



Special Events on Municipal Property Guidelines and Procedures



Township of Warwick
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www.warwicktownship.ca

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1.0 PURPOSE

The purpose of this guideline is to outline the Township of Warwick special event application and facility rental process, serving as the guiding document for event organizers and renters to manage events on municipal property. This Policy will provide the foundation for a proactive, event-friendly approach in encouraging the development and organization of events throughout the Township of Warwick.

The guideline is intended to ensure consistency, convenience and safety among organizers, volunteers, patrons, and the Township of Warwick.

The Township of Warwick recognizes that special events enhance the quality of life, local economic development growth and that they are essential in creating a healthy, active, and vibrant community.

2.0 SCOPE

This Policy shall apply to all persons, herein named the Event Organizer or Facility Renter, using municipal property including but not limited to park and open space, facilities – ball diamonds and or ice pad, arena – floor, Warwick Community Centre, East Lambton Community Complex (ELCC), parking lots and/or roadways for the purposes of hosting an event.

3.0 PARKS AND RECREATION - LIAISON

The Parks and Recreation Department will act as a liaison between organizers or renters, Township departments and local agencies creating a “one stop shop” for organizers to ensure awareness, education and compliance with Event policies and guidelines.

Staff will work directly with event organizers and renters to inform and navigate the guidelines as outlined.

4.0 GUIDELINES

The Township of Warwick has many talented event organizers, service clubs, and organizations who share the common goal of supporting a lively, fun, and healthy community for everyone through the delivery of community events.

Community events can vary from one to the next, requiring different approvals based on event needs. The following sections identify and detail possible requirements, acting as guidelines to success for events on municipal property.

Events range from vendor shows, concerts, sporting tournaments, awareness walks & runs, car shows, and seasonal parades, to name a few.

5.0 DEFINITIONS

“Township” means The Township of Warwick.

“Event Application” means a formal request to permit an event on municipal

land / property. All applications are subject to review of the Parks and Recreation Committee when deemed necessary by the Manager of Parks and Recreation.

“Alcohol & Gaming Commission of Ontario (AGCO)” means the approval authority for granting Special Occasion Permits for the licensing of events on municipal land.

“Municipal Property” means any roadway, land owned, leased, or controlled by the Township, designated as parkland or as a trail, including sports fields, arena, open spaces, parking lots and recreation facilities.

“Event Organizer” means any person or organization that holds a permit or event application for use of park space, arena, and/or facility for the purpose of hosting an event open to the public.

“Street/Road Closure” means an obstruction to the regular flow of traffic, involving one or more lanes being temporarily barricaded and may include a route detour, to be identified through signage.

“Fees for Services” means the Council-approved fees associated to services. These fees are approved by Council annually and are subject to change.

“Damages” means any loss or injury to a person(s) or property.

5.1 GENERAL DEFINITION OF AN EVENT

For the purpose of this policy, events are defined as any planned gatherings supporting cultural, recreational, charitable and/or community initiatives. An event on municipal property that is reserved exclusively for the operation of an organized activity open to the public and which meets the following criteria:

- Celebration of specific theme.
- Pre-determined opening/closing, hours of operation.
- Paid admission or free to the public.

A. Private Events

Private Events are gatherings that are not open to the public and are not advertised publicly. Information is shared with invited guests and members directly. Wedding ceremonies, birthday parties, family reunions, celebration of life, and corporate gatherings are examples of private events. These events are not required to follow the Event application process completely; however, particular items may need to be addressed and will be discussed at the time of rental permit booking.

B. Community-Led Event

An annual or infrequent event organized by a community group or individual, corporation, or business.

C. Non-Profit Event

Events that do not profit an individual, group of individuals or a “for profit”

company and are organized by a registered non-profit or charitable corporation. The event can be exclusively a fundraising event for the benefit of a community group or organization. Approved non-profit events are eligible for non-profit rates as determined by the Fees for Services.

D. For-Profit Event

An event held for the purpose of business, profit-making and/or promotion of an individual, group, organization, or corporation.

E. Sporting Event / Tournament

Defined as an event where an element of sport is the focus of the competition. Typically, the event involves competitors and spectators who have gathered to participate in, or watch, a sporting event.

5.2 EVENT APPLICATION & RENTAL PERMIT PROCESS

All requests to host an event on municipal property must be booked through the Parks and Recreation Department.

