



GRAVENHURST
GATEWAY TO MUSKOKA

COMMUNITY EVENTS PLANNING GUIDE 2019

**PLEASE SUBMIT COMPLETED
APPLICATION TO:**

Attention:

Manager of Recreation Services

Communications, Culture & Recreation Services Department
Town of Gravenhurst
3 - 5 Pineridge Gate, Gravenhurst, ON P1P 1Z3
Phone: 705-687-6774

email: recreation@gravenhurst.ca

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1. Introduction

The Town of Gravenhurst recognizes the significant role and impact that special events play in the well-being of our community as well as the social and economic value they bring to our residents and businesses. While special events may vary in size, purpose and complexity, they all enhance cultural diversity, encourage recreation and tourism opportunities and provide economic benefits to local businesses and organizations.

The management of special events on municipal property requires the coordinated efforts of many departments and staff to ensure safe event operation, compliance to applicable by-laws, and adherence to policies and procedures. The Manager of Recreation Services or Designate will liaise with the various Town Departments [Fire, Infrastructure (parks, sports fields, roads, and wharf), Planning (building & by-law), and CCR (communications, culture & recreation services)] to assist you in securing the documents required to hold a successful event.

Event organizers are asked to plan ahead and be in frequent contact with the Manager of Recreation Services or Designate to ensure there are no changes to the event framework and that any changes on the Town's behalf are clearly communicated.

It is the goal of the Town of Gravenhurst to assist event organizers with the planning and implementation of safe and successful events. Unless otherwise communicated, the Manager of Recreation Services or Designate will be your primary point of contact with the Town of Gravenhurst for completion of the event application, inspections of event components, problems or issues arising on the day(s) of your event, and post event debrief.

The Town of Gravenhurst's Community Events Planning Guide describes the application and approval process, establishes priorities and conditions for approvals, documents guidelines for operations and provides details on the costs associated with hosting an event on outdoor municipal property.

The manual is designed to guide you through the process of hosting an event on municipal property and to assist you in ensuring your event complies with all guidelines and regulations established by the Town of Gravenhurst. It will answer the most frequently asked questions, provide some guidance for overall event management, and guide you in the right direction.

We want your event to succeed – we are here to assist you in achieving your goals. Please provide Town staff with as much detailed information as possible, with respect to your event,

For more information about events guidelines and application process, please contact the RAC Department. Thank you for considering hosting your event in the Town of Gravenhurst.

CONTACT: COMMUNICATIONS, CULTURE & RECREATION SERVICES DEPARTMENT

Office Location & Mailing Address:

Gravenhurst Centennial Centre - 101 Centennial Drive, Gravenhurst, ON P1P 1B7

Telephone: (705) 687-6774

Email: recreation@gravenhurst.ca

2. Submission Timelines

The attached Application Form asks for information to better help the Town and its staff plan for your event and assist you with the procurement of the necessary permits and licenses to run your event safely and efficiently.

Events are classified into 3 Schedules based on the permits, licenses, insurance coverage and overall impact. Please refer to the chart below to determine what Event Type your event falls into.

If you are unsure or have questions, please contact the Manager of Recreation Services or Designate at 705-687-6774 for more information.

Event Type	Criteria & Impact Indicators	Deadline	
New Major Event	Multiple days, impacting multiple municipal sites, road closures, midways, licensed area, or multiple activities)	6 months prior to requested event set up	
	Anticipated Attendance		2,500 or more per day
	Insurance Coverage		\$5,000,000 Liability
	Damage Deposit		Up to \$5,000
New Minor Event	Single day event or partial day, impacting one municipal site, single or few activities, no road closures)	3 months prior to requested event set up	
	Anticipated Attendance		750 - 2,499 per day
	Insurance Coverage		\$2,000,000-\$5,000,000 Liability
	Damage Deposit		Up to \$2,000
	Anticipated Attendance		Up to 749 per day
	Insurance Coverage		\$2,000,000-\$5,000,000 Liability
	Damage Deposit		Up to \$500
Returning Annual Event	Repeat annual event with no significant changes. Criteria & Impact Indicators above apply.	December 15	

IT IS IMPERATIVE TO THE MUNICIPAL APPROVAL PROCESS THAT STAFF RECEIVE COMPLETED MUNICIPAL EVENT APPLICATIONS, INCLUDING ALL NECESSARY DETAILS & DOCUMENTATION, WITHIN THE STIPULATED SUBMISSION TIMELINES NOTED ABOVE!

