [www.healthunit.com](http://www.healthunit.com)  
Fax: 519 663-9276*

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

1. 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.
2. 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 comply with the following requirements:

1. Contact the Special Events Coordinator of the Middlesex-London Health Unit and obtain a Special Events Information Package.
2. Complete the Special Events Food Vendor Form and return it to the Special Events Coordinator fourteen (14) days prior to the event.
3. Complete a consultation meeting with the Special Events Coordinator or attend a food-handler lecture for special events.
4. Arrange for an on-site inspection of food concessions to obtain approval to operate.
5. Comply with all requirements as set out in the Standards for Outdoor Special Events.

All vendors involved in providing personal services to the public must comply with the following requirements:

1. Contact the Infectious Disease Control Team at (519)663-5317 ext. 2330
2. Complete the Special Events Personal Service Settings Form and return it to the Infectious Disease Control Team fourteen days (14) prior to the event.

All animal exhibitors must comply with the following requirements:

1. Contact the Special Events Coordinator of the Middlesex-London Health Unit and obtain a Special Events Information Package
2. Complete the Special Events Animal Exhibitors Form and return it to the Special Events Coordinator fourteen (14) days prior to the event.
3. Comply with the requirements as set out in the Standards for Owners and Operators of Animal Exhibits.

## STANDARDS FOR OUTDOOR SPECIAL EVENTS

Pursuant to the Food Premises Regulation  
Ontario Regulation 586/99

**Definition:** A charitable or commercial function where food is provided and/or offered to the public. The function must be a special occasion rather than a continuous or permanent operation.

### Requirements

- 1) Health Unit approval must be obtained prior to food vendors operating.
- 2) All food must be obtained from an approved commercial source. All food must be prepared in an approved commercial kitchen or on-site. No home prepared or home canned food shall be used, sold or given away.
- 3) All hazardous foods must be maintained at an internal temperature of lower than 4°C (40°F) or higher than 60°C (140°F).
- 4) A probe thermometer shall be available on-site to check temperatures.
- 5) Adequate refrigerated units for the safe storage of perishable and hazardous foods must be provided. An accurate thermometer must be provided in each unit.
- 6) Adequate hot holding units must be provided for the safe storage of hazardous foods. An accurate indicating thermometer must be provided in each unit.
- 7) Raw and ready to eat products must be fully separated, and stored in tightly covered containers to prevent cross-contamination. For example: In a refrigerator, the raw products should be stored on the bottom shelf with the ready to eat food above. If thermos cases and ice packs are used, SEPARATE cases must be provided for raw and ready to eat items.
- 8) A supply of hot and cold potable water under pressure must be provided.
- 9) A separate hand wash basin must be provided AT THE FOOD PREPARATION AREA before any food is handled. This sink must be supplied with hot and cold potable running water under pressure together with a supply of liquid soap and single service (paper) towels in dispensers. The unit can be permanently plumbed or be portable. A blend of hot and cold water in a single dispenser equipped with a spigot is acceptable.
- 10) All utensils and equipment must be:
  - a) WASHED: in hot water and detergent
  - b) RINSED: in hot water
  - c) SANITIZED: in a solution of hot water for 45 seconds in one of the following solutions:
    - 100 ppm chlorine (bleach)
    - 200 ppm quaternary ammonium (QUATS)
    - 25 ppm iodine
- 11) A minimum of a 2 compartment sink with a drain board, supplied with hot and cold potable running under pressure must be available for washing and sanitizing utensils. Where the 2 compartment sink is not available on site, food vendors must provide a sufficient number of clean back up utensils (at least four sets is recommended per day of the event) and the vendor must have access to an approved kitchen off-site.
- 12) Test strips must be provided to test sanitizer strength.
- 13) All waste water shall be disposed of in an acceptable sanitary manner. Do not dump onto ground surface.
- 14) Single use containers shall be used for the service or sale of food.
- 15) Where reusable plates or containers are provided by the patrons, food handlers must ensure that there is no direct contact between the serving utensils and the plates or must wash, rinse and sanitize the utensil(s) after each patron.
- 16) Tongs, spatulas, or any multi-service utensils, must be cleaned and sanitized after each use or as required.
- 17) Ensure separate tongs are used for raw and cooked product to eliminate cross-contamination.
- 18) All food must be protected from contamination and adulteration. E.g. all foods must be covered and stored properly.
- 19) All food and food containers must be stored 15 cm (6") off the ground.
- 20) Floor surfaces of food concession must be of a material that can be cleaned. E.g. no grass surfaces allowed.
- 21) All food handlers must wear clean outer garments, and head gear that confines the hair.
- 22) Ensure that an adequate number of garbage receptacles with tight fitting or self-closing lids is provided. Garbage must be disposed of in a sanitary manner.

**A ZERO TOLERANCE POLICY IS ENFORCED FOR ALL SPECIAL EVENTS. THIS MEANS FAILURE TO COMPLY WITH STANDARDS MAY RESULT IN CLOSURE AND/OR TICKETING.**

# SPECIAL EVENTS FOOD VENDOR FORM

**MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 7 DAYS PRIOR TO EVENT.**

**Food concession may not operate until site inspection approval is granted.**

Name of Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Street Name & Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Set up Date & Time: \_\_\_\_\_

Name of Concession: \_\_\_\_\_ Certified Food Handler: yes no

Contact Person: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Food Items: \_\_\_\_\_

Food Suppliers: \_\_\_\_\_

Food Preparation Location: \_\_\_\_\_

Method of Transporting Food: Coolers with Ice  Insulated Container  Other: \_\_\_\_\_

■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

**VENDOR SITE:**

Tent ( ) Trailer ( ) Other: \_\_\_\_\_

Floor Covering Material: \_\_\_\_\_

Water Supply System (hot and cold water under pressure required) Type of System: \_\_\_\_\_

Sinks: 3 compartment \_\_\_\_\_ 2 compartment \_\_\_\_\_ Handwash \_\_\_\_\_

Waste Water Disposal: Collection method: \_\_\_\_\_ Disposal site: \_\_\_\_\_

Cold Storage: Mechanical: \_\_\_\_\_ Ice: \_\_\_\_\_

Hot Holding: Method: \_\_\_\_\_

Garbage: Receptacles Provided: Yes \_\_\_\_\_ No \_\_\_\_\_ Disposal Method: \_\_\_\_\_

Grease: Disposal Method: \_\_\_\_\_ **BBQ:** Yes \_\_\_\_\_ No \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved: Yes ( ) No ( ) File No: \_\_\_\_\_

P.H.I.'s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Section 16(2) of Ontario Health Protection and Promotion Act requires that every person who intends to commence to operate a food premise shall give notice of his/her intention to the Medical Officer of Health of the health unit in which the food premise will be located.  
2. The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O. 1990, Ch. H7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act. September 2009



# SPECIAL EVENTS PERSONAL SERVICES VENDOR FORM

**MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 7 DAYS PRIOR TO EVENT.**

Name of Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Location: \_\_\_\_\_ Set-up Date & Time: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Home #: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Business #: \_\_\_\_\_

■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

**SERVICES PROVIDED:**

- Tattooing (not airbrush, temporary or henna)
- Body Piercing
- Ear Piercing
- Manicure/Pedicure
- Massage
- Other aesthetic services \_\_\_\_\_

■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

**SITE:**

Hot and Cold Running Water    Yes (    ) No (    )

Handwash sink                    Yes (    ) No (    )

Disinfection/ Sterilization location \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

P.H.I.'s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Health Inspector Comments** \_\_\_\_\_

Approved:    Yes    (    )        No    (    )

*The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O.1990, Ch. H7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act.*

## Standards for Owners and Operators of Animal Exhibits and Agricultural Fairs

The following are the standards for all petting zoos, pony rides and educational animal exhibits.

1. **Ensure that there are signs** near the animal exhibit that include the following messages:
  - Wash hands with soap and water after touching the animals;
  - Wash hands with soap and water before eating;
  - Avoid touching your face and mouth before washing your hands with soap and water;
  - Do NOT eat or drink while touching animals.
2. **Provide sufficient handwashing stations** with running water, pump soap and disposable towels or alcohol based hand sanitizer in several locations throughout the animal exhibit.
3. Ensure that handwashing stations and washrooms are kept clean and fully stocked.
4. Ensure that manure is quickly and thoroughly cleaned-up, and appropriately discarded.
5. At least once daily, ensure that the rails in the petting zoo are appropriately disinfected and that the floors in the petting zoo are thoroughly cleaned.
  - Animal enclosures with smooth surfaced barrier rails and hard-surfaced floors shall be cleaned and disinfected by washing all soiled surfaces with a detergent solution and following-up with a safe and effective disinfectant such as a,
    - Chlorine solution at 100 ppm or a
    - Quaternary ammonium compound solution at 200 ppm.
  - Manure shall be removed from animal enclosures and runs as often as necessary to prevent contamination of the animals. Animal enclosures with pens or runs using gravel, sand or dirt shall have the material contaminated with manure removed as necessary to prevent odors, diseases, pests, insects and vermin infestations.
  - Provisions must be made for the proper disposal of animal wastes.
6. Ensure that food is not fed to the animals in containers that can be eaten by people (e.g. ice cream cones or other edible products).
7. Do not display ill animals or those known to be positive for *E.coli* O157:H7 or other infectious agents.
8. Report any animal bit or scratch to the Middlesex-London Health Unit @ 519-663-5317 ext. 2300.

