

Request for Decision

Special Events Support Checklists

Presented To: Community Services
Committee

Presented: Monday, Feb 03, 2014

Report Date Monday, Jan 27, 2014

Type: Managers' Reports

Recommendation

WHEREAS the City of Greater Sudbury recognizes community special events and festivals as an important part of what makes Greater Sudbury a Healthy Community;

AND WHEREAS the Leisure Services Strategic Plan 2011-2015 included the planned action of creating policy and guidelines around sport tourism and special events;

AND WHEREAS there is a demonstrated need to develop a consistent policy to receive and approve requests for special event support.

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury approve the following documents to assist festival organizers in planning events: the City of Greater Sudbury Special Event Checklist, the City of Greater Sudbury Winter Carnival Checklist, the City of Greater Sudbury Tournament Checklist, and;

THAT a draft policy on special events and community festival support be developed and brought back to the Community Services Committee for approval in May, 2014.

Signed By

Report Prepared By

Jeff Pafford
Community Development Coordinator
Digitally Signed Jan 27, 14

Division Review

Real Carre
Director of Leisure Services
Digitally Signed Jan 27, 14

Recommended by the Department

Catherine Matheson
General Manager of Community
Development
Digitally Signed Jan 27, 14

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Jan 27, 14

Finance Implications

No financial implications at this time.

Background

Greater Sudbury is home to a number of special events and community festivals, many taking place on City of Greater Sudbury (City) property. In 2013, an estimated 100 special events took place on municipal property. These events may vary in scope, purpose, size, cost and complexity. Often, the City is requested to support special event organizers. Support may include the provision of equipment and supplies, assistance with insurance costs, financial assistance and event planning guidance.

Members of Council have expressed the need to review special event and community festival support to local community groups and organizations with the objective of developing a policy guideline.

Special events and festivals are a large part of what makes Greater Sudbury a Healthy Community:

- Events and festivals showcase Greater Sudbury's arts and culture scene.
- These activities are important contributors to the Economic Vitality of the City, attracting out-of-town visitors.
- Festivals and events taking place on City property maximize the utilization of municipal recreation facilities.
- Events promote volunteerism, providing opportunities for residents to contribute to their community.
- Activities often provide free and low cost access to entertainment and recreation facilities.

One of the goals of the Leisure Services Strategic Plan (2011-2015) is the promotion of sport tourism and special events. The strategic plan noted the need to create policy and guidelines around sport tourism and special events which would maximize community and city wide special events, respecting the balance and value of each.

Currently, there is not a consistent process for evaluating and determining requests for special event support. This report will look at past and current support provided to special event organizers, identify inconsistencies and recommend a policy framework to evaluate future support requests in a consistent manner.

Current Special Event Support

The following information details the historical and current support provided to special event organizers provided through the Community Development Department, Leisure Services Division, and other City Departments.

Special Event Grants

As part of the budget process each year, Council has approved annual and one-time grants for various special events through the Leisure Services budget. Since 2009 the following special event organizers have received an annual grant:

- Anderson Farm Site Committee – Walden Fall Fair (\$2,500)
- Onaping Falls Lions Club – Cavalcade of Colours (\$1,500)
- Ukranian Senior Centre – Canadian Garlic Festival (\$2,000 work in kind)
- Science North – Canada Day Celebrations (\$10,000)

Additionally, as part of the 2009 budget process, a one-time grant of \$250,000 was provided to organizers of the 2011 Canadian Francophone Games and was paid over two years (2009 and 2010). City Council also approved an internal budget of \$250,000 for the 2010 Ontario Summer Games over a two year period (2009 and 2010).

Insurance Coverage

In 2006, City Council approved a By-law authorizing grant for the procurement of liability coverage for community organized special events. The events which were covered under By-law 2006-287F included:

- Beaver Lake Winter Carnival
- Capreol Days
- Capreol Winter Carnival

- Cavalcade of Colours
- Dowling Winter Carnival
- Minnow Lake Days
- Rayside Balfour Family Hockey Tournament
- Rayside Balfour Jug Curling Competition
- Valley East Days
- Walden Winter Carnival
- Greater Sudbury Santa Claus Parade Committee

Insurance coverage has been provided on an annual basis for the above noted events. Once an event ceased to take place, or changed in nature such that the event was no longer organized by a volunteer community group or continued to be a community event, insurance coverage was discontinued.

