

2015
Special Event Advisory Team
(S.E.A.T.)

S.E.A.T. REQUIREMENTS
&
APPLICATION GUIDELINE

City of Hamilton – Tourism & Culture Division
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TABLE OF CONTENTS

WELCOME	1
WHAT IS S.E.A.T.?	1
WHY DO I NEED TO SUBMIT A S.E.A.T. APPLICATION	1
SPORTS TOURNAMENTS	2
S.E.A.T. APPLICATION DEADLINES	2
HOW DO I FILL IN THE S.E.A.T. APPLICATION?	3
HOW DO I SUBMIT A SITE / ROAD CLOSURE MAP?	4
2015 PAN AM / PARA PAN AM Games Alert	4
A STEP BY STEP BREAKDOWN OF THE S.E.A.T. APPLICATION QUESTIONS	5
Name of the Event	5
First Time Event.....	5
Location Request (Location specific requirements & responsibilities).....	5
Event Site Map / Road Closure Map	8
Contact Information.....	9
Event Start and End Date	10
Event Timing	10
Type of Event.....	10
Event Description	11
Estimated Attendance.....	11
Event Components (Liability Insurance Requirements)	11
Fireworks	12
Alcohol	13
Tents / Temporary Structures	14
Amusement Rides, Circus / Carnival, Inflatables	15
Noise / Amplification / Sound Amplification	16
Lottery / Raffle / 50-50 Draw / Bingo	16
Signs / Banners.....	17
Power Requirements.....	17
Event Access & Safety.....	17
Game Day Liability Insurance	18
Food / Non – Alcoholic Beverages.....	19
Garbage and Recycling.....	19
Final Authorizations.....	19
WHAT HAPPENS AFTER I SUBMIT MY S.E.A.T. APPLICATION?	20
WHO IS PART OF S.E.A.T.?	21
HOW MUCH IS THIS GOING TO COST?	23

WELCOME

Thanks for your interest in holding an event. Events are a great way to contribute to City life but they take time, energy and money to produce. This guideline is intended to help you through the City of Hamilton's Special Event Advisory Team (S.E.A.T.) process to seek approval to hold your event and to help you understand your responsibilities as an event organizer. Take the time to read through the 2015 S.E.A.T. Guidelines, as this document contains very important information.

WHAT IS S.E.A.T.?

S.E.A.T. is a team comprised of City staff representing various municipal divisions that facilitate and support outdoor events taking place on City property and, in some cases, events on private property that have a significant impact on City services. S.E.A.T. ensures that these events have all of the necessary permits, permissions and insurance in place to ensure that the event is healthy and safe for the organizers, participants, the corporation and other citizens.

WHY DO I NEED TO SUBMIT A S.E.A.T. APPLICATION?

A S.E.A.T. application MUST be submitted if:

(a) You wish to hold your event on any portion of outdoor property owned by the City of Hamilton;

This includes:

- Roads / road allowances (Street Festivals / Parades / Races)
- Parks / parkettes
- Parking lots
- Alleyways (assumed / unassumed)
- Walkways / pathways / trails
- Water lots
- Open spaces
- City Hall Forecourt

And, the event includes ANY of the following elements:

- Food being given or sold to the GENERAL PUBLIC at an event open to the public
- Alcohol
- Fireworks
- Sound amplification
- The use of electricity (you are plugging into an outlet for power and / or using a generator)
- Tents larger than 10 feet x 10 feet
- Amusement Rides and / or inflatables (i.e. bouncy castles / bouncers)
- Projected attendance of over 1,000 people

OR

(b) You are requested to do so by the S.E.A.T. Chair because your event, even if it is held on private property, has the potential to significantly impact City services such as Police, Hamilton Street Railway, Road Operations, Corridor Management and / or Waste Management. In this case, you will be required to add the City of Hamilton to your insurance as an "Additional Insured" if your event on private property involves the use City services / staff and provide a copy of this insurance certificate to S.E.A.T.

By submitting a S.E.A.T. application, S.E.A.T. can inform all of the affected City divisions of your proposed event to ensure that all health and safety guidelines are met, that all necessary permits, permissions, insurance and approvals are secured, that there are no scheduling conflicts with other events / activities and that City services are not negatively impacted as a result of your event.

The safety of the people who are operating and visiting your event and the maintenance and respect for the City property being utilized is of utmost importance. City facilities are maintained for long-term public use and event organizers are responsible for any damages caused by event activity.

In consultation with S.E.A.T. members, the S.E.A.T. Chair reserves the right to waive the requirement for a S.E.A.T. application and to direct the event organizer to alternate City processes to secure approval to use City property.

IF YOU WANT TO HOST A SPORTS TOURNAMENT

Sports Tournaments are not facilitated by S.E.A.T. They are facilitated directly by the City's Recreation Division. For more information on holding a sports tournament please contact:

Brad Walker
Supervisor, Sport Policy and Development
brad.walker@hamilton.ca
(905) 546-2424 x 4610

S.E.A.T. APPLICATION DEADLINES

S.E.A.T. has the following deadlines: You are **strongly encouraged** to submit earlier.

EVENTS THAT DO NOT TAKE PLACE ON ROADS / ROAD ALLOWANCES:

Applications must be received **60 DAYS** at minimum before your event is scheduled to start. This gives both you and the City enough time to ensure that your event is safe and that all required approvals and applicable licences (i.e. food service vehicles) are in place. The larger and more complex the event, the more time it will take to review and process your application. For example, if your event involves alcohol, the process to obtain approval may take upwards of 3 months. Please plan accordingly to avoid disappointment and do not leave your S.E.A.T. application to the last minute.

EVENTS ON ROADS / ROAD ALLOWANCES (Street Festivals / Parades / Races)

Applications must be received **120 DAYS** at minimum before your event is scheduled to start as some road closures require City Council approval. This gives both you and the City enough time to ensure that your event is safe and that all required approvals and applicable licences (i.e. food service vehicles) are in place. The larger and more complex the event, the more time it will take to review and process your application. For example, if your event involves alcohol, the process to obtain approval may take upwards of 3 months. Please plan accordingly to avoid disappointment and do not leave your S.E.A.T. application to the last minute.

S.E.A.T. will make the final determination as to whether an event that takes place on the road is to be deemed a:

Full Closure (no vehicular access is permitted on the roadway during the event)

or a

Partial Closure (occupying one lane of a roadway while maintaining traffic in all directions)

HOW DO I FILL IN THE SEAT APPLICATION?

Before you fill in your application, read these Guidelines as they will help you understand the S.E.A.T. application process.

S.E.A.T. applications can be filled in online at:

<https://seat1.fluidreview.com/>

1. The first thing you will need to do is create an account. Click on 'sign up' on the right hand side of your screen.
2. Please enter your contact information or the contact information of the person who will be the main contact for your organization. This includes: full name, email address (this will be the email address S.E.A.T. will use to contact you), and create and then confirm a password.
3. If you have created an account successfully, you will receive a message that says – 'Thank you for Registering.' The message will also indicate to you that you will receive an email confirming your registration. You MUST click on the link provided in the email sent to you by FluidReview to confirm your registration. Note: it is possible that the email may end up in your spam folder. If this happens to you, you will need to mark the email 'safe' to ensure that you receive future emails from FluidReview.
4. Once you have confirmed your registration, you will be able to start working on your application. Please provide an event name and click 'get started.'
5. Once you have completed your application, you will receive the following message: 'You are now submitting your submission.' Please be advised that you will no longer be able to make further changes to this submission until after the Events Office has reviewed it. You have the option to click 'cancel' if you would like to return to your application or 'continue' if you are done.
6. When you have completed your application and have clicked 'continue' you will see in your FluidReview account that the status for your application will read 'complete.'
7. Before your application can be reviewed by S.E.A.T. for approval, you must also submit a site map or road closure map. This can be done directly in FluidReview. Note: in the same window where you see that your application has been completed, click on 'upload event site map/ road closure map.' Once you have uploaded your map, the status will read 'complete' and you will be able to submit your application.
8. You will receive a confirmation email from FluidReview with the subject line – 'Thank you for submitting your application.'