Depending on the nature of the exhibit, other standards may apply and will be provided to the exhibitor prior to the event.

# SPECIAL EVENTS

## ANIMAL EXHIBITORS FORM

**MUST BE COMPLETED BY INDIVIDUAL EXHIBITOR AND RETURNED 7 DAYS PRIOR TO EVENT.**

Name of Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Location: \_\_\_\_\_ Set-up Date & Time: \_\_\_\_\_

Name of Exhibitor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Home #: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Business #: \_\_\_\_\_

■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

**SERVICES PROVIDED:**

- Petting Zoo
- Pony Rides
- Educational Display
- Other \_\_\_\_\_

■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

**TYPE OF ANIMALS ON SITE:**

\_\_\_\_\_  
 \_\_\_\_\_

**SITE:**

<b>Handwash stations available</b>	Yes ( )	No ( )	<b>describe:</b> _____
Alcohol Hand Sanitizer available	Yes ( )	No ( )	
Handwashing signs posted	Yes ( )	No ( )	
Current Rabies Vaccination (if applicable)	Yes ( )	No ( )	

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Health Inspector Comments:** \_\_\_\_\_

P.H.I.'s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved:** Yes ( ) No ( )

The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O. 1990, Ch. H7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act.

## **Alcohol & Gaming Commission of Ontario**

### 2014 Special Events Policies & Procedures Manual

#### **28.0 Alcohol & Gaming Commission of Ontario**

*Alcohol & Gaming Commission of Ontario  
A.G.C.O. Information Line  
1-800-668-5226*

*City Clerk's Department  
300 Dufferin Avenue, 3<sup>rd</sup> Floor  
London, Ontario N6A 4L9  
1 519 661-2500 x4530*

*Check Phone book Under: Alcohol & Gaming Commission Of Ontario For London Store Locations*

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

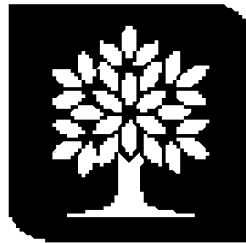
1. Apply for a special occasion permit at any Alcohol & Gaming Commission of Ontario.
2. If requested by A.G.C.O., submit a letter of request in writing to the City Clerk's Department in order to obtain a letter of approval for the insurance of the A.C.G.O. Permit.
3. Supply a copy of the Special Occasion Permit to The Corporation of the City of London, Community Services Department, Parks and Recreation, c/o Special Events Manager.
4. **You must follow all policies within the Alcohol Risk Management Policy Manual.**

## **Alcohol Risk Management Policy**

2014 Special Events Policies & Procedures Manual

### **29.0 Alcohol Risk Management Policy**

	<p>The Corporation of the City of London</p>	
--	--	--



**London**  
CANADA

# ***ALCOHOL RISK MANAGEMENT POLICY MANUAL***

	<p>Risk Management City Manager's Department</p>	
--	--	--

# CITY OF LONDON

## ALCOHOL RISK MANAGEMENT POLICY

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## **PREAMBLE**

The City of London owns and manages facilities where alcohol consumption is permitted under the authority of either the Alcohol & Gaming Commission of Ontario or a Special Occasion Permit. The City of London has developed an alcohol risk management policy in order to reduce alcohol related problems that may arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for users of these facilities.

A variety of problems can arise from excessive alcohol consumption. These problems can affect not only those consuming alcohol, but also other people who use the facilities.

## **PURPOSE OF THE POLICY**

The alcohol risk management policy consists of a range of measures designed to reduce alcohol related problems and to increase the enjoyment of all those who use the facilities. By reducing the potential for alcohol related problems, the City of London concurrently reduces its risk of liability actions.

## **SECTION I**

### **1.0 Areas Designated for Conditional Use of Alcohol**

Alcohol may only be served in City facilities which are licensed by the *Liquor Licence Act*, R.S.O. 1990, Chapter L.19 and the Regulations or when a Special Occasion Permit is issued to an event sponsor by the Alcohol and Gaming Commission of Ontario (issued by A.G.C.O.). A Special Occasion Permit authorizes individuals to serve alcoholic beverages during an occasion that is judged unique or does not occur on a regular basis. However, a number of different Special Occasion Permits may be granted to different permit holders for the same facility. The City of London reserves the right to refuse an applicant permission to run a licensed event on its property.

## **SECTION 2**

### **2.0 Conditions for the Use of Alcohol in City Facilities**

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the conditions under which alcohol may be served. In addition, the responsible person must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. The Special Occasion Permit holder must comply with the *Liquor Licence Act*, R.S.O. 1990, Chapter L.19 the Regulations and all of the provisions of the City of London Alcohol Risk Management Policy.

#### **2.1 Category: Personnel**

- 2.1.1 All bartenders and servers shall complete the Server Intervention Program (S.I.P.) or an approved course as set out by the AGCO training in the responsible service of alcoholic beverages.
- 2.1.2 The permit holder shall have staffing levels sufficient to effectively monitor the entrances, exits and patron alcohol consumption as set out in 2.1.4, below.
- 2.1.3 Where the City is not providing bartender and/or server staff the permit holder shall, if requested, provide the City with a list of the names and addresses of bartenders and servers two weeks prior to the event, and shall ensure that only those persons listed will serve alcohol.
- 2.1.4 The permit holder shall provide the City with a list of the monitors, aged 19 or over, two weeks prior to the event. There shall be at least one (1) monitor per one hundred (100) participants plus one (1) monitor for each entrance and exit at the facility or area for the first five hundred (500) participants. There shall be at least one (1) monitor per two hundred (200) participants for the next one thousand (1000) participants. There shall be at least one (1) monitor per three hundred (300) participants for the number of participants that exceed fifteen hundred (1500). These minimum requirements may be increased if circumstances warrant or if required by the City. Monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately. Monitors will be readily identifiable by a name tag or item of clothing.

- 2.1.5 The monitors, bartenders and servers shall not consume alcohol during the event, nor shall they be under the influence of any alcohol consumed before the event.
- 2.1.6 Event attendant(s) will be provided by the City at the expense of the permit holder and will be available to provide assistance on request. The City will have at least one staff member in attendance at all times.

## **2.2 Category: Entry and Control Policies**

- 2.2.1 The permit holder and designated event staff shall accept only an age of majority card, a drivers licence with a photo card, a passport, Armed Forces ID, or citizenship card as proof of age of majority for alcohol purchase or consumption.
- 2.2.2 Entry must be denied to intoxicated or unruly individuals, individuals carrying alcoholic beverages, and individuals previously turned away from the event.
- 2.2.3 The permit holder shall ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
- 2.2.4 The permit holder shall be responsible for recognizing the need for assistance during the event, and requesting it from the designated City of London event attendant.

## **2.3 Category: Sale of Alcohol and Serving Practices**

- 2.3.1 Discounts shall not be offered for volume purchase of tickets when tickets are sold for alcoholic beverages. The City, in consultation with the permit holder, may require that a limit be imposed on the number of tickets to be sold to any one person at one time.
- 2.3.2 Discounts shall not be offered for volume purchase of tickets when alcoholic beverages are sold for cash. The City, in consultation with the permit holder, may require that a limit be imposed on the number of beverages to be sold to any one person at one time.
- 2.3.3 A sign shall be prominently posted at the bar and at the ticket counter stating the law on serving to intoxication.

The sign will read, "It is against the Liquor License Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages."

### **Rationale**

By limiting the number of tickets or drinks participants may purchase at one time, the ticket sellers, monitors, bartenders, and servers are provided with more opportunities to observe participants for signs of intoxication. Table consumption can be moderated by not selling rounds of large numbers of tickets - a strip of twenty, for example.

## **2.4 Category: Low Alcohol and Non-Alcoholic Options**

- 2.4.1 The permit holder shall ensure that 30% of the alcoholic beverages offered consist of low alcohol options (e.g. low alcohol beer, light wine, and low alcohol spirits). Non-alcoholic beverages must be readily available and priced significantly below any alcoholic beverage.
- 2.4.2 The permit holder shall provide a sign which shall be prominently posted identifying the low alcohol and non-alcoholic beverages available at the event.

### **Rationale**

Low alcohol beverages help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated. A patron consuming a regular beer (at 5% alcohol) would have to drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, "light" beer (at 4% alcohol) represents a 20% reduction in alcohol intake.



## **2.5 Category: Accountability**

- 2.5.1 The permit holder shall post a sign, provided or approved by the City of London, stating the name of the Special Occasion Permit holder and the telephone numbers for the designated City of London staff and the Alcohol and Gaming Commission of Ontario.
- 2.5.2 The permit holder shall obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the City of London as an additional insured, at least two weeks prior to the event. The permit holder shall indemnify and save the City of London harmless from all claims arising from the permit or event. The actual insurance limits required may be increased at the discretion of the City of London.

