



**Town of Tillsonburg**  
**Special Event Manual**

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**Forms:**

- Appendix 1
- Simple Event Fundraising Policy
- Town of Tillsonburg Equipment & Services Request
- Special Event Application – SE-001
- Site Plan – SE-002
- Special Event Waiver – SE-003
- Temporary Encroachment – SE-004
- Organizer/Vendor Safety Requirements – SE-005
- Tent Fire Safety Plan – SE-006
- Application For Display Fireworks Permit – SE-007
- Special Occasion Notice to Municipality – SE-008
- Request for Municipal Significance Designation – SE-009
- Pyrotechnics Approval – SE-010
- Application for Mobile Food Premise License – SE-011
- Application for Overnight Camping – SE-012
- Noise Exemption – SE-013

**We welcome your interest in holding a special event in Tillsonburg.**

Hosting an event is a great opportunity to raise your company or organization's visibility in our community. Enclosed you will find the materials needed to obtain a Special Event Permit for the Town of Tillsonburg. Please read all documents and follow the directions provided. A Special Event Checklist is included with this package to further assist you in planning your event. Your event must have the signed application and all requested documentation submitted for approval by Town of Tillsonburg staff and in some cases Town of Tillsonburg Council before the Special Event Permit can be issued.

The Parks and Recreation Department will be your primary contact and will assist you through this process. The Special Event Manual is intended to identify and assist the organizer of an event in following the requirements of the Town of Tillsonburg and associated agencies such as the OPP and Oxford County Public Health & Emergency Services.

The Town of Tillsonburg may request a meeting with the organizer for the purpose of coordinating the proposed event.

If you have any questions or concerns, please contact Parks and Recreation Department at 519.688.9011 or online at [www.tillsonburg.ca](http://www.tillsonburg.ca)

We appreciate your feedback and comments in regard to this manual at any time.

**Special Event Definition**

- An activity held on private or public property;
- Celebrates or displays a specific theme;
- Consists of one or several activities;
- Activity is open to everyone;
- Is held on predetermined dates and times

**A special Event may**

- Deviate from the current assigned land use;
- Involve coordination of municipal services over and above that which the Town routinely provides

The following examples include, but are not limited to the following organized endeavors:

- Sales of food, alcohol or merchandise – the Business Licensing By-law #3666 as amended will apply for any sales taking place during a special event;
- Parades and processions;
- Marathons, walks, bicycle rides;
- Dancing, music;
- Dramatic productions, entertainment;
- Carnivals, festivals, bazaars;

The above are examples of activities that may not comply with the usual traffic regulations and might obstruct impair or interfere with the normal flow of traffic; they may consist of exhibitions, food concessions, amusement rides/devices, games or animal rides.

### Exclusions

Private social gatherings such as garage sales, rummage sales, yard sales which will not use the Town property other than for lawful parking are excluded in accordance with By-law #3666 as amended.

### Event Organizer

Event Organizer is the person in charge of setting up/facilitating the special event.

The organizer is responsible for completion and submission of the following:

1. Completed ***Special Event Application Form (SE-001-1)***;
2. List of event participants;
3. Signed ***Special Event Waiver/Indemnification Form (SE-003-1)***
4. Completed Facility Booking Contract (if required);
5. Certificate of Insurance;
6. Completed additional forms/applications as necessary;

## **Compliance**

In addition, the organizer is responsible for ensuring all requirements by the Town of Tillsonburg are complied with and all licensing, permits and approvals required by county, provincial and federal jurisdictions are met. Compliance or failure to comply does not validate enforcement by other agencies.

## **Special Event Policies and Procedures**

The amount of time required for the Town of Tillsonburg to process each application for special event varies depending on the complexity of each request. Therefore, minimum 60 days is recommended to circulate all documents to pertinent departments and to submit any requests to Town Council for consideration. If there is not sufficient time to circulate the application, the permission for the event may be denied.

### **Booking procedures for Parks and Facilities**

Before proceeding with any plans for an event, Tillsonburg Parks and Recreation Department should be contacted to ensure the availability of the park or facility. Parks and facilities can be booked up to 3 years in advance, and it is recommended that an event booking is made at least 1 year in advance. Once booked, a signed Facility Booking Contract must be obtained from the Tillsonburg Community Centre, and the booked facility/park deposits paid for. Any additional terms and conditions outlined in the Facility Booking Contract, such as liability insurance must be adhered to before a Special Event Permit is granted.

Applications will be processed on a 'First come, first serve' basis, so plan early.

The Town of Tillsonburg reserves the right to approve/reject any application at its sole discretion.

### **Use of Town Property**

To make any special event successful, a considerable outlay of resources, time and money is essential. The guidelines in this manual must be followed by all event organizers for a seamless, safe and successful facilitation of events.

Parks and facilities owned by Town of Tillsonburg have a standard set of requirements and regulations which are outlined in the Facility Rental Contract.

All special events within Town limits must be approved for operation on the Town streets, sidewalks, parks and facilities. The safety of operators and visitors at the special event, respectful use of the Town property and its maintenance are mandatory. Special event organizers are responsible for any damages caused to Town property by the activity or event.

## Events held on Private Property

Use of private property for events or activities may require obtaining special permits. Please contact the Building Department and Fire Department at 519.842.9000 for more information.

## Food and Beverage

1. No food or beverages may be sold or given away at a special event, unless approved by the Oxford County Public Health and Emergency Services (OCPHES).

It is the responsibility of each event organizer to notify OCPHES by either calling 519.539.9800 extension 3520 or by fax at 519.539.6206.

It is also the responsibility of the organizer to provide a public health form to each vendor or group who will be selling, preparing and/or serving food who then must return the form to public health. All completed forms are to be received a minimum of 14 days prior to the event.