Please note the following:

- Completing your S.E.A.T. application in FluidReview is only the first step in the S.E.A.T. application process. It does not mean your event has been approved.
- Once staff has received your application with accompanying site map or road closure map, it will be reviewed for completeness. If there are any outstanding items or areas that require clarification, S.E.A.T. will contact you by email. Note: please ensure that you add

@hamilton.ca to your program's safe-senders' list so that emails sent from the City do not end up in your junk folder.

- Once your application is complete, it will be added to S.E.A.T.'s monthly agenda. If your event is approved, you will receive confirmation from S.E.A.T.'s email address – specialevents@hamilton.ca. If your event is not approved, a representative from S.E.A.T. will contact you to discuss the details of your event. Note: S.E.A.T. may request that a member of your organization attend a S.E.A.T. meeting to answer any questions the team may have about your application.
- Once your event has been reviewed and approved by S.E.A.T., you will receive an approval letter. The approval letter states that the approval of your event is contingent on a number of conditions. Those conditions may include: proof of insurance, payment of road closure permit fees, payment of Paid Duty Officers, payment of any outstanding bills from a previous year, etc. Further instructions on how to meet all of your approval conditions will be outlined in your approval letter.

HOW DO I SUBMIT A SITE / ROAD CLOSURE MAP?

As part of the S.E.A.T. application you are required to submit a legible map of your event site or road closure indicating your event layout. Take some time to draw your event site and/or your road closure map detailing what your road closure is. These maps are important so that you can share your event vision with S.E.A.T. and so that S.E.A.T. can identify any concerns. It is best to prepare your maps ahead of time so that they are ready to be sent as soon as your S.E.A.T. application form is submitted.

These maps do not need to be to scale but they should provide a clear picture of how your event will be laid out. Please include as much information as you can on your site map such as where your vendors, washrooms, performance stages and other event activities will be placed.

If you are a parade, walk-a-thon or race your map must also indicate what the marshalling, starting / end points are as well as highlighting the route you want your event to follow.

You can submit a site map or road closure map while completing your S.E.A.T. application in FluidReview. In the same window where you see that your application has been completed, click on 'upload event site map/ road closure map.' Once you have uploaded your map, the status will read 'complete.'

If you have questions about the application process please contact S.E.A.T. at specialevents@hamilton.ca or by calling 905-546-4646.

2015 PAN AM / PARA PAN AM GAMES ALERT

From July 10 – 26th, 2015 the City of Hamilton, in partnership with TO2015, will be hosting a number of events including 32 soccer matches at the new CIBC Hamilton Pan Am Soccer Stadium and related cultural festivities. The Games are sure to be memorable as we welcome over 10,000 athletes, coaches and officials and over 250,000 visitors to the Greater Golden Horseshoe. Together with soccer matches being held in CIBC Hamilton Pan Am Soccer Stadium, it is

proposed there will be 16 days of public celebrations and cultural festivities throughout the city, for visitors and residents to enhance their overall Games experience.

Due to the amount of resources needed to accommodate the Games and associated events, related resources will be limited. As such, if you planning to apply for a July 2015 event date, you may be required to amend your event requirements and/or make alternate venue arrangements.

For more information about the City of Hamilton's involvement in the Pan Am / Parapan Am Games, please contact the Hamilton Pan Am Initiatives office at: (905) 546-2424 ext. 3672.

A STEP BY STEP BREAKDOWN OF THE S.E.A.T. APPLICATION QUESTIONS AND REQUIREMENTS

The following section provides additional information related to the questions asked on the S.E.A.T. application and outlines additional steps to be taken based on what is involved in your event.

● NAME OF THE EVENT

S.E.A.T. needs to know the name you use to promote your event that is taking place on City property.

● FIRST TIME EVENT

S.E.A.T. needs to know if your event is happening for the first time as this will affect any requests you may make for road closures. By checking this box off, you are providing S.E.A.T. with the opportunity to better facilitate your needs and obtain the necessary approvals.

● LOCATION REQUEST

S.E.A.T. needs to know...

If your event takes place indoors, outdoors or both to determine if you need to proceed with a S.E.A.T. application. Also, certain permits are only applicable to events that take place outdoors.

If your event takes place on public (City) property, private property or on both to determine if you need to proceed with a S.E.A.T. application. Also, certain permits are only applicable based on the type of property your event takes place on.

The proposed location for your event (City Hall, Park, Road or Outdoor Recreation Facility) to verify availability and to prevent scheduling conflicts with other events / activities / day to day operations / programming.

S.E.A.T. needs to alert other City departments about potential road closures / park use requests in the interest of public health and safety. For example, S.E.A.T. informs Emergency Medical Services so that ambulances and fire trucks can avoid road closures and respond to emergencies faster.

In some cases, a site visit may be required to provide S.E.A.T. with the opportunity to work with you to properly lay out your event and pro-actively address any event problems. If a site visit is required, this will be arranged with you through Tourism & Culture staff.

IF YOUR EVENT TAKES PLACE AT THE CITY HALL FORECOURT

Your S.E.A.T. application must be submitted a minimum of: **(60 DAYS) PRIOR TO YOUR EVENT!**

S.E.A.T. will work with the City of Hamilton's Facilities Department (Facility Help Desk) to book your event into the City Hall Forecourt if it's available.

There are fees associated with obtaining additional services such as a public address (P.A) system and/or access to the washrooms at City Hall after business hours 8:30am – 4:30pm Monday - Friday.

There are special regulations surrounding protests on the City Hall Forecourt. For more information please contact the Facility Help Desk at HFacilities@hamilton.ca 905-546-2424 x 2784.

No amplified sound is permitted on the Forecourt during Council or committee meetings held in Council chambers. A schedule of meetings can be found here:

<http://www.hamilton.ca/CityDepartments/CorporateServices/Clerks/AgendaMinutes/>

There are limitations on the size/weight of vehicles permitted on the Forecourt as certain vehicles may damage the concrete.

You are expected to leave the Forecourt in the same condition in which you found it. Cleaning / repair costs will be billed back to your event if the City of Hamilton determines that the condition of the Forecourt you used for your event is in need of cleaning and/or repair to return to normal operation. Please be respectful of the space and ensure that you have a clean-up strategy in place.

You can also visit www.hamilton.ca/seat and scroll down to the section **City Hall Forecourt** for maps and information about the Forecourt amenities.

IF YOUR EVENT TAKES PLACE IN A CITY PARK OR PARKETTE

Your S.E.A.T. application must be submitted a minimum of: **(60 DAYS) PRIOR TO YOUR EVENT!**

S.E.A.T. will work with the City of Hamilton's Recreation Division (Facility Booking) to book your event into your requested park, and if it's available, a rental agreement will be created. As the Event Organizer you are required to adhere to the terms of this park rental agreement.

