

The Corporation of the City of London

2012 Special Events Policies & Procedures Manual

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Purpose

2012 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 2005, more than 130 special events took place on City property. These events vary in scope, purpose, size, cost and complexity.
- 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 **Foreword** - These 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.

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

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

The City of London Special Events Team is committed to working with event organizers in helping them to achieve their outcomes while maintaining the standards established by the Policies and Procedures Manual.

- 1.4 **Purpose** - The purpose of the Special Events Policies & Procedures Manual is to incorporate, into one manual, policies and procedures used by the various agencies and departments within The Corporation of the City of London to process applications for special events. It will also outline an approved policy regarding the operation of 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.

Our City of London Corporate Core Values

2012 Special Events Policies & Procedures Manual

2.0 Our City of London Special Events Core Values

We believe in integrity in everything we do

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

We believe that special events contribute to our community identity

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

We believe in celebrating our cultural diversity

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

We believe in consistency and fairness

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

We believe in service

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

We are sensitive to community and neighbourhood needs

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

Goals & Objectives

2012 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 event applications are treated fairly and in an equitable manner;
 - (c) Ensure all City interests are met to protect 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 provide assistance to the special event operator that is eligible under the ‘Definition of Special Events’ page 5;
 - (h) 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;
 - (i) To recover all direct costs related to services provided by The Corporation of the City of London;
 - (j) 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 Co-ordinating Committee

2012 Special Events Policies & Procedures Manual

4.0 Special Events Co-ordinating Committee

- 4.1 **Purpose** - The Special Events Coordinating Committee is made up of a cross section of various external outside agencies and internal departments. Each event may involve different departments and agencies in many different ways. Through the Special Events Coordinating Committee, the Special Events Policies & Procedures Manual is reviewed and revised annually to ensure that it continues to be a user friendly process for the special event operators.
- 4.2 **Composition** - The City of London Special Events Coordinating Committee consists of members from:
- 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
 - City Solicitor's Office
 - Technical Standards & Safety Authority
 - SOCAN
- 4.3 **Objectives**
- To evaluate, on an ongoing basis, all special events policies and procedures
 - To make a recommendation when a special event operator requests a facility on the same date and location as an existing event
 - To annually hold a public participation meeting to allow for public input
 - To report to the Community and Protective Services Committee annually, and advise on any changes or modifications to the Special Events Policies & Procedures Manual

Definition of Special Events

2012 Special Events Policies & Procedures Manual

5.0 Definition of Special Events

- 5.1 **General Definition of Special Events** - For the purpose of this policy a Special Event is defined as a one time, annual or infrequently occurring event on City of London property that is reserved for exclusive use and which meets the following criteria:
- Celebration of a specific theme
 - Has a pre-determined opening and closing date/time
 - Is a minimum of 8 hours in duration
 - Is available to the community at large

Note: activities not meeting the criteria may still be permitted to occur as a private rental function and may be subject to some or all of the policies and procedures contained in this manual as determined by the Special Events Manager or designate.

5.2 **Specific Types of Events**

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

Bookings

2012 Special Events Policies & Procedures Manual

6.0 Bandshell Bookings

The City of London owns and operates three bandshells - one in Victoria Park and one in Harris Park and one in Springbank Gardens. Bandshell bookings may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience, these may include, but are not limited to, the following types of events:

- Concerts
- Fund Raisers
- Display Purposes
- Opening Ceremonies

City of London Property Rental Statement

2012 Special Events Policies & Procedures Manual

7.0 City of London Property Rental Statement

- 7.1 All Special Events must be booked through the Special Events Manager or designate.
- 7.2 Only special events involving 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).
- 7.3 Rental fees will be levied for all special events held on City of London property.
- 7.4 The Corporation of the City of London reserves the right to request event financial statements, certificates of insurance, and other documentation deemed necessary.

General Policies & Procedures

2012 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 are 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 John Labatt Centre venue.

8.5 **Waste Reduction and Waste Diversion Changes**

In 2012 the special event operator is required to submit a waste management plan 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, recyclables and 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 and/or bleachers and, for the same date(s) and/or weekend the following year (extenuating circumstances may apply).
 - (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 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 create a new event the property and date(s) are not automatically transferred to the existing operator (extenuating circumstances may apply – ie: the event can no longer continue in its current state for safety reasons). 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.
- 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 The special event operator is required to submit an Emergency Plan 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).
- 8.11 Special events that feature performances on a bandshell or main stage should provide access and provide a designated wheelchair accessible area for viewing by patrons with a disability. (see Guide: How to Plan Accessible Outdoor Events).
- 8.12 In order to mitigate the potential for aggressive behavioral issues that might arise at **special** events booked through the City of London, the London Police Service in conjunction with the Special Event organizer and the Special Events Manager or designate will develop security strategies appropriate for the event. The special event operator may be required to hire paid duty uniformed police officers **and/or licensed security personnel** in numbers reflecting the risk level established in the event evaluation.
- 8.13 No person may be permitted at any special event 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 Special Events Manager or designate, 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 are prohibited at the site. Any person carrying or selling firearms, prohibited weapons or selling illegal drugs may be charged by the Police.
- 8.14 Groups who intend to gather at the Cenotaph for a purpose and decorum consistent with the symbolism of the Cenotaph, must notify the City of London, City Clerk's Office, by letter, no later than two weeks in advance of the special event.
- 8.15 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).
- 8.16 In order to reduce the environmental impacts of balloon releases into the atmosphere; the release of mylar balloons at permitted events hosted on City properties (parklands, parking lots, streets) is not permitted; the release of latex balloons only with biodegradable attachments or closures is permitted.
- 8.17 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.
- 8.18 Any organization wishing to install any banners must comply with the following:
Where a worker/volunteer is exposed to the hazard of falling and the surface to which he or she might fall is more than three metres below the position where he or she is situated,
- (a) the worker/volunteer shall wear a serviceable safety belt or harness and lifeline adequately secured to a fixed support and so arranged that the worker/volunteer cannot fall freely for a vertical distance of more than 1.5 metres; and
- (b) the fall arresting system described in clause (a) shall,
- (i) have sufficient capacity to absorb twice the energy and twice the load that under the circumstances of its use may be transmitted to it, and
- (ii) be equipped with a shock absorber or other devices to limit the maximum arresting force to 8.0 kilonewtons to the wearer. R.R.O. 1990, Reg. 851, s. 85.
- (c) and/or hire a certified installer/lift.
- 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

2012 Special Events Policies & Procedures Manual

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:

- 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, additional staff may be required 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 1st and Labour Day in September.
- 9.7 Alcoholic beverages will be allowed in Victoria Park on a one year trial basis 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 720m² (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 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. \$50, Over 10 ft. \$100 **4+ Days** - Under 10 ft. \$60, Over 10 ft. \$120
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.
- 9.13 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.

