

The Corporation of the Town of



<b>Special Events and Facility Bookings Policy</b>			
<b>Authority</b>	Manager of Community Services		
Establishing By-law No.	2022-008		

**1.0 PURPOSE**

- 1.1 A Special Events and Facility Permit is required for all applicants requesting the use of municipally-owned facilities, parks and/or property, (excluding arena ice bookings - Reference Ice Allocation Policy). This includes, but is not limited to; facility bookings, special events, road closures, etc.
- 1.2 The permit will ensure that all users are treated fairly and equitably, and the assets and citizens of the Town of Gananoque are protected.
- 1.3 The responsibilities of all parties are agreed to and understood in advance of the special event/activity.
- 1.4 All applications for special events occurring on roads or municipal property within the Town of Gananoque are processed in a uniform fashion.
- 1.5 All guidelines are followed and all documentation is submitted in order to ensure that special events operate in a safe and orderly manner.
- 1.6 Every application under this Policy is reviewed by authorized personnel and may be discussed with affected parties to enable co-ordination with other activities on Town property and to minimize disruption to the normal users of the property.

**2.0 VALUE**

- 2.1 The Town recognizes community involvement and the efforts made to plan events/activities within our community. The Town values the social and economic benefits that special events bring to Gananoque and the surrounding region. The Town recognizes special events as an important part of Gananoque resident's quality of life and provider of accessible entertainment. Special events enhance tourism, culture, recreation and education and play a role in economic benefit for the businesses in the Town of Gananoque.

### **3.0 SCOPE**

- 3.1** The Policy applies to activities and events held on/in municipal facilities. Municipal facilities consist of any and all property owned and/or operated by the Town of Gananoque. The Town operates facilities which are used for public activities and/or requested by the public for various activities. Municipal facility usage can include recreational/sports, special events, meetings, cultural/social events and/or private rental functions.
  
- 3.2** This Policy extends to granting authorization for temporary road closures.

### **4.0 RESPONSIBILITY**

- 4.1** Administration of this Policy is delegated to the Manager of Community Services or designate.
  
- 4.2** Execution of the applicable schedule(s) is delegated to the Marina and Recreation Coordinator or designate, subject to all conditions of the Policy being satisfied.
  
- 4.3** The Marina and Recreation Coordinator or designate shall be responsible to liaise with the event and facility use organizers and coordinate responsibilities amongst volunteers and staff. The Marina and Recreation Coordinator or designate will organize and share information with Town staff in order to complete the event application, ensure that all policy requirements are met, create event planning documents and ensure the requested facilities and services are delivered by appropriate staff.

### **5.0 APPLICATION PROCESS**

- 5.1** The Marina and Recreation Coordinator or designate staff will serve as primary point of contact for processing the applications.
  
- 5.2** All organizers of special events to be held on/in a municipal facility must apply in writing. The permit process begins when the Applicant submits a completed Special Events and Facility Permit Application (Schedule A) and any additional documents as required including the request for Temporary Road Closure (Schedule B).
  
- 5.3** The application will then be processed and reviewed by the Marina and Recreation Coordinator or designate in collaboration with Gananoque Police Services, Gananoque Fire, Public Works and other related departments.
  
- 5.4** Applicants may be notified if the application requires additional information or modification and if additional charges may be applicable.

- 5.5 The Marina and Recreation Coordinator or designate will gather all event details (timelines, logistics, set-up, services, equipment, contacts, etc.) in a comprehensive plan for both parties to agree upon. This plan will be used as a resource to ensure the confirmed details are agreed upon and all requirements are met.
- 5.6 The Applicant may request a site visit with the Marina and Recreation Coordinator or designate which is recommended to take place at least two (2) weeks prior to the event/facility booking date.
- 5.7 A Special Events and Facility Permit will be issued once the application is approved and all documents and requirements of the application have been met (including confirmed payment receipt).