If your event is approved, your park rental contract number and fee will be noted in your S.E.A.T. approval letter. Park rental contracts must be signed and paid for in full PRIOR to your event. This can be done at the Recreation Division located at:

28 James St. N @ King William St. (Lister Block) 3rd Floor
Hours: Monday – Friday 8:30am – 4:30pm
905-540-5590
facilitybooking@hamilton.ca

All event activity in parks is governed by:

[City of Hamilton By-law 01-219](#) as amended TO MANAGE AND REGULATE MUNICIPAL PARKS

Event Organizer Responsibilities when requesting your event to be held in a city park:

There are limitations on the size/weight of vehicles permitted on the grass within City Parks as certain vehicles may damage the turf. Please do not assume that vehicles belonging to your event suppliers, vendors etc. can drive onto the turf. Parks staff will make a final determination as to whether or not vehicles are permitted to drive on the grass. Please indicate on your S.E.A.T. application in the description fields, the types of vehicles you wish to use so that we can work together to discuss options.

Washroom facilities are open May – October. Events that take place outside of this time frame will need to make arrangements to rent port-a-potties at your own expense, to provide washrooms for event attendees. Also, depending on the size of the event, you may be required to provide adequate washroom facilities (porta-potties) at your expense if the City determines that existing facilities cannot handle the amount of people expected at your event.

In some parks, potable (drinkable) water is not available. Event organizers will need to make arrangements to rent a potable water truck at your own expense to provide water to event attendees.

In some parks, hydro is not available. Event organizers requiring power or power greater than a standard 110V outlet will need to rent a generator at your own expense. Parks staff will advise as to where the generator is to be placed.

In some parks, permanent shade from buildings or trees is not available. Event organizers will need to arrange for temporary shade at your own expense, such as a tent or canopy (see section below on Tents/Temporary Structures). It is essential that an area of shade be available to staff, vendors, volunteers and the public to offer protection from the sun and heat overexposure.

The City of Hamilton does not provide picnic tables, chairs, pylons or any other amenities to events taking place in parks. Please consult the *Event Planning Resources* section of the S.E.A.T. website: www.hamilton.ca/seat to learn more about suppliers who can provide these services.

You are expected to leave the park in the same condition in which you found it. Cleaning / repair costs will be billed back to your event if the City of Hamilton determines that condition of the park you used for your event is in need of cleaning and/or repair to return to normal operation. Please be respectful of the space and ensure that you have a clean-up strategy in place.

SMOKE- FREE HAMILTON PARKS AND RECREATION PROPERTIES:

All Hamilton parks and playgrounds are **SMOKE-FREE** as per [City of Hamilton By-law 11-080](#) - Prohibiting Smoking within City Parks and Recreation Properties). You are required to ensure that your event is smoke-free if it is being held in a park or recreation area. You must ensure that vendors and the general public attending your event are aware of and comply with this By-law during your event. For more information contact the Tobacco Hotline at 905-540-5566 or e-mail tobacco@hamilton.ca

IF YOUR EVENT TAKES PLACE ON A CITY ROADWAY / ROAD ALLOWANCE

ALL road closure requests must be made a minimum of: **120 DAYS PRIOR TO YOUR EVENT!** This is to ensure that we have adequate time to approach Council if additional approvals are needed, to coordinate with emergency services and the City's traffic division for signage.

Note for first time full road closures requests:

First time road closures (and the length / boundaries of such closures) MUST be approved by City Council. This is done via a report that is written and submitted to City Council by the General Manager of Public Works or their designate. Even if your event with a road closure has taken place before, if there are any changes to the road closure boundaries a new report and approval from City Council may be required. AS PER: [Delegated Authority to Close Roadways for Special Events within the City of Hamilton \(TOE02009a\)](#)

By submitting your S.E.A.T. application, staff will be made aware that an approval report needs to be written. S.E.A.T. will work with the City of Hamilton Public Works (Corridor Management Section) to put together the necessary paperwork required to obtain approval from City Council.

If Council approves your road closure, changes cannot be made to your closure/route without notification to the S.E.A.T. Chair as a second Council approval must be sought.

Event Organizer Responsibilities when requesting a full road closure:

Closing a road for an event is a complex process involving and affecting many people. We need to know which road you wish to close for your event in order to determine availability and prevent scheduling conflicts with other events / activities. As the use of roadways is extended to ALL Hamiltonians, S.E.A.T. has an obligation to prioritize public safety when closing down roads to ensure that the rest of the city population can safely keep moving / operating even while various events are taking place. It is also important for us to know what roadway you are considering closing down so that affected parking meters are bagged and parking lots are closed off.

Please note that fees may apply when parking meters and lots are bagged / closed to accommodate your request to use public space. As the event organizer you will also be responsible for picking up, paying for, setting up ('bagging') and removing any parking meter bags needed to prevent cars from parking within your road closure.

Paid-duty Officers from the Hamilton Police will also need to be hired by you at your expense for your road closures to ensure that your road is properly closed and safety maintained throughout the duration of the closure.

The City of Hamilton does not provide events with barricades, pylons, set-up staff, "road closed" signage or other supplies needed to close the road. The City also does not cover the cost of the traffic detour signs and/or the traffic warning boards that will need to be created to ensure that traffic can detour safely around your road closure. If you are fully closing a road for your event it is your responsibility as the event organizer to:

- Secure the services of a Ministry of Transportation "Book 7" trained road closure company to properly close the road and to provide all required barricading and pylons to support your closure at your expense. As part of your event preparations, it is recommended that you

obtain quotes from road closures companies to get an idea of how much your road closure will cost.

- Ensure that your selected road closure company provides the Corridor Management (Traffic) representative on S.E.A.T. with a detailed Traffic Control Plan (TCP) indicating how they will close the road.
- Provide Corridor Management with a copy of the Road Closure notification letter you will be responsible for distributing to local businesses / residents notifying them of your planned road closure. We require this at minimum a week prior to your event.
- Cover the cost of creating and installing traffic detour signs / traffic warning boards. These signs are created and installed by City staff but you will need to pay for them.
- Cover the cost of additional Hamilton Street Railway (HSR) supervision, if required. The cost will include detouring affecting bus routes and communication with customers to inform them of relocated bus stops.

More information about these requirements will be communicated to you if your event is approved.

If you are requesting a road closure on your S.E.A.T. application, a detailed map specifically outlining the requested road closure **MUST** be submitted in order for your SEAT application to be considered complete. Your application **WILL NOT BE CONSIDERED** without a map detailing your requested closure. This detailed map will assist the City in the approval process and will help us work with Corridor Management, Parking, Police, Hamilton Street Railway and Emergency Services to facilitate your request. Please refer to the section above HOW DO I SUBMIT A SITE MAP?

Depending on the size of your event you will need to make arrangements for adequate washroom facilities (i.e. porta-potties) at your expense.

You are also responsible for making arrangements and paying for the hydro (i.e. generators) and potable water you need to run your event.

You are expected to leave the street in the same condition in which you found it. Cleaning and/or repair costs will be billed back to your event if the City of Hamilton determines that condition the road you being used for your event will need and/or is in need of cleaning and/or repair to return to normal operation. Please be respectful of the space and ensure that you have a clean-up strategy in place.