To begin the booking process:

- Complete and submit the Facility booking form to the Parks and Recreation Department. The facility booking form can be found on the Township website.
 - Reservations are accepted on a first served basis, however annual special events will be offered same dates as previous year prior to being made available to new event organizers. Dates are not held without a permit.
- Schedule and complete a site visit to review event details, arranged by Parks and Recreation staff.
- Following the site visit a Facility Rental Permit and Terms and Conditions agreement will be created between Organizer and Township and include the following.
 - Signature.
 - Outlines dates, times.
 - Detailed requirements and event expectations.
 - Applicable fees, condition(s) of use and disclaimers associated with the facility rental.

Applications can be submitted to the Parks and Recreation Department by email at parksandrecreation@warwicktownship.ca in person at the ELCC - 61 Centennial Ave., Watford or by completing the automated booking form found on the Township of Warwick website at www.warwicktownship.ca

Site Plans

The Parks and Recreation Manager may request a site plan in addition to the event application which shall include the following (where applicable):

- Tent location (including dimensions).
- Food zone / areas.

- Portable washrooms and hand wash station locations.
- Portable stage and location.
- Licensed area.
- Proposed Fenced area.
- Proposed Street/Road/Parking Lot closures.

Approval

The Parks and Recreation Manager will coordinate final approval for organizers to host their event should all criteria be satisfied with approvals provided by relevant departments and/or agencies as outlined in this Policy. The Township reserves the right to deny a request to host an event.

Fees for Services

All rental fees, equipment and service fees are subject to the provisions of the Council-approved *Fees for Services* as amended. Rental applications and or rental permits will outline payment terms and conditions. Fees for Service are required to be paid in full prior to the rental date.

5.3 LEGAL AND INSURANCE SERVICES

Certificate of Insurance

Event organizers shall obtain public liability and property damage insurance as to protect the renter against any claim for damages or personal injuries which may arise from or be connected with the operation of the function.

The Certificate of Insurance should contain the following information:

- Name of insurance company, policy number and policy term and address (group/organization).
- Date(s) location and name of event to which the certificate applies to including setup days.
- Name The Corporation of the Township of Warwick as 'Additional Insured.'
- Minimum limit of \$2,000,000.00 per occurrence (standard risk).
- \$5,000,000.00 per occurrence (high risk event with alcohol).

As an alternative, insurance can be purchased through the Township of Warwick.

5.4 NOISE BY-LAW EXEMPTIONS

Events that run past 11:00p.m. require an exemption to By-Law No 5 of 2018. In order to obtain an exemption from the noise by-law, an application must be submitted to the Clerk's Office via the Parks and Recreation Manager at minimum four (4) weeks before event. All noise exemption requests will be considered by Council.

5.5 ROAD & MUNICIPAL PARKING LOT CLOSURES

Event Organizers requesting a temporary road closure or parking lot closure for any event will need to submit a request to the Public Works Manager a minimum of 10 days prior to the event. The Parks and Recreation Manager will work

directly with the Public Works Manager who will work with the County of Lambton as required.

Application Process

Approval is contingent upon providing adequate emergency access at all times to the satisfaction of the Township of Warwick Fire and Rescue Department, Public Works Manager, Ontario Police Service, and County of Lambton (where applicable).

The Event Organizer will be required to submit a site plan that details the following:

- Identifies road closure area/location.
- Dates, timing, and nature of activities.
- Ensure adequate signage and outline sign location.
- The required six metre (20 feet) accessible lane for fire, police, and emergency vehicles.
- Indicate what event items will be located on the road or parking lot with dimensions (tents, displays, washrooms, staging etc.).

Notification Process

Once a preliminary approval is provided, notification must be circulated to all affected residents as determined by the Parks and Recreation Manager and or THE Public Works Manager and is to be completed by the event organizer.

The notification must:

- Detail the exact road or parking lot closure(s) and times.
- Provide a general site map and description of the event.
- Road barricades will be placed by staff or event organizers.
- Outline the requirement to monitor access points to allow for access as required and deter public access and must wear reflective safety vests when doing so.

Road Closure notification letter will be shared with the OPP, Fire Department, Lambton EMS for necessary approvals, by the Public Works Manager.

6.0 PARADES AND PROCESSIONS

The process laid out in the Road and Municipal Parking Lot Closures section is applicable to all applications requesting to host a parade or procession.

6.1 LICENSED EVENTS

The Township of Warwick owns and operates facilities where the consumption and sale of alcohol is permitted under the authority of a Permanent License or a Special Occasion Permit (SOP).

Serving and consumption of alcohol is permitted at events held at include:

- Warwick Community Centre.
- East Lambton Community Complex.