2. As an organizer of the event, it is recommended that you submit the **Organizer/Vendor Safety Requirements Form (SE-007-1)** at least 60 days prior to the event.
3. Each food provider must submit a signed **Organizer/Vendor Safety Requirements Form (SE-007-1)** to the Town of Tillsonburg at least 14 days prior to the event.

## Staff Compensation

The Town of Tillsonburg may require personnel to ensure the safety of participants, reduce public liability to the organizer as well as the Corporation of the Town of Tillsonburg and promote the success of the event. Any extra costs incurred by the Town may be charged to the Organizer.

## Electrical Power

Town of Tillsonburg may provide electrical power for events. Applicants may be charged based on usage. The Applicants may also provide their own source of power according to their specific needs, subject to Electrical Safety Agency (ESA) inspection.

Ontario Electrical Safety Code specifies that any electrical equipment installed in Ontario, temporarily or otherwise, must be inspected by ESA. This includes all live performances, event productions, film and television. Inspection fees are imposed by ESA. Failure to comply could result in unsafe sites, production downtime and fines.

An application for an inspection must be submitted at least 14 days prior to the event set up to the ESA Customer Service Centre, Cambridge at: tel. 877.372.7233, fax 800.667.4278 or email [esa.cambridge@electricalsafety.on.ca](mailto:esa.cambridge@electricalsafety.on.ca) .

## Forms

To be submitted as required

### MANDATORY FORMS

- Special Event Application Form SE-001
- Site Plan Form SE-002
- Special Event Waiver/Indemnification Form SE-003
- Organizer/Vendor Safety Requirements Form SE-005

### MERCHANDISE, FOOD & BEVERAGE FORMS

- Business License Application
- Special Event Food Vendor Form
- Application for Mobile Food Premise SE-011

### ALCOHOL FORMS

- Special Occasion Permit Notice to Municipality SE-008
- Request for Municipal Significance Designation SE-009
- Municipal Alcohol Policy (M.A.P)

### TENT/BUILDING FORMS

- Building Permit Application
- Tent Fire Safety Plan Form SE-006
- Application for Overnight Camping SE-012

### FIREWORKS FORMS

- Application for a Display Fireworks Event Permit SE-007
- Pyrotechnics Special Event Approval Form SE-010
- Application for Noise Control By-Law Exemption SE-013



#### OTHER FORMS

- Temporary Event Encroachment Application SE-004
- List of vendors, organized by category (ie. food, craft, etc.)

Permits and applications can be obtained online at [www.tillsonburg.ca](http://www.tillsonburg.ca)

#### Important Information

- The Corporation of the Town of Tillsonburg is not responsible for any damages to persons or property, or accidents resulting from the issuance of a Special Event Permit.
- A Special Event Permit can only be used on dates and times specified in the Permit and is not transferrable.
- The Special Event Permit must be posted on site during the event.
- Depending on the nature and the size of the event, a security deposit may be required by the Town of Tillsonburg.
- Town of Tillsonburg reserves the right to modify the requirements as deemed necessary and to cancel, suspend or reschedule events.
- The Organizer of the event is fully responsible for ensuring that all aspects of the event comply with all conditions, by-laws and requirements.

#### APPLICATION PROCESS

The ***Special Event Application Form (SE-001-1)*** must be returned completed and signed, with all required documents attached.

#### Deadlines for Submission

1. Special Event Application (SE-001)

The application shall be submitted to the Town at least 60 days prior to the scheduled event in order to be circulated to all pertinent departments for comments and approval before issuance of the permit. Applications with lead time of less than 60 days may not be considered.

2. Temporary Event Encroachment Form (SE-004)

The Temporary Event Encroachment form shall be submitted to the Town at least 60 days prior to the scheduled event. Applications with lead time of less than 60 days may not be considered.

3. Food Services

If your event will include serving/selling of food and beverages, an Organizer Form must also be submitted at least 60 days prior to the event.

A Special Events Food Vendor Form must be submitted to the Oxford County Public Health and Emergency Services for each vendor at least 14 days prior to the event.

4. Participants List

A list of all participants (i.e. vendors, performers, key contacts/organizers) in the event must be submitted to the Town at least 14 days prior to the event. Final list of vendors must be submitted no later than 48 hours prior to the event. Vendors will not be included past this date. Please list vendors by category (ie. food, craft, performers etc.)

5. Building Permits

A Building Permit application must be submitted, if required, to the Building Department at least 15 days prior to the event. Consultation with Building Department is recommended at least 60 days prior to the event.

6. Fire and Rescue Services

Event organizers must complete the **Organizer/Vendor Safety Requirements Form (SE-005)**.

All participating vendors must submit a **Organizer/Vendor Safety Requirements Form (SE-005)** to the Town at least 14 days prior to the event to obtain their license.

If fireworks or pyrotechnics are included in the event, the **Application for a Display Fireworks Event Permit (SE-007)** or the **Pyrotechnics Special Event Approval Form (SE-010)** must be submitted to the Fire Chief or designate at least 21 days prior to the event (By-law #3510 Section 3.6 as amended).

## WAIVER/INDEMNIFICATION

A signed Waiver/Indemnification Form must be signed by a Signing Officer(s) of the Organization or entity organizing the event and submitted with each Special Event Application.

## **INSURANCE**

A Certificate of Insurance including General Liability specifying “Corporation of the Town of Tillsonburg” as an Additional Insured and Cross Liability endorsement, Completed Products and Operations, Auto and Non-owned Auto coverage must be provided by the organizers at least 14 days prior to the event. Coverage shall include, but not be limited to, bodily injury, property damage, cross liability and contractual liability.