Procedures for the Use of Springbank and Harris Park

2012 Special Events Policies & Procedures Manual

10.0 Specific Procedures for the Use of Springbank and Harris Park

10.1 Springbank Park:

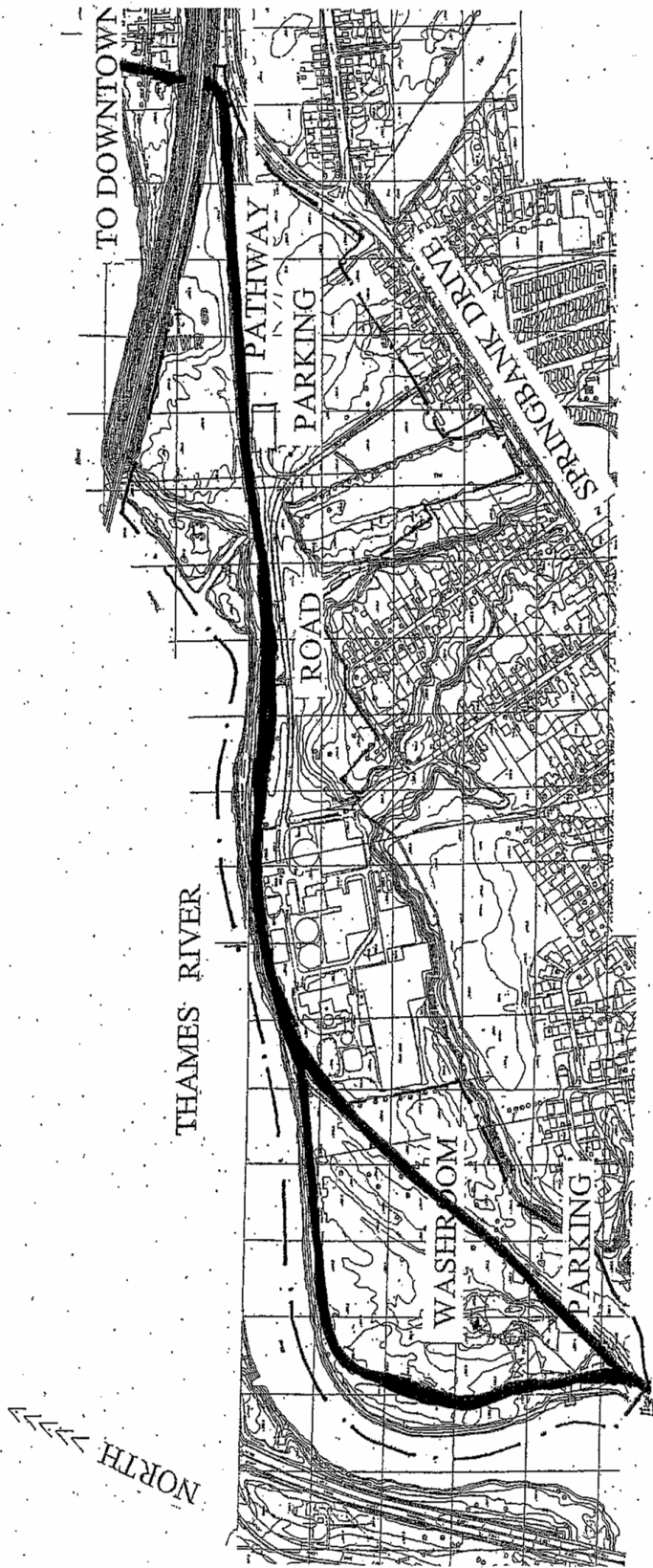
- (a) No events may be staged in Springbank Park from June 1st to Labour Day. Springbank Park may not be used as the start/finish of a walk/run/wheel/roll-a-thon route from June 1st to Labour Day, however it may still be used as part of the walk/run/wheel/roll-a-thon route during this time.
- (b) Will be limited to five non-amplified concerts per year (not more than two hours in length) and they will not occur on consecutive weekends.
- (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 (formerly Wonderland Gardens):

