



Guidelines for Special Events

The Town recognizes that Special Events provide economic benefits to the local economy and they enhance the quality of life, tourism, arts and culture, recreation, education, health and wellness in the community.

The purpose of this policy is to establish guidelines for the management of Special Events within the Town. The guidelines have been prepared to assist Event Organizers in planning their events. Use of the guidelines allows us to work together so that Special Events will be a positive contribution to the community.

Approved by Council on February 20, 2018

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Guidelines for Special Events

1. Purpose

The Town recognizes that Special Events provide economic benefits to the local economy and they enhance the quality of life, tourism, arts and culture, recreation, education, health and wellness in the community.

The purpose of this policy is to establish guidelines for the management of Special Events within the Town.

The goals of this policy are to:

- Assist Event Organizers and businesses in planning safe and successful events and establish criteria and procedures for Special Events.
- Provide best practices and the sharing of general information for event organizers.
- Ensure that liability to the Town is minimized.
- Facilitate the administration of events to a central point of contact and facilitate the scheduling of staff and resources.
- Maximize compatibility and minimize nuisance to surrounding residents.

The permit process outlined by these guidelines will be implemented by By-law.

2. Definitions

Event Organizer means any person or group, who creates, plans and initiates an event.

Private Property means land owned by private individuals or corporations or agencies other than the Town.

Public Property means any road, road allowance, land, structure or building owned, leased or controlled by the Town

Special Event means an organized, one-time, annual or infrequently-occurring gathering or function involving more than 150 people or guests, on (i) private property, (ii) public

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property not administered by the Community Services Department, or (iii) a combination of both, organized by an Event Organizer which is not the Town, that celebrates a unique aspect of the community through one or more of the following themes:

- Harvest/Agricultural: celebrates/educates agriculture;
- Cultural: celebrates/educates heritage and culture;
- Theatrical: celebrates/displays of theatre arts;
- Neighborhood: provides neighbourhoods with an opportunity to celebrate;
- Commemorative: acknowledges significant dates or occurrences;
- Athletics: involves competition of an athletic nature;
- Artistic: celebrates/displays of creative and artistic works;
- Commercial: events designed to generate revenue;
- Agri-tourism: supports agricultural tourism; and/or
- Tourism drivers.

And meets one or more of the following criteria:

- i) Pre-determined opening and closing date/time;
- ii) Consisting of several separate activities at multiple locations;
- iii) Available to the community at large; or
- iv) Involves amplified noise that requires approval of an exemption from the Town Noise By-law.

Examples of special events include:

- Craft sales except for craft sales held within any place of worship;
- Outdoor functions including wedding receptions;
- Festivals;
- Entertainment such as concerts and dramatic productions;
- Parades, marathons, walks, bicycle rides or runs that interfere with the free flow of traffic.

Special events do not include:

- Private social gatherings consisting of fewer than 150 people or guests, which do not make use of any public street, other than lawful parking.
- Garage sales, lawn sales, rummage sales or similar casual sales.
- Events permitted by the Town Zoning By-law or the Niagara Escarpment Commission as part of normal business practices on the property.

A Special Event must have a direct impact on one or more of the following areas:

**Agriculture
Agri-tourism
Tourism
Arts & Culture
Education
Health & Wellness
Physical Fitness**

and/or

Enrich the character and identity of the Town

Create unique or innovative experiences

Contribute to programming in slow seasons

Extend the overall range and mix of programming in the Town

Outdoor Function shall mean any function that is not held within an enclosed building but rather outdoors or in a tent or other temporary structure.

3. How to Apply

The Event Organizer shall review the guidelines and checklist and complete the application and submit all required supporting documentation and application fees to the Planning and Development Department. All fees are non-refundable.

Each Event Organizer must submit an application every year for recurring events. Event Organizers may be required to meet with Staff to review the application and discuss the details. Additional forms may be necessary depending on the activities included in the event.

Staff will distribute appropriate documentation to the applicable departments on behalf of the Event Organizer for approval. If the departments require additional information on separate forms, these forms will be provided to the Event Organizer throughout the process.

The Town will utilize the following criteria when evaluating and scheduling Special Events:

- The nature of the event and how it will benefit the community;
- The dates and times during which the event will occur;
- The location(s) of the events and whether the location(s) will inhibit the safe flow of pedestrian and vehicular traffic in the Town;
- Whether the activities are in compliance with other applicable laws;
- Whether the event is to benefit non-profit community service organizations;
- Whether the event is to benefit non-profit tourism organizations;
- The general health, safety and welfare of the participants in the event and the citizens of the Town;
- The impact and/or cost of the event on Town support services;
- The event is held to minimize public disturbance; and
- The frequency of the event or similar events.