#### **APPLICATION GUIDELINES**

Applicants submitting a Special Events and Facility Booking Application are encouraged to submit a completed application within the following application timelines;  
At least thirty (30) days in advance for events/facility bookings with an attendance less than 100 participants.

At least sixty (60) days in advance for events/facility bookings with an attendance less than 500 participants or any returning major event.

At least ninety (90) days in advance for events/facility bookings with an expected attendance of 1000 or more or new tourism initiatives.

**Applications that are not submitted within these timelines may not receive approval and may not be issued a permit if staff are not given appropriate time to process the application. Permits will not be confirmed/approved until all payments are received.**

## **6.0 INSURANCE**

- 6.1 Insurance is mandatory for all events and activities taking place on Municipal Property.
- 6.2 Applicants must obtain a certificate of Commercial General Liability Insurance of no less than \$2,000,000 (\$5,000,000 required for events serving alcohol), per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the Town as an additional insured and shall protect the Town for all claims for all damage, injury or death arising out of any act or omission on the part of the Applicant, its servants or agents. The policy shall be endorsed to provide that the policy shall not be altered, canceled or allowed to lapse without written notice.
- 6.3 The Corporation of the Town of Gananoque reserves the right to set higher insurance limits on the event/facility booking if deemed necessary by the Marina and Recreation Coordinator or designate.

## **7.0 SPECIAL OCCASION PERMIT (SOP) APPLICATION**

- 7.1** Any Applicant looking to apply for a Special Occasions Permit, must review and sign the section pertaining to the Town of Gananoque Municipal Alcohol Policy (2019-077) included in the Special Events and Facility Permit Application (Schedule A).
- 7.2** It is the responsibility of the Applicant to comply with all Alcohol Gaming Commission of Ontario policies as outlined for compliance of the Town of Gananoque Municipal Alcohol Policy.

## **8.0 GENERAL POLICIES AND PROCEDURES**

- 8.1** The Applicant must adhere to all municipal, provincial and federal regulations, by-laws and legislation. The Applicant is required to provide evidence, if asked, of all necessary licenses/permits required to operate the event/facility booking.
- 8.2** The Applicant must adhere to the following:
  - 8.2.1** Applicants hosting events and/or using municipal facilities are required to submit a Recycling and Environmental Plan demonstrating how the event will use only biodegradable/compostable cups, straws, utensils, plates, tickets, etc.
  - 8.2.2** Applicants are required to enforce the approved Recycling and Environmental Plan throughout the event. Failure to enforce and/or comply can result in the denial of a future event permit.
- 8.3** No person applying for a Special Events and Facility Permit shall knowingly provide false information to the Marina and Recreation Coordinator or designate.
- 8.4** Applicants shall pay all applicable municipal fees and charges prior to the issuance of a Special Events and Facility Permit.
- 8.5** Any Applicant seeking financial support for community events is advised to consult the following municipal funding opportunities including;
  - a) [Tourism Advisory Panel Request for Funding](#)
  - b) [Community Grants Program Application](#)
- 8.6** The Marina and Recreation Coordinator and designate shall review completed applications and seek the required approvals. Upon review of all submitted schedules and input, the Manager of Community Services shall determine if permit approval is warranted.

**8.7** The Marina and Recreation Coordinator and designate at their discretion may require the Applicant to prepare and deliver correspondence to all affected homes, businesses and institutions outlining the type, purpose, location, date and time of the special event and to inquire whether the recipient supports or opposes the special event. Respondents will submit comments/concerns to be reviewed within a predetermined time limit.

## **9.0 USE OF MUNICIPAL PARKS / FACILITIES**

### **9.1 All Municipal Parks**

**9.1.1** It is the responsibility of the Applicant to ensure that all properties are returned to their previous condition following their event.

**9.1.2** Applicants are encouraged to submit additional applications for the following requests as they pertain to the event/facility booking:

- a) [Marriage Licence Application](#)
- b) [Lottery Licences](#)
- c) [Application for Mobile Canteen](#)
- d) [Application for Auctioneers' License](#)
- e) [Gananoque Busker Application](#)

Applicants are encouraged to visit [Permits, Licenses and Forms](#) (www.gananoque.ca) to review all Municipal permits, licenses and forms.