The Town of Tillsonburg might assist with insurance compliance through the corporate insurance for a nominal fee.

Minimum insurance requirements:

BBQs and Sidewalk Events – copy of Certificate of Insurance and Waiver, listing the Town of Tillsonburg as an additional insured

Simple Event - \$2,000,000.00

Medium Event - \$5,000,000.00

Large Event – to be determined based on requirements

If all vendors are included under one license, and the Certificate of Insurance is provided by the organizer, the organizers assume the liability for all merchandise vendors participating in the event. As best practice we recommend that vendors who hold their own liability insurance provide copy to organizer, naming the Town of Tillsonburg as an additional insured in the policy.

Food providers and amusement ride providers, hot air balloon rides, helicopter or airplane rides and glider rides must present a Certificate of Insurance to obtain a business license from the Town required to participate in any event. Additional aircraft liability/aviation insurance will be required specific to the activity, including bodily injury, death and third party property damage clause.

If alcohol is being served, the insurance must include Host Liquor Liability and this coverage must be shown on the Certificate of Insurance.

The organizers are responsible for providing insurance coverage for the event volunteers.

The Corporation of the Town of Tillsonburg reserves the right to modify or request additional requirements based on each individual event application.

## **FEES**

All applicable fees must be paid before a Special Event Permit will be issued.

Cheques are to be made payable to the Town of Tillsonburg.

## **SPECIAL EVENT REQUIREMENTS**

### **Site Plan**

A detailed plan of the proposed layout of the event must be submitted, approved and adhered to for the event. The site plan is necessary so the layout of all structures, activities and licensed areas are in compliance with Town of Tillsonburg policies and by-laws. To assist with site plan, Oxford County Mapping system is available at [www.oxfordcounty.ca](http://www.oxfordcounty.ca).

Town of Tillsonburg facilities set up sheets are available through the Community Centre and provided with a Parks and Facilities Rental Contracts.

### **Notification**

The event organizer may be required to provide a written notification of the event to all affected area residents and businesses. The Town will be responsible, through the approval process, of notifying the O.P.P. , Fire & Rescue Services and Oxford County EMS.

### **Site Inspection**

Designated town Staff will execute a site inspection prior to the start of event to determine that all requirements for the event have been met. Should the inspection find deficiencies, the Staff will correct the deficiencies and bill the event organizer for incurred costs.

### **Tents and Temporary Structures**

#### **Building Department Requirements:**

##### Permit

Section 8(1) of the Building Code Act states that “No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official”.

A tent is considered a building under the definitions of the Ontario Building Code and therefore requires a building permit.

A tent or a group of tents is exempt from the requirement of a building permit and is exempt from compliance with the Ontario Building Code provided that the tent or a group of tents are:

1. Not more than 60 square meters (645 square feet) in aggregate ground area;
2. Not attached to a building;

3. Constructed with more than 3 meters (9 feet) from other structures;

Where the distance between tents is less than 3 meters (9 feet), the tents will be considered as one tent for the purpose of determining the combined area,

### Engineering Design

A tent or group of tents is required to be designed by a Professional Engineer where:

1. The tent is intended to be used as an Assembly Occupancy for gathering of persons;
2. Total area of the tent or group exceeds 225 square meters (2420 square feet);
3. Tent is designed to accommodate more than 30 persons consuming food or drink;
4. Tent contains bleachers;

### Permit

A completed Building Permit Application is required, including the following information:

1. Site plan showing detailed location of all buildings and clearances to other buildings;
2. Construction details and specifications of tent materials, structure and anchoring;
3. Flame Resistance Rating (FRR) of fabrics used;
4. Sanitary requirements where applicable;

### **Fire & Rescue Services Requirements:**

**Please refer to Appendix A – “Tillsonburg Fire Department Special Events Policy & Procedure”**

### **Vendors**

All vendors must have a valid Tillsonburg Business license in compliance with the licensing by-law #3666 as amended.

A list of all participants must be provided to the Town at least 14 days prior to the event. Vendors will not be added after this date.

Vendors must acquire licenses at least 14 days prior to the event.

Municipally approved Community Festival – no license required from designated merchandise vendors.

## Camping

Camping may be permitted for the duration of the special event in specified areas. Organizer must complete an Application for Overnight Camping and submit the form for approval at least 30 days prior to the event. For more information contact Tillsonburg Community Centre at 519.688.9011.

\*Note: Currently proposed camping areas are Memorial Park (near pavilion) and Coronation Park.

## Parks & Recreation Resources

Tillsonburg Parks and Recreation Department may be able to assist event organizers with additional resources for events, such as picnic tables, chairs, tables, portable bleachers, trash cans, and other items. Fees may apply. For more information contact the Community Centre at 519.688.9011.

## Accessibility

Every event held within the Town of Tillsonburg shall give consideration to the Accessibility for Ontarians with Disabilities Act (2005) to provide a barrier free access for visitors. Prominently placed and signed accessible parking spaces, washrooms and spectator viewing areas are examples of this. The signage directing to these areas should be prominently displayed at each event.

## Signage

All signage placed on Town property must be reviewed as part of the **Special Event Application Form (SE-001)** and approved by the Town (by-law #3798 as amended).

The signs must be in accordance with the Sign By-law and the event organizer must notify the Building Department if this type of promotion is to be used for the event in order to assure compliance.

## Alcohol Policy

Special Occasion Permit (SOP) is needed any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place. Applications can be obtained through any LCBO store.