Once all departments have responded in favour of the event according to their specifications and approval is granted by Town Staff, a letter of approval will be sent to the Event

IMPORTANT

New or first time Special Events must submit their application a minimum of 1 month prior to the start of the Special Event where and when possible.

These are guidelines to allow processing.

Organizer. If Staff does not grant approval, the Event Organizer may request that their application be considered by Committee and Council. The Town reserves the right to refuse to approve an event.

Delays in submitting the application and the required documents may delay the approval and the ability to fulfill event requests.

Special Events must submit their application a minimum of 1 month prior to the start of their event, where possible, to allow for administrative processing.

The Event Organizer shall adhere to all applicable policies, legislation, by-laws and regulations.

4. Town Grant Program

The Town entertains funding requests each year from groups or individuals seeking support for not-for-profit organizations, events and activities making a unique contribution to the quality of life in our community. For further information, including application deadlines and requirements, contact the Community Services Department.

5. General Policies and Procedures

A Special Event application submitted to the Town for approval must meet the criteria for approval, including compliance with the provisions of municipal, provincial and federal legislation and regulations.

Before Your Event

5.1 Special Event Considerations

To be considered for approval, a Special Event must have a direct impact on one or more of the following areas: agriculture, agri-tourism, tourism, arts and culture, education, health and wellness, physical fitness, enrich the character and identity of the Town, create unique or innovative experiences, contribute to tourism in slow seasons or extend the overall range and mix of tourism in the Town. Special Events will be evaluated to ensure that they do not negatively affect the community and are compatible with surrounding land uses.

Special events shall not last more than four consecutive days.

Annual events or recurring events must submit their application a minimum of 1 month prior to the start of the Special Event when and where possible.

These are guidelines to allow processing.

5.2 Approvals

Upon receipt of the Special Events Application, all required documentation, staff and/or Council review and all criteria being met, a letter of approval will be sent to the Event Organizer. Staff shall be authorized to approve Special Events in accordance with these guidelines.

The Town may attach such terms and conditions to an application as deemed necessary to ensure public safety and protect Town property. The Event Organizer may be required to provide written notice of the Special Event to all adjacent landowners and businesses.

5.3 Promotion

The Town can assist event organizers in promoting the event to a local audience, as well as tourists outside of the Town.

5.4 Location

Event Organizers must confirm that the location of the event complies with the requirements of the Zoning By-law. Zoning information can be obtained from the Planning and Development Department.

5.5 Additional Services/Equipment

The Event Organizer is responsible for any costs incurred by the Town that are related to the event. These costs include, but are not limited to, road allowances and rental of site amenities such as snow fencing, road barricading, garbage receptacles, licensing fees, etc.

The Public Works Department may be asked or may be required to supply labour, equipment and materials. These services and related fees are listed in the Town Fees and Charges By-law.

5.6 Cancellations

The Town reserves the right to revoke any approvals to ensure public safety, if in the sole opinion of the Town; the Event Organizer fails to comply with the requirements of the Special Events Guidelines or any other Town By-law.

The Special Events
Permit Application
Form and list of
documents to be
submitted is available
on the Town Website
at lincoln.ca

5.7 Insurance

For events which use Town property, the Event Organizer must maintain and provide proof of general liability insurance of no less than \$2,000,000.00 naming the Town of Lincoln as additional insured. The Town reserves the right to request additional liability insurance where the very nature of the event exposes the Town for potentially greater liability. All insurance documents must be provided to the Town at least 10 days prior to the event.

The Event Organizer agrees to indemnify and hold the Town harmless against any liability, loss, claims, demands, costs or expenses, including reasonable legal fees, occasioned in whole or in part by any negligence or acts or omissions during the use of Town property. The Event Organizer will be required to enter into an agreement with the Town for its use of Town property.

5.8 Site Plan

A comprehensive site plan detailing event layout must be included with the application form and must be adhered to upon approval by the Town.

The following must be identified on your Site Plan (if applicable):

- Overview of area (including all street names or areas that are part of or surrounding the venue)
- Dimensions.
- Overview of activity areas.
- Road Closures and alternate routes, indicating direction of travel, dates/times/duration of planned closures.
- Location of onsite parking areas.
- Location of storage areas.
- Tents or temporary structures (bleachers, canopies, stages).
- Food operating areas and alcohol serving area.
- Washrooms/washing stations.
- Sign locations, including appropriate event-parking, alternate-route, and other appropriate signs for local and regional roads.
- Waste disposal.
- First Aid and/or medical services.
- Emergency access routes.