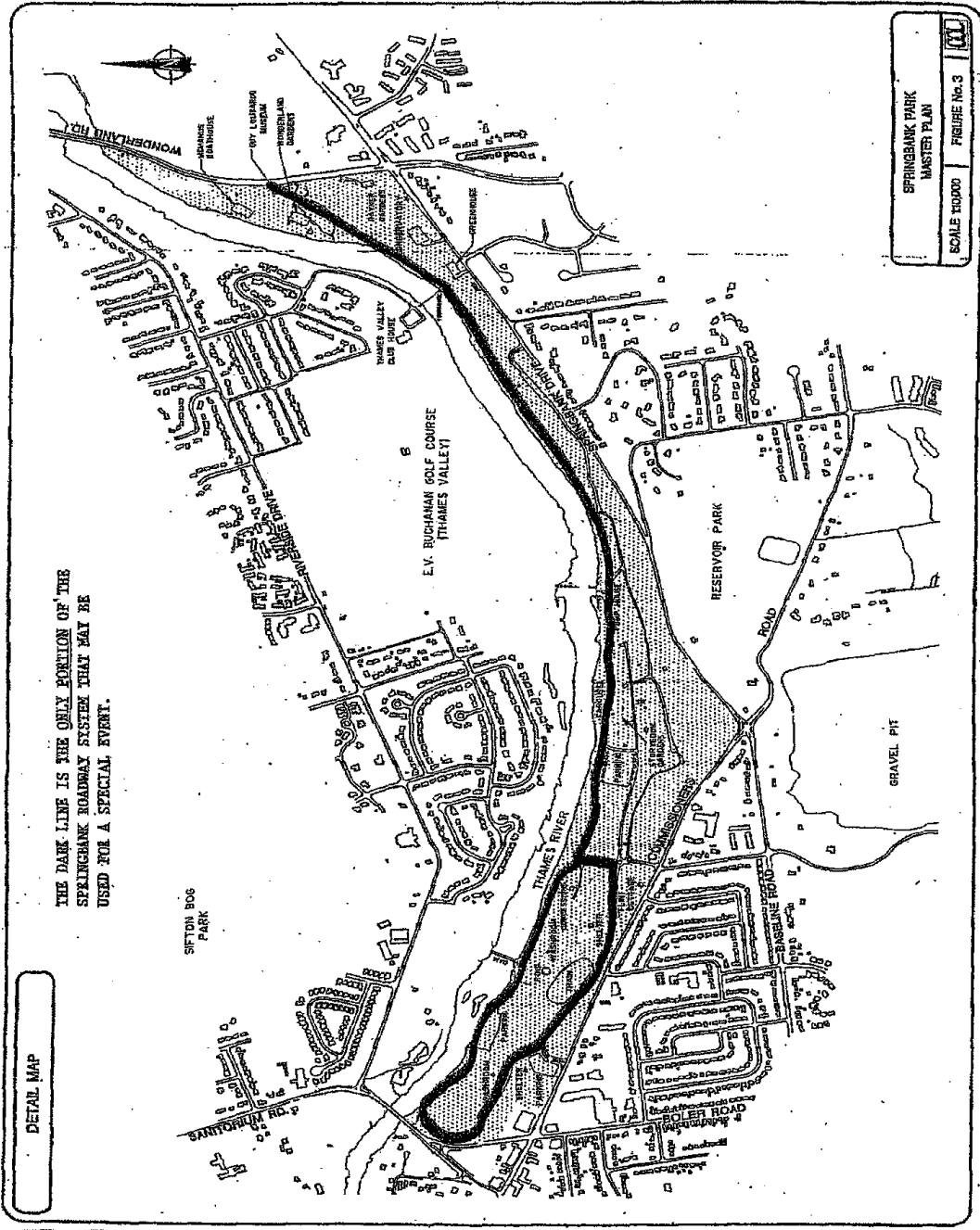
- (a) All events with amplified and/or pre-recorded sound will not exceed a sound decibel pressure 70 decibels beyond 30m (100 feet) from the stage. The decibel level within the 30m zone, shall be at the discretion of the event operator, however sound equipment and speaker placement should be designed such that the 70 decibel level is not exceeded at the 30m (100 feet) limit.
- (b) Amplified 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 amplified concert. 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

2012 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-names, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of City property in connection with the special event.

A blank copy of the certificate can be obtained at the City of London website
www.london.ca/cityhall/citymanager/certificatestandard_0788.pdf

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 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

2012 Special Events Policies & Procedures Manual

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

- 12.1 The special event operator is responsible for the clean up of the park and the removal of all garbage by noon the day after the event ends.
- 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 (e.g., ensure beer cup collection is separate from bottle and can collection). Generally this will require the special event operator to place the recycling containers adjacent to the garbage containers (i.e., all garbage containers are twinned with a recycling container).

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 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 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.

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

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

List #1 Commingled Containers For <u>all</u> Special Events	List #2 Commingled Paper Products For Special Events that generate paper products as identified in Clause 12.4	List #3 Corrugated Cardboard For Special Events that have Food and Retail Vendors
<p><u>Recycle these materials:</u></p> <ul style="list-style-type: none"> • Beverage containers made of aluminum, steel, glass or plastic. Plastic containers must have the numbers 1, 2, 4 or 5 in the recycling symbol usually found on the bottom of the container. <p><u>Do not recycle these materials:</u></p> <ul style="list-style-type: none"> • polystyrene cups and containers • paper cups • other containers not specifically included above. 	<p><u>Recycle these materials:</u></p> <ul style="list-style-type: none"> • newspaper • magazines • flyers • mixed paper • flattened cartons and boxes <p><u>Do not recycle these materials:</u></p> <ul style="list-style-type: none"> • paper cups and plates. laminated paper products (that contain plastic, foil, and or wax) 	<p><u>Recycle these materials:</u></p> <ul style="list-style-type: none"> • flattened cardboard boxes (must be flattened) <p><u>Do not recycle these materials:</u></p> <ul style="list-style-type: none"> • corrugated cardboard that is laminated with other materials such as plastic, wax or foil.

London Recycling Companies

BFI Canada Inc. 4695 Wellington Rd. S. London, Ontario N6E 0A6 519-681-4040	Youth Opportunities Unlimited 141 Dundas Street, 2 nd Floor London, Ontario N6A 1G3 519-432-1112
Waste Management 290 Exeter Road London ON N6L 1A3 1-800-665-1898	Please consult the phone directory for more companies

Noise Policy

2012 Special Events Policies & Procedures Manual

13.0 Noise Policy

The amplification of sound for Special Events will be limited to the hours of 9:00 a.m. to 11:00 p.m.

Exemption:

- *New Year's Eve Event will be limited to the hours of 9:00 a.m. – 12:00 midnight*
- *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 amplified sound (ie: music) could not begin until 9 am)*

- 13.1 (a) All operators of special events having amplified 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 amplified concerts shall not exceed a sound pressure 90 decibels beyond 30m (100 feet) from the front edge of 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 90 decibel level is not exceeded at the 30m limit.
- 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 amplified 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) totaling 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 1st 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.

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.