### **Rationale**

While the local authorities and Alcohol & Gaming Commission of Ontario Licence Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operation of the event. The signs serve notice to the permit holder that while enforcement personnel may not be present the entire time, concerned participants will know where to lodge a complaint. This can facilitate early correction of potentially risky situations.

If an individual is injured, and if the City of London were to be found "jointly and severally" liable, the City of London could end up paying part or all of the judgment should the Special Occasion Permit holder be inadequately insured or uninsured. In addition to the expense to the municipality to defend any legal action, the municipality might have difficulty obtaining continued insurance coverage.

## **2.6 Category: Procedures for Dealing with Problem Patrons**

- 2.6.1 Door staff monitors, serving staff, bartenders and management staff should always be in a position to quickly detect intoxicated patrons.
- 2.6.2 In the case of patrons who are intoxicated to the point that they must be cut-off, the permit holder or designated event staff must make every effort to ensure that the patron does not drive and that he or she will arrive safely at home. In some instances, non-intoxicated friends might agree to drive the person home, or a cab may be called for the patron.
- 2.6.3 In an effort to encourage patrons not to drink and drive, free access to a phone should be made available to persons wishing to call a taxi and the telephone number of a taxi company should be prominently displayed.
- 2.6.4 If an intoxicated person insists on driving, the permit holder and/or staff may have to attempt to detain the person and call the police.
- 2.6.5 The permit holder is required to report in writing to the Facility Manager within 48 hours all incidents in which patrons are injured or ejected from an event or London Police are called.

## **2.7 Category: Safe Transportation**

- 2.7.1 The permit holder is responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:
- a) a designated driver selected from non-drinking participants at the event;
  - b) a designated driver provided by the sponsoring group; or
  - c) a taxi paid either by the sponsoring group or the participant.

### **Rationale**

The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time. Coffee provided at the end of the evening only turns a sleepy drunk into a wide awake drunk who is still unable to drive.

**2.8 Category: Event Security**

2.8.1 Special Events organizers intending to sell alcohol as part of their event shall be required to hire special pay duty police officers **and/or licensed security personnel** to ensure the safety and security of their patrons.

2.8.2 When evaluating the number of Approved Security personnel required considerations will include, but not be limited to, the following:

Each event will be reviewed on based on such things as the:

1. type of event being held (e.g. concert, athletic event, festival, etc.)
2. nature and value of the items that will be on site,
3. number of attendees expected,
4. capacity of the venue,
5. capacity of the alcoholic beverage licensed area (including Special Occasion Permit, Catering Endorsement or Liquor Licence Extension),
6. type of personal items attendees are expect to wear and bring to the venue,
7. site of the venue and the area surrounding that site.

Note: The Special Event operator may be invited to come before the Special Events Security Approval Committee to further clarify safety and security needs.

Generally speaking, the minimum security personnel complement will be:

<u>Anticipated Attendance</u>	<u>Number of Officers/Licensed Security Personnel Required</u>
500-2500	minimum 2 officers
2500-5000	minimum 4 officers
5000-7500	minimum 5 officers
7500-10000	minimum 6 officers + 1 sergeant or supervisor

2.8.3 Public safety for event patrons will be paramount in the security evaluation process. However, if the special event operator demonstrates the need for less security at their event, the required number of Approved Security personnel may be reduced or waived in writing by the Manager of Special Events.

This review Committee is here to help the special event operator to ensure their event is operated in a safe and successful manner.

The Security Approval Committee will include representatives from:

- The City of London Community Services Department
- The City of London Risk Management Office
- The London Police Service
- The Alcohol and Gaming Commission of Ontario

**SECTION 3**

**Enforcement Procedures for Policy Violation**

- 3.1 A violation of this policy occurs when individuals consume alcohol in a municipal facility or area in violation of this policy or any municipal by-law, or provincial or federal legislation.
- 3.2 A violation of this policy occurs when a permit holder breaches the conditions of the Liquor Licence Act of Ontario or this policy. Intervention can be initiated by a City of London staff member, a member of London City Police, or an Inspector of the AGCO or a participant at the event.
- 3.3 A member of the organizing group or a designated monitor intervenes by informing the offending individual of the policy violation and asking that it stop. Group members and monitors are encouraged to intervene in this way because intervention early on in an infraction could prevent a loss of privileges as well as regulatory or criminal charges.
- 3.4 Where an attendee has violated this policy, and has been confronted by a City of London staff member, the permit holder shall be sent a registered letter by Department Head or designate advising of the violation, and indicating that further violations will not be tolerated.
- 3.5 Should the permit holder violate the Municipal Alcohol Policy again within one year of receiving notice of a first violation, the permit holder and the group represented by the permit holder shall be suspended from rental of a City of London facility or area for a period of one year. A registered letter shall be sent by Department Head or designate to the appropriate contact person advising of the suspension.
- 3.6 Where, in the opinion the City of London event attendant, there has been a violation of a provincial or federal statute, the permit holder and the group represented by the permit holder shall be immediately suspended from rental of a City of London facility or area for a period of one year or such longer period as are warranted, in the sole discretion of the Manager of Special Events in the circumstances.

## **First-Aid**

### 2014 Special Events Policies & Procedures Manual

#### **30.0 First-Aid**

*You May Want to Use:  
St. John's Ambulance (or similar)  
Public Event Coverage  
741 King Street  
London, Ontario N5W 2X2*

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

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

Section

**31**

## **City of London, Guide How to Plan Accessible Outdoor Events**

2014 Special Events Policies & Procedures Manual

### **31.0 City of London, Guide How to Plan Accessible Outdoor Events**

#### **GUIDE: HOW TO PLAN ACCESSIBLE OUTDOOR EVENTS**

Prepared by:  
City of London  
Accessibility Advisory Committee



Page 1 of 7

**1.0  
INTRODUCTION**

An accessible event is one in which everyone can participate fully regardless of their ability. Accessibility is not only for persons with disabilities but also for parents with young children pushing strollers and for seniors.



None of us are getting younger. As we age it's likely that we will require some form of accommodation to allow us to take part in events within our community.



Become aware of the features that make your venue accessible. Hold your event at an accessible location or modify the location so that all persons can participate without assistance or with minimal help.



Use this guide when planning outdoor events such as festivals, concerts, picnics, receptions, etc.



Visible disabilities are obvious and readily seen. Examples are physical disabilities that require use of a wheelchair, crutches, cane or other mobility aids, amputation, etc.

Invisible disabilities are not obvious and can't be readily seen. Examples are a person who is blind, deaf, deafened or hard of hearing, or with a visual impairment, speech impediment, developmental disability, mental health or psychiatric disability, intellectual disability, learning disability and cardiac disability.



Please feel free to contact us for clarification or for additional suggestions:

City of London Accessibility Advisory Committee  
London City Hall  
City Clerk's Office, 3<sup>rd</sup> Floor  
300 Dufferin Ave.  
London, ON, N6A 4L9  
Phone: (519) 661-2500 Ext. 5475  
TTY: (519) 661-4889  
Fax: (519) 661-4892

E-mail: [accessibility@london.ca](mailto:accessibility@london.ca)  
Website: [www.accessibility.london.ca](http://www.accessibility.london.ca)

**2.0  
PARKING:**

- Do you have designated disabled parking places?
- Are they as close to the entrance of the event as possible?
- Are event personnel familiar with the location of these parking spots?

**3.0  
PUBLIC  
ENTRANCE:**

- Is there a level entrance that persons using wheelchairs or mobility aids can pass over and wide enough for wheelchairs to pass through? (Greater than 32" recommended).
- If the main entrance isn't accessible, are there signs directing people to the accessible entrance?
- If the main entrance has steps does it also have a railing?

**4.0  
EMERGENCIES:**

- In the event of an emergency are there auditory and visual alarms?
- Do you have an evacuation plan that addresses the evacuation of persons with special needs?
- Have you trained your staff in these evacuation procedures?
- Have you considered offering a free or reduced companion rate on the basis that the companion will assist the person with the disability in the event of an emergency?

**5.0  
WASHROOMS:**

- Have you provided, at a minimum, two accessible outdoor portable washrooms?
- Are they located in accessible areas?
- Are large clear letters, understandable pictures/symbols used on the signs identifying the accessible washroom(s)?
- Do event personnel know where the accessible washrooms are located?

**6.0  
WAY FINDING  
SIGNAGE:**

- Are large clear letters and plain language used on signs directing people to specific areas? Are they free from glare?

**7.0  
ENTERTAINMENT  
SEATING:**

- Has an area been designated for people who use wheelchairs or mobility aids?
- Does this area have an unobstructed view of the entertainment area/stage?

- Are these areas integrated with other seating areas such as at the front, on the aisles or on the sides of the stage while ensuring an unobstructed view?
- Can a companion sit beside the person with the disability?
- Can you accommodate the Deaf, deafened or hard of hearing?

**8.0  
LIGHTING:**

- Are the areas of travel and the display/booth areas adequately lit?

**9.0  
CABLES AND  
CORDS:**

- Have you provided covers over electrical cables or cords that cross aisles or pathways? Cable covers should be no more than 1/2" thick so that they do not become a tripping hazard and also, so that wheelchairs can traverse across them.