Also in 2012, City Council recognized Sudbury Winterfest as a City-sanctioned event, thus providing liability insurance coverage.

Work In Kind / Equipment Provision

Within the Leisure Special Events cost centre, there is an annual budget of \$45,000 to cover costs associated with work performed by City staff in support of various community special events. Work-in-kind includes the costs associated with the delivery of special events equipment (tables, chairs, barricades, etc), and venue preparation in one situation being the Walden Winter Carnival as per pre-amalgamation arrangements. Annual events supported through this budget allocation include:

- Café-Heritage Festival
- Downtown Sudbury Blues for Food
- Downtown Sudbury Ribfest
- Greater Sudbury Celtic Festival and Highland Games
- Relay for Life
- Sudbury Blueberry Festival
- Sudbury Dragon Boat Festival
- Sudbury Rocks Marathon
- Walden Winter Carnival

When considering requests for the delivery of special event equipment, priority has been given to sanctioned events, events taking place at City parks and facilities and as well as large scale events taking place in the community. As the number of requests has continued to increase in recent years, charging back to community organizers for work-in-kind for new, unbudgeted events has been undertaken. There is not a consistent practice in place to determine which community event organizers receive equipment deliveries or who is charged back for services.

Another form of equipment support for local event organizers is the 2010 Ontario Summer Games Legacy Loan Program. A number of assets were acquired when the City hosted the 2010 Ontario Summer Games including FRS radios, First Aid kits and small sound systems. Equipment continues to be loaned out to local events at no charge.

Event Consultation and Facilitation

The Leisure Services Division employs a Special Events Officer on an annual seven month contract. The main function of this position is to provide support to organizations hosting special events in City parks and recreation facilities. Leisure Services consults with event organizers in the following ways:

- Matching event organizers to appropriate facilities
- Ensuring event organizers meet applicable legislation and By-laws

- Acting as a liaison to other City departments and regulatory bodies
- Developing event management plans for their functions including inclement weather plans, emergency management plans and waste management strategies.
- Providing guidance on volunteer recruitment strategies and event promotions

The Leisure Services Division has recently developed several resources to assist festival and event organizers. The following documents have been developed and are attached for information:

- The City of Greater Sudbury Special Events Checklist (Appendix A)
- The City of Greater Sudbury Winter Carnival Checklist (Appendix B)
- The City of Greater Sudbury Tournament Checklist (Appendix C)

The above noted resources are being translated and will be available online in 2014.

Interdepartmental teams are brought together to improve internal communications and processes to better meet the needs of film, television, music production, meetings, conventions, sports, parades, festivals and other special events.

Arts and Culture Grants

It should also be noted that several special event organizers receiving funding through Event Support through the Community Arts and Culture Grant Advisory Panel and the Greater Sudbury Development Corporation.

Other Departments

Depending on the scope and nature of the event, other City Departments may provide additional support. For example, By-Law and Traffic may get involved with road closures, detours, and parking modifications. The Water and Waste Water Division may be involved with temporary water connections. Transit is often requested to provide shuttles, charters or modified routes to support various events.

Policy Framework

The Leisure Services Strategic Plan 2011-2015 noted the planned action to develop policy and guidelines around special events. In order to meet the growing demands of new and expanding events and to address the inconsistent manner in which event support is provided, it is recommended that a policy be developed for Special Events Support. Major elements of the policy would include:

Event Support Guiding Principles

- Value - The City of Greater Sudbury recognizes Special Events as an integral part of what makes Greater Sudbury a Healthy Community.
- Fairness - Event support will be provided in a transparent and fair manner with posted eligibility criteria and approval processes.
- Community Engagement - The City will engage stakeholders to establish event support policies and seek their input on a regular basis once policies are established.
- Fiscal Responsibility – Plan within operational budgets.

Eligible Requests

Only those requests which meet the following criteria would be considered:

- Requests must be made by not-for-profit or registered charitable organizations for non profit events.
- The event must be consistent with the core values of the City of Greater Sudbury Healthy Community Strategy.

- The event must be open to the general public.
- The event must take place within City of Greater Sudbury boundaries.
- The event organizer must be in good standing with the City of Greater Sudbury.

Application Processes

Event organizers seeking support will be required to apply on an annual basis. As part of the application, event organizers would be required to provide proof of not-for-profit status and financial reports demonstrating the need for support. A post project report with supporting financial documentation would also be required.

