

Policy For Special Event Planning

City Of Hamilton



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I (a) **DEFINITIONS**

- 1. Special Event means annually or infrequently occurring activities that may be open or closed to the public and take place within the responsibilities of the City of Hamilton.
- 2. Community Event (not-for-profit) a special event that does not profit an individual, group of individuals or a “for profit” company
 - organizations with elected Executive Board, annual meeting and non-profit charitable numbers are eligible.
 - can be held as a fundraising event for benefit of a community group.
- 3. Non-Community Event (for profit) an event that is held for the purpose of business, profit making or promotion of an individual, group or organization or Corporation.
- 4. City the City of Hamilton.
- 5. S.E.A.T Special Events Advisory Team staff technical committee assisting the organization to fulfil the requirements to a special event.
- 6. City of Hamilton Properties Properties and all facilities owned/operated by the City of Hamilton. Facilities include, but are not limited to:
 - roads -road allowance
 - parks -water lots
 - parking lots -open spaces
 - alleyways (assumed/unassumed) -City owned lands
 - walkways/pathways/trails -City facilities
- 7. Police Officer Hamilton Police Services
- 8. By-law Officer Noise Control and Parking infractions
- 9. Hydro Inspector Electrical Safety Authority
- 10. Health Inspector City of Hamilton food vendors
- 11. Fireworks;

- (a) **“display fireworks”** means high-hazard fireworks for recreation, including firecrackers, that are classed under Class 7, Division 2, Subdivision 2 under the Explosives Act, R.S.C. 1970, c. E-15, as amended, and the Explosives Regulations made thereunder, and includes but is not limited to rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, batteries, illuminations, set pieces and pigeons
- (b) **“family fireworks”** means low hazard fireworks for recreation that are classed under Class 7, Division 2, Subdivision 1 of the Explosives Act, R.S.C. 1970, c. E-15 as amended, and the Explosives Regulations made thereunder, and includes but is not limited to fireworks showers, fountains, golden rain, lawn lights, pin wheels Roman Candles, volcanoes, sparklers, and other similar devices, but does not include Christmas crackers and paper caps containing not more than twenty-five one-hundredths of a grain of explosive on average per cap, devices for use with such caps, safety flares, or marine rockets.

I (b) SUPPORT STATEMENT

The City of Hamilton recognizes the importance of special events in enhancing quality of life, tourism, culture, recreation, education and in providing economic benefits to local businesses, all of which would not be possible without the invaluable service of volunteers, community groups and sponsors that add their support and skills to enhancing the community events.

I (c) PURPOSE

The Special Events Policy document is a comprehensive manual which outlines all policies, procedures and municipal by-laws which an event organizer(s) must abide by in order to receive approvals to operate an event . The manual outlines associated fees and charges for related services provided by the City of Hamilton.

I (d) BACKGROUND

Each year the City of Hamilton receives many requests from individuals and groups to operate special events on municipal property. Over the past few years, the yearly average of 300 special events were administered servicing over 1 million people. These events vary in scope, purpose, size, costs and complexity. The management of special events on municipal properties requires the coordinated efforts of municipal staff to ensure safe event operation and adherence to applicable by-laws, policies and procedures.

All events shall be categorized as either community or non-community events.

Community Events

A special event that does not profit an individual, group of individuals or a “for profit” company and, any organization that has an elected Executive Board, an annual meeting and non-profit or charitable number.

Non-Community Event

An event that is held for the purpose of business, profit making or promotion of an individual group or organization.

The primary characteristics of Special Events are:

- open to the public
- the main purpose is the celebration or display of a specific theme
- takes place once a year or less frequently
- has predetermined opening and closing structures
- the program may consist of several separate activities.

The Special Events may be:

- | | |
|--------------------------|----------------|
| Ethnic | Street Dance |
| Commemorative | Theatrical |
| Artistic | Filming |
| Festivals | Picnics |
| Parades/Walkathons/Races | Sidewalk Sales |

I (e) GOALS:

- 1. To provide logistical assistance to special event organizers to operate on municipal properties and road allowances.
- 2. To ensure that consistent standards and approach are maintained for all special events throughout the City of Hamilton.
- 3. To ensure that event applications are evaluated fairly and equitable.
- 4. To ensure that events are administered in a fiscally responsible manner.

I (f) OBJECTIVES:

- 1. To work closely with Hamilton Tourism in promoting Hamilton as an attractive location to host special events.
- 2. To establish licence agreements and permits between the event organizer and the City of Hamilton for the use of municipal property and road allowances.
- 3. To establish criteria and operating policies and procedures which will be reviewed by the Special Events Advisory Team.
- 4. To develop an application form to be used for all events.
- 5. To establish criteria for managing conflicting special events requesting the use of a facility/location or road allowances on the same date (i.e. annual event bookings have first right of refusal to site).
- 6. To prepare recommendations regarding special event applications for Council approval by the General Manager of Community Services and/or Transportation, Operations & Environment Department, Traffic Division.
- 7. To establish criteria to recover relevant costs of services provided by the City of Hamilton and to ensure that appropriate liability insurance is in place.
- 8. To review and assess each post-event to determine if:
 - standards were adhered to (S.E.A.T. policy/by-laws)
 - impact the event had on the community
 - suggest where improvements could be made for future events

I (g) CO-ORDINATING COMMITTEE - SPECIAL EVENTS ADVISORY TEAM

Special Events section liaises with various event organizations/agencies. Planning and organizing assistance to any community group, business, agency or citizen planning a special event on city owned lands.

Community Services – Special Events section links the event organizer to the departments - a key to ensuring a successful special event. The process is initiated with the request for “Application for Special Event/Festival, Parade or Temporary Street Closure”. The process continues with consulting from various departments until the day of the event and often once completed, with an evaluation.

“One Stop Shopping” – for the event organizer is available from the Special Event Advisory Team (SEAT). This Team is composed of staff from various City of Hamilton departments who work together providing guidelines for events that meet the policy requirements of the City. From S.E.A.T., guidelines for events are recommended to City Council for final approval.

SEAT includes representation from:

Community Services-

- Culture and Recreation (park permits, alcohol and fireworks approvals)
- Parks (site logistics)
- Hamilton Emergency Services – Emergency Medical Service (Ambulance) & Hamilton Fire Service

Building & Licencing -

- Noise Control
- Property Standards
- Zoning
- Business Licencing (vendors)
- carnivals/amusement rides/circus Licences
- Building Permits (tent/temporary structures)

Transportation, Operations & Environment

- Road and Traffic Division (full/partial road closures/permits)
- Hamilton Street Railway

Hamilton Police Services

Finance & Corporate Services

- Parking Enforcement & Operations
- Community Grants Program

Electrical Safety Authority

Social & Public Health (food vendor permits)

Other departments are available for jurisdictional needs i.e. Legal Services, Clerks, Tourism and the Mayor’s Office as needed. User Fees from various departments for services may be applicable. A meeting of the event organizer with SEAT may be necessary depending on the complexity of the proposal and will provide “one stop” information for staging the event. Grants program available where applications are accepted up to December 31 of the year prior to the event.

For Event Information and applications:

Parks:

Supervisor of Events
Community Development and Strategic Planning
Community Services
City of Hamilton
71 Main Street W
Hamilton, Ontario L8P 4Y5
Telephone: (905) 546-4646
Fax: (905) 546-2338
Email: www.city.hamilton.on.ca

Roads:

Transportation Operations/
Planning Technologist
Transportation, Operations & Environment
City of Hamilton
77 James Street North, Suite 320
Hamilton, Ontario L8R 2K3
Telephone: (905) 546-4577
Fax: (905) 540-5926
Email: www.city.hamilton.on.ca

II. GENERAL POLICIES AND PROCEDURES

1. The special event organizer shall adhere to all City of Hamilton policies, legislation, by-laws and regulations.
2. All costs incurred at special events by the event organizer are established by the City of Hamilton. These costs include user fees for City of Hamilton properties and road allowances, related administrative services and rental of site amenities such as snow fencing, road barricading, garbage receptacles etc. Such fees will be reviewed and approved by City of Hamilton Council annually. All the above-mentioned costs are to be paid by the event organizer.
3. Event organizers requesting park permits for events such as barbecues, picnics, tent erection and selling food and non-alcoholic beverages, aircraft, parking, horses, dangerous animals, sale of merchandise and amplification will be issued by the General Manager of Community Services, as directed by Council.
4. The event organizer shall be assessed and provide proof of licences required to operate the event and any further information requested by Legal Services.
5. The event organizer is responsible to include in all advertising the following:
“During special events dogs and other animals are not allowed in the parks as per Parks By-law 01-219 – excluding persons with disabilities reliant upon a guide dog, permit the dog to enter any area of the park where a special event, carnival, celebration or other festival is taking place where signs are posted to prohibit same”.
6. Event Organizers may advertise/promote with signage approved by the Director of Parks, or designate, two weeks prior to the week in the host park only.
7. Both Community and non-Community Event organizer must maintain public liability insurance of no less than \$2,000,000 per occurrence, naming the City of Hamilton as additional insured.

The organizer of an event that includes fireworks or amusement rides, or circuses/carnivals, or hot air balloon rides, or helicopter rides, must maintain or ensure there is in place public liability insurance of no less than \$5,000,000 per occurrence naming the City of Hamilton as additional insured.

The organizer of an event that includes alcohol must maintain public liability which shall include liquor licence liability of no less than \$5,000,000 naming the City of Hamilton as additional insured.

Requirements for insurance limits as stated above, or for other types of events, may be subject to increase, depending on whether the type and size of event presents a significant inherent liability risk exposure (e.g., motor vehicle road race, motor boat race, etc.)

Proof of coverage, in the form of an original Certificate of Insurance (or if required by the City a copy of the policy), shall be provided to the City prior to the event. All insurance documents must be acceptable to the City and its Risk Management Services Division.

The special event organizer agrees to indemnify and hold the City of Hamilton harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal

fees, occasioned wholly or in part by any negligence or acts or omissions during the use of the municipal facility. All insurance documents must be acceptable to Corporate Counsel prior to the event.