Event application submission and approval is at the sole discretion of the Town of Gravenhurst. Please be advised that staff reserves the right to accept an application in less than the above noted timelines. Event will not be approved for implementation until all documentation is received and all details are confirmed.

Submission of application does not guarantee approval of event.

If you have questions, please contact the Manager of Recreation Services at 705-687-6774 ext.29 for additional clarification and information.

3. Damage Deposits

Damage deposits can be in the form of Letter of Credit, a Certified Cheque, a Cash Deposit or Credit Card. This deposit will be held until after the Event, where Town Staff can verify that no damage has occurred.

Special Events that require straight trucks, tractor trailers, motor coaches, ¾ ton or heavier light trucks and /or trailers to access the Special Events Field will be required to place their damage deposit with the Town one week prior to the Event Start Date.

Please note:

A completed application form is NOT an indication of confirmation for your event. Applications are subject to approval and additional information may need to be gathered prior to your event being approved.

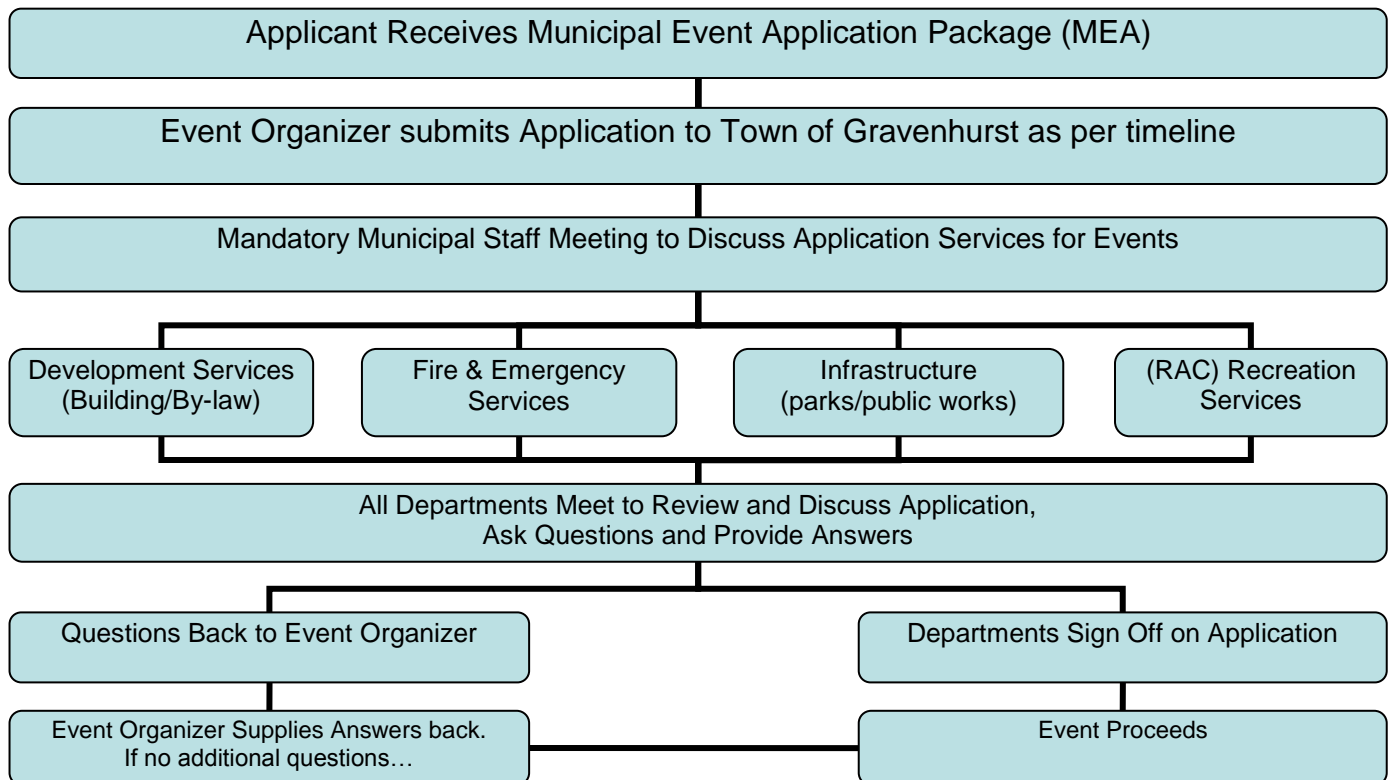
Once your application has been approved, you are required to meet with the Community Events Facilitator to discuss your application as well as the policies in place for the protection of the various event venues.