## **10.0 RISK MANAGEMENT & EMERGENCY RESPONSE PLAN**

**10.1** Applicants requesting Temporary Road Closure (Schedule B) or requests for events/facility bookings on adjacent property to the Town of Gananoque (including activities on the St. Lawrence River) must submit a comprehensive Risk Management and Emergency Response Plan.

**10.2** The Risk Management and Emergency Response Plan should include coordination of emergency response, Coast Guard, police, fire safety/rescue volunteers, incident reporting guidelines, safe meeting location(s), emergency contact(s), etc.

**10.3** Applicants must comply with all Municipal, Provincial and Federal agencies relating to public health and safety. It is the responsibility of the Applicant to inform agencies outside of the Town of Gananoque of the event/activities requested herein the application.

## **11.0 EVENT ROAD CLOSURES**

- 11.1** Application for Temporary Road Closure (Schedule B) should endeavor to be received by the Marina and Recreation Coordinator or designate a minimum of three (3) months prior to the event. Road closure requests will be reviewed by Public Works, the Gananoque Police Services and any other applicable parties to confirm conditions. In most circumstances road closures will require paid duty police officers, and additional resources from public works at the expense of the applicant.
- 11.2** The Applicant may be given specific conditions that must be met for Temporary Road Closure approval.
- 11.3** Emergency access must be provided at all times. All unobstructed fire lanes must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be at least three (3) – six (6) metres.
- 11.4 TOLL LANES**
- 11.4.1** The event must be considered annually and seek authorization from the Gananoque Police Services. The use of the roadway shall not be a full closure and be consistent with the legal requirements of the appropriate legislation and insurance coverage.

## **12.0 FACILITY / SERVICE FEE SCHEDULE**

- 12.1** All applications are subject to the fees as determined in the Town of Gananoque General Fees & Rates By-law No.2016-047, as amended.
- 12.2** The Applicant shall pay all fees for the rental, installation and maintenance of any pre-requested equipment / services, including but not limited to chairs, tables, barricades, pylons and temporary traffic signs that the Marina and Recreation Coordinator and designate determine are required for the event to operate in a safe and orderly manner.
- 12.3** Costs to repair any damage incurred to municipal property, as a result of the event/facility booking shall be the responsibility of the Applicant. Any work performed by municipal employees to repair the damages shall be recovered from the Applicant. For larger events the Town reserves the right to require a damage deposit to be paid in conjunction with the permit application and must be paid along with the complete fees due at the time of booking. The deposit amounts for special events and facility booking deposit fees are determined as per the General Fees and Rates By-law, as amended.

### **13.0 AUTHORITY**

- 13.1** The Special Events and Facility Bookings Policy is established under the authority of the Town of Gananoque as approved by the Gananoque Town Council.
  
- 13.2** Gananoque Town Council grants authority to the Manager of Community Services or designate to execute this policy and any related authorization schedule(s), subject to all conditions of the policy being satisfied.

### **14.0 CANCELLATIONS AND REFUNDS**

- 14.1** The Manager of Community Services or designate reserves the right to cancel any scheduled special event/facility booking:
  - 14.1.1** When the facility is required for an event of municipal significance;
  - 14.1.2** In order to ensure public health and safety;
  - 14.1.3** In the sole opinion of the Manager of Community Services or designate, if the Applicant fails to comply with the requirements of the Special Events and Facility Bookings Policy or any other provision of the policy or any other reason deemed appropriate.
  - 14.1.4** Whether or not the special event is likely to be carried out in compliance with the Special Events and Facility Bookings Policy, considering past special events hosted by the Applicant;
  - 14.1.5** Any conflict with a previously scheduled activity for which permit approval has been granted;
  - 14.1.6** Disruption to traffic;
  - 14.1.7** Comments to the application received by Police Services, Fire or other Town of Gananoque municipal departments;
  - 14.1.8** Responses received from the public.
  