8. The special event organizer must submit a detailed comprehensive plan indicating parking facilities/methods of all road closures planned with times of closures and a list of vendors for approval prior to the event.
9. The event organizer is responsible for clean-up during the event as well as clean-up, removal of all event equipment and garbage. The facility must be restored to its pre-event condition within 48 hours after completion of the event.
10. Refreshments must all be provided to the public in plastic containers.
11. The event organizer may be required to post a performance bond 10 days prior to the event, if the City deems it necessary.
12. The special event organizer in good standing shall be given first right of refusal for the use municipal property or road allowance for the same date the following year. A City of Hamilton civic event may take precedence over an annual event where necessary. The City of Hamilton will then co-ordinate an alternate site with the event organizer.
13. The event organizer is required to provide an adequate number of portable accessible washroom facilities based on expected attendance.

III. HOW TO MAKE APPLICATION FOR A SPECIAL EVENT

1. For Park Permits, pick up a Special Events Application Form, complete and submit to the City of Hamilton, c/o Customer Service Clerk (Facility Booking), Culture and Recreation Department, 4th floor City Hall, 71 Main Street West, Hamilton, Ontario L8P 4Y5 or by telephoning (905) 540-5590 or by fax (905) 546-2338.
For Roads Permit, pick up a Special Events Application Form, complete and submit to the City of Hamilton, c/o Transportation, Operations & Environment, Roads & Traffic Division, 77 James Street North, Suite 320, Hamilton, Ontario L8R 2K3 or by telephoning (905) 546-4577 or by fax (905) 540-5936.
2. Attend a meeting if deemed necessary by staff with S.E.A.T. to review the event application.
3. Annual event applications must be submitted by January of the event year.
4. When making application for special events, consideration of the following conditions must be addressed through the Special Events Advisory Team:
 - Anytime you are holding a special event or gathering, you are expected to provide adequate medical/first aid services.
 - Anytime you are holding a special event that will involve the sale of alcohol to the public, you must:
 - at least 60 days prior to your event, contact the Alcohol and Gaming Commission of Ontario (AGCO) and make an application for the appropriate permit. The AGCO may require Council approval of your event before a permit is issued.

V. IV. VENDOR POLICY AND PROCEDURE

1. The vendors in the Street Vendor Program under Building/Licencing Division of Planning and Development Department, will be allowed to operate during special events at their designated location(s).
2. The vendors in the Parks Vendor Program under the Community Services Department, Parks Division, will be allowed to operate during special events at their designated location(s).
3. The City of Hamilton reserves the right to operate its concession services at any special event.

All vendors must carry a minimum of \$3,000,000 space liability insurance naming the City of Hamilton as additional insured.

V. ALCOHOL RELATED EVENTS

The event organizer must abide by the City of Hamilton Municipal Alcohol Risk Management Guidelines included in this Manual as Appendix A.

For events where alcohol is being served the event organizer must obtain Council approval where required in accordance with the AGCO Policies and the special event organizers must:

1. Obtain a Special Occasion Liquor Permit and provide a copy of the licence to the City of Hamilton 30 days prior to the event. Notify the Fire, Police, Building and Health Departments by mail or fax of the special occasion permit and the event. You do not require an approval letter from the Fire Department but you are required to notify the local Fire Department of the event.
2. Restrict the sale of alcohol on City of Hamilton properties to between the hours of 11:00 a.m. and 11:00 p.m. unless an application for an exemption has been approved.
3. Hire security to be in attendance for the duration of the licenced event. The Hamilton Police Services must be notified and the number of officers shall be determined by Hamilton Police Services and be relative to the expected attendance. Hamilton Police Services reserves the right to determine if police presence is required at the event to ensure public safety.
4. Enclose any structure licenced for the sale and consumption of alcohol with two perimeter fences.
5. Carry public liability insurance of \$5,000,000 including liquor licence liability naming the City of Hamilton as additional insured.
6. Obtain approval from City of Hamilton Council for the sale and consumption of alcohol in the City of Hamilton.
7. Follow the policies and procedures as outlined in the City’s Municipal Alcohol Risk Management Guidelines, attached as Appendix “A”.
8. Smart Serve Courses are offered by the City of Hamilton and Municipal staff may recommend event organizer attend a course prior to event being held on municipal grounds.

VII. VI. FIREWORKS

All events involving the discharge of fireworks for display purposes must adhere to the City of Hamilton Fireworks By-law. Specific requirements from this by-law are as follows:

FAMILY FIREWORKS:

- No person shall set off family fireworks except on Victoria Day, Canada Day and the day preceding and following Victoria Day and Canada Day.
- No person under the age of eighteen years shall set off family fireworks except under the direct supervision and control of a person eighteen years of age or older who shall, at all times, remain physically present in the immediate area where the fireworks are being set off.
- No parent or guardian of any person under the age of eighteen years shall allow or permit that person to set off family fireworks except under the direct supervision and control of a person eighteen years of age or older, who shall at all times, remain physically present in the immediate area where the fireworks are being set off.
- No person shall set off or hold a display of family fireworks on any land that is not owned by him or her, unless written permission for the setting off or the holding of a display of family fireworks, on a date to be specified in the written permission, has been obtained from the owner, lessee or person in charge of the land.
- No person shall set off family fireworks into, inside of, or on any building, accessory building, structure, or motor vehicle.
- No person shall set off or continue to set off family fireworks, or shall display family fireworks that create a nuisance or that create or may create an unsafe condition as regards danger from fire or from risk of accident or injury at or in respect of any place, location or site, or to or in respect of any person, property or thing.
- No person shall set off family fireworks, into, in, or on, any highway, street, lane, square or other public place which the public or any member thereof uses or may use.

(A) DISPLAY FIREWORKS

- No person shall set off or shall hold a display of Display Fireworks without a PERMIT issued by the General Manager of Community Services for the City of Hamilton or designate. This permit may be obtained from the Culture and Recreation Department, 4th Floor, City Hall.
- Any person eighteen years of age or over, who is duly authorized under the Explosives Act (Canada) and approved thereunder as a Display Fireworks Supervisor by the Chief Inspector of Explosives, may make application in writing to the City of Hamilton, General Manager of Community Services or designate (Culture and Recreation Department) for a permit to set off or hold a display of Display type fireworks.
- No person except the holder of a valid Fireworks Supervisor's Card shall set off any Display fireworks.
- Every application for a PERMIT shall be made not less than 30 days before the setting off or holding of the display of Display fireworks.
- No person shall set off or hold a display of Display fireworks at any location or site without the written permission of the owner of the site or an authorized representative thereof.
- There shall be fully operational fire extinguishing equipment ready for immediate use, and present at all times and for a reasonable period thereafter, at the location or site of the setting off or holding of a display of Display fireworks;

Note: There are presently Fireworks By-laws in effect for the former municipalities of Stoney Creek, Ancaster, Dundas and Hamilton. These by-laws contain minor variances with respect to the sale and use of family fireworks respective of the Communities in which they were enacted. Procedures for the setting off of display type fireworks are as noted above. At the time of printing, these by-laws are being reviewed and consolidated into one Fireworks By-law for the new City of Hamilton. For further information concerning the sale and use of fireworks in these communities, contact the Fire Prevention Division of the Hamilton Fire Service at (905) 546-3350.

(B) OPEN AIR BURNING

The Ontario Fire Code, O. Reg. 388/97, as amended, requires citizens to obtain approval from the Chief Fire Official for all open air burning that does not comply with article 2.6.3.4. of the Ontario Fire Code. This article states: “open air burning shall not be permitted unless **approved**, or unless such burning consists of a small confined fire, supervised at all times, and used to cook food on a grill or a barbecue”. The Hamilton Fire Service may approve open air burning only in areas of the City designated as rural. Open air burning is not permitted in areas of the City designated as urban. Understanding that there may be some extenuating circumstances to this urban area restriction which may justify a safe exemption (i.e.: fire extinguisher training, picket line fires), the Chief Fire Official may grant approval upon receipt of a written request and associated fee (as may be applicable). Submission of a request and payment of fees does not constitute approval. The request for approval fee is non-refundable.

NOTE: At present there are six different procedures in effect, dealing with open air burning within the former municipalities in the City of Hamilton. At the time of printing, these procedures are being reviewed and consolidated into one. The application of each set of existing procedures is limited to the geographic region representing the former area municipality in which the procedures were enacted. While there are some regulatory similarities from area to area, there are also significant differences, with respect to by-laws, fees charged and guidelines, For further information on open air burning in one of the former municipalities, contact the Fire Prevention Division of the Hamilton Fire Service at (905) 546-3350.

VII. FINANCE AND CORPORATE SERVICES

– Community Grants Program and Parking & Enforcement Operations

Community Grants Program

The City of Hamilton offers a Community Grant Program for the following:

- Social Health & Public Health Services
- Arts and Culture
- Special Events
- Recreation and Sports
- Services in Kind
- Community/Neighbourhood Association Grants
- Community Equipment Grant Program
- Civic Recognition

The Community Grants Application can be picked up from City Clerk’s Division, Community Grants Program, 71 Main Street West, 2nd Floor, Hamilton, Ontario L8P 4Y5.

For general inquiries on the 2002 Community Grant Program please contact Administrator, Finance & Corporate Services, telephone number (905) 546-4524. 2002 Grant Applications must be returned by January 7, 2002 to qualify for a grant in 2002. (Exceptions: Services-in-Kind and the Community Neighbourhood Associations and Equipment Grant Program.). Application can be accessed through the City of Hamilton’s website: www.city.hamilton.on.ca.

Parking & Enforcement Operations

Event Organizers may be responsible for costs associated with the installation of special event parking signs, the temporary “bagging” of parking meters and any lost revenue resulting from the “bagging” of the meters or the use of Municipal Car Parks to accommodate special events, as determined by the Manager of Parking and Enforcement Operations. Prior to an event, a “Permission to Enter a Municipal Car Park” form must be obtained from the Parking and Enforcement Operations section if the full or partial use of Municipal Car Parks is required. Requests for the use of Municipal Car Parks should be submitted to Parking Operations (905) 540-6000.