**10.0 FOOD:**

- Are there event personal available to assist participants to get their food/beverages?
- Is part of the food counter lowered to allow persons with mobility aids to access it easily? (34" is recommended).
- Is there a clear path between tables for a mobility aid user to manoeuvre? (42" is recommended).

**11.0 TICKETS:**

- Is the queuing (line-up) area accessible for mobility aid users to manoeuvre?
- Is there colour contrast between barriers?
- Can tickets for accessible seating areas be ordered in advance of the event by phone?

## **GENERAL ETIQUETTE:**

- Focus 'on peoples' abilities.
- Be respectful. A wheelchair is an extension of the person's body and in reality their legs. To lean on their wheelchair is the same as leaning on the actual person. Please give their 'personal space' the same respect as you would someone standing in front of you.
- Never touch a 'service animal' without the owner's permission. These animals are 'on the job' when they are wearing their 'harness or service wear'; they do not react the same as when they are not 'on duty'.
- Be patient; let individuals do things at their own pace – do not rush them.
- Be observant; look to see if someone needs help.
- ASK the person if they require any assistance, and then WAIT for the response. If requested, provide assistance.
- Let the person guide you as to what kind of assistance they need.
- Listen carefully and if you do not fully understand what was said, respectfully ask for something to be repeated. If you are speaking at length with someone, place yourself at eye level with the person so that you are not speaking 'down' to them.
- Speak to the person with the disability, not the individual who may accompany them.
- Have a pen and paper handy to assist those who are deaf, deafened or hard of hearing.
- DO NOT raise your voice unless requested to do so.
- Be familiar with your location and know the most accessible routes.
- A person with a disability has the same needs as anyone else. Respect the individual as a human being. Treat adults as adults.
- Be yourself; it's OK not to know what to do – consider it as an opportunity to learn something about living with a disability.



## A Way With Words:

A word list of appropriate terminology for the portrayal of persons with disabilities;

Do Not Use	Use Instead	Comments
Aged (The) Elderly (The)	Seniors	Adjectives like frail, senile, feeble suggest a negative image of seniors and should not be used
Birth defect	Persons with a disability since birth	
Congenital defect	Person who has a congenital disability	
Visually impaired (The)	Person with a visual impairment	
Blind (The)	Person who is blind	
Confined to a wheelchair	Person who uses a wheelchair	For persons with a mobility impairment a wheelchair is a means to get around independently
Wheelchair-bound	Person who uses a wheelchair	
Cripple, crippled, lame	Person with mobility impairment, Person with arthritis, a spinal cord injury, etc.	
Hearing impaired (The)	Person who is Deaf, Deafened or Hard of Hearing	Amplification device, sign language interpreters, paper/pen, LED display, or computerized note taking may assist.
Epileptic (The) Fit, attack, spell	Person who has epilepsy Seizure	
Handicapped (The)	Person with a disability	Unless referring to an environmental or attitudinal barrier. In such instances, "person who is handicapped by" is appropriate.
Insane, lunatic, maniac, crazy, etc.	Person with a mental health disability	
Mental patient Schizophrenic, psychotic, psycho, etc.	Person with a mental health/psychiatric disability; person who has schizophrenia	

Mentally Retarded	Person with an intellectual disability	
Learning disabled, dyslexics	Person with a learning disability	
Physically challenged	Person with a physical disability	
He/she has a problem with	He/she has a need for....	
Suffers from, afflicted by, stricken with	Person with a disability, person who has cerebral palsy, etc	Having a disability is not synonymous with suffering
Victims of MS, CP, etc	Person who has MS, CP, Etc	
Normal	Person who is not disabled	Normal is only acceptable in reference to statistics (I.E. the norm)
Invalid	Person with a disability	The literal sense of the word "invalid" is "not Valid."

Source: Office of disability issues, Human Resources Development Canada, 2002



Section

**32**

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**City of London, Production Guidelines – Filming in London**

2014 Special Events Policies & Procedures Manual

**32.0 City of London, Production Guidelines – Filming in London**



**London**  
CANADA

***2014 Production Guidelines***

***Filming in London***

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## FILMING IN LONDON - FULL PRODUCTION GUIDELINES

### 1.0 INTRODUCTION

The City of London recognizes that its residents benefit from television and movie industry use of various City facilities for audio visual productions. As a result, the City has established a series of formal guidelines and applications to protect producers, the City's employees and assets from accidental injury, loss or damage.

The City of London recognizes that film production generates rich economic spin-offs to the community. Our staff will be pleased to identify members of the general public, community associations, businesses and City departments who may be able to assist you.

London offers a diverse backdrop for many productions large or small, in part or in whole. The City of London in conjunction with other local organizations will offer assistance and provide a hassle free environment for productions to take place. Some of the productions that have taken place in our city in the past are Due South, The Red Green Show, A Time to Kill and Phenomenon to name a few.

London offers an economical solution to large city location filming and a versatile landscape for feature film, television, commercial, corporate and music video productions with a variety of support services, crew and talent.

### 2.0 CONTACT INFORMATION

For more information contact: Krista Kearns, Special Events Manager & Community Rentals  
Phone 519 661-2500 x2379  
Fax 519 661-5793  
e-mail: kkearns@london.ca

### 3.0 CITY OF LONDON PRODUCTION HOURS

Hours for filming, move-ins, move-outs and related activities in residential areas are:

- 7:00 a.m. to 11:00 p.m. Monday to Friday
- 9:00 a.m. to 11:00 p.m. on weekends

Filming activities in the non-residential area of the downtown core (describe), and in industrial areas and primary transportation routes are allowed 24 hours a day, subject to the conditions outlined below.

Noise levels must not contravene the City's Noise Bylaw (link to City website 'City Services'). Filming between 11:00 pm and 7:00 am in residential areas will only be allowed if at least 66% of the residents approve.

### 4.0 CLOSING OF CITY STREETS, ALLEYS AND SIDEWALKS

The City is prepared to close streets, alleys, lanes or sidewalks to allow for actual filming pending business activities and construction schedules. As "No Parking" signs must be posted 24 hours in advance of the filming, it is necessary to file the following information five (5) working days before filming:

- the streets where the filming is to take place
- number of traffic lanes to be closed
- how access will be maintained to adjacent businesses/residential areas
- detailed description of the filming to be done
- date(s) and times of the filming.

Streets in the downtown core will not be closed during the normal business day unless:

- adequate alternate routes are available
- adequate access is assured to adjacent businesses/residential areas
- public transit can be maintained on the portion of the street to be closed or on adjacent streets.

#### **CLOSURE OF MAJOR STREETS IS SUBJECT TO APPROVAL ON A CASE-BY-CASE BASIS.**

Police officers may be required to undertake traffic control duties for any on-street filming that will affect or interfere with traffic. The City of London Environmental Services Department will set the conditions on Street Use Permits for street/alley/sidewalk closures. Performance Security is required to ensure compliance with conditions set out by the City. Failure to adhere to, or exceed the permit conditions, will result in the permit being revoked and all work suspended for the remaining portion of that calendar day. **(See Page 24)**

## **5.0 FILMING ON OTHER CITY PROPERTY**

The City of London owns many facilities that may be available to the film industry. These include City Hall, community centres, parks, recreation facilities, landfill sites and operations centres. Permission to film in these locations (subject to availability) must be arranged with the City of London in advance. Your request should be in writing at least 4 weeks in advance and provide as much of the following information as possible:

- the building/park/facility and the specific locations which you plan to use
- including any space needed for equipment, etc.
- the exact nature of the filming to be done
- the date and time required including site set up and clean up
- why this location is requested
- approximate number of crew/cast, support vehicles and equipment
- any special effects, stunts or loud noises
- any special technical needs, e.g., utilities, parking, security, moving existing furniture, wall decorations, etc.

Please keep in mind that these facilities function primarily to serve citizens; filming will not be permitted if it severely impacts the ability for the facility to serve its customers. As a result, limitations or specific conditions may need to be established if the site is made available to the production company. Some locations may not be available at any time: Also, previously booked events will take precedence unless a mutually-agreeable compromise can be reached.

For fees and security deposits see the Rate Sheet. If access to buildings or grounds is granted, all associated costs including staff time and necessary security will be payable by the production company.

If a film company wishes to film City personnel, vehicles, equipment, uniforms, etc., the film company must obtain approval in advance.

## **6.0 RESIDENT & BUSINESS NOTIFICATIONS**

An information letter must be delivered by the production company to those residents/businesses directly impacted by the closure of a street/alley/sidewalk or the on-street parking of film production vehicles at least 2 weeks in advance.

The information letter must be on company letterhead and include:

- the name and phone number of the location manager
- the title of the production
- the date and time crews will be working in the area with a brief description of what the crew will be doing
- where your production vehicles are permitted to park

A copy of the written notification must also be submitted. The production company will place a sign(s) on the sidewalk in the area advising the public that filming is taking place. Filming involving loud special effects, gunfire, etc. requires a larger notification area.

The production company's staff must perform their work in a safe and professional manner. This includes refraining from trespassing, littering, lewd or improper language or dress.

Vehicle/generator exhausts and spillover lighting cannot be allowed to negatively affect residents and businesses. The safety of the public and enjoyment of their property must be protected.