Following this meeting, your application will be submitted to the Permit Process. You will be issued a permit indicating the permitted times for use of the venues, as well as the total fees and deposits required to be submitted to the Town of Gravenhurst.

This permit needs to be signed and returned with payment to the Centennial Centre. Once your permit is signed by you, Department Staff will authorize the permit for use.

Only AFTER you have received the signed permit from the Town of Gravenhurst will your event be confirmed for implementation.

4. Event Application Flow Chart



5. Required Permits and Licenses

Noise By-Law Exemption

A Noise By-Law Exemption allows you permission to have amplified sound at your event. Amplified sound may include music, vehicle idling or operating noise or machinery operation. If your event will be including any of the aforementioned you need to secure a Noise Exemption for the event. Noise that occurs before 7 am or after 11 pm is also subject to having a Noise Exemption granted. The Noise Exemption deposit allows you to be exempt from the Noise By-Law and may be granted a Noise Exemption by Staff or by Council Resolution. In the event that complaints are received by the public, you will forfeit this deposit. Should you not secure a Noise Exemption and complaints are received you could receive a citation and be fined. Please contact the Manager of Recreation Services or Designate for current Noise Exemption By-Law Fees.

Special Occasion Permit

When an event is going to serve alcohol, as the Event Organizer, you must secure a Special Occasion Permit from the Alcohol, Gaming Commission of Ontario or the Liquor Control Board of Ontario. These permit applications can be found online at www.agco.on.ca

These applications can be submitted to most LCBO Outlet Stores and should be secured at least 30 days out from the event for events. For all events serving alcohol, the Town of Gravenhurst requires that security (either paid or unpaid) is in place and that two Paid Duty Police Officers be contracted for the event.

A copy of the approved Special Occasion Permit must be submitted to the Town Office 14 days prior to the event.

Food and Beverage Health Approvals

If you will be including food or beverage contractors as part of your event you will need to ensure that each food vendor has secured proper approval from the Food Safety Department of the Simcoe-Muskoka District Healthy Unit. Application forms are available at www.smdhu.org. Without proper health unit approval, food and beverage vendors will not be allowed to operate. For large scale events, the Town of Gravenhurst may arrange for a mass inspection of all food vendors prior to the event commencing; regardless each vendor is responsible for filing and securing their paperwork.

Refreshment Vehicle License

The Town of Gravenhurst requires that all food and beverage vendors serving refreshments from a portable vehicle be licensed. A refreshment vehicle license should be obtained no later than 14 days prior to the start of the event. Refreshment Vehicles can be trailers, hot dog carts, portable vending units, booths etc. Please contact the Community Events Facilitator for more information and a check list of necessary documents to obtain this permit.

Hawkers, Peddlers Permit

The Town of Gravenhurst requires that all events having vendors selling goods or services, obtain a Hawkers, Peddlers Permit. This permit allows vendors and event organizers the permission to conduct commercial transactions on Municipal Property. Permits should be obtained at least 14 days prior to the event. Please contact the Community Events Facilitator for more information and a check list of necessary documents to obtain this permit.

Building Permit

The Ontario Building Code requires that any Tents over 60 square metres or 645 square feet require a building permit prior to being erected. Application forms are available at www.gravenhurst.ca and can be completed prior to meeting with a Building Department Clerk.

In order to obtain a permit the event organizer will need to provide specifications on the type of tent being installed, an engineered drawing of the tent, indicating anchorage methods and flame spread rating information. Once a permit has been issued a building inspector will inspect the tent installation.

Please see Section 9 for additional information on Tents.