Municipal Alcohol Policy (MAP), by-law #3565 as amended must be adhered to for any alcohol related events in the Town of Tillsonburg. The Municipal Alcohol Policy can be obtained online at [www.tillsonburg.ca](http://www.tillsonburg.ca)

Details regarding the proposed location, size and hours of operation must be submitted in a site plan by the organizer of the event in addition to the Special Event Form.

Plans for erecting of tents or marquees for selling/consumption of alcohol must be approved by the Building Department, Oxford County Public Health & Emergency Services and Fire & Rescue Services. Details are available in Section 11 of Municipal Alcohol Policy reference Outdoor Events and Festivals.

Alcohol and Gaming Commission of Ontario regulations require that the licensed area must be surrounded by fencing. **Town of Tillsonburg requires that snow fencing is not permitted for alcohol related events. Fencing must be minimum 48" tall for all events that include alcohol.**

**A detailed site plan and security plan for the licensed area must be submitted with written notification at least 10 days prior to the event.**

**Fenced Areas Occupancy**

At least 2 widely separated exits are required from the fenced enclosure

Number or Attendees to be served by exits	Number of exits required
0 to 6000 persons	2
6000 to 9000 persons	3
9000 plus persons	4

**Fencing and staking**

To avoid interference with buried underground utilities, a clearance certificate must be obtained from each utility (ie. Hydro, Bell etc.) before installing of fences, tents, poles or before any digging. For all locates the organizer must contact Ontario One Call at 800.400.2255 or [www.On1Call.com](http://www.On1Call.com) a minimum 14 days prior to the scheduled event.

**Emergency Services**

It will be determined by the Town of Tillsonburg if any emergency services will be required for the event. In an emergency situation the Director of Operations or designate, OPP, Fire & Rescue Services or Oxford County EMS may re-route or cancel any special event for public safety.

## **Fire Safety**

**Requirements of the Fire Department are detailed in Appendix A – “Tillsonburg Fire Department Special Events Policy & Procedure”**

## **Security**

For events with expected occupants in excess of 200, the Town will conduct an event specific risk assessment. If that risk assessment deems that security personnel is required, event organizers must create and supply a security plan and arrange either Pay-Duty Police Officers or licensed Security Guards that are employed by a registered Security Employer as governed by the Private Security & Investigative Services Act (PSISA) of Ontario. As per the PSISA, a Security Guard is a person who performs work, for remuneration, that consists primarily of guarding or patrolling for the purpose of protecting persons or property. Additionally, no person shall act as a security guard or hold himself or herself out as one unless the person holds the appropriate license under the Act.

Please note that additional security requirements for events that are serving alcohol may also be applicable as outlined in the Town of Tillsonburg’s Municipal Alcohol Policy.

## **Public Access**

Public access to parking lots, park walkways, playgrounds must be available at all times during the event.

## **Parking**

An assessment of available parking should be made in advance of the event and arrangements made to accommodate overflow parking if required.

## **Vehicles**

Site plan application must include any vehicles that are to be left in park areas during event, subject to Town approval.

Event organizer must ensure that vehicle access to parks is monitored and only through designated points, allowing emergency vehicle entry at all times.

The organizer will agree to prevent operation of motorized vehicles in parks 30 minutes before and 30 minutes after the events for the safety of pedestrian traffic. Upon designation, service vehicles for transporting supplies or removing trash may be approved to be used during event hours.



## Road Closures

Requests for any road, sidewalk, parking lot temporary closures must be included in the **Special Event Application Form (SE-001)** and it is recommended that they are submitted at least 60 days prior to the event for circulation to various departments of the Town of Tillsonburg, emergency services for final approval.

Temporary road closures must be approved by Director of Operations. Emergency road closures may be authorized by the Director of Operations or the Town CAO for public safety.

A detailed map must be submitted and include a layout/route of the proposed event on Town roadways, sidewalks or parking lots, as well as a list of any barricades or traffic cones as requested.

All participants must obey all traffic and control signs, unless a police officer is present to control traffic.

Costs to setting up barricades, detours, signage, public notices etc. per Public Works Department requirements may be the responsibility of the event organizer.

## Propane Inspection

All equipment is subject to inspection and must conform to applicable regulations.

Propane cylinders must be secured and stored outside of tents or structures in a safe, ventilated location. All compressed gas cylinders must be stored in racks and tied securely.

## Entertainment

It is the responsibility of the event organizer to make sure that all public entertainment during the event is geared toward adults as well as children and is positive in nature. Nudity or any form of profanity will not be tolerated on Town property. A contact list for entertainment and production may be required for submission prior to the event.

## Amusement and Rides

Amusement equipment such as merry-go-round, animal rides, bounce devices etcetera, require a license from the TSSA. If amusements feature equipment requiring obtaining and disposing of large volume of water, the Organizer must notify the Town at least 30 days in advance.

### **Hot Air Balloons & Helicopter Rides**

Certificate of Insurance naming the “Corporation of the Town of Tillsonburg” as additional insured must be submitted. Additional aircraft liability/aviation insurance will be required specific to the activity, including bodily injury, death and third party property damage clause.

Event organizers are responsible for ensuring all pilots are licensed and in compliance with Federal Aviation Standards.

### **Petting Zoo/Animal Exhibit/Circus**

All animals must be properly inoculated and all exhibits must comply with Oxford County Public Health & Emergency Services (OCPHES).

A special approval is needed for any animal exhibit and compliance with Town of Tillsonburg by-law # as amended. Details about the types of animals prohibited in Tillsonburg are available from By-law Enforcement Officer at 519.842.9200.

### **Pets**

It is a choice of the Event Organizer whether pets will be welcome at the event. Municipal By-Law# 3507 as amended, for Animal Care and Control will apply at all times.