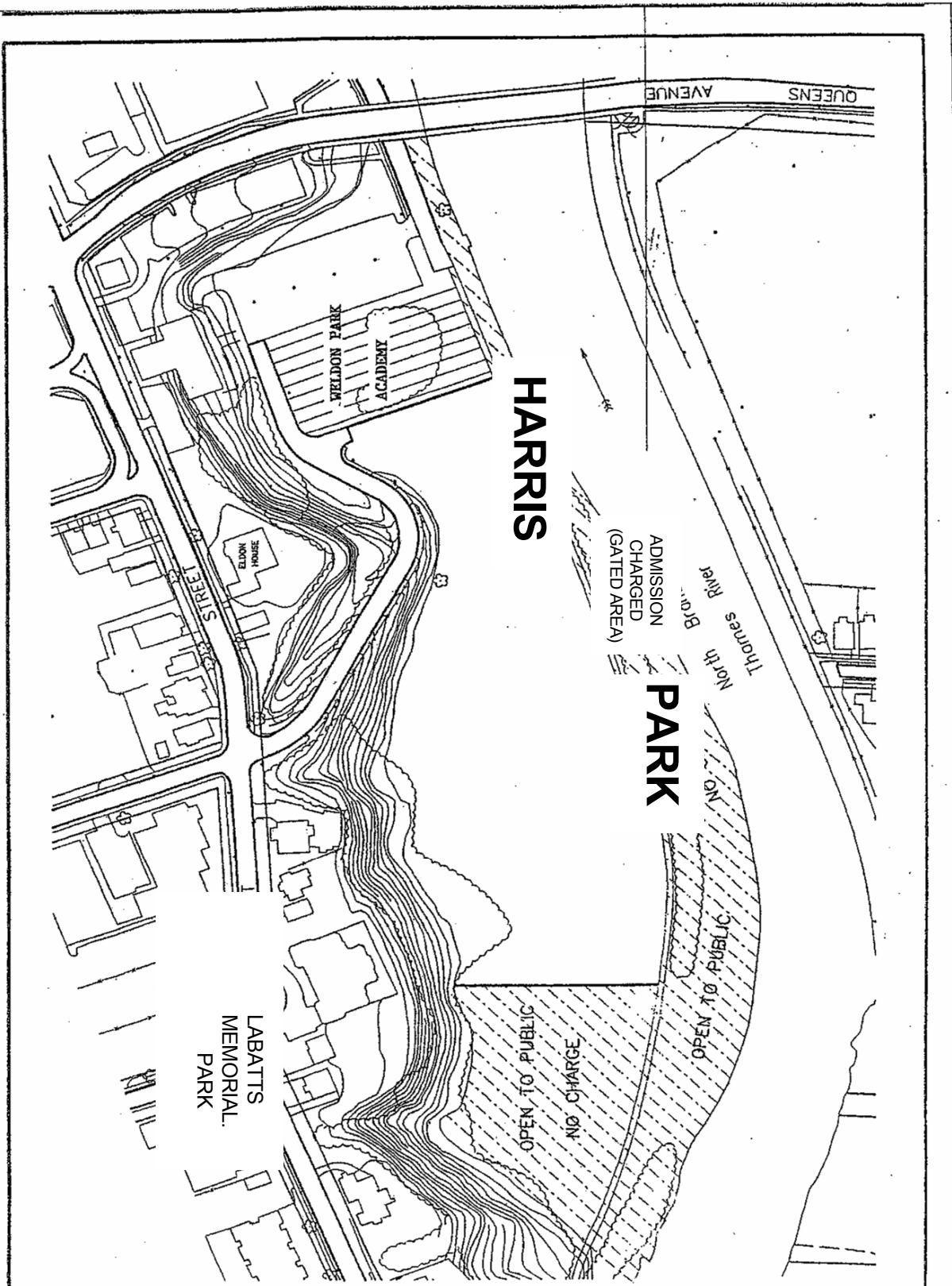
Non-amplified Sound: when a special event or bandshell booking does not use sound equipment (other than a public address system) to increase the volume of natural sound levels.

Admission Policy

2012 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

2012 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, 8th 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 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, 7th floor, City Hall, for erecting tents, booths, etc., within the road allowance.
- 15.4 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 temp plates for any particular road closure request can be obtained by contacting the Manager of Customer Relations and Compliance at 519-661-2500 x4998.
- 15.5 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.
- 15.6 To request a temporary street closure, the applicant will be asked to submit a petition signed and approved by:
- a) 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners on the street(s) or blocks(s) proposed to be closed; and/or
 - b) 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners located in adjacent blocks that may be affected by the temporary street closure.

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

- 15.7 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.