Tip:

Be very specific and detailed when developing your Site Plan

This will enable staff to better help you during the planning process

- Storage areas for fireworks, propane or other fuels, and flammable materials.

5.9 Temporary Road Closures

Road closure requests must accompany the Special Events Application. Please contact the Public Works Department for approval of a road closure. For both partial and full road closures, the applicant must provide a map/drawing and specific details of the closure request (road names, dates, times, nearby businesses and other pertinent information before approval is granted).

Events that require road closures will require all vehicles to be off the road before the event starts. Road barricades will be placed at the access point to the road in accordance with the road closure permit.

It is the responsibility of the Event Organizer to pick up and return all barricades and return them to the Town on the first business day following the event. The Event Organizer will be held responsible and will be invoiced accordingly if there is damage done to any equipment (barricades, etc.). Failure to compensate for any losses may result in the suspension of the event the following year.

The applicant agrees to pay a security deposit in accordance with the Town Fees and Charges By-law. The security deposit is required to ensure that there is no damage to Town property and to ensure that the Special Event complies with all Town policies and by-laws.

5.10 Temporary Structures

The Ontario Building Code requires a building permit be obtained for a single tent or group of tents whose aggregate area is 60 square metres and over, is attached to a building, or is constructed closer than 3 metres from other tents or structures. Tents over 225 square metres must be designed by a Registered Professional Engineer. Section 3.14 of the Building Code outlines the requirements.

Building permits can be obtained by application to the Planning and Development Department (Building Division) and must be submitted to the Town before final approval.

After the erection of the tent, the tent must be inspected by the Fire Department and Planning and Development Department

When making a temporary road closure request, provide a map or drawing with specific details

**Names of Roads
Dates/Times Nearby
Businesses**

For more information on temporary structure permits, call the Town's Building Division

905-563-8205

(Building Division), and if the tent exceeds 225 square metres, a final inspection by a Registered Professional Engineer is required prior to occupancy. Stages and portable bleachers exceeding 0.6 metres above grade must be designed and inspected by a Registered Professional Engineer. A permit may be required from the Planning and Development Department (Building Division)

The Ontario Fire Code requires the approval of a Fire Safety Plan for all assembly occupancies in accordance with Section 2.8 and contains specific requirements for tents in accordance with Section 2.9. The Fire Safety Plan must be approved by the Fire Department.

Proof that tent materials meet flame proofing requirements of the Ontario Fire Code must be provided. Smoking, candles, or other open flame devices will not be allowed in tents. Hay, straw, shavings, or similar combustible materials will not be allowed in a tent used for assembly purposes.

5.11 Inspections

Inspections may take place during set-up, at the event and following the event. The Town has the authority to suspend/cancel an event on site if any of the event components are deemed unsafe or do not meet the inspection requirements or Town By-laws.

5.12 Food Concessions and Washrooms

An application to the Niagara Region Public Health Department must be submitted and approved for the sale and distribution of any food items. The Event Organizer will ensure that the food vendor application is completed and sent to the Niagara Region Public Health Department, 1 month prior to the event by each food vendor. Food service provisions must be administered, approved, monitored and inspected by the Niagara Region Public Health Department. The Event Organizer must follow guidelines pertaining to potable water, wastewater, garbage receptacles, and proper food handling and food storage.

All Event Organizers must provide public access to washrooms. There are requirements for the number of washrooms needed based on expected attendance and increase when the public has access to tents serving food and/or beverages.

**For more
information or to
obtain a Temporary
Food Establishment
Application contact:**

**Niagara Region
Public Health**

905-688-3762

or

1-800-263-7248

or

niagararegion.ca/health

Food trucks and concessions that use gas-fired appliances to prepare food must be inspected by the Technical Standards and Safety Association (TSSA).

Commercial cooking in food trucks and concessions must comply with Ontario Fire Code requirements for exhaust and fire protection systems. A Fire Department inspection may be required.

5.13 Alcohol Sales (if separate from existing building or structure)

Town approval is required for Special Events where alcohol is being served, except for those held entirely on property which possesses a permit from the AGCO. The Event Organizer must provide a detailed Site Plan clearly and accurately identifying the location(s) of tent structures and beer garden(s) with all the necessary dimensions.

A letter with Town approval and Community Event or Significant Municipal Event designation will then be issued to the Event Organizer. This letter must accompany the application for a Special Occasion Permit (SOP) to the AGCO.