Special Event Categories

A Special Event Support Policy would define and distinguish various special events.

- City Run Events – City events for which Leisure Services staff work with a volunteer committee. Events include Bell Park Concert Series, Greater Sudbury Santa Claus Parade.
- City Affiliated Events – Those events which a volunteer organization of the City is responsible for the event. Events would include Neighbourhood Association Winter Carnivals and activities organized by Community Action Networks.
- City Supported Events – Those events which are organized by a third party on City property and meet the eligibility criteria.
- Private and Commercial Events – Those events organized by a private individual or organization or that are commercial in nature.

Types of Events Support

The Special Events Support Policy will consider the following types of support:

- Facility Fees and Charge Backs
- Operating Grants
- Liability Insurance Coverage
- In Kind Services
- Equipment Provisions
- Event Consultation and Facilitation

Approval Processes

The proposed Special Events Support Policy will outline approval processes and will be made available to the Community Services Standing Committee in May 2014.

Coordination of Support with Other City Departments

As previously noted, many community events and festivals are receiving funding through the Arts and Culture Grant process. Some event organizers have expressed concerns that they receive funding from one department (GSDC) and charges from another City section (Leisure Services). A new Special Events Support Policy will address how the City handles financial matters with event organizers in a uniform manner.

Next Steps

A draft policy on special event support will be developed which will be brought back to the Community Services Standing Committee for approval in May 2014. The draft report will provide options for Council's consideration and could include amendments to the user fee by-law.

2013



The City of Greater Sudbury Special Events Checklist



SPECIAL EVENT CHECKLIST

Administrative:

- ☐ Signed Facility Agreement
- ☐ Contract paid in full
- ☐ Certificate of Insurance (min. \$2,000,000 liability coverage with the CGS listed as an Additional Insurer)

Alcohol Sales:

- ☐ Provide Copy of Special Occasion Permit or Caterer's Endorsement
- ☐ Provide Copy of Notification Letters
- ☐ Review of Alcohol Risk Management Policy
- ☐ License Area Review
 - ☐ Fencing
 - ☐ Signage
 - ☐ Location
 - ☐ Hours of Service
 - ☐ Security
 - ☐ ID - Acceptable forms and Verification
 - ☐ Alcohol being served – alcohol content and method of service (cups only)
 - ☐ Power/ Utilities requirements
 - ☐ Tent Review
 - ☐ Equipment Requirements
- ☐ Provide list of servers and Smart Serve Numbers

Emergency Management Plan:

- ☐ Provide copy of First Aid/ Emergency Services Contract
- ☐ Provide copy of Notification to EMS
- ☐ Review Fire and Evacuation Plan, Pre-show announcements
- ☐ Review Inclement Weather Plan
- ☐ Provide List of Organizers and Primary Volunteers with Contact Information
- ☐ Provide copy of Site Plan

Food Service/ Vendors:

- ☐ Provide Copy of Special Occasion Food Permit - SDHU
- ☐ Provide List of Vendors including:
 - ☐ Full Business Name
 - ☐ Primary Contact with address and phone numbers
 - ☐ Size Requirements and shelter type (tent, trailer, bus etc.)
 - ☐ Electrical Requirements
 - ☐ Licensing and Insurance
 - ☐ Equipment Requirements
 - ☐ Menu or Product Information
- ☐ Review Fire Code Regulations
- ☐ Review Vendor Location

Live Entertainment/ Stage Production:

- ☐ Provide Copy of Itinerary including:
 - ☐ Concert Times
 - ☐ Load-In Times
 - ☐ Sound-Check Times
 - ☐ Back of House Set-Up/ Production Vehicle Parking
 - ☐ Man Lift Requirements
 - ☐ Technical Requirements – Additional Lights – follow spot, special effects
 - ☐ Artist Rider Requirements
- ☐ Provide Copy of Notification Letter and Noise By-Law Exemption Letter (if applicable)
- ☐ Review Sound Technician Role and Schedule
- ☐ ESA Inspection (if applicable), Electrician on stand-by
- ☐ Provide Copy of Fall Arrest Certificates (if applicable)

Security:

- ☐ Provide Copy of Greater Sudbury Police Service Paid Duty Contract
- ☐ Provide Copy of Paid Security Contract
- ☐ Review Security Plan/ Event Controls
 - ☐ Coverage of main gate, entry and exit points
 - ☐ Egress (EMS Routes)
 - ☐ Front of Stage and Back of House(if applicable)
 - ☐ Parking (if applicable)
 - ☐ Duties (volunteers, security, police)

- ☐ Security Orientation (Pre-Show)

Staff Schedule:

- ☐ Review Staff Schedule and Contact Information

Tickets:

- ☐ Review Will Call Location and Procedures
- ☐ Assigned Seating / General Admission
- ☐ Review Re-Entry Policies
- ☐ Review Refund/ Cancellation Policies
- ☐ Review Accessible Seating

Waste Management:

- ☐ Recycling
- ☐ Additional Washrooms (if required)
- ☐ Site Clean-up

Additional Resources Available:

- ☐ Municipal Alcohol Policy
- ☐ Amended Parks By-Law
- ☐ Sample Notification Letter
- ☐ Other:

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The City of Greater Sudbury Carnival Checklist



As the organizer(s) of an event on Municipal property, you are responsible for the health and safety of your event and to ensure that all terms and conditions of local by-laws and policies are followed

WINTER CARNIVALS AND SPECIAL EVENTS CHECKLIST –

PLEASE PLAN FOR SUFFICIENT TIME TO OBTAIN REQUIRED PERMITS:

Time to process application	Activity	Requirement	Cost*	Contact	Provide copy to CGS Liaison
6-8 weeks	Alcohol - Serving/Selling	Special Occasion Permit - must include with your application: <ul style="list-style-type: none"> • Copies of the notification letters to the police, fire, health (building if applicable) and municipal clerk's departments; and • A detailed sketch showing the dimensions of the area for which the permit will apply Copy of Paid duty officer or security guard contract List of Servers with Smart Serve # Copy of Catering Endorsement, Catering Notification Form and proof of Insurance from Service Club	Y (\$75.00)	Questions: Alcohol and Gaming Commission of Ontario 1-800-522-2876 Completed forms: local LCBO stores Click here for Special Occasion Permit Application Click here for Catering Notification Form Click here for Paid Duty Request Form	
2 weeks	Barbecue	Must have ground mat for under barbecue, drip tray and fire extinguisher -Copy of the approved Special Occasion Food Permit	N	Questions: Sudbury District Health Unit @ 705-522-9200 Ext. 398 Click here for Special Occasion Food Permit Form	
2 weeks	Bonfire	Burn Permit -must include with your application: <ul style="list-style-type: none"> • Written consent from land owner and CGS Fire Services, Fire Chief 	N	Questions: Fire Services @ 705-674-4455 Ext. 3743	
4 weeks	Equipment (tables, chairs etc.)	Complete and Submit an Equipment Request Form	N	Questions: 705-674-4455 Ext. 2453 Click here for Equipment form	
2-4 weeks	Fireworks show (2011-100)	Letter of permission from; -Land Owner (CGS, Leisure Services) -Greater Sudbury Fire Department Copy of valid license –Dreamcatchers Additional insurance may be required	N	Questions (Land owner): CGS, Leisure Services @ 705-674-4455 Ext. 2425, Helen Colburne Questions (Fire Services): 674-4455 ext. 3743	
1 hour	Fishing Derby (Ice)	Fishing Licenses (required for participants 18-65)	Y (\$9.68 - \$27.76)	Questions: Ministry of Natural Resources (Enforcement) @ 705-564-7824 Listing of Sudbury License Issuers: click here	
2 weeks	First Aid	See First Aid Section below			
2-4 weeks	Flyers (Advertising on hydro poles)	Need to obtain a Poster Permit	N	Questions: By-law department @ 705-674-4455 Ext. 2469 Click here for Poster Permit Application	