● CONTACT INFORMATION

S.E.A.T. requires a reliable and knowledgeable representative from your event to be the main contact between your organization and the City. Please ensure that the contact information submitted is up to date and please add our e-mail address specialevents@hamilton.ca to your e-mail address book so that S.E.A.T. e-mails do not end up in your junk mail folder. As a precaution, we also ask for an alternate contact in case of any urgent/emergency issues requiring an immediate response. Please make it a habit to check your e-mail and phone messages regularly. S.E.A.T. frequently uses e-mail to communicate.

The main contact on the S.E.A.T. application must be legally able to act / speak on behalf of the organization applying.

Please indicate if your organization is a charity or non-profit group. Not only is this information helpful for statistical purposes, but in certain cases, these groups are eligible for reduced/waived costs in City services. To this end, we will also ask for the corresponding business numbers of each group to verify that events presenting themselves as a certain type of organization are indeed representing a legally registered charitable/non-profit entity.

The organization that is listed on the S.E.A.T. application must also be the entity that is listed as the "Named Insured" on any insurance certificates required by the City. More information on this can be found under the EVENT COMPONENTS section of this Guideline.

The City is sometimes asked to provide contact information to members of the public interested in your event (i.e. website or event phone number). Due to privacy regulations we require your consent to release such information to the public.

Below is the City of Hamilton's Privacy Statement:

The collection, use and disclosure of personally identifying information submitted on this form is governed by the Municipal Act, R.S.O. 1990, C.M.56 and will be used to facilitate the request to host a special event within the City of Hamilton. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to Bridget MacIntosh, Acting Manager, Arts, Events & Grants (905)-546-2424 x4514. P. O. Box 2040 Hamilton, ON L8P 4Y5

● EVENT START AND END DATE

S.E.A.T. needs to know the date of your event to prevent conflicts from other events taking place within the City and to alert other City departments about potential closures etc. in the interest of public health and safety.

● EVENT TIMING

In order to ensure that the facilities you've requested are booked properly and that we can better facilitate your event, S.E.A.T. needs to know when your event is scheduled to be open for the public each day of operations as well as when you will need access to your facility in order to set-up and tear-down your event. Rental fees for City property are in effect from the day you are on-site setting up for your event through to when you complete your tear-down. It is also important that you follow your own schedule especially if you are a parade and have closed down a street. S.E.A.T. needs to ensure that the needs of your event are balanced with the needs of all Hamiltonians and so it is important that your event ends at the time you've stated on your S.E.A.T. application.

● TYPE OF EVENT

We need to know what type of event you are planning to ensure that your organization has the correct permits in place. This also helps City staff to work better with you in order to facilitate your event and troubleshoot where necessary. Finally, knowing what type of event you are planning also helps us gather statistical data to help us better understand Hamilton's event sector.

● EVENT DESCRIPTION

A description of your event helps S.E.A.T. understand your goals for your event and better prepares City staff to work with you to create a successful event for all involved. Please ensure that you have adequate volunteers and staff to help you manage on-site logistics and support your event. Knowing the breadth and scope of events within the City of Hamilton also helps various City departments identify gaps in service and allows the City to develop resources and infrastructure to better support event activity. The more you can tell us about your event, the more vibrant and diverse our collective knowledge of Hamilton's events can be. Take pride in what you hope to achieve with your event and share those thoughts with us.

● ESTIMATED ATTENDANCE

This information provides S.E.A.T. with a clear picture of the size and impact of your event on the public and on City services. It is essential in helping us better accommodate the needs of your event and to help us work with you to maintain public health and safety. Collecting such information also helps the City of Hamilton Tourism & Culture Division develop a more in-depth snapshot of the size of Hamilton's event community and helps the Tourism & Culture Division develop more resources and infrastructure to better support event activity in our City.

● EVENT COMPONENTS

There are various permits and approvals that must be obtained in order to incorporate specific elements into your festival / event. Based on the information you provide in your S.E.A.T. application, S.E.A.T. will advise you of any additional paperwork that must be filled in to secure the applicable permits and approvals required for your event to safely take place on City property.

CERTIFICATE OF INSURANCE – REQUIRED FOR ALL EVENTS ON CITY PROPERTY

Liability Insurance Requirements:

You are required to obtain **THIRD PARTY LIABILITY INSURANCE** to protect yourself and the City from any lawsuits that may arise from accidents that take place during your event as a result of the event components you include in your event. Third party-liability insurance is **MANDATORY** and can save you millions of dollars in costs if you were to be found liable and / or guilty of negligence due to unsafe event elements. Your event will not be permitted to take place and use City property / services without acceptable proof of insurance.

The "City of Hamilton" must be added as an "ADDITIONAL INSURED" on your insurance certificate for the overall event.

The amount of insurance required (i.e. \$2 or \$5 million dollars in liability coverage) depends on the event components you wish to include in your event. The riskier the event components are (i.e. the greater likelihood of someone being injured) the higher the liability coverage amount will be.

A "Commercial General Liability Insurance" certificate for \$2 million naming the City of Hamilton as an "Additional Insured" is the minimum required and must be received: **a minimum of 30 days prior to your event.**

Events that include **Alcohol, Amusement Rides** and/or **Fireworks** require an insurance certificate for \$5 million naming the City of Hamilton as an “Additional insured” and must be received: **a minimum of 30 days prior to your event.**

If there is any confusion, S.E.A.T. will advise you as to the appropriate amount of insurance coverage needed after receiving your S.E.A.T. application.

The City will not allow uninsured / improperly insured events to take place on City property. Be sure to communicate what your needs are with your insurance provider early in your event planning process to avoid disappointment. You can use any insurance provider / broker you wish to secure the required insurance.

The City of Hamilton requires that ALL the following information be included on the “Certificate of Insurance” as it is a legally-binding document. Please advise your insurance provider of these requirements as failure to include this info on your Certificate of Insurance will render it invalid for S.E.A.T. purposes and can result in delays in your approval and possible **cancellation of your event:**

- Name of Insurer (the insurance company)
- Policy number
- Term of Policy
- Type of Policy: General Liability Policy
- Limit of Policy: \$(2 or 5),000,000.00 per claim or occurrence basic/no aggregate
- Name Insured (The “Named Insured” on the certificate must be the same as the organization that is listed as the organizer on the S.E.A.T. application.)
- City of Hamilton is added as an “Additional Insured”
- Description of event and Activities to be insured (i.e. festival / event)
- Dates and Times of Event (include set-up and strike dates)
- Signature of insurance provider or broker

Some insurance tips:

- See if the City’s GAME DAY LIABILITY INSURANCE program is an option for you.
- Visit the Festival & Events Ontario website (www.festivalsandeventsontario.ca) and download their “Directory of Suppliers” to research event-friendly insurance providers.
- Contact your home or auto insurance provider – as a current customer they might be able to offer the insurance you need at a preferred rate.
- Ask friends, family or other event producers who they use for insurance.

● FIREWORKS

All events involving the discharge of fireworks for display purposes must adhere to the [City of Hamilton Fireworks By-law “To Regulate the Sale and Use of Fireworks” \(No. 02-285\)](#). The By-law was enacted to ensure public health and safety. If you wish to include fireworks in your event you will be required to use the services of a licensed pyrotechnic company.

By checking off “yes” to fireworks, S.E.A.T. will guide you through the process if you wish to have fireworks at your event.