The Manager of Recreation Services or Designate will work with you to secure the necessary Town of Gravenhurst permits you need, but you will be responsible for contacting other agencies and organizations to secure additional permits, for example Alcohol and Gaming Commission of Ontario. Please contact the Manager of Recreation Services or Designate to discuss your event so that your permit requirements can be determined.

6. Fees and Deposits

There may be a variety of fees and deposits associated with holding your event. The fees and deposits outlined below are the most common items. Please contact the Community Events Facilitator to discuss the fees that apply to each required facility.

Please note the fees quoted below are the 2010 fees, as laid out in the Fees and Service Charges By-Laws, and are subject to change annually.

Fees:

SOCAN (Society of Composers, Authors and Music Publishers of Canada) if applicable	\$59.17/day + tax
Permit Fees – These fees vary based on venues/facilities booked	
• 50% of the Event Permit fee is required upon signing the permit;	
• the remaining amount is due 30 days prior to the event.	
Hawkers Peddlers Permit - required for selling any goods/wares/merchandise to public	\$225.00
Refreshment Vehicle License - required for most food vendors	\$100.00– \$200.00
Tent Building Permit – required for tents larger than 645 sq ft.	\$100.00

Deposits:

Damage Deposit – Certified Cheque or Valid Credit Card	\$500.00 - \$5,000.00
Key Deposit – for locations where keys are required	\$50.00 /key
Noise By-Law Exemption – required for any amplified sound	\$140.00

Copy of the Noise By-Law is available at www.gravenhurst.ca

7. Minimum Fire Safety Requirements

The Town of Gravenhurst is committed to providing a safe venue for our event vendors and patrons. Fire Inspections are required for any enclosed, self-contained Refreshment Vehicles such as, but not limited, to “Chip Wagons” and may be required for Hot Dog/Sausage Carts and other vendors using open flame or similar heat sources.

The Town of Gravenhurst reserves the right to inspect any vendor and/or the equipment being used, at any time to ensure the location and operation of equipment/appliances meets minimum fire safety requirement, in accordance with the Ontario Fire Code and other applicable legislation. This cost may not be covered by the Town.

For a copy of the minimum fire safety requirements, please contact the Town of Gravenhurst and speak with either the Fire Prevention Officer or the Manager of Recreation Services or Designate.

8. Fire Safety Plans and Fire Safety

All events may be required to submit a Fire Safety Plan. These plans can range from very basic, concise information to complex drawings and documents. We require that event planners submit to the Manager of Recreation Services or Designate and Fire Department a copy of the Fire Safety Plan a minimum of 15 business days prior to the event. Once the plan is submitted, feedback from staff can be used to help create the best possible environment for your event to run in.

We recognize that there may be last minute changes to the initial plan submitted, however without initial approval for the event, these last minute changes may not be allowed.

When submitting a Fire Safety Plan, the following conditions are applicable to all owners, operators and persons in control of the property; this may include staff.

- The owner agrees to keep a copy of the fire safety checklist/plan on site at all times and available to the fire department upon request
- All electrical cords, devices and/or appliances are approved for use in Canada (ULC, CSA etc.), and are heavy gauge wire rated sufficiently for the expected loading.
- A multi-purpose portable fire extinguisher having a minimum rating of 2A and 5BC is readily accessible and visual at all times **(for each individual owner/vendor)**
- Absolutely no open flame at any time under any combustible canopy/tent/cover
- Owner is not blocking access to a fire hydrant
- The owner is not parked in or obstructing a fire department access route
- No smoking under any combustible canopy/tent/cover
- Flammable and/or combustible liquids are kept in closed containers at all times
- Combustible refuse is not permitted to accumulate in quantities or locations that may present a fire hazard.

9. Tents and Canopies

There are several regulations to be mindful of when placing tents at your event, whether an Event Organizers Tent or a Vendor Tent, these regulations need to be adhered to.

For all tents over 60 square metres or 645 square feet, a building permit must be obtained. Information on this is available in Section 5 of this Guidebook or by calling the Manager of Recreation Services at 705-687-6774 ext.29.