Production crews will clean up and restore the location to its original condition at the end of filming unless otherwise arranged. (see page 88)

## 7.0 REMOVAL OF STREET SIGNS, SIGNALS OR ROAD MARKINGS

If it is necessary for street signs (street names, traffic control signs, directional signs, etc.), signals or road markings to be removed during filming approval is required to have removal and replacement carried out. A minimum five (5) days notice is required for this type of service. The Highway Traffic Act; Section 184 states "Every person who willfully removes, defaces or in any manner interferes with any notice or obstruction lawfully placed on a highway is guilty of an offence and on conviction is liable to a fine ...or to imprisonment ..." The producer is responsible for reimbursing the City the full cost of this service.

## 8.0 PARKING PERMITS

The City will attempt to provide street parking space for essential film unit vehicles. As the City must post "No Parking" signs 24 hours before the effective date of the permit, the following information is required at least five (5) working days in advance of the required signing:

- the streets to be reserved for parking vehicles
- existing regulations on the street such as parking/no parking zones, meters, rush hour limits, handicapped parking, etc.
- detailed description of the filming to be done
- date(s) and time the signing is required.

Permitted streets will be reserved overnight if the permit allows for shooting on consecutive days.

**This parking is, not for cast and/or crew's personal vehicles.** Arrangements must be made for off-street parking and/or shuttle vans/buses should be used.

All film production vehicles must display a valid parking permit in the windshield of each parked vehicle. Vehicles not displaying a valid permit may receive parking tickets. No vehicles are permitted to be parked in front of fire hydrants, driveways or within five metres of a street corner or crosswalks. Vehicles may be ticketed and towed in these cases.

### TOWING ILLEGALLY PARKED VEHICLES

If it is necessary to tow a vehicle that is parked in a signed area, only the City of London can arrange for a towing company to move a vehicle parked in a signed area at the producer's expense. The Production Manager should notify the City as soon as possible when an unauthorized vehicle is in an area assigned to the production company. In all cases where a vehicle is towed, London Police Service must be notified by calling **519 661-5500**.

## 9.0 USE OF HELICOPTERS, HOT AIR BALLOONS AND LOW-FLYING AIRCRAFTS

Authority to fly lower than 1000 feet above ground level is required from Transport Canada and London International Airport.

Obtaining Transport Canada approval for helicopters/hot air balloons/ultra light or low-flying aircraft is the responsibility of the helicopter/charter aircraft company hired by the film production company. They will require a letter from the City stating whether or not it has objections to these flights. This letter will be sent directly to Transport Canada once Transport Canada and the Greater London International Airport have confirmed their support in writing. Aviation liability insurance is required in the amount of \$25 million with the City of London included as an additional insured.

In addition, City permission is required if an aircraft is to land and/or take off from a City-owned property, e.g. street, building, parking lot, or any of the balloon launch sites. An exception to this requirement is that landings and takeoffs at London International Airport are subject to approval by the Airport Authority.

## 10.0 USE OF CITY VEHICLES

The City of London owns and operates an extensive fleet of vehicles comprised of compact cars, pickups, vans, fiat beds, dump trucks and other municipal equipment. Requests to rent City vehicles must be made at least ten (10) working days in advance.

### USE OF CITY FLEET (including operators)

Production companies are required to sign a contract agreement to rent City vehicles or equipment. The agreement stipulates the operating conditions, insurance, charge-out rates and other legal requirements. Charges for use of the unit and the operator are set by the operating department. No vehicles may be operated by anyone other than a City of London employee.

A contract administration fee of \$50.00, plus application taxes will apply per transaction.

**Note:** City vehicles will only be made available if they are not otherwise committed.

## 11.0 INSURANCE REQUIREMENTS

- *Comprehensive (or Commercial) General Liability Policy*
- Minimum limit of \$5 million each occurrence
- General liability insurance must include:
- Personal injury, broad form property damage, contractual liability, owners' and contractors' protective, completed operations, contingent employer's liability, non-owned automobile, cross liability and severability of interest clauses
- Corporation of the City of London as "Additional Insured"
- 30 days notice of cancellation
- Evidence from a Canadian-licensed (or Ontario-licensed) insurer must be submitted on a standard City of London certificate of insurance form.
- Whenever a City of London facility will be occupied during all or part of the filming activities, you will need to secure tenants legal liability insurance in the amount of at \$250,000 or such higher sum as may be required due to special conditions of the facility
- Whenever *aircraft and/or watercraft* will be used, you will need to secure special insurance in the amount of at least \$25 million aircraft and \$5 million watercraft for these activities
- *Automobile Liability* Insurance on all owned / leased vehicles
- *Workplace Safety and Insurance Board* coverage (or Waiver)

**Note:** The City reserves the right in it's sole discretion to require additional amounts or types of insurance depending on the specific nature of planned activities.

### NON-OWNED AUTO INSURANCE

The insurance provided by an auto rental company, covers yourself and the auto, but not the City of London and its taxpayers who would be responsible in the event of a claim. The non-owned policy covers your firm, its employees for amounts in excess of that provided by the rental company. **(See Page 16)**

## 12.0 USE OF SPECIAL EFFECTS

Emergency Services (Fire and Police) must be notified at least five (5) working days in advance of any scenes requiring special effects, stunts, loud noises, pyrotechnics, visible weapons (whether being fired or not), and helicopters or low-flying aircraft. Verbal and written notification to residents (including survey of residents) and businesses must also make reference to these activities. Fire and Police will need to approve plans for these special effects.

The City reserves the right to have production companies survey affected residents before permits are issued in these cases. The presence of the Police and/or Fire staff is usually required during this type of filming.



**13.0 ASSISTANCE FROM EMERGENCY MEDICAL SERVICE, FIRE, POLICE** - 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, 7<sup>th</sup> floor, City Hall, for erecting tents, booths, etc., within the road allowance (sections 21 and 23).

**EMERGENCY MEDICAL SERVICES ASSISTANCE**

Canadian Red Cross or St. John Ambulance may be available to provide standby units / paramedics during potentially dangerous situations.

**USE OF FIRE PERSONNEL, BUILDINGS, ETC.**

Advance permission of the Fire Chief is required if a film production company wishes to film Fire personnel, vehicles, equipment, buildings, uniforms, etc. The request must be made in writing to the Special Events Manager or designate at the City of London at 519 661-2500 x2379. All pertinent details of the script involving the Fire Department, as well as a brief outline of the film, is required a minimum of ten (10) working days prior to their use.

If a production company requires Fire Services to be present on an assigned basis, the request must be made through Special Events Manager or designate at the City of London, 519 661-2500 x2379 at least ten (10) days in advance. Off-duty fire personnel may be made available at a fee to be determined by the Fire Chief.

All Fire personnel who work "off-duty" are paid in accordance with the collective agreement between the City and the London Professional Fire Fighters Association. Twelve advance hours notice must be given if booked services are not required. All Fire personnel reporting to the site are payable for a minimum of three hours at 1.5 times their normal rate of pay.

**USE OF FIRE HYDRANTS**

If the use of a fire hydrant is required, contact the Environmental Services, at least ten (10) working days in advance. The fire hydrant will be inspected by the City and the film production company's staff will be trained on its use. After completion of filming, The City will re-inspect the hydrant. If the hydrant is damaged, the City will repair the hydrant and bill the film company for the costs incurred.

During emergencies, Fire Service's use of fire hydrants supersedes any other use. Fire Services must be provided with unobstructed access to the fire hydrant until they indicate it is released.

**PERMITS FOR FIRE SAFETY**

Currently, Federal and Provincial Statutes, as well as municipal bylaws control the use of fire and pyrotechnic effects in London,

Any filming where open flame is used, indoors or outdoors, requires review by **the** Fire Chief. Requirements for attendance by the Fire Services are judged on an individual basis. Fire prevention and suppression requirements will be judged individually, depending upon the location and extent of risk involved.

Requirements can range from appropriate fire extinguishers on hand for use by trained film crew to paid Fire Services crews and vehicles on site.

London Fire Services has the authority over pyrotechnics in the City. Any use of these materials or any other use of flammable materials for pyrotechnics requires Fire Prevention Office review. Required fire protection will be mandated upon review of information provided from the production company. Requirements range from appropriate fire extinguishers on hand for use by trained film crew to full paid duty fire crews and vehicles on site.

At least three (3) weeks prior to filming, the Fire Chief requires a completed 'High Hazard Fireworks Discharge Permit' Fire Services reserves the right to refuse to issue a permit to any blaster or pyro-technician not holding valid certifications or where the safety of the proposed event is deemed to be unsafe.

**Requests for permits are required for: (see Page 89)**

- the use of any explosives \*
- the use of any fireworks
- the use of any pyrotechnics
- the burning of any buildings or vehicles, etc.

Requests must be made in writing to the Fire Chief ten (10) working days in advance.

\*Note any use of explosives, other than in a pyrotechnical effect, must be report to the London Police Service, Explosives Disposal Unit at least ten (10) working days in advance.