Before S.E.A.T. can approve your event the pyrotechnic company you hire will need to submit the following paperwork to specialevents@hamilton.ca so that S.E.A.T. can facilitate approval from Hamilton Fire. This includes:

- An “Application to Purchase” Form
- A detailed fireworks site plan indicating firing points, fall-out zone and spectator areas
- Legible copies of valid pyrotechnician licences (issued by the Ministry of Natural Resources)
- Insurance certificate (in the amount of \$5 million listing the City as an “Additional Insured”)

Please note that due to the presence of protected trees and other flora, fireworks are not currently permitted in Gage Park.

● ALCOHOL

If you wish to have alcohol at your event you will need to adhere to **both** provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol.

Provincially, all alcohol licensing is handled by the Alcohol and Gaming Commission of Ontario (AGCO) www.agco.on.ca. On the AGCO website you’ll find information related to Special Occasion Permits and Temporary Liquor Licence extensions. S.E.A.T. requires that you read through all of the Alcohol and Gaming Commission of Ontario’s regulations first and develop an understanding of the procedures to avoid confusion and disappointment. You will not be permitted to serve alcohol on City property without applying for and obtaining a licence from the AGCO.

For more information about AGCO liquor licences please contact:

Alcohol & Gaming Commission of Ontario:

Toll-Free: 1-800-522-2876

Fax: 416-326-5555

customer.service@agco.ca

Municipally, the City of Hamilton has a **Municipal Alcohol Policy (MAP)** that encourages the safe consumption of alcohol on City property. MAP is designed to inform the Event Organizer who wishes to serve alcohol on City property on strategies to help them limit alcohol related problems and to require them to inform themselves, prepare for the event, train their staff and volunteers, and monitor, manage and assume responsibility for the liability and other risks associated with having alcoholic beverages at their event. MAP is intended to provide for responsible use of City property by promoting low alcohol consumption, reducing exposure to risk, minimizing the potential for host liability, and providing proactive risk containment guidelines and standardized operating procedures. To ensure safety you may be required to hire paid duty officers from the Hamilton Police Services to help monitor your alcohol serving areas during peak service times.

As part of your alcohol licence application to the Alcohol and Gaming Commission of Ontario, you will be required to **NOTIFY THE CITY** and provide proof of this notification to the AGCO.

Due to the approvals that need to happen on both the provincial and municipal levels, the turnaround for requests to serve alcohol at events **is lengthy** (sometimes 3 months at minimum if

your application to the AGCO requires an *Event of Municipal Significance* letter from City Council because you are not a charity or non-profit entity).

PLEASE PLAN ACCORDINGLY TO AVOID DISAPPOINTMENT. The lengthy turnaround time is to ensure that the health and safety of the general public is being taken seriously and that the event organizer can demonstrate that alcohol will be served in a manner as to limit the intoxication of guests and reduce the likelihood of serious injury that could be caused by being negligent in serving intoxicating substances to the public.

To start the notification process, you will need to fill in the City's In-House 'Notify the City' Application form located at www.hamilton.ca/municipal-alcohol-policy and submit it to liquorlicence@hamilton.ca. **This is in addition to your S.E.A.T. application.**

What is an "Event of Municipal Significance" Designation?

If a group other than a charity or non-profit entity applies for a Special Occasion Permit, the Alcohol and Gaming Commission of Ontario requires that the application contain a municipal resolution or letter from a delegated municipal authority deeming the event "municipally significant".

In the City of Hamilton, only City Council has the authority to issue a resolution deeming an event municipally significant and such resolutions are only approved at City Council meetings. Municipal staff is not authorized to deem an event "municipally significant".

Once a resolution is approved by City Council, the information contained in the resolution cannot be altered and so any changes to your event will render the resolution null and void.

For more information about notifying the City and obtaining an Event of Municipal Significance Designation please contact:

General Inbox for City of Hamilton Liquor Licensing
liquorlicence@hamilton.ca

● **TENTS / TEMPORARY STRUCTURES (PERFORMANCE STAGES)**

There are permits and approvals that must be obtained for you to erect tents or temporary structures (stages) on your event site. The permits exist to ensure that tents / temporary structures are fireproof, have emergency exits and are spaced in such a way to facilitate calm and orderly evacuation should an emergency arise. By checking this box on your S.E.A.T. application you will alert us to your request and a representative from Buildings will contact you to discuss any additional paperwork and regulations that are associated with including tents or temporary structures at your event. In general, however, the By-law ([City of Hamilton Building By-law 08-161](#) as amended by [By-law 09-113](#) and [By-law 09-251](#)) states:

All Properties:

If you plan to set-up a tent, as per the Ontario Building Code 1997, a tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:

- (a) not more than 60 m² (645ft.) in aggregate ground area;
- (b) not attached to a building; and,
- (c) constructed more than 3 m from other structures.

For events that wish to include temporary structures (performance stages) please note:

The Ontario Ministry of Labour (MOL) has issued a guideline to help event organizers understand their obligations under the Occupational Health and Safety Act and its regulations related to the design, erection, use, dismantling and maintenance of temporary performance/event structures that are used either indoors or outdoors. This guideline covers:

- design and materials
- positioning
- planning and control of work
- inspections
- Operations Management Plans (OMP)

Previous collapses of these structures resulted in tragedies and raised issues and concerns regarding their structural stability, design, construction and maintenance.

If you are planning to erect a temporary structures as part of your event you will need to notify the Ministry of Labour, especially if your temporary structure:

- will be used for multi-day events;
- require large equipment, such as cranes, to assemble the temporary structure; or,
- require separate temporary structures for sound, lighting, pyrotechnics, video equipment, etc.

This information should be provided to the MOL Health and Safety Contact Centre at 1-877-202-0008.

You can read the Ministry of Labour's Guidelines at:

http://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_structures.php

● **AMUSEMENT RIDES, CIRCUS/CARNIVAL, INFLATABLES (BOUNCY CASTLES)**

The City of Hamilton's Municipal Law Enforcement (MLE) section is required to ensure the health and safety of the public when elements, such as, amusement rides and inflatables are included as part of your event. The [City of Hamilton's Licensing By-law \(07-170\)](#) requires a licence for each "Place of Amusement" business operating in Hamilton; including those offered at special events.

The vendor is responsible for ensuring they have an amusement licence in place for your event. But, it is up to the event organizer to *confirm* with the vendor that they have a current City of Hamilton licence. In addition to having proof of their licence on hand for inspection at your event, each vendor must also have a letter from you, the event organizer, indicating that they have your permission to be operating at your event. Please include the name of the vendor(s) on your SEAT application (if known at the time you are submitting your application).

A licence can be obtained at Municipal Law Enforcement, Licensing and Permits, 77 James Street North, Suite 250 A, Hamilton, Ontario. Please ensure that you allow a minimum of 10 business days prior to the event for licence processing.

Although inflatables (i.e. bouncy castles) are a popular attraction, due to health and safety reasons, S.E.A.T. would strongly recommend a safer entertainment option. If you decide, however, to include this activity in your event, it must be operated, controlled and supervised by a third party vendor. This means that the vendor would supply the device and their own staff to deliver, set up, operate and supervise the activity. S.E.A.T. would suggest that you, as event organizer, check with the vendor on the rental charges for the device and also for their charges to operate the equipment. The vendor is required to provide a certificate of insurance showing evidence of a Commercial General Liability policy of \$5 million dollars endorsed to include "City of Hamilton" as an additional insured.

For more information please call MLE at 905-546-2782 (option 3).