### **Fireworks and Pyrotechnics**

All use of fireworks/pyrotechnics must be in compliance with the Federal Explosives Act and the Explosives Regulations and Town of Tillsonburg by-law # as amended.

Application for Fireworks Permit must be submitted by the event organizer at least 21 days prior to the event.

### **Music Licensing/SOCAN/RE:SOUND**

If you have live or recorded music as part of your event, you require a SOCAN or RE:SOUND performing rights license.

Visit [www.socan.ca](http://www.socan.ca) and [www.resound.ca](http://www.resound.ca) to determine which tariff(s) and costs apply to your event as you may need more than one license depending on how the music is used. Once received, please provide proof of license to the Town at least 1 week prior to event.

### Gambling and Raffles

A special event raffle license is required for raffle ticket sales or games. The license must be acquired from the Customer Service Centre at 519.842.9200.

Certain types of gambling (ie.: Monte Carlo) require a Provincial License. These must be acquired from the Alcohol and Gaming Commission of Ontario at least 45 days prior to the event.

### Washrooms and Sanitary Facilities

The event organizer will be responsible for providing sufficient washroom and hand sinks if the location of the event does not have sufficient facilities for the anticipated crowds. Accessibility must be considered when providing washrooms and hand sinks.

#### Recommended Minimum Number of Toilets

Number of Attendees	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 50	2	2
51 to 150	4	2
151 to 300	6	4
301 to 500	8	4
More than 500	10	6

Add one toilet for each additional 100 attendees

### Noise

Noise, amplified and non-amplified, associated with special events at public parks and facilities may be regulated to ensure the success of the event while limiting the impact to residents.

*By-Law# 3002 as amended*

#### **2.1 Public celebration - election - gathering - authorized**

*None of the provisions of this by-law shall apply to the use in a reasonable manner of any apparatus or mechanism for the amplification of the human voice or of music or fireworks exhibition in a public park or any other commodious space in connection with any public election meeting, public celebration or other lawful gathering, with permission from the Inspector of the Oxford OPP.*

## **2.2 Parade - band - authorized**

*None of the provisions of this by-law shall apply to any military or other band or of any parade operating under permission obtained from the Inspector of the Oxford OPP.*

*Time limits: proposed 9am – 12am*

**Exemption:** *Application for Noise Control By-Law Exemption must be submitted at least 45 days prior to the event.*

### **Garbage**

The event organizer is responsible for all litter control, including regular removal of waste to maintain a sanitary environment.

After the event, the organizer is responsible for all garbage collection, removal and for restoring the Town property to its original condition within 24 hours of the event completion.

Removal of dumpsters cannot take place between the hours of 11:00pm and 7:00am.

### **Damages**

All Town parks and facilities must be protected from damages and vandalism. Town of Tillsonburg staff will provide direction to the event organizer regarding activities that may impact vulnerable areas.

The event organizer is responsible for any damages to Town property and facilities, and for staffing required for clean up after the event (i.e. litter pickup).

## APPENDIX A

### Tillsonburg Fire Department Special Events Policy & Procedure

Patrons and the public expect that the events they attend will meet and appropriate level of fire and life safety for themselves and their families. The Special Events Manual for the Town of Tillsonburg is meant to aid event organizers and conveners to ensure that their events are successful and safe. The Tillsonburg Fire Department specifically wants to help ensure the fire and life safety of everyone attending the event.

The Tillsonburg Fire Department shall regulate all indoor and outdoor Special Events as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, tents, amusement rides, and exhibits; and the control of hazardous conditions dangerous to life and property.

If a Special Event includes cooking, tents, street closings or the discharging of fireworks, organizers must ensure that the applicable fire and life safety measures are taken as outlined herein.

If there is information that requires clarification, please contact the Tillsonburg Fire Department by phone at (519) 688-3009 or by e-mail at [fire@tillsonburg.ca](mailto:fire@tillsonburg.ca).

#### GENERAL REQUIREMENTS FOR SPECIAL EVENTS

To ensure the safety of patrons, staff and volunteers, special event organizers are required to abide by the following general safety requirements:

- a) Waste material to be kept a distance of at least 3.0m from tents, booths and exits from structures.
- b) Waste materials shall be kept in containers and removed daily. Dumpsters are to be emptied as often as necessary to ensure they do not overflow.
- c) Combustible decorative materials shall be flame resistant (table cloths & covers are excluded).
- d) Event location, tents, trailers, stages, egress routes, etc. shall maintain 3.0m minimum clearance from flammable vegetation, unless lesser distance is approved by the Chief Fire Official.
- e) Exits, aisles, and passageways shall not be blocked or their width obstructed in any manner. Widths shall be as per Ontario Building Code and Ontario Fire Code requirements.
- f) Roads for egress, ingress and emergency evacuation routes must be unobstructed.
- g) Access to buildings, fire hydrants and Fire Department Connections must be unobstructed.
- h) All portable fire extinguishers must have valid monthly inspection and annual service tag.

- i) Smoking, fireworks, open flame or hot objects capable of igniting combustible materials shall not be allowed inside booths.
  - j) “No Smoking” signs shall be posted throughout the venue.
  - k) Cooking and barbecues shall be a minimum 3.0m from any booth and shall be protected from access by the public.
- All Special Event sites must comply with the provisions of Check List “A” of this document.

## TENTS AND AIR SUPPORTED STRUCTURES

The following requirements are for all large tents and in part for smaller commercial tents where cooking and/or heating is to take place therein.

**Building Permits:** A Building Permit is required to erect a tent in excess of 60m<sup>2</sup> (645 ft<sup>2</sup>). The Permit is obtained from the Building Department, 10 Lisgar Avenue, Tillsonburg. And the tent must meet Ontario Building Code (OBC) requirements.