By-law Enforcement staff will proactively enforce parking regulations, dogs off leashes in City Parks and other municipal by-laws related to parks and roadways, or as conditions dictate (i.e. residents complaints) as determined by the Manager of Parking and Enforcement Operations.

Special Event Parking Programs may be in effect for “major” special events at various locations such as Bayfront Park, Gage Park, etc.

Event Organizers may contact Parking and Enforcement Operations’ staff at (905) 540-5247 for additional information.

VIII. HEALTH DEPARTMENT

Event organizers of food vendors intending to sell or give food away to the public shall:

1. Notify the Health Department as to what and how food will be prepared and offered to the public at 3rd Floor, 1 Hughson Street North, Hamilton, Ontario L8R 3L5.
2. Submit the applicable fees which are based on units per Special Event/Festival, as follows: Special Event / Festival - \$25.00 per unit.
* A late fee of \$20 will apply to application forms if not received by the Health Department 10 days prior to the event date.
3. Complete Health Department application forms and submit co-ordinator and food vendor forms 60 days prior to the event date to allow ample time for any changes.
4. Provide site map illustrating locations of water source, hydro source, food vendors, washrooms and garbage and waste disposals.
5. All food vendor forms and respective fees must be **collected by the event organizer** and submitted to the Health Department. All application forms must be pre-approved prior to operation.
6. An inspector may visit the special event on the event date.
7. After reviewing the applications, vendors may be required to attend a meeting with the Health Department prior to the event. A Public Health Inspector will contact the food vendors to ensure that all food preparation standards are met and that proper procedures are followed.

IX. ELECTRICAL SAFETY AUTHORITY (E.S.A.)

The event organizer must contact Electrical Safety Authority, P.O. Box 24143 Pinebush Postal Outlet, Cambridge, Ontario N1R 8E6 (905) 318-4899 prior to the event (minimum 48 hours) to make application for

inspection of all installations. An electrical inspector will meet with the event organizer to ensure all hydro permits and guidelines are adhered to. A \$72.00 administration fee will be charged, in addition to the inspection fee, for all electrical installations inspected with no application on file with E.S.A. All equipment must be CSA or E.S.A. approved, and if connected without approval will result in a fine of up to \$5,000.00.

Minimum	1 – 5 Booths	\$72.00
Maximum	over 20 booths	\$288.00
	(and if over 2 hours for inspection, then add \$72.00 per hour)	

IX. HAMILTON HYDRO (Temporary Electrical Services and Installations)

The event organizer must ensure that adequate electrical supply capacity is available to run to their event. The event organizer’s contractor must confirm with the supply authority what the electrical requirements will be for the event. The event organizer must not assume that capacity is available above what is deemed their normal usage.

Hamilton Hydro Engineering should be contacted at least two weeks before the event to determine if additional capacity will be required. There is no charge to have requirements reviewed by the Hamilton Hydro Engineering Department, however, the event organizer will be responsible for all costs to install, alter and/or remove any additional equipment deemed necessary by the review, as well as the energy costs associated with its use.

Hamilton Hydro Inc. is a company of Hamilton Utilities Corporation, 55 John Street North, Hamilton L8R 3M8. Contact Engineering Department for further information or clarification at (905) 522-6611.

The event organizer’s contractor will be responsible for all work past the point of supply and this work is subject to Electrical Safety Authority Inspection.

X. PLANNING & DEVELOPMENT DEPARTMENT, BUILDING/LICENCING DIVISION (Building Permits, Noise Control, Carnival/Circus/Amusement Ride Licencing)

Building Permits

In accordance with the Ontario Building Code, the event organizer must apply for a building permit from the Building/Licencing Division of Planning & Development Department of the City of Hamilton, 71 Main Street West, Hamilton, Ontario L8P 4Y5 Telephone #. (905) 546-2720 for tents and temporary structures which comprise an area over 60 metres square. There will be applicable permit fees, plan examination and structure inspection.

A person is exempt from the requirement to obtain a permit provided that the tent or group of tents are:

- a) not more than 60 metres square in aggregate ground area
- b) not attached to a building
- c) constructed more than 3 metres from other structures
- d) for civic events

In addition, a building inspector will inspect the tent prior to the event to ensure that all specifications laid out in the permit are being followed.

Noise Control

Amplification of sound during events will be limited to between the hours of 11:00 a.m. and 11:00 p.m. except New Year’s Eve Countdown at midnight and July 1st fireworks.

The level of sound amplification created by the bands on the stage shall not exceed 90dds (peak) at any time and 80dds after 11:00 p.m. (when permitted to exceed the 11:00 p.m. noise by-law). These levels are to be monitored at the sound stage and the By-law Officer for enforcing noise control will monitor the event and be in attendance if necessary at the applicant's expense. By-law Officers will use as much discretion as possible. Notices will be issued for safety related issues or on a complaint basis only.

Non-compliance by the event organizers of any staff requests shall result in closure of the event and/or charges being laid and/or court proceedings.

Carnivals/Circus/Amusement Rides

Owners and operators of carnivals/circus/amusement rides must apply and complete in accordance with the City of Hamilton Licence Code By-law 01-156 an application at the Building & Licencing Division for a carnival/circus/amusement rides licence within the City of Hamilton. Licence can be obtained from City Hall, 3rd Floor, 71 Main Street West, Hamilton, Ontario L8P 4Y5 to complete an application and receive a licence.

Licence is valid for one year from date of issuance. Applicants must show proof of general liability insurance in the amount of \$5,000,000 naming the City of Hamilton as additional insured if the event is held on City property.

For events that include animal acts, owner/operator must contact the Hamilton S.P.C.A., 245 Dartnall Road, Hamilton, Ontario L8W 3V9 or by calling (905) 574-7722.

XII. HAMILTON POLICE SERVICES

Event organizers must notify the Hamilton Police Services if they are having an event and it includes the following:

- Alcohol
- Fireworks
- Partial/complete road closures

A Special Event Application Form must be completed for any event on municipal property.

Hamilton Police Services in co-operation and in consultation with the City's Special Events Advisory Team and event organizer will determine the level of police presence at an event with a risk assessment to ensure the protection of persons and property from injury or damage. The police requirements will be based upon event specifics, past practices and level of risk and public safety. The City may require a bond or security to recover the costs of the police officers.

The City reserves the right to determine the number of police officers and/or security at the event as a condition of issuing the event permit. This event complement may include auxiliary officers but is at the discretion of the Chief of Police.

Hamilton Police Services will follow their position and procedure policy in relation to the paid duty. The organizer must complete a contract with Hamilton Police Services if it is determined that Police Services are required.

The number of police officers must conform to the Hamilton Police Paid Duty Policy (i.e. when three officers are hired, the fourth is a Sergeant).

Alcohol Related Events on Public and Private Lands

- Applicants applying to the A.G.C.O for a Special Occasion Permit or an extension to an existing liquor licence must notify the Hamilton Police Services in writing of their alcohol related event to the office of the Drug & Vice Division, 155 King William Street, Hamilton, ON, Telephone (905) 546-3883 Fax (905) 546-4765 within a minimum of thirty days prior to the event.

Paid Duty Officers

- Event organizers requesting paid duty police officers at their events must contact the Paid Duty Coordinator, Traffic Division, 155 King William Street, Hamilton, ON, Telephone (905) 546-4366; Fax (905) 546-2900 within a minimum of thirty days prior to the event

If event is not cancelled within 24 hours on a regular working day, a minimum 3 hour cancellation fee per officer will be charged.

XIII. TRANSPORTATION, OPERATIONS & ENVIRONMENT (Traffic and Transit Divisions)

Roads and Traffic Division

In the case of a special event requiring full road closure, advance warning is required to be posted at least one week prior to the road closure. This would involve posting warning boards on all major affected roadways adjacent to the closure. Notification must also be sent to all emergency agencies and media for public information. Road closures on major arterials may require detour signs to be established and signed accordingly. Most full road closures require the removal of the existing parking regulations to either accommodate the event itself or to accommodate the detour route resulting from the event. This work involves posting temporary “No Parking” signs or bagging parking meters temporarily.

For any special event requiring a partial road closure, the applicant must comply with the minimum standards set out in the Ontario Traffic Control Manual for Roadway Work Operations and must be accompanied with a valid barricade permit. In all cases barricades, traffic cones/delineators and proper signs are required. (Responsibility of the Event Organizer is to ensure safety to the organizing group and minimize inconvenience to the motorist).

- Fees for all types of signage, number of signage, installation and removal of signage, orange detour slat sign (estimated) \$150.00/sign.
- Fees to establish and maintain detour routes for all and partial road closures and to facilitate HSR re-routing.
- Fees for bagging parking meters and posting “no parking anytime signage” (only overtime hours specific to event are charged)

For all events on City of Hamilton road allowances, the applicant must first receive approval for the event from City for any event requiring a full closure of any roadway or approval from the Transportation, Operations & Environment Department for any event requiring a partial closure of a roadway. A detailed map or site plan of road closure must be submitted with the event application, along with the application fee. As approved by Council January 8, 2002, authority was given to the General Manager of Transportation, Operations & Environment Department or designate to implement full road closures related to special events on roadways as long as:

- a) the event conforms to the policies and procedures contained in the City’s Guidelines for Special Event Planning.
- b) The event is in the same basic location as the previous year.
- c) The event takes place during the same time of day/day of week as previously.
- d) The event does not exceed a one day duration.
- e) No problems were reported with the event in the previous year.

- f) No alcohol will be served as part of the event.
- g) No fireworks are associated with the event.
- h) Notification to Ward Councillor.

All applications must be submitted no less than 90 days prior to the event date. Applicants must supply Certificate of Insurance meeting City requirements (minimum of \$2,000,000.00 naming the City as additional insured).