- Park space.
- Streets and parking lots may be permitted.

The sale/consumption of alcohol at any event on municipal lands shall follow.

- Regulations set by the AGCO.
- Items identified in this Policy.
- Compliance with Corporate Policy no 10.1 Alcohol Management Policy Factors and Security Controls.

Full Bar Service: The Optimist Club of Watford provides full bar service when renting the East Lambton Community Complex and on Municipal land. Renters are welcome to utilize the Optimist for events that they wish to license.

The Warwick Fire Station offers full bar service for events held at the Warwick Community Centre. Staff will provide details upon booking.

In order to be eligible for a facility rental that has alcohol, event organizers must demonstrate to the satisfaction of the Parks and Recreation Manager that there are sufficient controls in place to ensure a safe event.

Factors to be Considered

- Location, time, and duration of event.
- Is event licensed for sale of alcoholic beverages.
- Will underage persons attend the licensed event.
- Number of persons expected (or allowed by permit).

Controls

- Completion of an event application or facility rental permit.
- Ensure all bartenders have obtained a Smart Service Certification.
- Have a minimum of 2 people at each entrance (must be 19+).
- Security and/or paid duty officers as may be required.

Letter of Municipal Significance

At the request of the Event Organizer, a Letter of Municipal Significance can be completed by submitting a request to the Manager of Parks and Recreation. Once approved, the Event Organizer may apply for a Special Occasion Permit online on the [AGCO website](#). in compliance with requirements set by AGCO.

6.2 LAMBTON PUBLIC HEALTH (LPH) – FOOD VENDORS

It is the responsibility of the Event Organizer to notify LPH when food services will be provided at an event.

- An LPH form [Community Event form](#) for *Event Organizers* and for *Food Vendors* must be submitted and approved for the sale and distribution of food items.
- All forms must be sent to LPH a minimum of two (2) weeks prior to the event. Parks and Recreation staff can assist with this process.
- Any food vendors preparing food may be subject to an onsite inspection.

6.3 ELCC, ARENA HALL & WARWICK HALL COMMERCIAL KITCHEN USE

Commercial kitchen use is available to rent. Space is equipped with ovens, warming

ovens, dishwasher, fridge, freezer, icemaker (ELCC) and a variety of dishware, utensils, and cooking equipment.

6.4 TENT PERMITS

Building Permits can be obtained by applying to the Lambton County Building & Planning Services Department at 519-845-5420. Generally speaking, the Ontario Building Code requires building permits for tents that exceed 645 ft².

Mid-Sized Tents

- Ground area is between 645 ft² (60m²) and 2420 ft² (225 m²).
- Aggregate ground area between 645 ft² (60m²) and 2420 ft² (225m²) and structures are less than 9'10" (3m) apart.
- Do not contain bleachers, not enclosed with sidewalls.

Large Tents

- Total ground/aggregate area is greater than 2420 ft² (225m²); or
- Contain bleachers or sidewalls.

Application Requirements

- Completed Application for a Permit
- Site Plan (including dimensions).
- Tent drawings
- Certificate of flame resistance for all applicable tents.

6.5 FENCING, DIGGING OR STAKING

Before any digging, staking, fencing, the Event Organizer shall provide that:

- Any/all underground utilities have been located; and
- A call to [Ontario One Call](#) has been completed prior to any excavation or penetration of the ground (Hydro, Bell, Cable, Water and Natural Gas).
- Costs incurred for locates will be the responsibility of the event organizer.
- Must be pre-approved by the Parks and Recreation Manager.

6.6 CIRCUS/MIDWAY

Operation of a circus/midway, requires approval of Warwick Township Council.

Mechanical and Inflatable Amusement Devices must:

- Be appropriately staffed at all times.
- Meet all safety requirements as outlined in TSSA guidelines.
- Be anchored securely using weights/spikes (Air Supported Structures only).

6.7 LOTTERY LICENSES

If an event or organization wishes to hold a type of lottery scheme (such as a raffle) they are required to obtain a lottery license. Please contact the municipal office for information on lottery license requirements www.warwicktownship.ca

7.0 ANIMALS AND PETTING ZOOS

Events involving animals such as petting zoos, animal rides, animal exhibits and open farms require approval of the Parks and Recreation Manager.

7.1 HEALTH AND SAFETY REQUIREMENTS

A. Washrooms

Not all outdoor spaces have adequate washroom facilities to support an event. Depending on the size and length of the event, the Event Organizer may be responsible to rent port-a-johns and washing stations at the events expense.