- 14.2** An Applicant can cancel their booking due to inclement weather such as snow, rain, wind or due to the loss of facility resources such as hydro outages with as much advanced notice provided as possible and upon final approval from the Manager of Community Services or designate.
  
- 14.3** The Applicant agrees that all fees and rental charges will be paid at the time of booking. Failure to comply with this pre-payment policy shall prohibit the issuing of the requested permit. Cancellation of this permit with less than two (2) weeks' notice, by the Applicant may result in the full charge for the day(s).
  
- 14.4** Any conditions of approval or a decision to refuse to grant permit approval by the Manager of Community Services or designate can be appealed to Town Council for review and decision.



<b>Application Received</b>
Date: _____
Staff: _____
Permit #: 202____-____

**SPECIAL EVENTS AND FACILITY PERMIT APPLICATION**  
(Schedule A)

Please return completed application form with associated paperwork to:

**Marina and Recreation Coordinator**  
**Community Services Department, Town of Gananoque**  
 30 King Street East, Gananoque, Ontario K7G 1E9  
 By email to: [marinarecreation@gananoque.ca](mailto:marinarecreation@gananoque.ca)

*Applications may not receive approval and Applicants may not be issued a permit if staff are not given appropriate time to process the application. Permits will not be confirmed/approved until all payments are received.*

APPLICANT INFORMATION	
Name of Applicant:	
Date of Application:	
Mailing Address:	
Telephone No.	Email:
Name of Organization Sponsoring the Application:	
Address:	
Telephone No.	Email:
SPECIAL EVENT DETAILS	
Name of Event:	
Event Description: _____ _____	
Date(s):	
Time(s):	
Time of Set-Up:	Time of Take Down:



Location:

**Event Type:**

- Festival
- Parade / march
- Race / Walk-a-thon / etc.
- Vendors / Farmers Market
- Sports / Recreation Event
- Party, Service or Ceremony
- Live Performance/Entertainment
- Other, please specify:

See related Schedule that may apply

- Temporary Road Closure (Schedule B)

**PARKS & FACILITIES**

**FACILITY REQUESTED:** (please clearly state which park(s) and/or facility is being requested):

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**SPECIFIC REQUIREMENTS** (extra garbage bins, recycling, signage, etc.) Please be specific and include on the Site Plan. Extra charges may apply.

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## SITE PLAN

Site Plan Attached      **YES**       **N/A**

**A detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.**

- Location of all tents, temporary or permanent structures.
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post or office, medical and first aid station' emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, pettings zoos, etc.
- Food/refreshment/craft tent or table vendors, restrooms, refreshment tents

**If the Site Plan is not submitted with the application a minimum of thirty (30) days before the event, a permit may not be issued.**

## OTHER EVENT DETAILS

	YES	NO	Location	Company Contact or Vendor Information
Municipal Equipment (barricades, chairs, tables, etc.)				
Municipal Services (e.g. banner placement, paid duty officers, etc.)				
Hydro Required				
Electrician Booked				
Water Supply Required				
Fireworks				
Sanitation Facilities				
Food Vendors/BBQ				
Vendors (Artist, Merchant)				
Animals (Petting Zoo)				
Amusement Rides				
Consultation/Compliance with Leeds, Grenville & Lanark District Health Unit				

## ALCOHOL

Alcohol at Event                    **YES**                     **NO**

Attach all requirements of the [Municipal Alcohol Policy](#). Applicant is responsible for obtaining applicable Liquor License. The Ontario Liquor Act rules and regulations are available at [www.lcbo.com](http://www.lcbo.com).

**I / we have read, and will comply with the Corporation of the Town of Gananoque**

**Municipal Alcohol Policy** \_\_\_\_\_

*Applicant Signature*

## NOISE POLICY

Noise is regulated by the current Town of Gananoque [By-law 2010-46 - Noise Regulation](#) and the Gananoque Police Service.