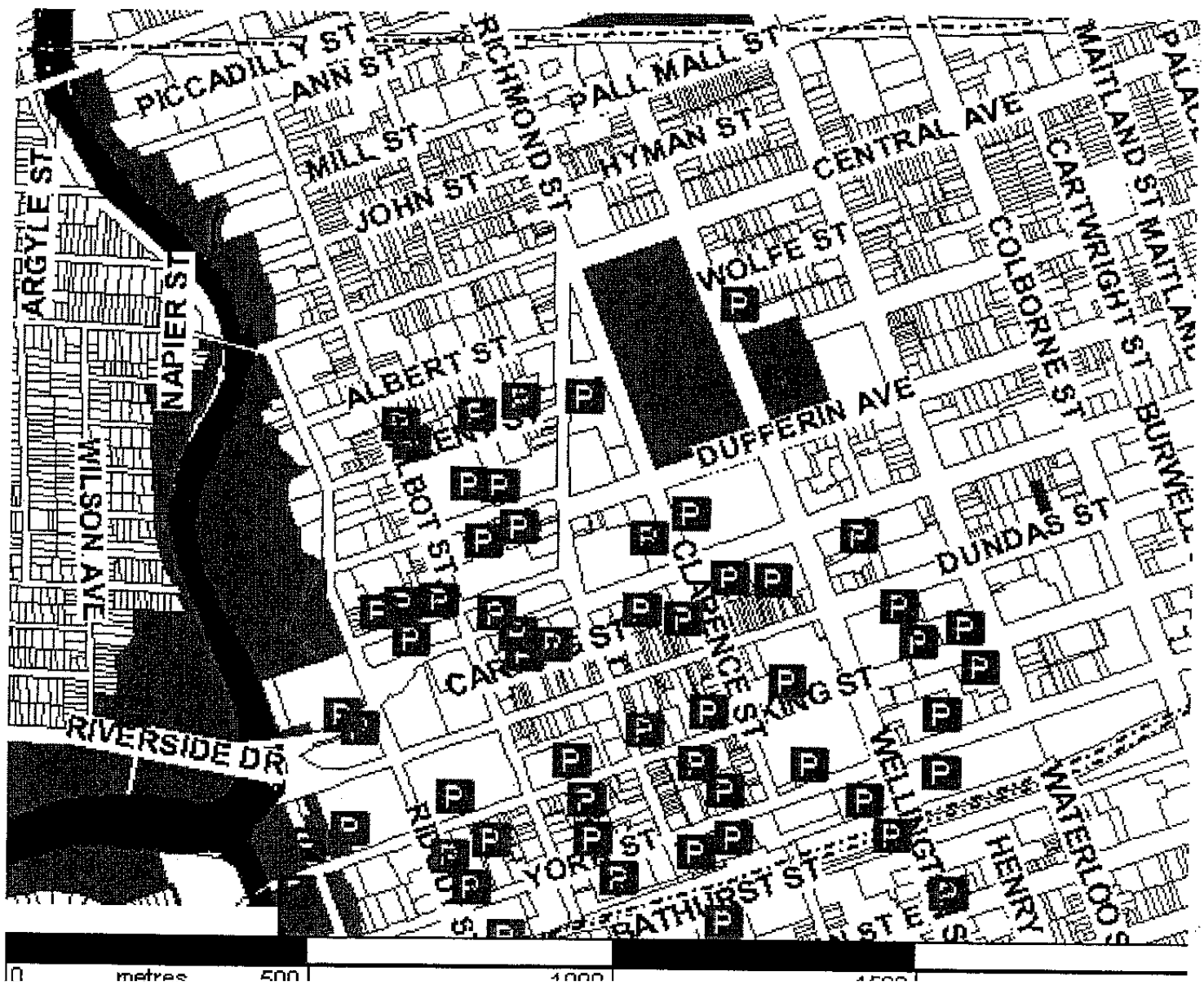
- 15.8 In order to close the entrance and egress to Centennial Hall, the special event operator must secure a letter of support from Centennial Hall and London Life.
- 15.9 Street closures will not be allowed on Central Avenue (between Richmond Street to the west and Wellington Street to the east) for the use of midways/amusement rides/or carnivals.
- 15.10 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.
- 15.11 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.
- 15.12 The special event operators are encouraged to approach parking lot operators, located downtown, to provide assistance for parking during special events.
- 15.13 The special event operators are encouraged to advertise parking locations in the vicinity of the event.
- 15.14 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).
- 15.15 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

REQUEST FOR TEMPORARY STREET CLOSURE (must be completed at least 7 days prior to the event)			
Street:	Applicant Name:		
From:	Address:		
To:	Phone No.:		
Purpose:			
Date Closure Request: _____ From: _____ To: _____			
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 _____	
	APPROVED BY	DATE	COMMENTS
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 John Labatt Centre and Victoria Park

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

2012 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 \$25 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.

16.10 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.

16.11 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.

16.12 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
2012 SALE OF FOOD AND/OR AMUSEMENT DEVICES REGISTRATION FORM**

THE FOLLOWING INFORMATION CAN BE FAXED TO 519 661-5793 OR MAILED TO:
CITY OF LONDON, PARKS AND RECREATION DIVISION, 151 Dundas St., ROOM 403, LONDON, ON, N6A 4L6

1. REGISTRATION FORM (BELOW)
2. PAYMENT (PLEASE MAKE CHEQUE PAYABLE TO: CITY OF LONDON PARKS AND RECREATION)

Questions, please call 661.2500 x5230

Application Date _____

- A. Name of Vendor: _____
 Business Name: _____
 Address: _____ City: _____
 Postal Code: _____ Phone Number: _____

Registration Fee:

- a. **WITH** City of London Business License: \$25 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: \$100 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"/>	Other: _____	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



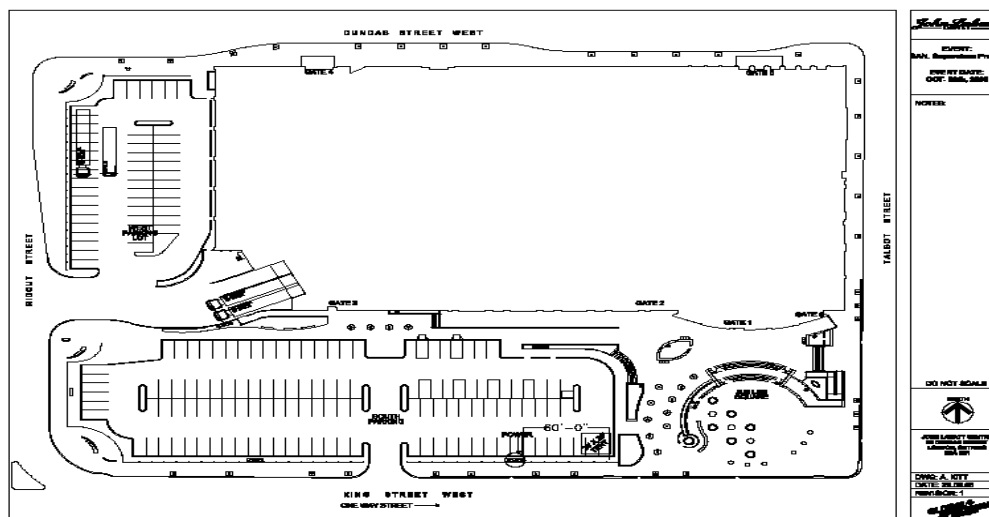
John Labatt Centre/Jubilee Square

2012 Special Events Policies & Procedures Manual

17.0 John Labatt Centre/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 John Labatt Centre Special Events Area (King St. Parking Lot) and Jubilee Square.

