



**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
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- 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
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- Pyrotechnics Approval – SE-010
- Application for Mobile Food Premise License – SE-011
- Application for Overnight Camping – SE-012
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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

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 .

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

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.

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.

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:

Mandatory Requirements

1. Cooking with fuel fired appliances, smoking, use of candles or any open flames are strictly prohibited in any tents used by the public;
2. All vendors using tents must present proof that the tent meets a recognized flame retardant standard (NFPA 701, CAN/ULC S109) upon inspection;
3. Shavings, hay or straw may not be permitted within a tent used for assembly occupancy. Sawdust and shavings may be approved if they are kept damp;
4. Absolutely no tent spikes are permitted to be put in the sidewalk or the road;
5. If a tent requires a fire alarm system under the Building Code, but does not have one:

Fire Code Section 2.93.2. (1) if a tent or air-supported structure does not have a fire alarm system that conforms to the Building Code,

- (a) It may have an approved fire alarm that does not conform to the Building Code where the reliability and performance of the system will provide an adequate early warning level, or

(b) A person shall be employed for firewatch duty.

2.9.3.4. (1) a person employed for firewatch duty in accordance with Article 2.9.3.3. shall

(a) Be familiarized with all fire safety features, including the fire safety plan as provided in conformance with Section 2.8 and the condition of exits, and

(b) Patrol the area to ensure that the means of egress are kept clear and that regulations are enforced.

To determine if a tent requires a fire alarm system, please contact the Building Department;

6. Occupant load of tents or outdoor sites will be determined by Tillsonburg Fire & Rescue Services in conjunction with the Building Department;

7. No pyrotechnics may be used without written approval of the Fire Chief or designate;

Tent Fire Safety Plan

A tent will require a Fire Safety Plan if it is to be used for assembly purposes; or if more than 30 persons will be consuming food or drink in the tent.

Please contact Tillsonburg Fire & Rescue Services Department with any questions regarding the Fire Safety Plan.

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

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.

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 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

Event organizer must complete and submit the **Organizer /Vendor Safety Requirements Form (SE-007-1)** .

Each vendor must submit the **Organizer/Vendor Safety Requirements Form (SE-007-1)** to the Town at least 14 days prior to the event to obtain their vendor license.

O.P.P.

OPP will be notified of all special events to determine which police services are required and whether security services are necessary. In the event that security is needed, the event organizer may be required to hire additional security or pay duty OPP officers to assist the regular officers in accommodating the expected crowds.

Security

For events with attendance greater than 1000 occupants we recommend there are trained Crowd Managers* at a ratio of 1 per every 250 occupants. The staff shall be trained in crowd management techniques, in the proper use of fire extinguishers and their duties in the event of fire, panic or other emergencies.

All Crowd Managers must be equipped with a communication device such as two-way radio or cell phone, and flashlight for events occurring after dark.

*Crowd Manager definition: 1) anticipate potential sources of danger in public gatherings, 2) take steps to prevent trouble when and where possible, and 3) be prepared to respond to trouble quickly and effectively when, and if, necessary.

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 and 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).