The following information must be provided ten (10) working days prior to any explosive, pyrotechnic effect or burning permit being issued:

- a complete description of the device, materials, etc. being used to create the special effect
- *the exact amount* of explosives to be used and the types of explosives to be used. Types will include who the manufacturer is and the color coding
- the type of delays to be used
- how the effect is to be fired - electrically, remotely or manually
- the exact location including distances from any and all buildings
- the safety precautions and apparatus used to protect the public, cast and crew
- a complete "story board" on what effect is to be done may be required

The use of any black powders, "Detonation Cords", pyro-pak pyrotechnics or any other high explosives will require the attendance of an assigned Fire Prevention Officer and may require a member of the London Police Service Explosives Disposal Unit to examine and/or offer advice regarding the explosive.

Once an inspection of the site and the special effect to be used has been completed, the assigned Chief Fire Prevention Officer shall sign the appropriate permit for that effect. The effect shall not be used until the permit is signed and the effect approved.

Any special effect not using high explosives, i.e. propane cannon, gasoline, etc. will require the attendance of an assigned Fire Services Officer or Inspector and/or Fire Fighting Personnel.

A Fire Services Officer and/or Inspector may stop the effect at any time if the public, cast, crew, etc. is in danger from the effect.

### **STORAGE AND TRANSPORTATION OF EXPLOSIVES**

A magazine, the manner in which the explosives shall be stored therein and the conditions under which explosives may be stored shall be governed by and subject to the provisions of the Explosives Act (Canada) and its related regulations.

The transportation of explosives shall be governed by and subject to the provisions of the Explosives Act (Canada) and its related regulations.

### **POLICE SERVICES ASSISTANCE**

Police presence is required when there is a concern for public safety:

- to control traffic during road closures
- for any filming involving weapons that will be visible to the public whether they will be fired or not
- for shots involving camera mounted in moving vehicles
- to control traffic for any stunts or special effects
- when explosives are being used.

All applications for Police assistance in these cases must be made through London Police Services a minimum of ten (10) working days in advance.

Police officers who work "off-duty" are paid in accordance with the standard agreement with the London Police Association. Eight hours notice must be given if booked services are not required.

On-duty officers, if available, can be used to assist movie production vehicles change locations if the vehicles must proceed opposite to the normal flow of traffic. 'Wrong way' moves cannot occur during the rush hours.

Prior written permission from the Police Chief is required when a film production company wishes to film Police personnel vehicles, equipment, buildings, uniforms, etc. An advance written request must be made to the London Police Service. All pertinent details of the script which involve the London Police Service as well as a brief outline of the film is required a minimum of ten (10) working days prior to their use.

## **FIREARMS**

If firearms are to be used and seen by the public and/or discharged, London Police Services must be notified at least four hours in advance. Include in the notification the time and location the filming will take place, the nature of the firearms used and the name, permanent address, permanent and temporary phone number and date of birth of the gun wrangler.

All gun wranglers must be in possession of and be able to produce a Firearms Acquisition Certificate on demand. They must be familiar with Canadian laws with respect to storage/transportation/regulation of permitted/restricted/prohibited firearms London Police Services. Firearms Unit must approve all restricted and/or prohibited weapons. London Police can be contacted at 519 661-5670.

## **PYROTECHNIC EVENT APPROVAL**

Approvals will be facilitated by Special Events Manager or designate, City of London, 519 661-2500 x2379. Information is required for events at least ten (10) working days before the event by:

- London Fire Services, Chief Fire Prevention Officer
- London Police Services (attn: Explosives Disposal Unit)
- Provincial Occupational Health & Safety Organizations

They will need at least the following information:

- A complete Event Approval Application (or approved form)
- A Pyrotechnic Special Effects Certification Card (or facsimile)
- A written description of the event (Letter of Intent)

## **OTHER SPECIAL EFFECTS**

A Letter of Intent is usually satisfactory for film/television productions and should include:

- Locations and dates for filming of effects
- General description of the scene
- Effects to be used and their fabrication
- Anticipated result
- Safety measures to be taken
- Method of determining safety distances

**Note:** A copy of the event approval and Letter of Intent must be kept available on set for review.

## **DEMONSTRATIONS**

In some extreme cases, at the full discretion of Fire and/or Police may require a demonstration of any effect that is unknown to determine its explosives limit. It is understood that a demonstration may not always be feasible depending upon the nature of the production, however, Fire or Police may withhold approval of the permit if not satisfied that the effect can be safety carded out.

For information on the certification of pyrotechnics, pyrotechnical personnel and Ontario requirements please contact:

**Explosives Regulatory Division - Natural Resources Canada**  
580 Booth St., Ottawa, Ontario K1A 0E4

Attention: Rachel Robbins, Senior Inspector, Pyrotechnics/Fireworks  
(613) 948-5172 FAX: (613) 948-5195  
rrobbins@nrcan.gc.ca

## **EMPLOYEE INJURIES AT THE WORKPLACE**

The Occupational Health and Safety Act also requires that a Ministry of Labour inspector or delegate be notified in the event of an injury at the workplace. If the workplace is also a City of London site, the City's Health and Safety Division must be notified. Phone 519 661-5468 from **8:30 a.m. to 4:30 p.m. Monday** through Friday. After hours call City dispatch 519 661-4965.

## **FATAL OR CRITICAL INJURY**

The *employer* must immediately notify, by phone, an inspector at the Ministry of Labour and London Police Service of a fatal or critical injury. The Act also requires that the accident scene must be secured until permission to alter the area is given by the inspector. A "critical injury" is one which:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves fractures of the leg, arm, hand or foot, but not finger or toe;
- involves amputation of the leg, arm, hand or foot, but not finger or toe;
- consists of burns to a major portion of the body; or causes the loss of sight in an eye

## **14.0 INTERESTING PLACES TO FILM IN LONDON**

To obtain information on sites which may be available for filming, contact Special Events and Community Rentals, City of London, 519 661-4757, The OMDC website at [www.omdc.on.ca](http://www.omdc.on.ca) or visit The London Film & Television Liaison website at [www.londonfilm.ca](http://www.londonfilm.ca)

## **15.0 APPLICATION FORMS**

To film in London, please complete the two mandatory forms and fax them to the Special Events and Community Services, City of London, 519 661-5793.

## **16.0 MANDATORY FORMS**

- Film Production Information Sheet (See Page 87)
- Filming Permit Request (See Page 89)
- Insurance Requirements (See Page 16)
- Other Forms and Information and information are available on request through the following:

Manager Special Events & Community Rentals  
Phone : 519 661-2500 x2379  
Fax: 519 661-5793  
e-mail: [kkearns@london.ca](mailto:kkearns@london.ca)

## **17.0 ATTACHED FORMS**

*Letters of Notification Checklist*

*Production Information Sheet*

*Filming Permit Request*

*SPFX Letter of Intent Form*

*Certificate of Insurance Form*



London  
CANADA

## LETTERS OF NOTIFICATION CHECKLIST

Please use the following checklist to ensure that your letter includes all the relevant details:

---

- Letter is on Film Company letterhead.
  - Film Company, title and type of production are identified.
  - Name and telephone number of Production Manager and/or Location Manager is provided.
  - Telephone number of the Special Events Manager, City of London 519 661-2500 x2379 is provided.
  - The duration of filming to commence (ex. one day, two consecutive days or a recurring location for a number of days).
  - Date(s) and time of day that production vehicles will arrive at the location, as well as wrap time and day has been included.
  - Street dressing, gunfire or special effects have been detailed.
  - Proposed parking locations of production unit, including street name, side of street and parameters are clearly stated.
  - Specifics regarding proposed alternate parking arrangements for permit parking have been included. It is up to the Film Company to find alternative parking arrangements suitable to the residents.
-



London  
CANADA

PRODUCTION INFORMATION SHEET

Production Title: \_\_\_\_\_ (working Title only)

Feature    MOW    TV Series    Mini Series    Documentary    TV Special    Music Video

Production Company: \_\_\_\_\_

Address: \_\_\_\_\_

Producer (s): \_\_\_\_\_

Director: \_\_\_\_\_

Production Manager: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Assistant Loc Manager: \_\_\_\_\_

Prod Office: Phone No. ( ) - \_\_\_\_\_

Start Date dd/mm/yy: \_\_\_\_\_

Pre-production:   /   /                      Camera:   /   /                      Wrap:   /   /

Union(s): \_\_\_\_\_

**Budget Information (please indicate whether Canadian or US funds)**

Total Budget: \$ \_\_\_\_\_ CDN/US

Please indicate Country of origin of your production: \_\_\_\_\_

Co-Production between Canada and \_\_\_\_\_

London playing as (specify City): \_\_\_\_\_

Principal Cast: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



London  
CANADA

City of London  
Recreation Services Division

Filming Permit Request

Return to: Krista Kearns

P.O. Box 5045, 151 Dundas St., London, Ontario N6A 4L6 (Phone 519 661- 2500 ext. 2379 Fax 519 661-5793)