**Fire Safety Plan:** An Approved Fire Safety Plan is required for tents, or groupings of tents, in excess of 30m<sup>2</sup> (322ft<sup>2</sup>). This plan must address the foregoing and be posted in a conspicuous and easily accessible locations, near exits and cooking areas. Generic templates are available. Fire Safety Plans must be submitted for approval at least 10 business days prior to the event.

**Portable Fire Extinguishers:** Portable fire extinguishers (minimum 2A-10BC rating) are required for non-cooking tents. All fire extinguishers provided shall be appropriate for the hazards present. Cooking activities may require a Class K or 40BC rated fire extinguisher. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months and that subsequent monthly checks have been completed by a competent person.

**Exit Signs:** Exit signs are required for each designated exit. Commercially available card type signs may be acceptable when adequately illuminated.

**Emergency Lighting:** Emergency lighting must be provided and maintained for any functions being held at night. The required emergency lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

**Fire Watch:** Where a fire alarm is not provided in conformance with the Ontario Building Code or the Ontario Fire Code, a person must be employed for fire watch duty to patrol the area to ensure the means

of egress are kept clear and to enforce the requirements of the approved Fire Safety Plan. This shall be done through a systematic series of tours through the identified structure. The person shall have a means to communicate with the occupants in the structure, the other person(s) employed to perform fire watch, and also to summon the fire department (9-1-1).

**Smoking & Open Flame:** Smoking and the use of open flame devices is not permitted unless approved by the Chief Fire Official.

**Heating & Cooking:** Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy or other similar structure is prohibited. Any canopy used to cover a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 / 705 or Note 4 of Test Method 27.1 of the CAN 24.2 or CAN/ULC S-109. This equipment must not be located adjacent to exits or access to exits. These requirements apply to ALL sizes of tents.

- All **FOOD** vendors in tents (applies to all tent sizes) using fuel fired appliance (propane, natural gas, butane, wood, charcoal, etc.) must comply with the provisions of Check List “B” of this document.
- All **NON-FOOD** vendors in tents (applies to all tent sizes) must comply with the provisions of Check List “C” of this document.

### **MOBILE FOOD SERVICE EQUIPMENT**

Mobile Food Service Equipment (MFSE) is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fired fuel cooking equipment and, if applicable, associated fuel storage. MFSE can be commonly known as, but not limited to, “Coffee Trucks”, “Chip Wagons”, “Hot Dog Carts”, and “Hamburger Carts”.

The fire and safety requirements contained herein, may not fully encompass requirements of the *Technical Standards and Safety Act 2000, S. O. 2000, c. 16, s.31* and the Regulations made under the Act as well as any Director’s Orders made regarding Mobile Food Service Equipment.

Mobile Food Service Equipment shall be located a minimum of 3.0m from all buildings, structures, vehicles and other Mobile Food Service Equipment as well as any combustible materials.

- All Mobile Food Service Equipment must comply with the provisions of Check List “D” of this document.

## **STREET CLOSING**

All street closings must be in conformance with the requirements of the Town of Tillsonburg Engineering Department. The Fire Department will also review street closure requests to ensure that at minimum:

- 1) The barriers used permit emergency vehicle access to the closed portion of the street.
- 2) All hydrants remain visible and are not obstructed in any manner, leaving at least a 3m radius around each hydrant.
- 3) A 6m wide emergency lane (fire route) shall be provided.
- 4) All standpipe connections are visible and accessible.

## **FUEL SAFETY**

The following requirements for using hydrocarbon fuel fired appliances and equipment were established by the Technical Standards and Safety Authority (TSSA). The information provided herein should be used as a guide only and does not represent the full regulatory requirements of this agency.

### **Approval Requirements**

Appliances and equipment using hydrocarbon based fuel must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) and Underwriters Laboratories of Canada (ULC), to name two. Contact TSSA if there is a concern about an appliance approval.

### **Common Safety Concerns**

Common safety concerns associated with propane include:

- a) Equipment has not been maintained by a qualified and ticketed Registered Contractor
- b) Cylinders do not have clearly marked test dates less than 10 years from current date
- c) Inadequate clearances from appliances to combustibles
- d) Improperly supported and protected regulators, hose and piping
- e) Unsecured cylinders (to be chained/mounted in upright position)
- f) Maximum hose length of 3.0m is exceeded
- g) Unused piping and valve openings are not capped
- h) Certified hose and hose assemblies are often not used
- i) The use of rubber and/or vinyl hose inside enclosures/trailers, etc. Piping or tubing must be used

### **Fuel Containers for Gasoline and/or Diesel Power Generators**

Fuel containers shall have been built in conformance with one of the following Standards or Regulations:

- a) The Transportation of Dangerous Goods Regulations (Canada)
- b) CSA-8736, "Portable Containers for Gasoline and Other Petroleum Fuels"
- c) ULC/ORD-C30, "Safety Containers".



All Approved containers shall be imprinted or labelled with the appropriate approving organization.

## **Guidelines for Heating and Cooking Equipment Use at Public Gatherings**

### **I. Fuel Suppliers**

Where fuel is supplied to a site and NOT connected to an appliance by the supplier, the supplier shall ensure that the cylinders are in good, safe condition and are properly stored and/or secured.

Where fuel is supplied to a site and is connected to an appliance by the supplier, the supplier shall ensure that:

- a) The cylinder is properly installed and that connections are leak free
- b) The equipment is in safe operating condition
- c) The installation complies with the applicable code

### **II. Rental Equipment & Accessories**

Where equipment is leased, rented or loaned to a person or organization, the owner shall:

- a) Provide documentation affirming that the equipment is in safe working condition and certified
- b) Provide adequate training / explanation to ensure that the lessee is aware of the hazards of operation and the proper procedures to take when installing and using the equipment.