The following policy for special events occurring after January 1, 1992 on all City road are to be adopted:

1. the applicant must submit application to the Transportation, Operations & Environment Department at least eight (8) weeks in advance of an event proposed or twelve (12) weeks in advance of an event proposed for a Saturday or a weekday, in the City of Hamilton downtown core, in order to make the necessary arrangements for the event.
2. all events requiring a full road closure in the City of Hamilton downtown core (bounded by and including Bay Street, Wellington Street, Wilson Street, and Main Street) be held on Sundays or holidays, unless approved by Council at least eight (8) weeks prior to the event.
3. approval from Hamilton Police Services be received prior to consideration by Council of an application for a complete closure.
4. applicants must provide proof of a minimum of \$2,000,000 public liability insurance, and for events with fireworks, amusements and where alcohol will be served \$5,000,000 naming the City of Hamilton as added insured party, with a provision for cross liability and holding the City of Hamilton harmless from all actions, causes of action, interest, claims, demands, costs, damages, expenses, and losses. Fireworks are not permitted on City of Hamilton road allowances.
5. all barricading, detour signing and traffic control be subject to the direction of Hamilton Police Services.
6. all barricading be supplied by and at the expense of the applicant.
7. advance temporary road closure signs will be installed in advance by the City of Hamilton, Transportation, Operations & Environment Department, on the affected roadways, if deemed necessary by the General Manger of Transportation, Operations & Environment Department.
8. the applicant is to ensure that clean-up operations will be carried out immediately before the re-opening of the roads, to the satisfaction of the City and at the expense of the event organizer.
9. no property owner or resident within the barricaded area will be denied access to their property upon request.
10. all property owners and tenants along the closed portion of the route are to be notified of the event by the applicant prior to the event, in a form acceptable to the General Manager of Transportation, Operations & Environment Department.

Transit Division - Hamilton Street Railway (HSR)

For any special event requiring a partial or full street closure, the organizer in addition to following the guidelines provided by the Roads & Traffic Division, may be responsible for additional costs incurred by the Hamilton Street Railway.

The HSR will reroute all transit service around the requested street closure during the times specified. Additional costs include, but are not limited to:

- fees necessary to purchase a newspaper ad and/or produce on board “take ones” informing HSR customers about the proposed closure and the resultant detour routings.
- fees necessary to have additional on street supervision, drivers and buses if required due to the magnitude and duration of the closure.
- a “passenger inconvenience” cost which quantifies the effect of an extended closure on a high volume passenger location.

Also, if required, the organizer may be asked to allow transit vehicles access to the site on a limited basis, provided that public safety is not compromised.

Finally, if the proposed closure is not acceptable to the HSR, the organizer will be asked to work with HSR officials in developing suitable alternative closures and/or dates and times.

XIV. CORPORATE SECRETARIAT – CORPORATE COMMUNICATIONS

Commercial Advertising & Sponsorship Policy

The City of Hamilton has approved a Commercial Advertising & Sponsorship Policy, attached hereto, as Appendix B.

For further information and questions you may have, contact the Special Events Supervisor, Culture & Recreation Division, Community Services Department of the City of Hamilton, 71 Main Street West, 4th Floor, Hamilton, Ontario L8P 4Y5 Telephone # (905) 546-4646.

XV. HAMILTON EMERGENCY SERVICES (HES)

Hamilton Emergency Services is comprised of Emergency Medical Services – Ambulance (EMS), and Hamilton Fire Service Fire

(a) Emergency Medical Services – Ambulance (EMS)

The event organizer must contact EMS at (905) 540-5940 to advise of their event. EMS in conjunction with S.E.A.T. (Special Event Advisory Team) and event organizer will determine the level of primary patient care.

Minimum Recommended Levels of Service for any event void of High Risk Activity (Concerts with Suspected Substance Abuse) or Conditions (Extreme Temperatures)

1. Over 5000 people a Primary or Advanced Care Paramedic Response Unit
2. 5000- 10,000 people a Transport Unit – Primary or Advanced Care
3. Greater than 10,000 people use the following table – recommend Advanced Care

A	B	A + B = C
Number of People (Factor of 0.5 for every 10,000)	Number of hours intervals (Factor of .3 for every hour)	Total Number of Hours of Ambulance Coverage

The event organizer may determine their source of Emergency Medical Coverage. If the coverage is other than EMS, the Emergency Medical Provider must contact EMS - 72 hours in advance of the event and provide details of their staffing deployment and qualifications that will be in use including equipment, vehicles and communication devices.

If an Event organizer chooses to contract with EMS, they may do so by contracting directly on an cost recovery basis. If EMS engages in this provision of service it will do so only under the following conditions:

Provincial Regulation Central Ambulance Communications Centre states:

- i. It is agreed that the operation of an Ambulance Service from an event will not impede and/or interfere with the service obligation to provide ambulance service in the event of an emergency call outside the special event site, provided that they are the closest available vehicle.
- ii. In the event that the service is required to respond to a call on and/or off the site, the sponsor can obtain another vehicle as medically required by notifying the Central Ambulance Communications Centre. Event Organizers must be aware that hiring EMS does not guarantee they will not be called offsite to attend an emergency.

The 2002 fees for provision of on-site response by EMS is a minimum of 4 hours for all activities at the following rates:

PRU, with one paramedic \$428.00 minimum and \$107.00 per hour for every hour past 4 hours.

Ambulance with 2 paramedics, \$584.00 minimum and \$146.00 per hour for every hour past 4 hours.

Note: Subject to change annually adjusted based to actual EMS service costs.

These fees may be waived or reduced by City Council for non-profit organizations on a case-by-case basis.

EMS will participate in community events and public display void of fees as available typically limited to one event at any given time. Contact EMS Administration

(b) Hamilton Fire Service (Fire)

**FIRE SAFETY FACTS
FOR FESTIVAL/SPECIAL EVENTS ORGANIZERS**

The following fire safety information has been compiled to facilitate the planning of your festival/special event. The requirements listed below reflect the minimum fire safety standards for an outdoor venue. They are essential for the protection of the public and staff manning booths and displays.

It is hoped that with your Cupertino and assistance, all vendors will comply with the requirements to ensure a safe environment for the public to enjoy the unique flavour of your event.

- 1. Tents and air-supported structures may require to be erected in accordance with the Ontario Building Code and under permit from the City of Hamilton, Building & Licensing Division. Contact the Building & Licensing Division for further information at (905) 546-2720

2. All tents used by the public shall be fire retardant treated and a certificate to this effect is to be in your possession and made available on site to the Hamilton Fire Service if requested.
3. All electrical equipment used on site is to be C.S.A. approved or Electrical Safety Authority labelled and maintained in proper working order. All electrical installations and connections to existing electrical distribution panels or services are to be done under permit from the Electrical Safety Authority – 1275 Rymal Road East, Hamilton, Ontario.
4. All stalls/booths/tents used by the public as a place of assembly (e.g. beer tents or food tents) are to be equipped with multi-purpose portable fire extinguishers rated at 2A 10BC. Extinguishers are to be located so that the maximum travel distance to an extinguisher does not exceed 25m.
5. All propane fuelled equipment is to be installed in accordance with the Propane Storage, Handling and Utilization Code, R.R.O. 1990, Reg. 333. All spare and connected propane cylinders are to be kept upright and secured in such a manner as to prevent them from tipping over.
6. Any flammable or combustible liquids on site are to be kept away from sources of ignition and kept out of direct sunlight to prevent spillage as a result of expansion.
7. Charcoal braziers and barbecues are to be extinguished at the close of each festival/event day and the ashes and coals disposed of in metal containers used solely for this purpose. Charcoal braziers and barbecues are to be protected so as to prevent people from accidentally coming in contact with them.
8. A copy of an approved fire safety plan shall be posted at the entrance to all tents and air-supported structures having a capacity greater than 30 persons. The attached plan (see appendix A) can be utilized to satisfy this requirement. Please insert the appropriate address in the blank section.
9. If a fireworks display is planned for your festival/event and your organization is responsible for the display, it will be necessary to make application for the purchase of display fireworks. This application is available from display Fireworks Supervisors or fireworks manufacturers and takes approximately one month to process through the various levels of government and agencies involved.
10. Use of municipal fire hydrants for potable water supplies must be approved by the Finance Division.. Permit applications can be obtained by calling (905) 546-4443. The Hamilton Fire Service has no authority for non-firefighting use of hydrants.
11. Smoking and open flame devices shall not be permitted in a tent or air-supported structure.
12. Open air burning (bonfires, fires contained in a non-combustible barrel, etc.) are not permitted by the Ontario Fire Code unless otherwise approved by the Chief Fire Official. If open air burning is being considered, please contact our main office at 55 King William Street, 2nd Floor, (905) 546-3350, 7:00 a.m. – 5:00 p.m. Monday to Friday for details on open air burning regulations/bylaws.

It is hoped that the foregoing requirements address all your concerns and questions relative to festival/event fire safety. If you have further questions or require additional information, you are invited to call the Hamilton Fire Service, Fire Prevention Division at (905) 546-3350, 7:00 a.m. - 5:00 p.m., Monday to Friday, or drop by our office at 55 King William Street, 2nd Floor. We look forward to assisting you with the preplanning necessary for a safe and successful festival/event.

FIRE SAFETY PLAN

PROCEDURES FOR OCCUPANTS

IN CASE OF FIRE:

- A) ALERT THE SUPERVISORY STAFF WHO WILL HAVE THE TENT/ STRUCTURE EVACUATED IMMEDIATELY BY CALMLY NOTIFYING ALL OCCUPANTS OF A FIRE CONDITION.
- B) WHEN YOU ARE WARNED OF A FIRE LEAVE THE TENT/STRUCTURE IMMEDIATELY BY THE NEAREST AND SAFEST EXIT.
- C) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:

· THE PERSON IN CHARGE SHALL MEET THE FIRE DEPARTMENT WHEN THEY ARRIVE AND DIRECT THEM TO THE SCENE OF THE FIRE AND ADVISE THEM OF ANY KNOWN TRAPPED OR ENDANGERED OCCUPANTS WHO MAY STILL REQUIRE ASSISTANCE IN EVACUATING THE TENT OR STRUCTURE

· IF POSSIBLE, EFFORTS SHALL BE MADE TO CONFINE, CONTROL AND EXTINGUISH THE FIRE USING AVAILABLE PORTABLE FIRE EXTINGUISHERS AFTER SOUNDING THE ALARM AND PHONING 911. IF SMOKE OR FIRE THREATEN THE SAFETY OF THE OPERATOR, LEAVE THE FIRE AREA.