Event Organizers must complete an application for a SOP and submit it in accordance with AGCO timelines. Specific requirements are listed on the Special Occasion Permit Application Form and can be found at: iagco.agco.ca/prod/pub/en/login.aspx

A special occasion permit must be posted at the event. A copy must be provided to the Town.

The event must comply with the Town Policies. Event Organizers must notify the Niagara Region Police of specific dates and locations for all events providing alcohol service or sales.

5.14 Fireworks/Pyrotechnic Special Effects

Events involving the discharge of professional high-hazard Display Fireworks and/or Pyrotechnic Special Effects must obtain a permit from the Fire Department. Proof of a valid Fireworks Supervisor or Special Effects Pyrotechnician Certificate must be submitted with the application.

A burn permit is required from the Fire Department for any open air burning

Information about obtaining a burn permit is found at Lincoln.ca

Proof of general liability insurance of no less than \$5,000,000.00 naming the Town of Lincoln as additional insured must also be provided.

5.15 Open Air Burning

Open air burning (bonfires, fires contained in non-combustible barrels etc.) is not permitted by the Ontario Fire Code unless approved by the Fire Department.

If open air burning is planned, it must be outlined on the application and on the site plan. A Burning Safety Plan must be submitted with the application which describes how the fire will be controlled, and procedures to be followed in case of emergency. The Fire Department will review the application and may conduct a site inspection to determine if open air burning can be safely permitted.

5.16 Outdoor Entertainment

All outdoor entertainment must comply with all Town By-laws including the Town Noise By-law. While it is the obligation of the Special Event Organizer to obtain all applicable permits and regulatory approvals, outdoor entertainment requiring additional equipment, staging, tents, etc. are subject to inspection from the appropriate authorities (i.e. Fire Department and Planning and Development Department (Building Division) to confirm compliance with issued permits. Staff from these departments will set up a time with the Event Organizer to visit the site prior to the event.

At Your Event

5.17 Parking

The Event Organizer is responsible for: ensuring there is sufficient parking for event attendees, arranging off-site parking if there is no available parking on site, arranging shuttle service for off-site parking if required and advising attendees of parking arrangements and enforcement for the event.

Parking areas should be clearly identified on the Site Plan. All parking shall comply with Town By-laws respecting parking. Where there is a large attendance expected, parking attendants shall be arranged. The Town encourages accessible parking to be located in close proximity to the event entrance. In the interest of public safety, on-street parking will not be permitted.

**Event Organizers
must ensure that
there is sufficient
parking for the
Special Event**

5.18 Fencing, Digging or Staking

All requests for installation of any object that penetrates the ground including fence posts, tent poles/pegs, and sign installation on Town land must be pre-approved by the Town. This information must be included in the site plan.

Where an area is confined by fencing or otherwise enclosed, the Ontario Fire Code requires that sufficient emergency exits be provided for the anticipated number of attendees. There are also regulations regarding the control of fire hazards and ignition sources, and for fire safety procedures in fenced or enclosed areas. The Event Organizer will be expected to comply with those regulations.

Locates shall be obtained prior to any excavation, or penetration of the ground for the installation of posts, etc. Locates must be obtained for gas, electric utilities and all other services in or near the area to be excavated or in any areas where an object will penetrate the ground.

5.19 Signage/Banners

Permission is required to erect any sign or banner on Town property and must be indicated in the application. Signs erected/posted must comply with the specifications of the Town Sign By-law.

5.20 Security/Policing/Traffic Control

The Event Organizer is responsible to arrange for required security, policing and traffic control. The Event Organizer shall be responsible for the cost of officers to monitor these activities, which will be pre-determined by the Event Organizer and the Niagara Region Police for each event.

5.21 Health and Safety

Public health and safety is a priority for the Town and is regarded as a responsibility of the Event Organizer. Health and safety issues are strongly considered during the approval process and Event Organizers must meet the necessary parameters with respect to fire safety and emergency services. The Event Organizer is asked to incorporate health and safety consciousness into his/her own planning (through such things as hazard assessments, volunteer orientation and training, and a site inspection before the event).

Tip:

An event that is playing music must comply with the Town Noise By-law

Special Events involving petting zoos, animal rides or animal exhibits will be expected to comply with the guidelines for such events developed by Niagara Region Public Health. For more information, the Event Organizer should contact the Regional Public Health.

5.22 Emergency Services and Access

The Town and/or the Region will determine if emergency services (fire, police, and ambulance) will be required to standby at the event. If emergency services are required at an event, the Event Organizer will be responsible for the cost of providing emergency services.