- 17.1 (a) A letter of support from the management of the John Labatt Centre 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 John Labatt Centre 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 John Labatt Centre 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 John Labatt Centre staff and charged to the special event operator.
- (e) The Special Event's Admission Policy does not apply to the John Labatt Centre 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/Bleacher

2012 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.
- 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 will be scheduled to review your request and to help make your event a success.
- 18.8 For annual events, applications should be submitted by October 15th 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).

2012 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, bleachers, Jubilee Square and amenities not on City of London properties.

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

Rental Fee: (applied to all contracts pertaining to your event)			
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

Other Related Fees: (applied to all contracts pertaining to your event)			
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	\$6.25/pedestal/day	Springbank Gardens/Victoria Park – Bandshell	\$14.00/hour
Picnic Table	\$25.00/table	Amplified sound required to post security (returned if no noise violation)	\$500 (cash or letter of credit)
Water Service	\$13.00/day	Showmobile	\$509.00/day(not-for-profit/charitable) \$567.00/day (commercial)
Service Locates	\$100/hour	Bleacher (250 seat bleacher)	\$752.00/2 day event \$322.00 additional days
Grease Clean Out	\$250.00/event	Turf Restoration (min. fee 2 days or greater)	\$645.00 minimum
Grey Water Collection	\$25.00/vendor	Grey Water Barrel-event not on COL property	\$5.25/each
Decal	\$5.00/each	Garbage Bin - event not on COL property	\$11.00/each
Water Hook Up, Hydrant	Direct Recovery	Garbage Bags - event not on COL property	\$16.00/case (100/case)
E.S.A. Inspection	Direct Recovery	Barricades – event not on COL property	\$5.00/each
TSSA Inspection	Direct Recovery	Other cost incurred related to the operation of a special event	Direct Recovery
**Skateboard bench removal	\$1,350.00	Electric Service – after 40 hours at appropriate rates	Direct Recovery
++Meter Bagging Admin.	\$47.17/flat fee	++ Meter Bagging	\$6.58/per meter/per day
** Exception: 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).			
++ 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.			

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

City of London, Police

2012 Special Events Policies & Procedures Manual

20.0 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*

- 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>Insurance Certificate Received</u>		<u>YES:</u>	<u>NO:</u>	<u>DATE:</u>		<u>SIGNATURE OF APPLICANT:</u>	
<u>Hold Harmless Agreement Received</u>		<u>YES:</u>	<u>NO:</u>	<u>DATE:</u>		<u>SIGNATURE OF APPLICANT:</u>	
FOR POLICE USE ONLY - DO NOT WRITE BELOW THIS LINE							
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 Tom (T.J.) O'BRIEN		<u>DATE:</u>	
The proposed Special Event should not conflict with any planned Maintenance or construction projects.				<u>ENVIRONMENTAL & ENGINEERING (8th Floor)</u> 519 661-4741 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 10th Floor</u> 519 661-4644 Rm 1010, City Hall <u>AUTHORIZED SIGNATURE:</u>		<u>DATE:</u>	
WHEN COMPLETED, RETURN THIS APPLICATION TO LONDON POLICE, TRAFFIC UNIT, 601 DUNDAS STREET							
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:				W.M. Faulkner Chief of Police		<u>DATE:</u>	

City of London, Fire Prevention

2012 Special Events Policies & Procedures Manual

21.0 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 60m². 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 30m² (320 Sq. Ft.) This plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention office will provide a generic safety plan form, appropriate to tent structure for your convenience. Fire Safety Plans shall be approved prior to the event by the London Fire Department.

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

Exit Signs: Exit signs are required for each designated exit. Commercially available card type signs are acceptable.

Emergency Lighting: Emergency lighting must be provided for any functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

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

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

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 Offenses 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 30m².

LOCATION AND/OR ADDRESS WHERE TENT IS SET-UP: <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

PORTABLE FIRE EXTINGUISHERS				
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
BBQ'S AND OTHER COOKING EQUIPMENT				
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
FUEL SUPPLY <input type="checkbox"/> N/A				
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	
IGNITION SOURCES				
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 than that used for cooking)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
FIRE SAFETY PROCEDURES				
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	
IS THIS VENDOR APPROVED TO OPERATE <input type="checkbox"/> YES <input type="checkbox"/> NO				
THE EVENT ORGANIZER MUST REMOVE ANY UNAPPROVED VENDORS				

TENTS				
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

2012 Special Events Policies & Procedures Manual

22.0 Technical Standards & Safety Authority

*Fuels Safety Program
4th 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.



Fuels Safety Program	Ref. No.: FS- 056- 06	Rev. No.:
DIRECTOR'S ORDER	Date: February 13, 2006	Date:

**IN THE MATTER OF:
THE TECHNICAL STANDARDS AND SAFETY ACT, 2000,
S.O. 2000, c. 16**

- and -

**ONTARIO REGULATION 211/01 made under the
Technical Standards & Safety Act, 2000
(Propane Storage and Handling)**

- and -

**ONTARIO REGULATION 212/01 made under the
Technical Standards and Safety Act, 2000
(Gaseous Fuels)**

Subject: Mobile Food Service Equipment
Sent to: Posted on TSSA's Web-Site

Pursuant to subsection 36.(3)(a) of the *Technical Standards and Safety Act, 2000*, the Director, subject to the conditions herein, authorizes the use of and requires compliance with the following:

1. Application

Effective immediately, this Order shall apply to all newly manufactured and existing Mobile Food Service Equipment.

2. Definition

Mobile Food Service Equipment ("MFSE"), is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fired fuel cooking equipment and, if applicable, associated fuel storage. MFSE are commonly known as, but not limited to, "Coffee Trucks" "Chip Wagons", "Hot Dog Carts" and "Hamburger Carts".