**I / we have read and will comply with the Corporation of the Town of Gananoque**

**Municipal Noise Regulation Policy** \_\_\_\_\_

*Applicant Signature*

## SOCIETY OF COMPOSERS, AUTHORS AND MUSIC PUBLISHERS of CANADA (SOCAN)

If live or recorded music of any kind is included at a special event, Applicants are required to pay a license fee to SOCAN. Visit the [www.socan.ca](http://www.socan.ca) or call 1-800-557-6226 to determine the applicable license and fee.

## EMERGENCY PLANNING

**All Sections MUST be completed before an event will be approved and an event permit issued.**

Designated Emergency Personnel/Liaison (onsite): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Where will the Applicant organizer meet Emergency Services (police, fire, EMS) in the event of an emergency?

\_\_\_\_\_  
*Applicants requesting Temporary Road Closure (Schedule B) or requests for events/facility bookings adjacent to the Town of Gananoque jurisdiction (including activities on the St. Lawrence River) must submit a comprehensive Risk Management and Emergency Response Plan.*

## CHECKLIST

**Please submit the following documents with your Application. Once all forms (if applicable) are received and the event/facility booking is approved a Permit will be issued.**

- ┆ Special Event Permit Application (Schedule A)
- ┆ Temporary Road Closure/Street Parking (Schedule B)
- ┆ Recycling and Environmental Plan (section 8.2)
- ┆ Alcohol Permit Issued from the Alcohol and Gaming Commission of Ontario (if required)
- ┆ Event Plan Document with Emergency Risk Management Plan (if required)
- ┆ Insurance Policy (with Town of Gananoque listed as Co-Insured)
- ┆ Payment Processed (Municipal Facilities, Equipment and/or Services)

### FACILITY AND EQUIPMENT BOOKING FEES

To Be Completed By Applicant		To Be Completed By Town of Gananoque Staff		
Facilities/Equipment Requested	Date(s)	Facility / Service Fee	H.S.T.	Total

*Applications that are submitted late or incomplete may not receive approval and may not be issued a permit.  
Applications will not be confirmed/approved until all payments are received.*

### SIGNATURE OF APPLICANT

I have read the Special Event and Facility Booking Policy in its entirety and I agree to comply with all Municipal by-laws, rules and regulations as they relate to my application.

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

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



<b>Application Received</b>
Date: _____
Staff: _____
Permit #: 202__-____

**Temporary Road Closure / Street Parking**  
(Schedule B)

Assembly			
Event Name:			
Assembly Area:			
Disassembly Area:			
Alcohol Use			
Will the event include the consumption of alcohol on a municipal road?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Lane / Roads			
Roads to be used (List details below)			
Time			
From (Date & Time)		To (Date & Time)	
Parking			
Road	Side	From	To
Traffic Control: OFFICE USE ONLY			
Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity & Cost:
Reflective Vests	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity & Cost:
Pylons	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity & Cost:
Vehicle Parking Signage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity & Cost:
Temporary Traffic Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity & Cost:

Pay Duty Officers (Gananoque Police Services)    Quantity & Cost:
<b>Other Requirements or Requests of the Applicant</b>

Applicant: (Signature)\_\_\_\_\_ Date: \_\_\_\_\_

**Approvals (if applicable):**

Manager of Community Services: \_\_\_\_\_ Date: \_\_\_\_\_  
(or designate)

Gananoque Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Gananoque Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Manager of Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Event organizers are responsible for:

1. Picking up and dropping off the barricades / pylons at the agreed time and location.
2. All pavement markings are to be temporary (i.e. Chalk, washable paint)
3. Posting and removal of signage as required.
4. Ensuring all requested services and equipment are paid for in full in conjunction with the Special Event/Facility Permit Application request form prior to the event permit being approved.
5. Purchasing the required paper products (i.e. cups, plates, straws) to comply with the Town's Recycling/Environmental Policy (section 8.2).