B. First Aid

Events may be required to secure First Aid Services. The Event Organizer can be held liable for any injury that occurs to all parties involved in the event.

C. Tobacco, Cannabis, and E-Cigarettes

The Event Organizer is responsible for ensuring that:

- No person smokes (cannabis or tobacco) or uses an electronic cigarette (containing any substance) in a prohibited area in accordance with the [Smoke Free Ontario Act](#).
- Prohibited areas include enclosed public places, parks, playgrounds, recreation and sporting areas, and patios (including 9 metres from the perimeter) where food and/or beverages are sold or consumed.
- Smoke Free temporary event signage is available.

7.2 ELECTRICAL SAFETY AUTHORITY (ESA)

Event Organizers that use large generators are required to:

- Obtain an ESA permit (larger than 12KW or 220v).
- Obtain an electrical inspection at the expense of the event organizers.

Event organizers are encouraged to review ESA's website for a detailed list of all regulations at [ESA Safe](#).

7.3 CONTRACTED CONCESSIONS

Within Centennial Park and the ELCC, staff reserves the right to permit its contracted concession services to operate at any event. Event Organizers are permitted to use additional and/or alternative concessions.

7.4 ACCESSIBILITY STANDARDS

Event Organizers who ensure an accessible and age-friendly environment for visitors/volunteers at event will implement the following:

- Compliance with Section 6 of Ontario Regulation 429/07 – *Accessible Standard for Customer Service*, made under the *Accessibility of Ontarians with Disabilities Act (AODA)* to 2015.

- Well placed and clearly signed accessible parking spaces.
- Accessible washrooms.

7.5 TERRITORIAL LAND ACKNOWLEDGMENT

The Township of Warwick encourages the use of the Territorial Land Acknowledgement for opening ceremonies where appropriate. The Township's land acknowledgement can be found at www.warwicktownship.ca

7.6 WASTE DISPOSAL

Event Organizers are responsible for litter control and waste disposal as required. At the Townships discretion, events may be required to:

- Supply additional dumpsters at events expense.
- Event space must be left in its original condition following the event.
- Staff reserves the right to impose an additional charge for clean-up of the site if it is not left in a state that is satisfactory to the Township, per the Council approved *Fees for Services*.

8.0 OPEN FLAME & FIREWORKS

By-Law 57 of 2011 prohibits setting off fireworks on municipal lands without prior approval from the Township of Warwick Fire & Rescue Department Chiefs. If fireworks are considered as part of the event, approval from the Fire Chiefs will be required.

Note: The use of fire barrels or pits is not permitted, unless approved by the Parks and Recreation Manager and the Fire Chief.

9.0 PARKS AND RECREATION & EVENT DÉCOR

- Confetti or sparkles, and uncontained flammables are not permitted.
- All items are to be removed from site upon completion of event.
- The Township of Warwick assumes no responsibility for lost, stolen or damaged items.
- Staff is not responsible for the set up or take down of any decorations.
- Decorative items cannot be stapled, glued, nailed, or tacked onto tables and chairs. No holes are to be made in any of the structures or rooms at the Warwick Hall or East Lambton Community Complex.
- No furniture (tables, chairs etc.) is to be removed from the facility or moved outdoors. No kitchen items are to be removed from any facility. Any lost or stolen items belonging to the Township will be replaced at the expense of the organizer.
- If the organizer is loaned an access key and is unable to return the key within two (2) business days, a \$50.00 fee will be added to the renter's contract.
- The renter or event organizer is responsible for the behavior of their guests, including ensuring safe transportation for all guests from the event. Adequate adult supervision for children under age of 18 is required.
- For those using the baseball diamonds, arrangements shall be made prior

to rental to obtain access to the park pavilion washrooms, equipment shed and ball diamond lights.

- Use of facilities is confined to the date(s) and times(s) stated in the rental application and / or permit. The Township does not allow early drop off or set up unless the “Day before set up” fee has been paid and previously arranged directly with the Parks and Recreation Manager.
- Event Promotion: Staff will assist in promoting community events taking place on Municipal property through regular means including social media and Community boards as applicable as long as it complies with the Townships social media policy.

10.0 RELATED POLICIES

- Municipal Alcohol Policy
- Noise By-law Exemption Policy

Attachment A – Event Process Flow Chart Guideline

A quick step by step guide to renting with the Township of Warwick. Apply online, or in person, to secure a rental space for your next event.