Provisions for emergency access must be maintained during event operations. All emergency access routes require a minimum unobstructed width of 6 metres at all times to allow passage of emergency vehicles.

5.23 Accessibility

Event Organizers must implement Town Accessibility Guidelines.

5.24 Emergency Medical Services/First Aid

It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency. All first aid stations should be clearly marked with appropriate signage.

5.25 By-law Enforcement

During Special Events, officers will use as much discretion as reasonable, with violations being identified and infraction notices being issued as necessary for safety issues or based on complaints. Officers may request such documents as are necessary to determine compliance with applicable By-laws.

5.26 Noise

Where an exemption to the Town Noise By-law is required for a Special Event, the Event Organizer must submit to the Town a request for permission to be exempt from the Town Noise By-law. The request must include the applicable dates and the time frame for the exemption. The Event Organizer must indicate the volume of the noise and must include the location of the source of the noise such as amplified music and amusement devices,

**Amplification of
sound during
events will be
permitted during
daytime hours**

on the required site plan as well as distances from surrounding sensitive land uses. The exemption must be approved by the Town.

The Town reserves the right to require that the Event Organizer reduce public address system levels and amplified music if these are found to be excessive (i.e., causing undue public complaint, unreasonably interfering with adjacent users, or in excess of the limits of the Noise By-law. Amplification of sound during events will be limited to between the hours of 11:00 a.m. and 9:00 p.m. on weekdays and 11:00 a.m. to 11:00 p.m. on weekends and holidays, subject to the review of the Noise By-law or other granted exemption by the Town.

The Event Organizer is expected to cooperate fully with all Town staff that may be on the site to monitor sound levels during events.

Event Organizers that do not comply with a request to reduce noise levels may have the event suspended and any future approvals may be jeopardized.

After Your Event

5.27 Greywater Disposal

The Event Organizer is responsible to dispose of greywater. If the organizer is disposing of it within the Town, it must be deposited so that it is treated by the Regional wastewater treatment plant.

5.28 Garbage and Waste Disposal

The Event Organizer is responsible for litter control and waste disposal. The Town can assist in providing resources in this regard, however additional fees may apply.

The Region of Niagara Waste Management Department offers free recycling services for public community events. To participate in the Region's recycling services, submit a Special Events Recycling Request Form found on the Region's Website at niagararegion.ca/waste/containers/rentals at least 1 month prior to the event.

Upon completion of a Special Event, all litter, garbage and recycling collection must be completed by the Event Organizer. The Town may impose additional fees to clean up public property if it is not left in a state that is satisfactory to the Town.

**The Regional
Special
Events Recycling
Request Form is
found
On the Region's
Website at
Niagararegion.ca**

**For more
information
about recycling
services for your
event
contact:**

**Contact Niagara
Region Waste
Management
Department
905-356-4141 or
1-800-594-5542
1 month before the
Event**

The Town reserves the right to impose additional restrictions and fees for waste removal depending on the size and nature of the Special Event.

5.29 Damage to Town Property

A refundable security deposit may be requested at the time of application and must be paid before the permit is approved. If Town property is left clean, undamaged and the Event Organizer does not conduct activities that have not been approved the deposit will be returned to the organizer once a site inspection has been made by the Town. If policies, procedures or rules are not followed the deposit may not be returned.

Town property is to be protected from vandalism, crowd damage or excessive use during events. All damage costs will be the sole responsibility of the Event Organizer. Security deposits will be used to pay for any related costs and an invoice will be sent to the Event Organizer for any outstanding balance.

5.30 Post Event Report

Where it is deemed appropriate, staff will meet following Special Events to discuss any issues or concerns that may have arose before, during or after the event. The Town may issue a letter to the Event Organizer in this regard.

Appendix A List of Applications, Contacts, Policies and By-laws

Special Event Permit Application Form

A copy of the Special Event Permit Application form is available at the Municipal Offices or on the Town Website at lincoln.ca.

Noise Exemption Application Form

A copy of the Noise Exemption Application Form is available at the Municipal Offices or on the Town Website at lincoln.ca.

List of Contacts

Town of Lincoln	905-563-8205
Niagara Region Public Health	905-688-3762 or 1-800-263-7248
Niagara Region Waste Management	905-356-4141 or 1-800-594-5542

Relevant By-laws and Policies

The following policies and by-laws are available on the Town Website at lincoln.ca

- Fees and Charges By-law
- Noise By-law
- Town Policies