● **NOISE / AMPLIFICATION / SOUND AMPLIFICATION**

Although your event may be approved by S.E.A.T., and you are allowed to have outside amplified live music / speakers, you must remain in compliance with the [City of Hamilton Noise Control By-law No. 11-285](#). Outside amplified sound during special events is allowed between the hours of 11:00 a.m. – Midnight, however, noise levels cannot exceed 90 dBA, measured 10 m from its source and not exceed 60 dBA at a point of reception. Municipal Law Enforcement (MLE) and the Hamilton Police Service (HPS) are responsible for enforcing the Noise By-law and may attend your event to monitor or respond to a noise complaint. If your event includes any amplified sound you will be asked for the performance times in the event an MLE Officer is scheduled to attend. Violations of the Noise By-law may result in a ticket(s). In some situations, the services of a MLE Officer may be necessary to support your event and ensure that there are no violations of the Noise By-law. MLE staff will contact you in advance if this is necessary and this may result in additional costs to you.

If your event is on private property, you will need to submit a Noise Exemption Permit application even if you receive S.E.A.T. approval. Applications can be downloaded at www.hamilton.ca/mle, however, the application and payment (debit, cheque, Visa/Master Card or cash) need to be submitted to the address below. Please do not mail cash.

For more information on the Noise Exemption Permit please call:

Parking and By-law Services
77 James Street North, Suite 250 A
Hamilton, Ontario, L8R 2K3
Phone: (905) 546-2782

● **LOTTERY / RAFFLE / 50-50 DRAW / BINGO**

The City of Hamilton's Municipal Law Enforcement must follow provincial regulations that are set out by the Alcohol and Gaming Commission of Ontario when it comes to allowing these activities to take place at your event.

For more information, call Municipal Law Enforcement at 905 546-2782 (option 4) or visit www.hamilton.ca/lotterylicensing.

● SIGNS / BANNERS

Permits are required for certain types of signs (i.e. mobile signs, sidewalk/"A" frame signs and temporary signs). Permits are not required for posters, however, there are some guidelines that event organizers must follow. These guidelines include:

- posters cannot exceed 11" X 17";
- posters must be made of biodegradable material;
- adhesive tape must be used for securing posters;
- only one poster can be posted per pole and 200m must be left in-between signs;
- posters cannot be posted any earlier than 21 days prior to the event taking place and **must be removed** within 3 days of the event finishing.

Not all types of signs are permitted in the City of Hamilton (e.g. lawn bag signs) and due to safety issues, signs are not permitted in certain locations such as: poles on a median, a traffic island or central boulevard. Signs are also not permitted on the Lincoln Alexander Parkway or Red Hill Creek Expressway.

For more info on the Sign By-law visit www.hamilton.ca/signbylaw or call 905 546-2424 x1206

● POWER REQUIREMENTS

S.E.A.T. needs to know if you require access to power during your event (or if you plan to bring in your own generators) so that we can confirm that the City site you wish to book has access to electrical plug-ins. As the event organizer, you are responsible for bringing all extension cords / mats to plug into available sockets and prevent cords from becoming tripping hazards.

If you are bringing generators, S.E.A.T. wants to ensure that they can be safely set up in the site you wish to use for your event. If you do bring a generator you must place it in a safe area free from obstruction and away from any trees or bushes. It must be vented to the outside and a fire extinguisher should be readily available in case of fire. City staff may advise as to the best location for your generator.

● EVENT ACCESS & SAFETY

The information gathered in this section allows S.E.A.T. to develop an understanding of how the public can access your event.

As a City entity and advocate for all Hamiltonians, S.E.A.T. is committed to ensuring that all events that take place on City property are accessible to all Hamiltonians.

Also, in compliance with the Province's "Ontarians with Disabilities Act", the City of Hamilton is developing:

"...policies, practices and procedures on providing goods and services, understanding and making provisions for persons with disabilities to use service animals and support persons,

training staff on how to serve persons with disabilities and providing a two way communication process that respects a person's disability.”

To this end, S.E.A.T. requires that all event organizers wishing to hold their event on City property ensure that their event is as accessible as possible. This can include but is not limited to:

- Prominently displayed signage at events
- Well placed and clearly signed accessible parking space (if possible)
- Designated entertainment viewing areas
- Providing accessible washrooms near pathways for people with disabilities.

By identifying whether or not your event is accessible, the City can work with you to help address accessibility concerns. You can also find many resources on the internet to help you plan an accessible event.

S.E.A.T. also wishes to determine if your event will be charging parking and/or admission fees and/or if your event will take place on a municipal parking lot or take place on a street that has parking meters in order to better facilitate and support your event.

Safety is also of the utmost concern for everyone involved in organizing an event. Please tell us the steps you are taking to ensure that your event is safe for your attendees, volunteers and staff. Depending on the size of your event, S.E.A.T. may require that you submit a safety plan/ provide additional safety information.

Sun safe Guidelines

Plan for shade, especially when outdoor activities are held between 11 a.m. and 3 p.m. April to October.

- The event site must include an area with shade for staff, vendors, volunteers and the public to get relief from the sun's rays.
- If permanent shade is not available (from trees, buildings, sun shelter) event organizers need to arrange for a temporary shade structure such as a tent, canopy, shade sails, or large umbrellas to be available.
- *Minimize* the time that staff, volunteers, vendors and the public are out on asphalt and concrete in the direct sun (not shaded) in the middle of the day. Try to schedule these activities before 11 a.m. or after 3 p.m.
- Consider having an alternative indoor space available in case of a heat or smog alert or high UV Index on the day of your event.
- Encourage staff and volunteers to be sun safe by encouraging them to find shade, wear a hat, long-sleeved shirt and sunglasses and applying sunscreen of at least 30 SPF.

● GAME DAY LIABILITY INSURANCE

Event organizers are required to provide proof of third party liability insurance naming the City of Hamilton as an additional insured. More information on this can be found under the EVENT COMPONENTS section of this Guideline.

For a small fee which is based on the number of estimated event participants, the City of Hamilton offers third party liability insurance to eligible events that take place in City parks through its GAME

DAY insurance program. The coverage is \$5,000,000 per occurrence with a \$500 deductible. Please note that if your event includes alcohol, fireworks, inflatables, horse-related activities or skateboarding, you are ineligible for this insurance unless the provider of such activity (i.e. the company who you rent the inflatable from) provides the City of Hamilton with a certificate of insurance in the amount of \$5,000,000 naming the City of Hamilton as an additional insured.

If you are interested in purchasing your liability insurance through the City's GAME DAY program please check the box so that we can book this insurance for you.

For more information about the GAME DAY insurance program including current rates, please contact the City's Facility Booking department at 905-540-5590 or facilitybooking@hamilton.ca

● FOOD / NON – ALCOHOLIC BEVERAGES

In the interest of public health and safety, S.E.A.T. requires detailed information on the type of food you wish to have at your event and how it will be prepared. This is to ensure that S.E.A.T. initiates the proper inspections and ensures that your food vendors are properly licensed and can meet safe food handling requirements. All special events where vendors sell or give food away must be approved by the City of Hamilton Public Health Services prior to operation. Organizers of special events that have food vendors must contact Public Health Services to obtain the *Special Event Package*. The completed package must be returned to Public Health Services no later than 14 days prior to the event. Based on the information you provide in your S.E.A.T. application, Public Health Services will work with you to ensure that your event is healthy and safe.

A City of Hamilton licence is required for all Food Service Vehicles such as chip wagons, food trucks and ice cream bicycles. A licence can be obtained at Municipal Law Enforcement, Licensing and Permits, 77 James Street North, Suite 250 A, Hamilton, Ontario. For more information, including requirements and costs, please call MLE at 905-546-2782 (option 3) or review the [Business Licence Reference Guide](#).