Time to process application	Activity	Requirement	Cost*	Contact	Provide copy to CGS Liaison
4 weeks	Food – serving	Special Occasion Food Service Permit	N	Questions: Sudbury District Health Unit @ 705-522-9200 Ext. 398 Click here for SOFP Application	
4 weeks	Gambling (including 50/50 draws, ticket selling, penny tables etc)	Must complete and submit Application for Licensing Eligibility and Review	Y	Questions: by-law department 705-674-4455 Ext. 2469 Click here for licensing application	
2-3 weeks	Recycling	Complete and submit a Recycling Request	N	Click here for recycling request form	
2 weeks	Rides (Animal, Mechanical, Snowmobiles, Air Balloon etc)	Additional liability insurance will be required Other requirements might be implemented			
4 weeks	Street Closure	Notification provided to: -Greater Sudbury Police Service -Prepare a Book 7 to apply for occupancy permit	Y (\$35.00)	Questions: GSPS Traffic Department @ 705-675-9171 Questions: Development Approvals @ 705-674-4455 Ext. 4349 Click here for Book 7 Occupancy Permit must be picked up in person	
4 weeks	Tents	-Notify Recreations Coordinator of any structures for your event -Provide site plan with structure sizes to Recreation Coordinator and obtain building permit for any tents larger than 640 sq'	Y (\$59.00-\$120.00)	Questions: Building Services 705-674-4455 Ext. 4277	

Please note:

The above chart is provided for informational purposes only and timelines and fees are subject to change without notice.

It is also possible that activities not listed on the above chart will require permits or other forms to be completed and it is therefore important that you discuss any scheduled activities with your Recreational Coordinator.

Winter Carnivals & Special Events

Introduction

Winter carnivals and special events are an excellent way for Neighbourhood Associations to engage residents in the area, encourage participation at their facilities, recruit new volunteers and fundraise.

In order to ensure that your function is safe and successful, it is important that your planned event is reviewed by Leisure Services staff. The following information about event permits, licenses and considerations will be reviewed by the Recreation Coordinator with your event planning volunteers.

Overview of Activities

Events organized by Neighbourhood Associations are covered under the City of Greater Sudbury liability insurance program. All proposed activities must be reviewed with the City's Risk Management / Insurance Officer.

When planning a winter carnival or special event, Neighbourhood Associations must contact their respective Recreation Coordinator with the following information three (3) weeks in advance of the planned event:

- Date(s) and times of planned event
- Name and contact information of person(s) coordinating event
- Expected attendance
- Planned activities and schedule of events
- Food services planned
- Confirmation if alcohol will be served
- Site plan
- Event flyer/poster

Special Occasion Food Services Permit

When you are serving or cooking food at a winter carnival or special event, approval from the Sudbury and District Health Unit is required. This includes all barbeques and any other instances where food is being prepared. An application for Special Occasions Food Service Permit form must be submitted 30 days in advance of the event.

Once received, it will be reviewed by the Sudbury and District Health Unit and a Health Unit Inspector will follow up with a group contact if necessary to get more information or to inform the group of any necessary changes. On the day of the event, the Inspector may also perform a site visit to ensure all policies and procedures are being followed.

For more information or to obtain an Application for Special Occasion Food Services Permit visit www.sdhu.com or call 705-522-9200.

BBQ Safety

When hosting a BBQ as part of a winter carnival or special event, Neighbourhood Associations are reminded of the follow BBQ safety tips:

- A portable fire extinguisher which has been serviced within the last 12 months must be on hand
- No cooking is permitted in a confined area or under materials that are not rated fire retardant
- The BBQ being operated, including gas lines and tank, should be inspected by a qualified propane technician within the last 12 months.
- Propane tanks are not to be stored in playground building common spaces, furnace rooms, etc.

Hosting a Bonfire

Neighbourhood Associations interested in hosting a community bonfire as part of winter carnival or special event activities must first obtain written consent from the land owner (City of Greater Sudbury Leisure Services Division). Once written permission has been granted through the appropriate Recreation Coordinator, application must be made for a burn permit through Greater Sudbury Fire Services.

If approved, the Neighbourhood Association must ensure that all conditions are met such as ensuring that there is no burning of construction material and the fire does not exceed 2 meters, in width, 2 meters in height.

For more information or to obtain an Application for Burning Permit, call 3-1-1 or visit the Fire Prevention Services office located at 193 Van Horne Street, Sudbury.

Carnivals and Special Events with Alcohol – Special Occasion Permits

A Special Occasion Permit (SOP) is required if you are planning to sell or serve alcohol at a winter carnival.

There are two classes of Special Occasion Permits available:

- A Sale SOP is issued when money is collected for the sale of alcohol either directly or indirectly. This could be through, for example, an admission charge to the event, when tickets for alcohol are sold to people attending the event, or when there is any pre-collection of money for the alcohol. The application fee for a Sale Permit is \$75.00, for up to three consecutive days.
- No Sale: A No Sale SOP is issued when alcohol is served without charge or when there is no money collected for alcohol – either directly or indirectly – from guests. The application fee for a No Sale Permit is \$25.00 per day.