· ALL FIRE HAZARDS IN THE TENT/STRUCTURE SHALL BE CONTROLLED AND ELIMINATED.

· THERE SHALL BE A RESPONSIBLE PARTY AVAILABLE WHILE THE TENT/STRUCTURE IS OCCUPIED TO PERFORM THE DUTIES AS REFERRED TO IN THIS PLAN. ALL SUPERVISORY STAFF AND OTHER OCCUPANTS SHALL READ THE FIRE SAFETY PLAN SO THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY.

**A COPY OF THIS PLAN SHALL BE POSTED IN THE TENT OR
AIR - SUPPORTED STRUCTURE**

XVI. SITE SPECIFIC GUIDELINES

Gage Park

Parking is permitted in areas designated on attached plan.

All access roads must remain unobstructed and clear for emergency access.

Event organizers must supply portable washroom facilities for special events in accordance with Social and Public Health Services Department requirements.

Noise: amplified sound including set-up, testing and performance will not begin until 11:00 a.m. and will end at 11:00 p.m. on all days of the week except Sunday where the (noise) amplified sound will not begin prior to noon and will end at 10:00 p.m.

Sound equipment, stage and amplification location direction of staging equipment to be approved prior to set-up by the Noise By-law Officer.

Portable stereo equipment must be kept at a volume as not to disturb the peaceful enjoyment by others using the park.

City staff required on site during the festival / event will be paid for by the event organizer.

The vendors in Gage Park under the Parks Division of Community Services Departments Parks Vendor Program, be allowed to operate during the special events at their designated areas.

Admission fees to enter or close the park (or portion of the park) may be negotiated and mutually agreed upon between the City and the event organizer, subject to Council approval.

Bayfront Park

The event must be seen to demonstrate significant community wide and/or tourism benefits before being granted at Bayfront Park.

The upper plateau is to be used for set up. No event is to be set up on plaza area or parking (disabled) area.

All asphalt access roads must remain unobstructed and clear for emergency access.

Event organizers must supply portable washroom facilities for special events in accordance with the Social and Public Health Services Department requirements.

During special events/festivals permanent public washrooms will be closed.

Vehicles in excess of GVW of 4500 lbs. to be limited to the road asphalt area and not turf areas.

Noise: amplified sound including set-up, testing and performance will not begin until 11:00 a.m. and will end at 11:00 p.m. on all days of the week except Sunday where the (noise) amplified sound will not begin prior to noon and will end at 10:00 p.m.

Sound equipment, stage and amplification location including direction of staging and equipment to be approved prior to set up by the Noise By-law Officer.

Portable stereo equipment must be kept at a volume as not to disturb the peaceful enjoyment by others using the park.

Frequency of events during May – October shall be limited. Every 3rd weekend to be free of events.

City staff if required on site during the festival/event, will be paid for by the event organizer.

The vendors in Bayfront Park under Parks Division of Community Services Department, Parks Street Vendor Program, be allowed to operate during special events at their designated areas.

Subject to Council approval, an event organizer may utilize a portion of the park for public access on an admission fee basis, said park area to exclude the boat launch and adjacent car/trailer storage area, perimeter recreational trail and beach unless safety dictates restrictions to public access of these areas, i.e. powerboat races and staging of fireworks celebrations.

The booking/permitting of Bayfront Park does not include waterfront trail as it may be booked/permited separately. Access to Bayfront Park will not be restricted to the public when the waterfront trail is permitted.

Pier 4 Park

Pier 4 Park is to be retained for use primarily as a community park.

Rental of park does not restrict the general public use of beach area, tugboat/play structure/spray pad area.

Rental of the park does not include use of the parking lot area.

All access roads must remain unobstructed and clear for emergency access.

Event organizers must supply portable washroom facilities for special events in accordance with the Social and Public Health Services Department requirements.

During special events the permanent public washrooms will be closed.

Vehicles in excess of GVW 4500 lbs. to be limited to the road asphalt and brick/ paved areas and not turf areas.

Noise: amplified sound including set-up, testing and performance will not begin until 11:00 a.m. and will end at 11:00 p.m. on all days of the week except Sunday where the (noise) amplified sound will not begin prior to noon and will end at 10:00 p.m.

Sound equipment, stage and amplification location including direction of staging and equipment to be approved by others using the park.

Portable stereo equipment must be kept at a volume as not to disturb the peaceful enjoyment by others using the park.

City staff if required on site during the festival/event will be paid for by the event organizer.

The vendors in Pier 4 Park under the Parks Division of Community Services Department, Parks Vendor Program be allowed to operate during special events at their designated areas.

Ivor Wynne Stadium

Ivor Wynne Stadium will be used primarily for sporting events. Arts, cultural and community events, of a large scale will be considered, with potential disruption to the neighbourhood as a primary concern.

Application must be received a minimum of two weeks prior to the event for small scales events, 90 days for larger events, and at least 6 months or more for a major sporting events with a large municipal impact. A non-refundable deposit, determined by staff, of \$100 - \$500, depending on the size of the event, must be paid when the application is submitted.

Contractual agreements for major sporting events are subject to various terms being negotiated with staff and approved by City Council.

Food and drink concessions will be provided through and existing contractual arrangements.

All streets closures, posting of signs, clean up, staffing, and security (policing) charges are to be borne by the organizer.

A deposit covering all municipal costs must be received a minimum of two weeks prior to the event. Final approval, by staff, of the event, may be withheld until the deposit is received.

Where necessary a Noise By-law Officer will be on site at the expense of the event organizer to ensure the compliance with the City of Hamilton, noise by-law.

Events involving fireworks must adhere to the City of Hamilton Fireworks By-law. Only low level fireworks displays will be allowed.

Ivor Wynne Stadium may be available for music concerts. All music concerts accompanying sporting events must be approved in writing by the Director.

Parking will be provided through an existing contractual arrangement.

T.B. McQueston Park

No admissions fee is to be charged to enter park, or close the park for an event. Exception to be a small portion of the park can be restricted for VIP seating and an admission fee charged.

Parking is permitted in areas designated on attached plan.

All access roads must remain unobstructed and clear for emergency access.

Event organizers must supply portable washroom facilities for special events in accordance with the Social and Public Health Services Department requirements.

Noise: amplified sound including set-up, testing and performance will not begin until 11:00 a.m. and will end at 11:00 p.m. on all days of the week except Sunday where the (noise) amplified sound will not begin prior to noon and will end at 10:00 p.m.

Sound equipment, stage and amplification location including direction of staging and equipment to be approved prior to set up be the Noise By-law Officer.

Portable stereo equipment must be kept at a volume as not to disturb the peaceful enjoyment by others using the Park.

City staff if required on site during the festival/event will be paid for by the event organizer.

The vendors/concessionaire in T.B. McQuesten Park under the Parks Division of Community Services Department, Parks Vendor Program, be allowed to operate during special events.

Hess Village

In addition to all City By-law requirements, guidelines, policies and procedures, and in accordance with any specific City Department operating requirements, the following additional site specific restrictions will apply to special events for Hess Village:

1. General:

- a) Any application to close a road in the Hess Village area, as defined by this document, will be processed on a first-come, first served basis.
- b) The “Hess Village” area is defined, for the purpose of this document, as the area bounded by Main, Queen, King and Caroline.
- c) If staff identify a problem with adherence/compliance with any bylaw/requirement, the General Manager, or designate, of the Transportation, Operations and Environment Committee will call a meeting to decide whether or not to rescind the road closure/noise bylaw exemption approvals.

2. Noise:

- a) Amplified sound, including set up, testing and performance will not begin until 11:00 am and will cease at 11:00 p.m. on all days of the week, except Sundays, where the amplified sound will not begin prior to 12:00 noon and will cease at 10:00 p.m.
- b) Applicants may seek an exemption to the City’s Noise Bylaw to allow amplified noise to continue until 12:00 midnight but only for Friday and Saturday nights for a maximum of two consecutive Fridays and Saturdays per month and only for the 2nd and 3rd weekends of June, July and August.
- c) Sound equipment, stage and amplification location, including direction of staging equipment are to be approved prior to set up by the City’s Chief Noise By-law Officer, or his designate.
- d) No other music to be played outside of any establishments, at any time pursuant to the City of Hamilton Zoning By-law. This includes outdoor speakers and/or live music.
- e) The level of sound amplification created by the bands on the stage shall not exceed 90 db (peak) at any time and 80 db after 11:00 p.m. (when permitted to exceed the 11:00 p.m. noise bylaw). These levels to be monitored at the sound stage,
- f) The Noise By-law Officer, or designate, will monitor the event and be in attendance if necessary, at the applicant’s expense, but will be required to be in attendance from 10:30 p.m. to 12:00 midnight for the 2nd and 3rd weekends in June, July and August when the amplified noise will be allowed to continue to 12:00 midnight.

3. **Road Closures:**

- a) The applicant will reimburse the City for the loss of parking meter revenues (if any) as determined by the Manager of Parking and Enforcement Operations.
- b) Except in the case of deliveries, emergencies or other special situations, the parking of vehicles within the “closed” area will be prohibited.
- c) All City sidewalks must remain unobstructed at all times.
- d) All road closures, posting of signs, clean up, staffing and security including attendance by Hamilton Police Services will be at the expense of the applicant.
- e) One weekend closure in the months of June and August from 10:00 am on the Friday before until 10:00 am on the following Monday; and
- f) One consecutive five day closure in July from 10:00 am on the Wednesday before until 10:00 am on the following Monday.