All special event tents and vendor tents are required to have a minimum of a working 2A 5BC fire extinguisher. Information about Fire Extinguishers can be obtained by calling the Fire Department. Tents must have a 3m setback from any existing structure for egress and fire safety. This regulation applies to tents and canopies of all sizes.

Tents may not be secured with stakes, spikes, pegs or pins on any grass, gravel, asphalt, hardscape, cement, or concrete surfaces without prior approval from the Town of Gravenhurst. In order to approve a location for a tent to be placed, locates of the site must be done no less than 14 days from the start of the event. Town staff will arrange for locates based on the submitted site plan for the event. Should a site plan not be submitted to the Town in time, the Town reserves the right to deny installation of a tent on municipal property.

Tents may be secured by using a weighting system on most surfaces with approval from the Town. Tents secured using weights, must be secured with an appropriate amount of weight and must not pose a tripping hazard to the public. Please consult the Manager of Recreation Services or Designate for information on approved weighting methods.

The Ontario Fire Code 2007 (OFC - O.Reg. 213/07 as amended), contains minimum fire and life safety requirements specific to Assembly occupancies and Tents for special events.

1. All exits and means of egress are required to remain clear of any obstructions on both the interior and the exterior at all times.
2. Maximum occupant load must be based upon Ontario Fire Code Table 2.7.1.A., 1.10 m²/per person for dining, alcoholic beverage and cafeteria space, and must be conspicuously posted.
3. No Smoking signs shall be posted and adhered in the tent.
4. Open flames of any kind are not permitted in the tent.
5. A Fire Safety Plan is required to be developed, implemented and posted, 'supervisory staff' are required to know the emergency procedures and their individual responsibilities as set out in the fire safety plan.
6. Fire access routes, including fire hydrants are required to be maintained and clearly marked as 'fire access routes' at all times.
7. The travel distance to an exit from any point must not exceed 30m.
8. Portable fire extinguishers with a minimum 2A rating are required to be placed at or near each exit in a well-lit area and in a manner that prevents vandalism or tampering.
9. Aisle widths are required to be minimum 1100mm.
10. At least one person shall be designated as "Fire watch", having no other duty or responsibility while the tent is occupied and will be responsible for ensuring that the facility is checked for smoke and/or fire continually.

Note: Dependent on seating arrangements there may be other Fire Code requirements for aisle widths and configurations.

Assembly Occupancy means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink. **Tent** means a shelter or structure with a covering that is made of pliable material.

10. Insurance Requirement

The Town of Gravenhurst requires that all participants carry valid liability insurance naming the Town of Gravenhurst as an additional insured when using Municipal Property for events, demonstrations and exhibitions. Insurance requirements are \$2,000,000 to \$5,000,000.00 unless prior approval for a decreased amount is given by Council.

Every applicant shall obtain insurance 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 of Gravenhurst 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 event organizer, its servants or agents.

The insurance policy shall be endorsed to provide that the insurance shall not be altered, cancelled or allowed to lapse without written notice to the Town. The Town of Gravenhurst reserves the right to set a higher insurance limit on any event if determined.

Applicants are required to submit a Certificate of Insurance naming The Corporation of the Town of Gravenhurst as an additional insured, in accordance with the Town's requirements at least 14 days before the event.

It is recognized that insurance is sometimes difficult for some not for profit organizations to obtain and special provisions have been made to accommodate these groups under Schedule C Events (as laid out in Section 2 of this document). To discuss these provisions, please contact the Manager of Recreation Services or Designate at 705-687-6774.

11. Site Plan Requirement

The Town of Gravenhurst requires that a site plan be submitted to the Town Office for review 15 business days prior to the event being approved for implementation. This site plan needs to be detailed and indicate (where applicable) tents (including anchorage method), fencing, vendor placement, accessible parking, entrances and exits, fire hydrants, fire department access routes, portable toilets and garbage containers. This site plan forms the basis for decision making for Town Staff to ensure events are staged in the optimal setting.

A template of the location can be made available for planning purposes. Please contact the Manager of Recreation Services or Designate for an electronic or hard copy of this document.

IF YOU REQUIRE ANY ASSISTANCE OR HAVE ANY QUESTIONS WHILE COMPLETING THE APPLICATION, PLEASE CALL:

**Manager of Recreation Services or Designate
(705) 687-6774**