In addition to a City of Hamilton licence, food service vehicles participating at events must have a copy of their current City of Hamilton licence and a letter from the event organizer stating that they are permitted to be at the event. The dates of the event must also be noted in this letter.

● GARBAGE & RECYCLING

Hamilton residents take great pride in keeping Hamilton clean and green. Special event organizers are responsible for ensuring appropriate measures are in place to contain waste and to clean up litter on City property. The Garbage & Recycling questions help Waste Management staff identify ways to best facilitate your event. Event organizers are encouraged to implement waste diversion opportunities for attendees as a means to move towards the City's waste diversion target. Fees may apply for some City waste management services including cleanup costs.

● FINAL AUTHORIZATIONS

It is vital that as the event organizer that you read and understand both the S.E.A.T. Guideline and the S.E.A.T. application. We also need to ensure that the information you are providing is to the best of your ability accurate in order to properly facilitate and support your event.

If there are any changes to your S.E.A.T. application, it is imperative that you notify S.E.A.T. of these changes **at least 21 days in advance**. The City reserves the right to revoke any approvals or permissions based on changes that render the event unsafe. If you have any further questions regarding the S.E.A.T. Guidelines or S.E.A.T. application please don't hesitate to contact the S.E.A.T. at specialevents@hamilton.ca or call 905-546-4646.

WHAT HAPPENS AFTER I SUBMIT MY S.E.A.T. APPLICATION?

Step 1

Please ensure you fully complete the application form and have provided as much event detail as you can, failure to do so may result in delays for reviewing and approving your application. You will also want to ensure that you have submitted the required road closure map and / or event site map so that your application can be reviewed.

Once you have submitted your S.E.A.T. application and map(s), it will be reviewed by Tourism & Culture Division staff that serve on S.E.A.T. If there are any immediate problems / concerns with your application you will be contacted by staff to review / discuss before your event can be considered for approval. If staff does not receive a response from you, staff reserves the right to remove your application from consideration until the requested information is submitted.

If your event/organization has any outstanding fees owing to the City of Hamilton, your S.E.A.T. application will not be considered until owing amounts are paid in full.

Step 2

If your event is complex and/or involves road closures or police presence; your application will be reviewed by a small logistics team consisting of representatives from Hamilton Police, Hamilton Street Railway, Corridor Management and Tourism & Culture. This is to ensure that what you are asking to do is feasible and safe. You will also be asked at this point to provide staff with a copy of:

- A Traffic Control Plan
- A copy of the Road Closure notification letter you will be responsible for distributing to local businesses / residents notifying them of your planned road closure.
- Road Closure Permit Fee (cheques made payable to the City of Hamilton).
- A Certificate of Insurance naming the City of Hamilton as an "additional insured".

You may also be asked at this point to provide staff with a safety and / or staffing plan for your event.

Step 3

Once it is determined that your S.E.A.T. application is complete and vetted by the logistics team (if deemed necessary), it will then be reviewed by all the members of the S.E.A.T. at its monthly meeting. Based on the information you provided in your S.E.A.T. application, each City department represented on S.E.A.T. will be asked to review your application and to "approve" the event, as presented, for further facilitation.

Step 4

Once all S.E.A.T. department representatives have "approved" your event, you will receive written notification of your approval via e-mail from S.E.A.T. The approval will be contingent on your

organization adhering to the City's policies and procedures to ensure that your event meets health and safety standards. These will all be outlined in your approval letter. Your organization will also be required to obtain third party liability insurance to protect your organization and attendees to your event , as well as any other necessary permits and permissions required for your event.

If there are any changes made to your application after it has been approved (i.e. date, time, location etc.), S.E.A.T. **requires written notice at least 21 days prior to the commencement of your event.**

Such changes may affect and/or revoke your approval and could result in your event being unable to take place on City property. S.E.A.T. reserves the right to revoke any event approvals if the event organizer does not fulfill their obligations.

If any S.E.A.T. department representatives have concerns with your application, S.E.A.T. will review these concerns with you to try and get your event to the point where it can be approved.

Step 5

Read your approval letter and make note of what your responsibilities are

DO NOT LEAVE THINGS TO THE LAST MINUTE!

S.E.A.T. members will provide you with the necessary instructions and department specific applications you need to fill in and submit back to the City in order to properly secure the various and permits and licences needed to facilitate your event and ensure public health and safety. You will also be advised of any associated costs (i.e. park rental cost, road closure permit fee etc.).

If you are unsure of anything please contact S.E.A.T. and we will assist you with your query and/or direct you to those at the City who can. S.E.A.T. representatives will continue to be in contact with you to ensure that the proper paperwork / permits are secured right up until your event gets underway. You may be asked to attend meetings and/or visit your event site if City staff feel that such meetings are pertinent to the save operation of your event.

WHO IS A PART OF S.E.A.T.?

The City divisions represented on S.E.A.T. are:

Tourism & Culture:

http://www.hamilton.ca/CultureandRecreation/Arts_Culture_And_Museums/

<http://www.tourismhamilton.com/>

Hamilton Police Service:

<http://www.hamiltonpolice.on.ca/HPS/Services/PaidDuties/SpecialEventsPaidDuty.htm>

Emergency Medical Services:

<http://www.hamilton.ca/EMS>

Hamilton Fire:

<http://www.hamilton.ca/Fire>

Hamilton Street Railway:

<http://www.hamilton.ca/hsr>

Public Health:

<http://www.hamilton.ca/PublicHealth>

Municipal Law Enforcement:

<http://www.hamilton.ca/MLE>

Parking Operations:

<http://www.hamilton.ca/Parking>

Building Services:

<http://www.hamilton.ca/CityDepartments/PlanningEcDev/Divisions/BuildingServices/>

Waste Management:

<http://www.hamilton.ca/CityServices/Garbage-and-Recycling/>

Parks:

<http://www.hamilton.ca/parks>

Corridor Management (Traffic):

http://www.hamilton.ca/CityDepartments/PublicWorks/Environment_Sustainable_Infrastructure/Corridor_management.htm

<http://www.hamilton.ca/traffic>

Road Maintenance and Operations:

<http://www.hamilton.ca/CityDepartments/PublicWorks/RoadMaintenanceOperations/>

Film Office:

<http://www.hamilton.ca/film>

Recreation:

<http://www.hamilton.ca/recreation>

Additional guidance is provided by:

Municipal Alcohol Policy: <http://www.hamilton.ca/municipal-alcohol-policy>

Risk Management: <http://www.hamilton.ca/CityDepartments/CorporateServices/RiskManagement>

Legal Services: <http://www.hamilton.ca/CityDepartments/CityManager/LegalServices/>

And other departments and agencies as needed.

HOW MUCH IS THIS GOING TO COST?

Expenses are a reality when it comes to planning an event and should be budgeted for accordingly. Use the budgeting template from the *Event Planning Resource* section of the S.E.A.T. website to help you plan and organize your expenses.