### **III. Equipment Users**

Where a person or organization intends to use propane, natural gas, or other hydrocarbon fueled equipment at a public event, the person responsible shall:

- a) Ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and provincial)
- b) That the equipment is installed and operated in a safe manner
- c) That all persons operating the equipment are trained in its safe use
- d) That all persons operating the equipment are trained in the Emergency Procedures and of their duties under these procedures
- e) Where equipment is to be used indoors, that specific permission for such use is gained from the Authority Having Jurisdiction (AHJ) unless approved for the use
- f) Equipment must be certified for use by any one of the following agencies:
  - a. Canadian Gas Association (CGA)
  - b. Underwriters Laboratories of Canada (ULC)
  - c. Underwriters Laboratories Inc. (CUL or ULc)
  - d. Warnoch Hersey (WH)
  - e. Canadian Standards Association (CSA)
  - f. International Approval Services (IAS)

- g. TSSA Fuels Safety
- h. Any other testing agency approved by the Province of Ontario
- g) Special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the Authority Having Jurisdiction (AHJ).

Open flame construction heaters are NOT to be used to heat structures utilized by the public at Special Events.

## **ELECTRICAL SAFETY**

### **Electrical & Extension Cords**

All electrical cords to be utilized at any event shall be CSA or ULC approved cords. Ensure that the cords are not frayed, damaged or pinched prior to use. A power bar with circuit breaker shall be utilized when there are multiple items to be plugged in, so as not to create a hazardous situation.

Extension cores shall have an intact ground and be listed for exterior use as applicable. Extension cords shall not be used in lieu of hard-wiring and shall not be used where they can be exposed to mechanical damage. Where it is necessary to place extension cords within pedestrian walkways, the extension cords shall be protected from damage at all times while in use. Where possible, extension cords shall be unplugged after each daily use.

### **Generators**

Generators and all other internal combustion engines shall be located minimum 6.0m from tents and air supported structures unless the generator is used exclusively for providing power to a specific tent. All engine-driven source of power shall be separated from the public by barriers, such as physical guards, fencing or enclosures.

For fairs and festivals, fuel tanks should be filled to the capacity needed for uninterrupted operation during normal operating hours and refueling should only be conducted during non-operating hours. Any engine-driven source of power shall be shut down and surfaces cool to the touch prior to refueling from a portable container.

The exhaust from generators and other internal combustion engines shall be directed away from buildings, cooking operations and structures, including tents & air supported structures. Further, generators and other internal combustion engines shall be located a minimum of 3.0m from openings and air intakes as well as from any means of egress.

## **ROLES & RESPONSIBILITIES**

### **Special Event Organizers**

Special event organizers shall:

- a) If required, ensure the fire safety plan, including site diagram and emergency evacuation procedures, is provided to the Special Events Coordinator for event approval.

- b) Ensure a sufficient number of trained staff/volunteers are on site and able to implement the emergency evacuation directions listed in the fire safety plan.
- c) Ensure all prospective exhibitors are aware of all rules and requirements for the event prior to set-up.
- d) Ensure the fire route(s) and water supply (fire hydrants) for the site are kept clear at all times to provide access for emergency vehicles.
- e) Ensure that exhibitors have all required safety/operator documentation where applicable.
- f) Ensure through an appropriate process that all safety/operational procedures are followed during the event.
- g) Arrange for pre-event inspections as required: Fire Department, Building Department, TSSA, ESA, Health Department, etc.
- h) Ensure that all required safety/operator documentation, where applicable, is available for review by the Authority Having Jurisdiction.
- i) Ensure portable fire extinguishers are provided throughout the site (booths, tents, canopies, trailers, rides, etc.), located within 22.5m of travel distance to an exit.

### **Facility Operators**

Facility operators shall:

- a) Ensure that the event can be safely accommodated by the facility.
- b) Ensure that prospective users are made aware of all local requirements prior to the event.
- c) Ensure through an appropriate process that all safety/operational procedures are followed during an event.
- d) Ensure that equipment to be utilized throughout the event is done so according to the manufacturer's specifications.

### **Exhibitor & Vendors**

Exhibitors and vendors shall:

- a) Ensure that staff members are aware of the rules and requirements for the event.
- b) Ensure that the fire safety plan (if required) for tents within the larger venue have been completed and submitted for approval to the fire department a minimum of ten (10) business days in advance of the event. If the event includes existing bars / restaurants, etc., and they have an extension on their existing LCBO license, the existing Fire Safety Plan must be amended to encompass the extended area.
- c) Ensure that all staff have training in the fire safety plan, if required.
- d) Ensure that staff members have training in the operation of any fire protection equipment in the tent, booth or structure of which they are working.
- e) Ensure that equipment to be utilized throughout the event is done so in accordance with the manufacturer's written specifications.
- f) Arrange for pre-event inspections as required. Coordinate with the Special Event Organizer.
- g) Ensure that all required safety/operator documentation, where applicable, is available for review by the Authority Having Jurisdiction.