Today's Date:		Production Title: (working title only)	
Production Company:			
Location Manager:			
Address:			
Postal Code:		Email Address:	
Contact Numbers:	Home:	Business:	Fax:
Production Type: (feature, series, etc.)	Episode Number if a TV Series:	Number of Production Vehicles	
Location Address or Street: <input type="checkbox"/> Exterior <input type="checkbox"/> Interior			
Street From:		Street To:	
Date:	Time From:	Time To:	
Location of Production Vehicles:			
Special Instructions: (Provide a brief description of scene. Attach sketches/script pages when necessary)			
I hereby agree to abide by the terms and conditions provided in the Corporation of the City of London, Special Events Policies & Procedures Manual, and all applicable City of London By-Laws.			
Signature _____		Date _____	
	<b>Approved By</b>	<b>Date</b>	<b>Comments</b>
City Engineer (or designate)			
Signature:		Issued by:	Date:
<input type="checkbox"/> SPFX gunfire (blanks/sqibs/ )		<input type="checkbox"/> Camera in Car	<input type="checkbox"/> Street Closure Required
<input type="checkbox"/> Residents/Businesses to be notified (please attach your letter of notification)		<input type="checkbox"/> Filming involves tow rig	<input type="checkbox"/> Intermittent traffic stoppages required



London  
CANADA

City of London  
Recreation Services Division

SPFX/PYROTECHNICS/GUNFIRE/LETTER OF INTENT FORM

**Section A Production Information**

*Project Title:*

*Production Company:*

*Production office phone: ( )*

*On-site contact phone: ( )*

*FX Supervisor:*

*Phone: ( )*

*Pyro-technician certificate number:*

**Section B Pyrotechnics**

*Filming Location:*

*Dates of Filming:*

*Pyro Set-up Date:*

*Pyro Initiation Date:*

*Pyro Initiation Times:*

*Number of Resets:*

*Materials used, including quantities:*

**Section C Gunfire and Firearm Pyrotechnics**

*Will SPFX Gunfire be used:  Yes  No*

*Type:*

*Approx. Times*

*Filming Location:*

*Date of Filming: \_\_\_\_\_  Interior  Exterior*

*What is being fire at:*

*Number of Rounds:*

*Form completed by: \_\_\_\_\_ Phone: ( )*

*On behalf of (Name of Production Company):*



A blank copy of the certificate can be obtained at the City of London website  
[http://www.london.ca/d.aspx?s=/Tenders\\_and\\_RFPs/Insurance.htm](http://www.london.ca/d.aspx?s=/Tenders_and_RFPs/Insurance.htm)



## Certificate of Insurance - Standard

*This is to certify that the Insured named below is insured as described:*

**\*\*\* This form must be completed and signed by your insurer or insurance broker.\*\*\***  
 Note: Proof of liability insurance will be accepted on this form only (with no amendments).

Named Insured				E-mail address	
Insured's address (street name, city, province and postal code)				Telephone number	Fax number
Type of insurance	Insurance Company (full legal name)	Policy Number	Effective Date Year Month Day	Expiry Date Year Month Day	Limits of Liability (bodily injury & property damage - inclusive)
Commercial General Liability					Occurrence \$ Aggregate \$
<input type="checkbox"/> Umbrella <input type="checkbox"/> Excess					Occurrence \$ Aggregate \$
Other (Explain.)					Occurrence \$ Aggregate \$

Commercial General Liability: **Occurrence Basis**, including Personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenant's Legal Liability:  NO or  YES. . . (Limit) \$ \_\_\_\_\_

Liquor Liability:  NO or  YES

THE CORPORATION OF THE CITY OF LONDON, the London Convention Centre, Covent Garden Market Corporation, Museum London o/b London Regional Art & Historical Museums, London Public Library Board, Middlesex-London Health Unit, London Police Service, Tourism London and London Middlesex Housing Corporation have been added as an additional Insured but only with respect to their interest in the operations of the Named Insured.

If cancelled or changed in any manner, that would affect the City of London or other scheduled additional Insured for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

**The Corporation of the City of London**  
**Attention: Risk Management Division**  
**520 Wellington Street, Unit 1**  
**P O Box 5035**  
**London, ON N6A 4L9**

Office location:  
 Mailing address:

Fax: **519 661-4631**  
 E-mail: **certificates@london.ca**

Motor vehicle liability	Insurance Company	Policy Number	Effective Date (YYYYMMDD)	Expiry Date (YYYYMMDD)	Limits of Liability \$
-------------------------	-------------------	---------------	------------------------------	---------------------------	---------------------------

**Motor Vehicle Liability - must cover all vehicles owned, or operated by, or on behalf of the insured.**

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time.

This certificate is executed and issued to the aforesaid Corporation of the City of London, the day and date herein written.	
Name of insurance company or broker (completing form)	Telephone number
Address	Fax number
Name of authorized representative or official ( <b>Please print.</b> )	E-mail address
Signature of authorized representative or official	Date (YYYY-MM-DD)

**City of London, Special Event Complaint Form**

## 2014 Special Events Policies &amp; Procedures Manual

**33.0 City of London, Special Event Complaint Form**

Date of Complaint:		Time of Complaint:	
Name of Event:			
Complaint Details:			
Complainant's Name:		Phone Number:	
Address:			
How was the complaint received?	Phone:	Written:	
If by phone, will the complaint be followed up in writing?	Yes	No	
If No, explain			
_____			
_____			
_____			
_____			
How did Community Services Department, Parks and Recreation, follow-up?			
_____			
_____			
_____			

# SPECIAL EVENT PLANNING FORM

Date of Meeting \_\_\_\_\_ Time: \_\_\_\_\_

Event: \_\_\_\_\_ Address: \_\_\_\_\_

Fax: \_\_\_\_\_

Home: \_\_\_\_\_

Contact: \_\_\_\_\_ Business: \_\_\_\_\_

Dates: \_\_\_\_\_ Set-up: \_\_\_\_\_

Function: \_\_\_\_\_

Location: \_\_\_\_\_ Clean-up: \_\_\_\_\_

A/ Event Management to Supply	Needed	Date Forwarded	Date Received
1. Official letter of request			
2. Set-up Schedule			
3. Minimum insurance \$5,000,000			
4. Security Plans – fire, police, overnight security			
5. First-Aid on site (St. John's Ambulance) or Similar			
6. Neighbourhood Notice			
7. Tent Permits			
8. Street Closures			
9. Copy of Liquor Licence			
10. SMART Training			
11. Amplification Level Adherence (90 db at the mixing board)			
12. Noise curfew adherence 11 p.m.			
13. Burning Permits (Fire Prevention)			
14. D.O.T. Clearance			
15. Electrical Requirements			
16. Vendor List & Licence			
17. B.U.D. System			
18. Health (Cards/Certificates) Dept. Notification (Health Unit)			
19. Washrooms – Anticipated Attendance			

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Forwarded: \_\_\_\_\_

Fire \_\_ Police \_\_ Envir. Serv. \_\_ Tourism Ldn. \_\_ Recreation \_\_ Clerk's \_\_

Planning \_\_ Health \_\_ Risk Management \_\_ Hort. Serv. \_\_ On. Hydro \_\_

Cont'd ... /2

**B/ Community Services Department, Parks and Recreation, to Supply**

Date	What	Billing
	<b>Total Estimated Bill</b>	
	<b>G.S.T.</b>	
	<b>Total</b>	

## The Canadian Veteran's Memorial Carillon

### 2014 Special Events Policies & Procedures Manual

#### 34.0 Carillon

##### BACKGROUND

The Canadian Veteran's Memorial Carillon is located in the Veteran's Memorial Garden of Victoria Park. The Dutch community of London and its partners presented the Memorial Carillon as a gift to the City of London as an expression of thanks to Canada and its Armed Forces for their immense role in the liberation of the Netherlands and Belgium. The music of the Carillon is operated by a computer system within the Carillon structure. The power switch and operating buttons for the Carillon are located in two electrical boxes behind the south portion of the low-wall around the Cenotaph.

##### CARILLON MANAGEMENT GROUP

Although the City of London is the owner of the Carillon, the Carillon Management Group wishes to take on the responsibility of its on-going operation and maintenance.

The main contact for the Carillon Management Group is the Consulate of the Netherlands (650 Colborne Street, London, ON N6A 5A1 - (519) 661-0453). The Consulate of the Netherlands staff (on behalf of the Carillon Management Group) has keys and a remote control to this structure.

Membership of this group may include representatives from:

- Consulate of the Netherlands
- Dutch Community
- Veterans Community
- Musical Coordinator
- O.E.S.
- Parks Planning and Design Section
- Special Events
- Parks and Recreation Outdoor Staff
- City Clerks Office

Twice a year, **or as needed**, this group will meet, arranged by the Royal Consulate of the Netherlands, to review the music selection, the operation, and the maintenance of the Carillon.

The goals and objectives of the Carillon Management Group are:

1. The programming of the music and the review of the music selection and schedules;
2. The on-going maintenance of the Carillon;
3. The arrangement of funding for the Carillon maintenance, in partnership with Parks Planning Department, as required.

##### MUSIC AND SCHEDULES OF THE CARILLON

The music used for the Carillon shall be in the public domain so that specific music rights will not be required.