XVII. Event Charges

DEPARTMENT	ITEM	COST
Planning & Development (Building/Licencing Division)	Building Permits/Tents	\$75.00 minimum for a tent that is 60 square metres or larger. The maximum someone would pay is \$250.00
	Carnival/Circus/Amusement Ride Licence	New licence \$185 each Renewal of licence \$135 each
Community Services (Culture & Recreation Division) (Parks Division)	Park Permit	\$50 - \$250 per day (depending on park used)
	Equipment loan and staff labour	Variable
Social and Public Health Services (Environmental Health)	Food Vendor Permit	\$25 per vendor \$20 late fee if permit fee not received 10 days prior to event
Finance & Corporate Services (Parking & Enforcement Operations)	Use of Space, Revenue Loss	Variable
Hamilton Police Services	Paid Duty Officers Alcohol Related Events	\$41/hr per police constable \$47.75/hr per sergeant No charge (must notify in writing of alcohol being served)
Transportation, Operations & Environment (Traffic Division) (Transit Division-HSR)	Partial/full road closure permit	Partial - \$175 Full - \$450
	Signs, deliveries, damages	Variable
	Advertising, promoting and rerouting of transit service	Variable
Electrical Safety Authority	Hydro Permit & Inspection	\$72 - \$288
Hamilton Emergency Services - Emergency Medical Services- Ambulance - Hamilton Fire Service	Primary Response Unit with one paramedic	Minimum 4 hour callout - \$360 and \$90 per hour past 4 hours
	2 paramedics and an ambulance	Minimum 4 hour callout - \$480 and \$120 per hour past 4 hours
	Community Events and Public Display	No Charge

City of Hamilton

Municipal Alcohol Risk Management Guidelines

Preamble

The City of Hamilton owns and manages facilities where alcohol consumption is not permitted, and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The City of Hamilton has developed the Municipal Alcohol Risk Management Guidelines in order to:

- 1. prevent alcohol related problems that may arise from alcohol consumption within its' facilities, and
2. promote a safe, responsible and enjoyable environment for those who use these facilities.

The consumption of alcohol creates the potential for problems to arise associated with drinking. These problems can affect not only the person or persons consuming alcohol, but other people who use the facilities and the general public. These problems may include:

- injuries to drinkers or other individuals
liability action arising from alcohol related injuries or deaths.
loss of insurability should the insurer's risk assessment escalate.
possible increased insurance rates as a result of alcohol related incidents.
suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario (A.G.C.O)
charges laid against the City under the Liquor Licence Act by the A.G.C.O.
Police attending at Municipal property.
vandalism and destruction of municipal property.
loss of enjoyment by non-drinkers and moderate drinkers.
complaints lodged by offended parties.
liability claims against City

In most cases, these problems will not be attributable to moderate drinkers, or to those who respect the rules regarding alcohol consumption. It is believed that the majority of these problems arise from drinkers who engage in four specific drinking practices:

- underage drinking
- drinking in unlicensed areas
- drinking to intoxication
- drinking and driving

To the extent that these four drinking practices can be reduced, the likelihood of alcohol related problems may correspondingly diminish. For those individuals who do not engage in these

targeted practices, the Guidelines will be minimally intrusive. It is not the intention of this Guidelines to stand in opposition to legal and moderate drinking.

1.0 Purpose of the Guidelines

The Municipal Alcohol Risk Management Guidelines consists of measures designed to prevent alcohol related problems while allowing for the quiet enjoyment of those who use City facilities through clear, responsible guidelines. By reducing the potential for alcohol related problems, the City of Hamilton simultaneously seeks to reduce the users' loss of enjoyment of the facilities/events, reduce the risk of injury and death, and reduce the risk of liability actions.

2.0 Areas Designated for Conditional Use of Alcohol

There are several facilities that are designated as suitable for Special Occasion Permit (S.O.P.) functions. (See Appendix “A” – Schedule “D”)

The majority of municipally owned or controlled lands or properties prohibits the consumption of alcoholic beverages. However, City Council may change the designation of any site at its discretion.

Road Allowances within the City of Hamilton will be reviewed on a case by case and approval is required from City Council.

Also, some facilities operate with alcohol as an integral aspect of their curriculum and are to be governed under liquor licence operating guidelines. While operating outside of their liquor licence, they must acquire a S.O.P.

- City of Hamilton Municipal Golf Courses
- Ivor Wynne Stadium
- Hamilton Tennis Club (?)
- Rosedale Tennis Club
- The Stables at Dundurn Castle

Each facility operating under the auspices of an A.G.C.O. permit will be required to designate areas governed by the S.O.P.

3.0 Certification/Training Smart Serve Program (S.S.P.)

In order to allow the usage of a City of Hamilton facility for a Special Occasion Permit function, the event sponsor must use bartenders, ticket sellers, floor monitors, etc., with certification from a recognized Ontario based server program. Proof of certification or training must be provided two (2) weeks prior to the event.

The Smart Serve Program (formerly known as S.I.P.) prepared by the Hospitality Industry Training Organization of Ontario, is approved by the A.G.C.O., and is endorsed by the Ministry of Consumer and Commercial Relations. It introduces participants to the following topics:

- alcohol and the Law
- facts about alcohol
- standard drink concept
- managing the intoxicated person
- drinking rates and limits
- establishing house policies
- signs of intoxication

The Municipality, by requiring the presence of trained monitors, servers and ticket sellers at alcohol-related events, is better able to discharge its responsibilities as the owner of the facility.

Acknowledging that it may be difficult for organizations to immediately comply, it is recommended that the number of trained people at Special Events (as required in Article 4.3) be phased in as follows:

- 25% as of 2002 January 1
- 50% as of 2002 August 1

Caterers and licenced stadiums are required by law to have all personnel trained by a recognized Ontario based server program.

4.0 Controls

In order to be eligible for a facility permit for a S.O.P. function, the sponsor must demonstrate to the satisfaction of the General Manager, Community Services or General Manager, Transportation, Operations & Environment, Manager, Parking & Enforcement Operations or their designate, that there are sufficient controls in place to prevent intoxicated or rowdy individuals from entering the event, and that intoxicated or rowdy individuals will be refused service and safely escorted from the event. These controls will include:

- 3.1 that only an age of majority card, a photo driver's licence, military identification, or a passport as identification be accepted for being served or consuming alcohol.
- 4.2 that all entrances and exits to the event be adequately supervised.
- 4.3 that a ratio of one (1) floor monitor for every fifty (50) participants be utilized and that the S.I.P.'s act jointly as floor monitors.
- 4.4 that all event workers (monitors, bartenders, servers, ticket sellers etc.) must refrain from consuming alcohol prior to and during the event.
- 4.5 that all event workers (monitors, bartenders, servers, ticket sellers etc.) must be of the age of majority, and where possible recognized as certified under a server program.

- 4.6 that the sponsor provide a list of monitors, bartenders, servers and ticket sellers with their proof of certification or training and that such list shall be posted with the groups S.O.P.
- 4.7 that with a minimum of one monitor, who must be trained, the area outside the licenced area at the event be patrolled, as per A.G.C.O. regulations.
- 4.8 that a limit of two (2) drink tickets be permitted to be purchased by one person at any one time. And in the event of weddings and banquets bottles of wine be allowed to be purchased provided monitors are present in sufficient numbers.

Based on the groups input, item 4.8 will be removed from guidelines.

- 4.9 that a limit of two (2) drinks be served to one person at any one time.

By limiting the number of drinks participants may purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication. Table consumption can be moderated by not selling rounds of large numbers of tickets - a strip of twenty, for example.

- 4.10 that the person whose name is on the S.O.P. be encouraged to enrol and acquire an Ontario based server program.
- 4.11 that there be no "last call" announced and no happy hours; and that alcohol stop being served one hour before the end of the event.
- 4.12 that the S.O.P. permit holder assume responsibility for any incident or violation of the Municipal Alcohol Risk Management Guidelines which may endanger participants at the S.O.P. function.
- 4.13 that a copy of the Guidelines be provided to the S.O.P. function applicant at the time of application, and that the applicant sign that he/she has read, understands and agrees to comply with the rules stated herein.
- 4.14 that the person signing the S.O.P. or his/her designate (who shall be named) must be present at the event, being the person responsible for the event.
- 4.15 that the person signing the S.O.P. or his/her designate is responsible for decision making during the event, and therefore, must refrain from consuming alcohol prior to or during the event.
- 4.16 that non-alcoholic beverages and food be available at all times. It is recommended that non-alcoholic beverages be provided at no charge or at a cost significantly lower than alcoholic beverages.
- 4.17 that, if beer is being served, a "light" variety of beer must be offered as well, and be posted with the A.G.C.O. Permit (as determined by event).

Low alcohol beverages help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated. A patron consuming a regular beer (at 5% alcohol) would have to drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, light beer (at 4% alcohol) represents a 20% reduction in alcohol intake.

- 4.18 alcoholic beer of the standard 5.0% or less be emphasized as opposed to premium beers or wine coolers of greater alcoholic content.
- 4.19 that alcohol not be offered or given as a prize in a contest.
- 4.20 that the S.O.P. Permit holder has the right to refuse admittance to persons who are underage, or to an individual who appears intoxicated.
- 4.21 that wherever practical any beverage being served at a S.O.P. function will be served in plastic or paper containers.
- 4.22 that all monitors, bartenders, servers and ticket sellers, acting in official capacity at the event, must wear an I.D. name tag, identifying them as such.
- 4.23 that no marketing practices which encourage increased consumption i.e. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts, be permitted.
- 4.24 that the General Manager, Community Services or General Manager of Transportation, Operations & Environment, Manager, Parking & Enforcement Operations or their designate have the right to require the presence of Hamilton police officers to be present for the duration of the event which cost will be borne by the applicant; and, for all events in excess of 75 people, that these events be reviewed by the director to determine whether or not police will be required based upon event type.
- 4.25 the City of Hamilton reserves the right to introduce other conditions from time to time at its discretion.