3. Requirements for Compliance - Newly Manufactured MFSE

3.1 All newly manufactured MFSE must be approved for its intended use.

3.2 The approval of newly manufactured MFSE shall comply with the following:

- a) a motor vehicle with integrated propane or other hydrocarbon fired equipment shall have a suitable (weather exposure and combustible environment) interlock mechanism that extinguishes all pilot lights within thirty (30) seconds from the start of fuelling the motor vehicle;

- b) the fuel system as a whole unit including gas storage, supply, appliance and venting shall be appropriate for its use; and
- c) the labelling requirements outlined in section 4 shall apply.

3.3 Newly manufactured MFSE that is put into service shall comply with the annual inspection requirements outlined in section 5.

4. Requirements for Compliance - Existing and Newly Manufactured MFSE

Danger Labels

4.1 The following danger label shall be affixed to all MFSE, be readily visible and located adjacent to the propane container with the following wording:

- DANGER
- Cooking appliances shall not be used for space heating
- When the propane appliance is not in use or the vehicle is stored, shut off the supply of propane to the appliance (at the propane tank)
- BEFORE TURNING ON PROPANE:
 - Make certain all propane connections are tight, all appliance valves have been turned off and any unconnected outlets are capped
 - If an open door is used for ventilation/combustion air, ensure the door is open before turning on propane
- AFTER TURNING ON THE PROPANE
 - Light all pilots of appliances to be used
 - Each connection, including those at appliances, regulators, and cylinders, shall be leak tested initially and periodically with soapy water by the operator. Never use a lighted match or other flame when checking for leaks
 - Do not leave a system turned on or containers connected until the system has been proven to be leak (propane) tight
 - When the containers are disconnected, the propane supply line shall be capped or plugged

4.2 For all MFSE that are part of a motor vehicle, the following additional danger label shall be affixed at the vehicle's fuelling point and inside the driver's compartment with the following wording:

- DANGER
- All pilot lights shall be extinguished and the supply of propane shut off before refuelling this vehicle

4.3 In subsections 4.1 and 4.2, the word "DANGER" shall be a minimum of ¼-inch (6.4 mm) in height. All other words on the label shall be a minimum 1/8-inch (3.2 mm) in height.

5. Annual Inspections - Newly Manufactured and Existing MFSE

5.1 All newly manufactured MFSE put into service and existing MFSE shall be inspected annually by a certified gas technician and all identified deficiencies shall be corrected.

5.2 When fuel for the MFSE is supplied by a container that is installed so its length is on a horizontal plane, a method shall be incorporated to ensure liquid propane cannot splash in the vapour withdrawal line. The certified gas technician shall verify this during the annual inspection.

5.3 Following the annual inspection, the certified gas technician shall provide the owner/operator with a completed copy of the inspection certificate (Attachment #1) and the information fact sheet (Attachment #2).

Roland Hadaller, P.Eng.,

Director, appointed under the *Technical Standards and Safety Act, 2000*,

Additional Notes

Mobile Food Service Equipment owners/operators should check with their local municipality to determine if there are additional compliance requirements.

Inspectors appointed under the *Technical Standards and Safety Act, 2000*, are authorized to inspect Mobile Food Service Equipment to ensure compliance with this Director's Order.



Technical Standards and Safety Authority

Web site: www.tssa.org

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

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

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

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

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

Comments: _____

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



FUELS SAFETY PROGRAM
TECHNICAL STANDARDS
& SAFETY AUTHORITY
14th Floor, Centre Tower
3300 Bloor Street West
Toronto, Ontario
Canada M8X 2X4

February 13, 2006

Re: Mobile Food Service Equipment

Attention Owner/Operator:

The Technical Standards and Safety Authority (TSSA) is an Administrative Authority empowered under the *Safety and Consumer Statutes Administration Act, 1996* to administer and enforce the *Technical Standards and Safety Act, 2000* (the “Act”) and its regulations. The Fuels Safety Program of the TSSA regulates the storage, transmission and utilization of hydrocarbon fuels (e.g. propane and natural gas) and includes the installation and maintenance of associated equipment. The Act and appropriate Regulations can be found on our web site at www.tssa.org.

The TSSA is concerned that Mobile Food Service Equipment (MFSE), commonly known as “Coffee Trucks”, “Chip Wagons” or “Hot Dog and Hamburger Carts”, containing propane fired equipment/appliances may be: a) unapproved, b) not properly serviced or maintained, or c) operated in an unsafe manner. These conditions may result in a hazardous situation including a fire or explosion.

Reported incidents and unsafe practices include; a) not extinguishing the pilot lights when refuelling the vehicle resulting in ignition of gasoline vapours, b) not shutting off the propane supply when the appliances are not in use, c) not shutting off the propane when the vehicle is in motion or stored, and d) lack of maintenance resulting in gas leaks during operation.

Consequently, the TSSA has developed new requirements for MFSE to promote the continued safe use and operation of MFSE for both newly manufactured and existing equipment. These requirements include:

- Ensuring that newly manufactured equipment is approved.
- Communicating operational/maintenance procedures to equipment owners/operators as outlined in the new labels affixed to the equipment. **For personal safety, it is important to follow these procedures at ALL times.**
- To ensure that the MFSE is in safe operating condition, a TSSA certified gas technician shall inspect all MFSE annually.
- A copy of the completed MFSE annual “Inspection Report” shall be retained by the owner/operator and available for review by TSSA inspectors.

If you require further clarification or have questions, please contact your propane fuel supplier or the TSSA at 1-877-682-8772.