Below is a general list of City related expenses your event may incur. This is not an exhaustive list and depending on the scope of your event there will be other charges that you should account for. The more notice we have about your event and what it entails, the better we can help you identify costs. **All costs are subject to change**

CITY PERMIT / RENTAL FEES (selected)

Road Closure Permits

- Full Closure: \$621.75
- Partial Closure: \$233.90

Road Closure Supplies (i.e. Barricades, Pylons, “Road Closed” signs Traffic Control Plans)

- Events involving a full road closure are required to hire a third party (non-City) company to rent the required road closure supplies, hire staff to set up and tear down the actual closure and create the Traffic Control Plan needed to close the road. Prices vary based on the size of the closure and the company used but it can be quite an expensive undertaking starting in the neighbourhood of \$1000+. You will also be required to notify residents and businesses about your closure and are required to provide S.E.A.T. with a copy of the notification letter you will be issuing.

Traffic Signage

- Depending on the size of your road closure, the City’s Corridor Management group (Traffic) will need to create and install standard-issued traffic detour and warning signs to help inform and detour traffic safely before and during your road closure. Costs vary but good practice is to budget for \$300 per sign.

Park Rental Fee

- Rental fees vary based on the type of park you are using and the duration you’re using it for. Most of the popular event parks (Bayfront, Pier 4, Gage Park, T.B. McQuesten) have a daily rate ranging from \$90 - \$300 depending on the size and scope of the event. Rental costs for other parks can be obtained from the Recreation Division (Facility Booking) 905-540-5590 or facilitybooking@hamilton.ca.
- Based on the size of your event, S.E.A.T. may determine that Parks staff need to be present on-site to ensure that the event is healthy and safe and that amenities are accessible (i.e. washroom facilities / electrical boxes). Staffing rates are in alignment with current collective agreements and can start anywhere from \$40 per hour with a minimum 3 hour call.
- Other costs that you may need to factor in include bringing in potable water (via a water truck) or ensuring that potable-grade hoses (not green garden hoses) are used to transport water from water sources on-site to vendors and the public.

- The City does not cover the cost of renting porta-potties to augment washroom facilities for your event. Please plan accordingly.
- Fire-hydrant use on park property is subject to inspection and water usage fees. A deposit is also required. A representative from Parks is a member of S.E.A.T. and will advise accordingly.
- You are responsible for providing extension cords needed to plug-in as well as provide any generators needed to power your event.

Game Day Insurance Fees

- For a small fee, the City of Hamilton offers third party liability insurance to eligible events that take place on City parks through its GAME DAY insurance program. Please note that if your event includes alcohol, fireworks, horse-related activities, inflatables (i.e. bouncy castles) or skateboarding activities you are ineligible for this insurance and you must arrange insurance through another provider.
- Game Day insurance rates vary by the size of your event and range anywhere between \$35 - \$350 + tax and are subject to a \$500 deductible.

City Hall Forecourt Fees

- There is no rental fee for the Forecourt but there are staffing charges that may be levied if you require access to the City Hall Building (washrooms) outside standard business hours: 8:30am - 4:30pm Monday- Friday.
- Staffing rates are in alignment with current collective agreements and can start anywhere from \$40 per hour with a minimum 3 hour call.
- The Forecourt also has a sound system that is provided free of charge but staffing fees apply if you require a City staff person to run the system for you regardless of when your event takes place.

Public Health

- There is a \$32.00 inspection charge per food vendor involved in your event. An additional fee of \$23.00 per vendor will be assessed if the application is not received by Public Health Services 14 days prior to the event.

TIP: Some event organizers add this inspection fee to the amount they charge the food vendors to participate in the event so that they are not paying out of pocket for it.

Paid Duty Police

- Visit <http://www.hamiltonpolice.on.ca/HPS/Services/PaidDuties/SpecialEventsPaidDuty.htm> for the latest paid duty contract and applicable fees. The Hamilton Police's Special Events Constable is a S.E.A.T. member and determines the appropriate police serving to ensure a healthy and safe event.

Parking Fees

- If your event includes the use of any Municipal Parking lot under the control of Hamilton Municipal Parking Service there will be a fee charged to you for you to use the lot. This fee

varies based on the lot you decide to use. A City Parking Operations Technologist is a S.E.A.T. member and will determine what the final cost will be based on what lot you wish to use.

- If your event prevents parking meters from being used, you will need to arrange to have them “bagged” with a No Parking bag and you will need to pay a fee to offset lost revenue. Parking meters are \$10 per day Mon-Wed and Sat and \$13 on Thurs and Fri + a 15% admin fee.

Waste Management

- Waste Management costs vary based on the size of your event. Waste Management representatives are S.E.A.T. members and they will determine applicable waste management costs based on the City of Hamilton’s approved user fee schedule. TIP: Utilize volunteers to help pick up waste and place it into appropriate waste receptacles.

Hamilton Paramedic Service

- To ensure health and safety, larger events may be required to secure the medical services of the Hamilton Paramedic Service.
- The 2015 rate is \$884.45 for a four hour minimum call for an Ambulance with Two Paramedics. Each additional hour of part thereof is \$221.45.
- The 2015 rate for a First Response Vehicle (One Paramedic) is \$688.60 for a four hour minimum. Each additional hour or part thereof is \$172.20.
- Hamilton Paramedic Service representatives are S.E.A.T. members and will advise if medical services are required.

Overall, it is good event planning practice to have a certified first-aid service on site during your event. Remember, as the event organizer, you can be held liable for any injury that occurs to you, your staff or your event visitors and so it’s prudent to put some safety measures in place.

Hamilton Street Railway (HSR)

- Costs that could be levied by the Hamilton Street Railway include (but are not limited to):
 - Costs to re-route buses from roads that are closed by your event.
 - Costs to add buses to routes to compensate for delays caused by your event taking place on the road.
 - Advertisements to alert HSR customers ahead of time of service disruptions caused by your event.
 - In addition, should you need Shuttle Bus Service to/from your event, the standard HSR charter rate is \$ 108.66 per hour (plus HST) with a three hour minimum. Please note that this is the 2015 rates and that HSR does not run charters during weekday peak periods.
- An HSR Operations Technologist is a S.E.A.T. member and will determine what the final cost will be based on the scope of your event.
- The HSR has a transit-fare waiver and equipment use policy in effect regarding event shuttle services. The policy allows the organizer to apply for an exemption of charter costs, depending

on specific criteria being met. For more information please contact Kevin Nicol at kevin.nicol@hamilton.ca or 905-546-2424 x 1811.

Municipal Law Enforcement (MLE)

- There are various permits and fees associated with event activity.
- A list of Municipal Law Enforcement applications can be found at: <http://www.hamilton.ca/CityDepartments/PlanningEcDev/ApplicationForms>
- A list of City of Hamilton By-laws (some of which are enforced by MLE) can be found at: <http://www.hamilton.ca/citydepartments/corporateservices/clerks/by-laws/frequentlyrequestedbylaws.htm>

These include but are not limited to:

- Noise
- Food Truck Licensing
- Vendor Fees
- Amusement Ride / Inflatable Licences
- Raffle / Bingo / 50-50 Draws
- Signage
- Tents

EVENT INFORMATION UPDATES

Event organizers must inform the Events Office in writing about any changes made to the event plan once the event has already been approved by S.E.A.T. S.E.A.T. The Events Office (Tourism & Culture Division) is located at Lister Block, 28 James Street North (2nd Floor). An appointment is needed if you would like to meet with one of the Events Office staff.

- Phone: 905-546-4646
- Email: specialevents@hamilton.ca

We look forward to working with you to help make your event a success.

Sincerely,

Special Events Advisory Team, City of Hamilton,
Events Office - Tourism & Culture Division
specialevents@hamilton.ca
www.hamilton.ca/seat