Permit applications must be submitted to an LCBO SOP service store at least 30 days before the event takes place, except for Private Events which require a minimum of 10 days notice.

For outdoor events, the permit holder must write to the local municipality, police, and fire and health departments notifying them of the event. The building department must be notified as well if a tent, marquee, pavilion or tiered seating is used. This notification must be provided at least 30 days before the event takes place if fewer than 5,000 people per day are expected to attend the event, or at least 60 days before the event takes place if 5,000 people per day or more are expected to attend the event.

The permit area must be clearly defined and separated from the area(s) where the SOP does not apply by a minimum 36" (0.9 meters) high partition for outdoor events.

For more information about obtaining or completing a Special Occasion Permits and to download an application visit www.agco.on.ca.

Alcohol Risk Management Policy

The City of Greater Sudbury owns and manages facilities where alcohol consumption is permitted under the authority of either a Liquor License or a Special Occasion Permit. The City is committed to providing a safe and enjoyable environment for the users of its facilities and has developed this policy to prevent problems related to the consumption of alcohol.

The Alcohol Risk Management Policy consists of range of measures designed to:

- Ensure there are responsible management practices at social events held in municipally owned facilities where alcohol use is permitted.
- Prevent alcohol related problems at these events.
- Minimize the legal responsibility of facility users and volunteers as well as the Municipality's legal liability.
- To promote awareness of the responsibilities of Special Occasion Permit holders as the organizers of social events.

The City of Greater Sudbury Alcohol Risk Management Policy outlines the conditions and protocols an event organizer must follow when hosting an alcohol related event at a municipal facility. Event conditions include the provision of low alcohol beverages and food items, required signage, server training, staffing ratios and required event controls. The Alcohol Risk Management Policy will be reviewed with the event organizer along with the appropriate Recreation Coordinator.

Lottery Licenses (Bingo, Nevada, Raffle, Bazaar, etc.)

Eligible charitable and religious organizations may raise funds through provincially or municipally licensed lottery events. Lottery licensing refers to lottery schemes permitted by a license under the Alcohol and Gaming Commission of Ontario. Typically, these may include bingos, raffles, break open tickets and social gaming events held by charitable or religious organizations. Licensed charitable or religious organizations must conduct and manage their events in accordance with licensing policies and the terms and conditions of the licenses and fulfill all prescribed reporting requirements.

For further information on obtaining a Lottery License contact the City of Greater Sudbury By-Law Enforcement Office by calling 3-1-1.

Waste Management

The City of Greater Sudbury Environment Services Division supports groups who wish to incorporate recycling with their special event plans by providing blue box service free of charge. A minimum of two weeks notice is required. There is no Organics Special Event Program available.

For more information contact the Environmental Services Division by calling 3-1-1 or visiting the City of Greater Sudbury website (www.greatersudbury.ca).

First Aid and Security Considerations

For larger winter carnivals and special events, organizers should consider first aid and security support. Local organizations such as Canadian Red Cross and St. John Ambulance provide volunteer first aid services for community events. Additionally, students enrolled in law and security programs at local post secondary schools and professional colleges must complete volunteer hours as part of their courses and can provide security support to assist with crowd control, parking, etc.

Fireworks or Pyrotechnical Displays

There are four days of the year in which fireworks can be legally discharged in the City of Greater Sudbury: Victoria Day, Canada Day, December 31st and January 1st. Neighbourhood Associations looking to hold a display on a different day must make application with Fire Services. Initially, permission must be obtained from the owner of the land on which you are planning the display. Once permission from the landowner is received, a copy of additional insurance from a qualified pyrotechnics company (minimum \$5,000,000 liability with the City of Greater Sudbury listed as an additional insurer) and a Fireworks Application Form from Fire Services is required. Information needed as part of the application includes a list of the fireworks that will be discharged and the schematic outline where they will be launched from along with the day and time of the event. All fireworks must be used under the supervision of a certified pyrotechnician.