City of London, Planning & Development

2012 Special Events Policies & Procedures Manual

23.0 Tents and Washrooms

*Planning & Development, Building Division
300 Dufferin Avenue, 7th Floor
London, Ontario, N6A 4L9
Manager Plans Examination 519 661-2500 x4558*

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

1-20
21 – 70
71 – 105
106 – 135
136 – 165
166 – 195
196 – 225
226 – 275
276 – 325
326 – 375
376 – 425
over 425

WASHROOMS

One water closet for each sex
Two water closets for each sex
Three water closets for each sex
Four water closets for each sex
Five water closets for each sex
Six water closets for each sex
Seven water closets for each sex
Eight water closets for each sex
Nine water closets for each sex
Ten water closets for each sex
Eleven water closets for each sex
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 48hrs. prior to event. When the tent exceeds 60m² (645 sq. ft.), where bleachers are provided in tents they will also need an approval for compliance with the Ontario Building Code. Engineered designs are required to be submitted for all bleachers.
4. Upon approval and payment of the set fees you will receive your tent/building permit.
5. In addition, if the tent exceeds 225m² (2,420 sq. ft.), a professional engineer is required to certify the design and installation prior to occupancy of the tent.
6. 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.
7. 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 2 days (48 hours) for permit processing.
8. Permit fee 'minimum' \$90.00.
9. If installing a stage or viewing area which is over 600mm above grade a building permit will be required.

Application for a Permit to Construct or Demolish

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

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 ²)	
B. 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 ()	
C. 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 ()	
D. 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 ()	
E. 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			
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 documents establishing compliance with applicable law as set out in Article 1.4.1.3. of Division A.			
ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.			
H. Declaration of applicant			
I, _____ certify 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. I have authority to bind the corporation or partnership (if applicable).			
_____		_____	
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 <input type="checkbox"/> Building <input type="checkbox"/> Storm/Sanitary services <input type="checkbox"/> Plumbing <input type="checkbox"/> Water services <input type="checkbox"/> Mechanical <input type="checkbox"/> Sewage system	Previously approved plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Plan examiner	Area code	3 day permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Permit via <input type="checkbox"/> Mail <input type="checkbox"/> Pickup	Send to <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Authorized agent			

2. Zoning

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

3. Site Plan

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

4. Plan Examiners

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

Remarks <input type="checkbox"/> Conditions	<input type="checkbox"/> Conditional permit
--	---

5. Fees

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			Received		
	Yes	No		Yes	No	
Securities D/A						
Conditional permit						
WM - 4						
Demo						
Road widening						
Other						

Received but not complied with Complies

Examined by _____ Year Month Day

Development Charges

Amount applicable	City/Urban Works			Secondary School Board		
	Year	Month	Day	Year	Month	Day
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

2012 Special Events Policies & Procedures Manual

24.0 SOCAN

SOCAN

Representative: James Leacock

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

**Email: leacockj@socan.ca
Website: www.socan.ca**

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

Your SOCAN representative for London is James Leacock. He can be reached at 519-868-0549 or via email at 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] to determine the applicable licence and fee, or call your nearest **SOCAN office** [www.socan.ca/jsp/en/contact_us/index.jsp].

Middlesex-London Health Unit

2012 Special Events Policies & Procedures Manual

25.0 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
Website: 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 seven (7) 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 seven days (7) 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 seven (7) 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:

Handwash stations available	Yes ()	No ()	describe: _____
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

2012 Special Events Policies & Procedures Manual

26.0 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, 3rd 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

2012 Special Events Policies & Procedures Manual

27.0 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

2012 Special Events Policies & Procedures Manual

28.0 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

29

City of London, Guide How to Plan Accessible Outdoor Events

2012 Special Events Policies & Procedures Manual

29.0 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, 3rd 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
Website: 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



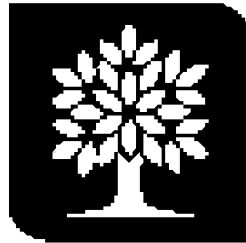
Section

30

City of London, Production Guidelines – Filming in London

2012 Special Events Policies & Procedures Manual

30.0 City of London, Production Guidelines – Filming in London



London
CANADA

2012 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 \$2 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, 7th 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 Branch, Ontario Region - Natural Resources Canada
580 Booth St., Ottawa, Ontario K1A 0E4

Attention: Mehrdad (Mike) Farbod, Inspector of Explosives, Ontario
(613) 943-0639, FAX: (613) 943-8305

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 or visit The London Film & Television Liaison website at 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

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 _____	
	Approved By	Date	Comments
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



**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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type:	Approx. Times
Filming Location:	
Date of Filming:	<input type="checkbox"/> Interior <input type="checkbox"/> 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



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		
					\$		
<input type="checkbox"/> Umbrella <input type="checkbox"/> Excess					Occurrence		
					\$		
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

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 \$
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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)

City of London, Special Event Complaint Form

2012 Special Events Policies & Procedures Manual

31.0 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: _____

Contact: _____ Home: _____

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
	Total Estimated Bill	
	G.S.T.	
	Total	

The Canadian Veteran's Memorial Carillon

2012 Special Events Policies & Procedures Manual

32.0 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 1st to the Lighting of the Lights - Last Friday of November)
- Dutch National Holiday (May 5 or May 10)
- Canada Day (July 1st)
- 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 1st
- 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).

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><u>National Anthems</u> O Canada Wilhelmus (Netherlands) The Brabançonne (Belgium National Anthem)</p> <p><u>General</u> 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><u>General (continued)</u> 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><u>Remembrance Day</u> 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><u>Holiday Season</u> 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

Richard Ter Vrugt	<i>Netherlands Consul</i>	519 661-0453 nethcon@bellnet.ca
Fred Koops	<i>O.E.S.</i>	519 652-5833 fkoops@oes-inc.com
Ben Lansink	<i>Dutch Community</i>	519 6 45-0750 ext 24 ben@lansinkappraisals.com
Julie Michaud	<i>Parks Planning and Design City of London</i>	519 661-2500 ext 2357 jmichaud@london.ca
Piet Teunissen	<i>Dutch Community</i>	519 657-6226 rteun@rogers.com
Robert Walsh	<i>Veterans</i>	519 659-6884
Sandra Young-Tangier	<i>Musical Coordinator</i>	519 473-6988 sandra.young.tangierd@sympatico.ca