5.0 Accountability

Signs must be prominently posted at all Special Occasion Permit functions informing the public where they can forward their concerns.

The sign will name the sponsor of the event, the name of the Special Occasion Permit Holder, and the addresses and telephone numbers of the City of Hamilton, Community Services Department, the Transportation, Operations & Environment Department, the Hamilton Police and the Alcohol and Gaming Commission of Ontario.

There shall be uniformity in the signs outlining:

- Event Sponsor)
- Name of Special Occasion Permit Holder)

- City of Hamilton)
 Community Services Department) or other
 71 Main Street West)
 HAMILTON, Ontario L8P 4Y5 (905) 546-2750)
- Hamilton Police
 155 King William Street
 HAMILTON, Ontario L8R 1A6 (905) 546-4925
- Alcohol and Gaming Commission of Ontario (AGCO)
 20 Dundas Street West
 TORONTO, Ontario M5G 2N6 (416) 326-0450
- Emergency 9-911

An additional sign shall be prominently posted at the bar and at the ticket counter reading as follows: "It is against the Liquor Licence Act of Ontario for licenced establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages".

Rationale: It is not possible for the Police and Liquor Licence Inspectors to check on all Special Occasion Permit functions. The sign serves as notice to the permit holder that while enforcement personnel may not attend the event, concerned participants will know where to lodge a complaint which may affect future activities.

6.0 Enforcement Procedures for Guidelines Violations

Any individual or group bringing alcohol onto designated Municipal properties must have a Special Occasion Permit.

- 6.1 a violation of the Guidelines occurs when the Special Occasion Permit holder fails to comply with any of the provisions of the Liquor Licence Act of Ontario or its regulations, or with any of the terms and conditions, or the Municipal Alcohol Risk Management Guidelines. Intervention can be initiated by a participant at the event, a City of Hamilton staff member, a member of the Hamilton Police or an Inspector of the Alcohol and Gaming Commission of Ontario.
- 6.2 a member of the organizing group, the S.O.P. holder, or monitor may intervene by informing the offending individual(s) of the Guidelines violation, and asking that it be stopped, or corrected. Group members, the S.O.P. holder and monitors are encouraged to intervene in this way because intervention at other levels could ultimately result in a loss of privileges and possible criminal charges.
- 6.3 a City of Hamilton staff member shall have the right to intervene whenever he/she encounters a violation of Guidelines. Depending upon the severity of the Guidelines infraction, City of Hamilton staff may request the organizers of the event to stop the violation, or they may close down the S.O.P. portion of the event. The organizers will not be reimbursed for any financial loss which may be incurred as a result of this action. Should the organizers refuse to comply, staff may call the Police for enforcement.

- 6.4 where the Special Occasion Permit holders have violated the Municipal Alcohol Risk Management Guidelines, the sponsoring organization will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.
- 6.5 should the Special Occasion Permit holder violate the Guidelines within one year of receiving notice of their first violation, the organizers will be suspended from Special Occasion Permit privileges at all Municipal facilities for a period of not less than one year. A registered letter will be sent to the S.O.P. holder and sponsoring organization advising of the suspension.
- 6.6 a member of the Hamilton Police or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a violation of the Guidelines on his or her initiative, or in response to a request from either a City staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario, or any other relevant legislation.
- 6.7. all staff monitors including serving staff, bartenders , door monitors and management staff should always be in a position to quickly detect intoxicated patrons.
- 6.8 in the case of patrons who are intoxicated to the point that they must be cut off, the permit holder or designated event staff must make every effort to ensure that the patron does not drive and that he/she will arrive home safely. In some instances, non-intoxicated friends might agree to drive the person home, or a cab may be called for the patron.

7.0 Guidelines Monitoring and Revisions

This Guidelines is to be reviewed each year by the City of Hamilton, Community Services Department Management, and revisions, if any, reported to the City of Hamilton, City Council and in consultation with Events Organizers.

8.0 Applications

Any approval given by the City of Hamilton for a liquor licence event will be conditional upon the event sponsor agreeing, in writing, to follow the Municipal Alcohol Risk Management Guidelines (Appendix A).

9.0 Insurance

Individuals or groups sponsoring a Special Occasion Permit function at a listed Municipal facility in the Municipal Alcohol Risk Management Guidelines, must provide proof by way of submitting an original Certificate of Insurance (show proof) to the General Manager, Community Services, General Manager, Transportation. Operations & Environment Department, Manager, Parking & Enforcement Operations or their designate at least two (2) weeks prior to the event, that they have a minimum of five million dollars (\$5,000,000) comprehensive general liability insurance coverage (which shall include a host liquor liability endorsement), and that the City of Hamilton is named as an additional insured party to this Guidelines.

The permit holder will be required to enter into a Licence Agreement in a form specified by the City Solicitor agreeing to indemnify and save the Corporation of the City of Hamilton harmless from all claims arising from the permit or event. The actual insurance limits required may be increased at the discretion of the City of Hamilton should it be determined that the risk involved with the event dictates a higher limit of insurance.

SCHEDULE "A"

SPECIAL OCCASION PERMIT (S.O.P.) HOLDER AGREEMENT

(Please Print)

NAME OF ORGANIZATION _____

NAME OF PERMIT HOLDER _____

CERTIFICATION

1. The Permit Holder has received and reviewed a copy of the Municipal Alcohol Management Guidelines.
2. The Permit Holder understands and agrees to adhere to the terms and conditions of this Guidelines and the provisions of the Liquor Licence Act of Ontario and the regulations thereunder.
3. The Permit Holder understands that if an infraction of the Guidelines occurs, the City of Hamilton may warn or suspend the organization from A.G.C.O. permit privileges to use City facilities for one year.
4. The Permit Holder understands that they can be held liable for injuries and damage arising from failure to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. The Permit Holder understands that the Police and/or a Liquor Licence Inspector can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation.

SIGNATURE: _____
Permit Holder

Address: _____

Phone No: _____

OFFICE USE

Agreement received by: _____

Date: _____
Day/Month/Year

SCHEDULE "B"

S.O.P. ACCOUNTABILITY

Name of Group Sponsoring Event

Name of Special Occasion Permit Holder

Address and Phone Number of Permit Holder

Facility Owner:

City of Hamilton
71 Main Street West
HAMILTON, Ontario L8P 4Y5
Telephone: (905) 546-2489 (905) 522-9973 evenings and weekends

Hamilton Police:

Hamilton Police
155 King William Street
HAMILTON, Ontario L8R 1A6
Telephone: (905) 546-4925

AGCO:

Alcohol and Gaming Commission of Ontario
20 Dundas Street West
TORONTO, Ontario M5G 2N6
Telephone: (416) 326-0450

TO BE PROMINENTLY POSTED IN TWO LOCATIONS AT THE EVENT

SCHEDULE "C"

S.O.P. HOLDER & CERTIFIED OR TRAINED EVENT WORKERS

S.O.P. HOLDER AND DESIGNATE(S): (Please Print)

CERTIFIED OR TRAINED EVENT WORKERS:
(MONITORS/BARTENDERS/SERVERS/TICKET SELLERS)
(Please Print)

1.

2.

3.

4.

5.

6.

7.

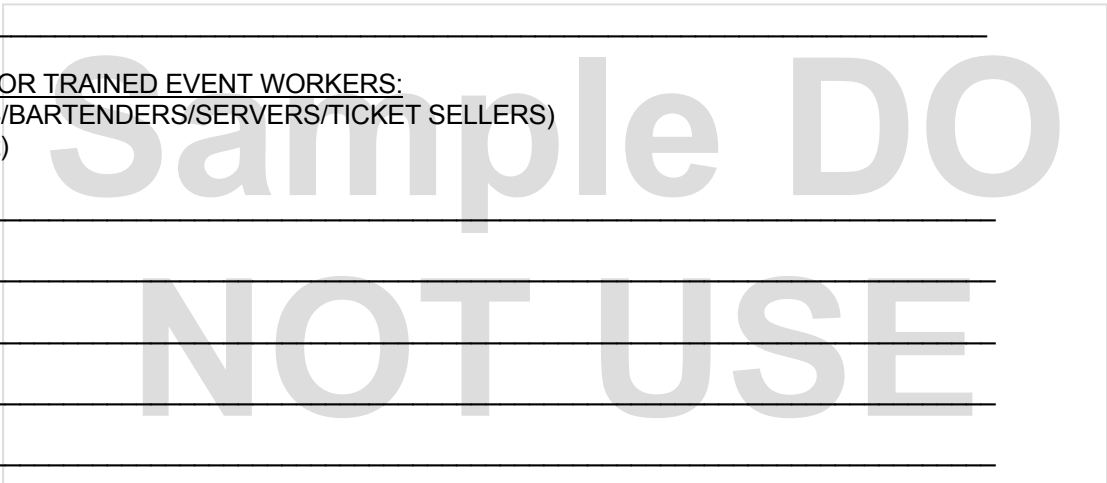
8.

9.

10.

11.

12.



Use additional forms, if necessary. Proof of certification or training to be posted at the event with the S.O.P..

Schedule "D"

AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL

ARENAS

Chedoke Twin Pad	Morgan Firestone
Eastwood	Spring Valley
Coronation	James L. Greightmire Dundas
Inch Park	Olympic Arena
Lawfield	Beverly Centre & Arena
Mountain	Carlisle Community Centre & Arena
Parkdale	North Wentworth Community Centre & Arena
Rosedale	Glanbrook
Scott Park	Saltfleet
Stoney Creek	Valley Park

RECREATION CENTRES

Huntington
Ancaster Rotary Centre
Sackville Hill
Central Memorial
Normanhurst
Eastmount

SENIORS CENTRES

Sackville Hill
Main-Hess
Ancaster Senior Achievement Centre

PARKS/GREENHOUSES

Dundurn	Globe
Victoria	Turner
Bayfront	Pier 4
Gage	Mohawk Sports Park

CULTURAL/MUSEUMS

Dundurn Pavilion
Stables
Coach House – Dundurn Park

COMMUNITY HALLS

Binbrook Hall
Woodburn Hall
Mount Hope Hall
Mountsberg Hall
Sealy Park Scout Hall
Sheffield Community Hall
Valens Community Hall
Waterdown Memorial Hall
Stoney Creek Scout Hall
Carluke Hall

MISCELLANEOUS

Parking Lots
Road Allowances
Commonwealth Square

CITY OF HAMILTON POLICY

COMMERCIAL ADVERTISING AND SPONSORSHIP

The City of Hamilton permits commercial advertising on City property, at City events and in City publications under the conditions outlined in this policy.

Purpose:

The City of Hamilton recognizes commercial advertising as a revenue source to offset the costs of municipal programs and as a way to recognize individual or corporate partnerships and sponsorship of programs and events. The desire for additional sources of revenue must be balanced with the Corporation’s need to ensure that:

- there are no adverse effects on public safety or on the Corporation’s identity
- an open and competitive process is used to secure advertising/sponsorship opportunities
- there is a clear community and/or corporate benefit to allowing advertising
- advertising reflects a co-ordinated and consistent approach corporately, and
- appropriate and complete records are maintained

This policy outlines the specific requirements, which must be met by any advertising proposal, including those which are undertaken to recognize sponsorship commitments. In addition, the policy identifies roles and responsibilities of staff in ensuring compliance with the requirements.

This policy applies to all paid advertising and sponsorship recognition of individuals or corporations on City property, at City events and in City publications. The advertisement of a product or service does not act as the City’s endorsement of any one product or service over another.

Definitions:

Paid advertising is the sale to external businesses and organizations of advertising space on City printed materials and City property or events or in conjunction with a City program. Unlike sponsorship, advertising sales involve the simple purchase of advertising space sold at rates determined or agreed to by the City. The purchase of advertising space does not imply that the advertiser is entitled to any additional benefits from the City other than those accruing from access to the space purchased.

Sponsorship is a mutually beneficial business arrangement between the City and an external company, organization or enterprise where the external organization contributes funds, goods or services-in-kind to a City program, event or activity in return for acknowledgement, recognition or other promotional consideration related to the program, event or activity.

City property means all City-owned property including all land, parkland, boulevards, buildings, vehicles, bus shelters, etc.

City publication means any publication, including the Webster, produced by or for the City of Hamilton.

City event or City program means any activity organized by City staff and supported by a City Department/Division or City Council.

General Requirements:

No advertisements which convey a religious or political message, promote a political party or election candidate, promote tobacco use or substance abuse, present demeaning or derogatory portrayals of individuals or groups or contain anything, which in light of generally prevailing community standards may cause offence will be permitted on City property or publications. Alcohol advertising will be not be permitted at events geared to children or youth.

Advertisers and sponsors will be expected to enter into appropriate legal agreements with the City where necessary and must meet the general requirements in this section and the site-specific requirements in the following section.

The advertiser or sponsor will be required to ensure that all advertising proposals intended for use on City property or in City publications:

- provide a clear corporate and/or community benefit to the City
- meet the standards set out by the Canadian Advertising Standards Council
- adhere to any City bylaws such as but not limited to, for example, the sign bylaw or any policies that may be in effect

In addition, advertising or sponsorship on City property must have no adverse affect on public safety and must minimize City liability. The costs of all design, installation, maintenance and removal costs of advertising devices and/or sponsored elements will be the responsibility of the advertiser/sponsor.

The City will consider special design considerations for high profile locations such as City entry ways, major intersections, environmentally sensitive areas and the downtown core.

Any use of the City of Hamilton logo or emblems must be approved by the Communications Division.

Those approving advertisers/sponsors are responsible for ensuring that:

- the advertising/sponsorship proposal meets the standards outlined in this policy
- the proposal complies with all bylaws and policies of the corporation
- appropriate staff input has been obtained, e.g. expertise in purchasing, legal, electronic media, property or equipment maintenance, landscape design standards, risk management, etc.
- appropriate approvals obtained as required, e.g. Council, in accordance with Purchasing bylaws
- proof of appropriate insurance and indemnification of the City has been received
- any required permits have been obtained

Site Specific Requirements:

Advertising/sponsorship may be considered as part of the streetscape only when the advertising device or element such as benches, trash receptacles, signage etc. is warranted or required as a functional component of the streetscape. Any advertising proposal must ensure:

- each advertising element/device contributes to the quality and integrity of the streetscape and is in keeping with the character of existing streetscape guidelines and design objectives
- advertising will not dominate an area but blend into the area’s aesthetics
- promote the use of corporate logos rather than extensively lettered signs
- promote the provision of public information, e.g. a community or business area map as part of the installation
- promote landscape improvements, e.g. boulevards
- the device does not obstruct vehicular or pedestrian sight lines
- there is no conflict with existing or proposed objects within the right of way
- there is no conflict with existing vehicular, pedestrian or cycling facilities including the maintenance of same
- proposed vehicular, pedestrian or cycling facilities or properties are protected

The General Manager, Transportation, Operations and Environment, or designate with input from Communications is responsible for the approval of advertising/sponsorship proposals related to public roadways.

Parklands:

Recognition of corporate or individual sponsorship of parkland elements -- e.g. park benches, fountains, boulevards, etc. is the only form of advertising which will be permitted on parklands. The advertising proposal must:

- ensure that the contribution of each element/device contributes to the quality and integrity of the parkland
- ensure that advertising will not dominate the area, but blend into the aesthetics of the area
- promote the use of corporate logos as opposed to extensively lettered signs
- promote the provision of public information, e.g. community or district maps, historical or other important information, as part of the installation and,
- promote landscape improvements, especially on larger installations

The General Manager, Community Services (or designate) with input from other staff as required, is responsible for the approval of any sponsorship agreements and the associated advertising on parklands.

Vacant Lands

Advertising on vacant lands must comply with the City of Hamilton’s sign bylaws including but not limited to: billboards, portable signage, sales pavilions and temporary sign provisions. Advertising signage on vacant City-owned lands will be removed by the advertiser upon development of the lands.

The General Manager of Community Services (or designate) with input from staff as required, is responsible for the advertising on vacant City owned lands.

City-owned Vehicles

Paid advertising is not permitted on City-owned vehicles other than Hamilton Street Railway vehicles. Advertising, internally and externally on HSR vehicles is solicited and approved by the General Manager, Transportation, Operations and Environment (or designate) in accordance with the general requirements outlined in this policy.

Advertising associated with the sponsorship of a public education program or a public service venture may be permitted on City vehicles. The General Manager (or designate) of the department responsible for the operation of the vehicle, with input from staff as required, is responsible for the approval of any advertising/sponsorship agreements.

Bus Shelters

Advertising in transit shelters is solicited and approved by the General Manager, Transportation, Operations and Environment (or designate) in accordance with the general requirements outlined in this policy.

City Facilities/Equipment

The General Manager (or designate) of the Department most responsible for the facility or for any piece of equipment defined for the specific facility will approve, with input from staff, whether advertising will be permitted, the number and types of advertisements that will be accepted and requirements specific to the facility or piece of equipment.

Advertising at Hamilton City Hall will only be permitted in recognition of the sponsorship of a City event.

Publications

Each Department, with input from staff, is responsible for determining which of its publications are suitable for carrying advertisements and for developing standards, in co-operation with Communications, for the type and number of advertisements that will be accepted. If including advertising will compromise the integrity of the publication, none will be permitted. Specific advertising proposals are approved by the Department's General Manager or designate. Advertising on the City's website will not be approved at this time.

City of Hamilton

APPLICATION FOR: Temporary Street Closures, Parades, Special Events, Festivals and Services-In-Kind

#

Fax: Parks: (905) 546-2338 Streets: (905) 540-5926

Contact Information:		Date of Application	
Organization		Phone (day)	
Charitable Org # (if applicable)		Phone (evening)	
Contact Person		Cell phone	
Address		Fax	
City:		Postal Code	
E-mail Address			

Alternate: *It is highly recommended that an alternate name & telephone # be provided!*

Contact Person		Phone (day)	
Address		Phone (evening)	

Has your Organization applied for a City of Hamilton Grant?(include services-in-kind items and amount) YES NO

Type of Event	<input checked="" type="checkbox"/>	Dance	#	Event Includes	<input checked="" type="checkbox"/>	Full Road Closure?	<input checked="" type="checkbox"/>
Parade		Participants		Electrical		Yes	
Cycling Event		Bands		Food & Beverage		# of Lanes	
Walkathon		Vehicles		Fireworks		Sidewalk Only	
Run		Floats		Liquor		Not required	
Special Event/Festival		General Public Admission Fee Amt		Sound Amplification		Will you be providing notification to abutting properties?	
Film Shoot		Wheelchair Accessible		Tents		Via Letter/Petition?	

Event Details <i>FACILITY/LOCATION</i>	Start Date (incl. set up)	Start Time	Finish Date (incl. tear down)	FINISH TIME

Route/Description of Event
(please use additional paper if required)

Please Note:

- 🚧 A detailed map or site plan must be included with this application
- 🚧 All applications must be submitted no less than 90 days prior to event date
- 🚧 Applicants must supply certificate of insurance meeting City requirements (minimum limit of \$2 million per occurrence naming City as additional insured; limit may increase depending upon event)
- 🚧 All users and spectators are required to adhere to conditions of use
- 🚧 NO ALCOHOL is permitted in any City owned facility (unless permission is granted by City Council)
- 🚧 All applications for full road closures or park usage are subject to final approval by City Council

<i>OFFICE USE ONLY</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Received	Permit Fee received
/Festival Category	Community/Non Profit	Profit Company			Insurance Certificate Received
Services in kind application	Traffic	HSR	Police	Parks	Culture and Recreation