Road Closures

Event organizers requesting to close public roads to facilitate their event plans must apply for a Permit for Street Occupation through the City of Greater Sudbury's Infrastructure Services Department. If application is approved, the event organizer must sign and provide traffic control as per the Ontario Traffic Manual - book #7. Other regulations, including maintaining pedestrian and emergency vehicle access must also be followed.

Special Events Equipment (tables, chairs, etc.)

The City of Greater Sudbury Leisure Services Division provides Neighbourhood Associations organizing winter carnivals and special events with equipment to help facilitate their events. Requests for equipment must be made at least three (3) weeks in advance of the date of event. Please note that our ability to provide quantities requested depends on other events scheduled.

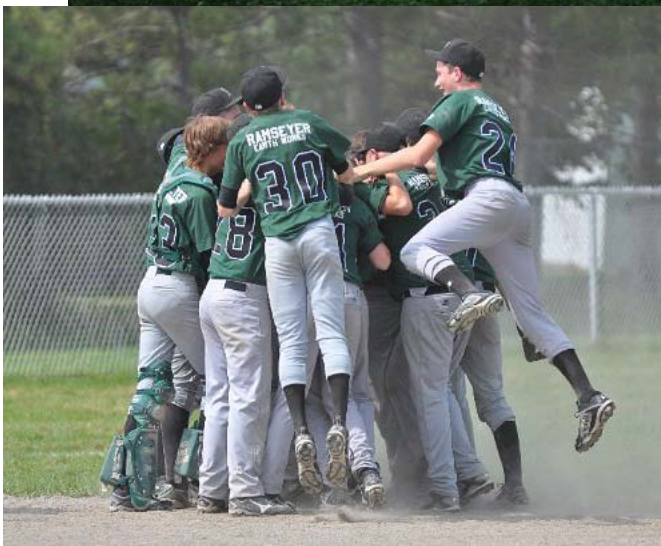
Rides (Animals, Mechanical, Snowmobile Rides, Air Balloons, etc.)

Many winter carnivals and events incorporate sleigh rides, mini snowmobile rides, etc. as part of their event. These types of activities require additional insurance coverage and may require special licenses and permits. If you are considering these types of activities as part of your event, please ensure to inform your Recreation Coordinator.

2013



The City of Greater Sudbury Tournament Checklist



As a permit holder on Municipal property, you are responsible for the health and safety of your event and to ensure that the terms and conditions as set out in the Municipal Alcohol Policy are followed.

TOURNAMENT CHECKLIST –

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION FOR YOUR EVENT:

Administrative:

- ☐ Signed Facility Agreement
- ☐ Contract paid in full
- ☐ Certificate of Insurance (min. \$2,000,000 liability coverage with the CGS listed as an Additional Insurer)

Alcohol Sales:

- ☐ Provide Copy of Special Occasion Permit or Caterer's Endorsement
- ☐ Provide Copy of Notification Letters (SDHU, Building Services, Clerk's Department, Fire, GSPS)
- ☐ Review of Alcohol Risk Management Policy
- ☐ License Area Review:
 - ☐ Fencing
 - ☐ Signage ("Statement of Intoxication", "Ride" awareness, and Accountability)
 - ☐ Location (to be approved by CGS staff)
 - ☐ Hours of Service
 - ☐ Security (to be approved by CGS staff)
 - ☐ Power/ Utilities requirements
 - ☐ Tent Review
- ☐ Provide list of servers and Smart Serve Numbers

Emergency Management Plan:

- ☐ Provide copy of First Aid/ Emergency Services Contract
- ☐ Review Inclement Weather Plan
- ☐ Provide List of Organizers and Primary Volunteers with Contact Information
- ☐ Provide copy of Site Plan

Security:

- ☐ Provide Copy of Paid Security and/or Greater Sudbury Police Service Paid Duty Contract
- ☐ Review Security Plan/ Event Controls:
 - ☐ Coverage of main entry and exit points
 - ☐ Egress (EMS Routes)
 - ☐ Parking (if applicable)

Please notify CGS staff at time of booking if you are planning on hosting any additional activities as part of your event including but not limited to;

- Vendors
- Live entertainment
- Live animals
- Inflatable devices

Additional Resources Available:

The following documents are available at your request to help with the planning of your event;

- ☐ Copy of the Municipal Alcohol Policy
- ☐ Copy of the Amended Parks By-Law
- ☐ Sample Notification Letter
- ☐ Sample Emergency Management Plan

Additional Notes:
