

2013



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.