The music of the Carillon shall be switched for:

- The regular season (January 1<sup>st</sup> to the Lighting of the Lights - Last Friday of November)
- Dutch National Holiday (May 5 or May 10)
- Canada Day (July 1<sup>st</sup>)
- Remembrance Day (November 11)
- Lighting of the Lights ceremony (Last Friday of November)
- The season of the Lighting of the Lights (Last Friday of November) to January 1<sup>st</sup>
- New Years Eve (December 31)
- Specific circumstances, as required

Schedules and play lists will vary depending on the season (See Appendix A for available tunes and Appendix B for typical schedules). It is expected that the main group that will be requesting specific music will be Veteran's groups and the Carillon has been programmed with several pieces for them specifically. There is also a special play list programmed for the holiday season to complement the Lighting of the Lights event in Victoria Park.

For specific circumstances such as to celebrate national holidays, birthdays, weddings, anniversaries, etc., special requests from the public can be made to the Consulate of the Netherlands staff (by phoning (519) 661-0453). Requests can also be made through Special Events, for events in Victoria Park, or through the Clerks office, for events at the Cenotaph.

There is a fee to have the carillon play a specific tune from the play list at a specific time. It is also possible to add new tunes into the computer system of the Carillon, for an additional fee (see appendix C for Fees). Veterans groups can use the Carillon free of charge. This fee will pay for professional cost to program the Carillon and any extra money will go towards the Carillon maintenance fund.

The music will be temporarily turned off:

- Upon request by a group using Victoria Park
- At the time of cenotaph use, if required
- For maintenance purposes
- In case of an emergency or technical problem with the Carillon

### **OPERATION AND MAINTENANCE OF THE CARILLON**

The Carillon Management Group coordinates music changes and re-programming of the Carillon, as required, by contacting Fred Koops from O.E.S. If new tunes need to be added, or to assess sound quality, they also contact Sandra Young-Tangjerd to program the new music into the computer system of the Carillon.

Regular and emergency maintenance of the Carillon and its computer system will be performed by O.E.S. upon request from the Carillon Management Group. The group, as of 2011, has entered into a 3 year maintenance contract with O.E.S. and secured funding for it. It is expected that the City will cover the cost of any material, if required for repair.

Occasional maintenance on the mechanics of the bells might need to be performed by the manufacturer of the Carillon (Royal Eijsbouts) to make sure that everything is in good working order, upon request from the Carillon Management Group. This work might be best performed in November while Forestry is on site with bucket trucks to install the lights, and could provide access to a bucket truck as an in-kind contribution from the City.

Parks and Operations staff will switch off the power of the Carillon upon request from Special Events or the Clerks office, and turn the power back on after the event.

The Commissionaires will be responsible to switch off the power of the Carillon upon request from Dispatch or the public in case of an emergency or technical problems after hours or on week-ends.

### **SUMMARY OF ROLES, RESPONSIBILITIES, AND CONTACT INFORMATION**

Carillon Management Group:

- Take requests from the Veterans Groups, Special Events, the Clerks Office, or the general public, through the Consulate of the Netherlands (519 661-0453).
- Coordinate music changes and re-programming of the Carillon, as required, by contacting Fred Koops from O.E.S (519 652-5833).
- If new music is requested or to assess sound quality, contact Sandra Young-Tangjerd (519 473-6988) to program a new tune into the computer system of the Carillon or do the sound assessment.
- Coordinate occasional mechanical maintenance as needed by contacting Royal Eijsbouts (31 493 691445 or [royal@eijsbouts.com](mailto:royal@eijsbouts.com) ).

O.E.S.

- Re-program the Carillon when requested and conduct regular and emergency maintenance of the computer system and minor mechanical maintenance on the bells.

Special Events Staff *For events in Victoria Park:*

- Request changes to the music of the Carillon through the Consulate of the Netherlands (519 661-0453);

- Request the power of the Carillon to be switched off through Jeff Wischlinski (519 617-1650), Supervisor of Major Parks and Horticulture – Parks Operations.

Clerks Office As part of the booking process for the Cenotaph:

- Request changes to the music of the Carillon through the Consulate of The Netherlands (519 661-0453);
- Request the power of the Carillon to be switched off through Jeff Wischlinski (519 617-1650), Supervisor of Major Parks and Horticulture – Parks Operations.

Parks Operations Staff

- Turn off the power of the Carillon as required and turn the music back on after an event.
- Switch the power off in case of an emergency or technical problems during Parks Operations working hours.

Dispatch (519 661-4965)

- Request the power of the Carillon to be switched off through the Commissionaires' office (519 661-5848) in case of an emergency or technical problems after hours.

Commissionaires

- Turn off the power of the Carillon in case of an emergency or technical problems after hours of on week-ends.

Parks Planning

- Be a liaison between the Carillon Management Group and other City Departments, as required.
- Allocate some of the Victoria Park budget towards the maintenance of the Carillon, as needed.

**APPENDIX A - Available Tunes**

<p><b><u>National Anthems</u></b>  O Canada  Wilhelmus (Netherlands)  The Brabançonne (Belgium National Anthem)</p> <p><b><u>General</u></b>  Air by Bach  All my Loving  Alouette  Amazing Grace  Au clair de la lune  Ave Maria  Blowin' in the wind  Bridge Over Troubled Water  Bye Bye Love  Chim Chim Cheree  Country Gardens  Deep River  Do-re-mi - Do a Deer  Edelweiss  Fiddler on the Roof  Für Elise  Gelukkig is het land  Glory Glory Hallelujah  Greensleeves  Hava Nagila  Hosanna  It's a Small World  Kozakken patrouille  Kumbaya  La Donna Mobile</p>	<p><b><u>General (continued)</u></b>  Lara's Theme  My Bonnie Lies Over the Ocean  Ode to Joy  Over the Rainbow  Paloma Blanca  Que sera sera  Radetsky March  Skater's Waltz  Song of the Bells  Sur le pont d'Avignon  The Holy City  Twinkle Twinkle Little Star  Waar de blank top der duinen  Whistle While you Work  Wien Neerland Bloed</p> <p><b><u>Remembrance Day</u></b>  Abide with me  Alouette  Amazing Grace  Battle Hymn of the Republic  Bonnie Banks of Loch Lomond  Colonel Boogie March  It's a Long Way to Tepperary  Land of Hope and Glory  Maple Leaf Forever  Onward Christian Soldiers  O God our Help in Ages Past  Show me the Way to Go Home  When Johnnie Comes Marching  Home Again</p>	<p><b><u>Holiday Season</u></b>  12 Days of Christmas  Adeste Fideles - O Come All Ye Faithful  Angels we Have Heard on High  Auld Lang Syne  Away in a Manger  Deck the Halls  Feliz Navidad  Frosty the Snowman  Greensleeves  Good King Wenceslas  Hark! The Herald Angels Sing  Huron Carol - 'Twas in the Moon of Wintertime  Il est né le divin enfant  I'm dreaming of a White Christmas  Jingle Bells  Jingle Bell Rock  Jolly Old St. Nicholas  Joy to the World  Let it Snow  Little Drummer Boy  O Come All Ye Faithful  O Little Town of Bethlehem  O Tannenbaum - O Christmas Tree  Patapan  Rudolph the Red-Nosed Reindeer  Silent Night, Holy Night  There is a Rose Upspringing  Up on the Housetop  We wish you a Merry Christmas</p>
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**APPENDIX B - Typical Schedule**

The carillon plays one strike every hour, three minutes passed the hour.

In addition, one tune is played at the following times, following the hourly strike:

- Regular Season - 10 am, 12 am, 1 pm, 3 pm, 5 pm, 6 pm, 7 pm
- Lighting of the Lights Season - 7:03 pm - Lighting of the Lights Ceremony (Last Friday of November)
- Then, everyday - 10 am, 11 am, 12 pm, 1 pm, 2 pm, 3 pm, 4 pm, 5 pm, 6 pm, 7 pm, 8 pm, 9 pm
- New Year's - 12:07 am (Auld Lang Syne)
- Remembrance Day (November 11) - 10 am until 1 pm - The regular programming is interrupted and the Carillon is silent (perpetual program so no need to switch the power off.)

The manual buttons and remote control can still be used to operate the Carillon if desired.

### APPENDIX C - Fees

For events such as weddings, national holidays, events in Victoria Park, etc., the fees are as follows:

To play a special request from available tune list: \$50/tune

To program a new tune and add to the existing list: \$50/tune

To play a newly added tune: \$50/tune

To play or program a tune for Veterans groups: FREE

Fees can be paid to the Consulate of the Netherlands via cash or cheque.

*\*Please note: Fees pay for professional cost to program the Carillon and any extra money goes towards the Carillon maintenance fund, managed by the Consulate of the Netherlands on behalf of the Carillon Management Group.\**

### APPENDIX D – 2011 Current Members List and Contact Information

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<b>Julie Michaud</b>	<i>Parks Planning and Design City of London</i>	519 661-2500 ext 2357 <a href="mailto:jmichaud@london.ca">jmichaud@london.ca</a>
<b>Piet Teunissen</b>	<i>Dutch Community</i>	519 657-6226 <a href="mailto:rteun@rogers.com">rteun@rogers.com</a>
<b>Robert Walsh</b>	<i>Veterans</i>	519 659-6884
<b>Sandra Young-Tangier</b>	<i>Musical Coordinator</i>	519 473-6988 <a href="mailto:sandra.young.tangierd@sympatico.ca">sandra.young.tangierd@sympatico.ca</a>