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## CHECKLIST “A” – GENERAL SAFETY REQUIREMENTS

- Fire Safety Plan, if required, to be submitted for approval 10 business days in advance of the event.
- Staff and event volunteers are to be trained in fire safety procedures and equipment.
- Waste material to be kept a distance of at least 3.0m from tents, booths and exits from structures.
- Waste materials shall be kept in containers and removed daily. Dumpsters are to be emptied as often as necessary to ensure they do not overflow.
- Combustible decorative materials shall be flame resistant (table cloths & covers are excluded).
- Event location, tents, trailers, stages, egress routes, etc. shall maintain 3.0m minimum clearance from flammable vegetation, unless lesser distance is approved by the Chief Fire Official.
- Tents, trailers, stages, canopies, flags, rides and other structures or elements erected for the special event shall be kept a minimum of 3.0m from live overhead electrical power lines that are 750 volt or less. Over 750V, consult Tillsonburg Hydro Incorporated for voltage appropriate safe distances.
- Exits, aisles, and passageways shall not be blocked or their width obstructed in any manner. Widths shall be as per Ontario Building Code and Ontario Fire Code requirements.
- Roads for egress, ingress and emergency evacuation routes must be unobstructed.
- Access to buildings, fire hydrants and Fire Department Connections must be unobstructed.
- A 3.0m wide separation shall be provided for every 60 linear metres of vendor booths or tents.
- Booths, tents or rows of tents/booths shall be located more than 6.0m from property lines, buildings, parking area or internal combustion engines (excluding generators used specifically for a booth/tent).
- All portable fire extinguishers must have valid monthly inspection and annual service tag.

- Smoking, fireworks, open flame or hot objects capable of igniting combustible materials shall not be allowed inside booths.
- “No Smoking” signs shall be posted throughout the venue.
- Cooking and barbecues shall be a minimum 3.0m from any booth and shall be protected from access by the public.
- Ensure that duties listed under specific Roles & Responsibilities are completed.

## CHECKLIST “B” – FOOD VENDOR TENT SAFETY

In addition the General Safety (Checklist “A”) requirements, the following requirements apply to food vendors using a tent.

### Cooking Activities

- Any cooking activity within an enclosed tent is prohibited.
- Public access is prohibited under any open sided canopy used to cover cooking.
- Fuel fired cooking will be conducted a minimum of 6.0m from combustible materials and other tents, unless the appliance is labelled for specific clearance to combustibles.
- Cooking areas must be 3.0m from exits, minimum 600mm from cooking space to back of tent, and 450mm clear space provided between the cooking space and side / rear of the cooking area.
- Cooking and barbecues shall be minimum 3.0m from any booth and shall be protected from access by the public.
- Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 / 705 or Note 4 of Test Method 27.1 of the CAN 24.2 or CAN/ULC S-109.
- A portable fire extinguisher with a minimum 2A10BC rating with a technician’s tag certifying maintenance within the past 12 months shall be provided for any cooking activity other than deep fat frying or the use of a wok.
- A portable fire extinguisher with a minimum rating of 40BC or Class K rating with a technician’s tag certifying maintenance within the past 12 months shall be provided for any cooking activity utilizing deep fat frying or woks.

### Fuel Safety Concerns

- The event organizer shall arrange for a general inspection of all vendors utilizing fuel fired equipment.
- Vendors with propane fire equipment must have a Mobile Food Service Equipment inspection completed and a copy of the report onsite. Vendors that have any questions specific to the certifications and approval of their equipment should contact the Fuel Safety Division of the TSSA (416) 734-3351, a minimum of 30 days prior to the event.

### Other Documentation Required

- A copy of the TSSA Director’s Order FS-056-06 Mobile Food Service Equipment checklist must be available on site for review by the authority having jurisdiction.

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## CHECKLIST “C” – NON-FOOD USE TENT SAFETY

In addition the General Safety (Checklist “A”) requirements, the following requirements apply to the non-food use of a tent at a special event.

### Portable Fire Extinguisher Protection

- A portable fire extinguisher with a minimum 2A10BC rating with a technician’s tag certifying maintenance within the past 12 months shall be provided in each tent.

### Vendor Tents

If a tent, tarp, canopy or other similar shelter is being used by the vendor, it must:

- Have an aggregate area of less than 60m<sup>2</sup> (645ft<sup>2</sup>) – larger tents or groups of tents require a building permit.
- Must be labelled or have documentation confirming the tent material has a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 24,2 or CAN/ULC S-109-M.
- Multiple tents in groupings shall not exceed a maximum area of 60m<sup>2</sup> without a minimum three (3) metre fire break separating the grouping from other tents.

### Electrical Service and Installation

- Any electrical work (service supply, generator supply, box or panel connections, lighting appliances, etc.) will be undertaken by a qualified, licensed electrician, and will be subject to an inspection by either ESA or THI, depending upon the nature of the electrical work.
- All electrical equipment, devices, and appliances shall be listed and approved for use in Canada. Details of the electrical requirements shall be provided to the event organizer for inclusion in the electrical permit application covering the event, if one is being applied for.

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## CHECKLIST “D” – MOBILE FOOD SERVICE EQUIPMENT

In addition the General Safety (Checklist “A”) requirements, the following requirements apply to Mobile Food Service Equipment at a special event.

- No public seating permitted within the mobile food truck / trailer.
- Adequate clearance from buildings, structures, vehicles, other MFSE and any combustibles. Minimum 3.0m.
- Adequate fire department access routes and access provided.
- Adequate clearance provided for fire department access to fire hydrants and fire department connections.
- Verify portable fire extinguishers are installed and adequately serviced and inspected.
- Verify cleanliness and service date of exhaust and hood system(s), as per NFPA 96.
- Verify that appliances are protected by a listed fire extinguishing system. Ensure that the fire extinguishing system has been adequately serviced and inspected.
- Copy of ANNUAL TSSA Inspection Certificate to be available upon request.
- Clear accessible exit from the interior of the MFSE shall be maintained at all times.
- Canopies covering cooking equipment shall be certified to NFPA 701 / 705 or Note 4 of Test Method 27.1 of CAN 24.2 or CAN/ULC S-109.