



2019 Special Event Permit Guide

A guide to support the permitting process for Outdoor Special Events in the Town of Oakville

Dear Special Event Organizer

Every year the Town of Oakville's recreation facilities, parks and open spaces are home to hundreds of community events. These events enrich the community spirit and vibrancy of living in and exploring Oakville, and include many different festivals, film productions, parades, picnics, races, sidewalk sales, theatrical performances, tournaments, and walkathons.

Thank you for choosing one of the Town of Oakville's many municipal venues to host your special event.

This Special Event User Guide will assist you with the municipal event planning process. You are encouraged to **review the entire Special Event User Guide** in order to obtain valuable information concerning the necessary steps to follow when planning an event in Oakville.

The Town of Oakville is pleased to provide a dedicated **Special Events Service** as a primary point-of-contact for all event inquiries.

Going forward, the town's Special Events Service will be your primary point-of-contact for any questions concerning planning an event, event applications, permits and municipal requirements.

Connect with the town's Special Events Service by phone: 905-845-6601 and email: events@oakville.ca and visit the new events website at www.Oakville.ca/events.

We look forward to helping ensure your event in Oakville is a great success.

Looking for a place to start? Use our Event 101 document to best help you begin to plan your event!

Classification of events in Oakville

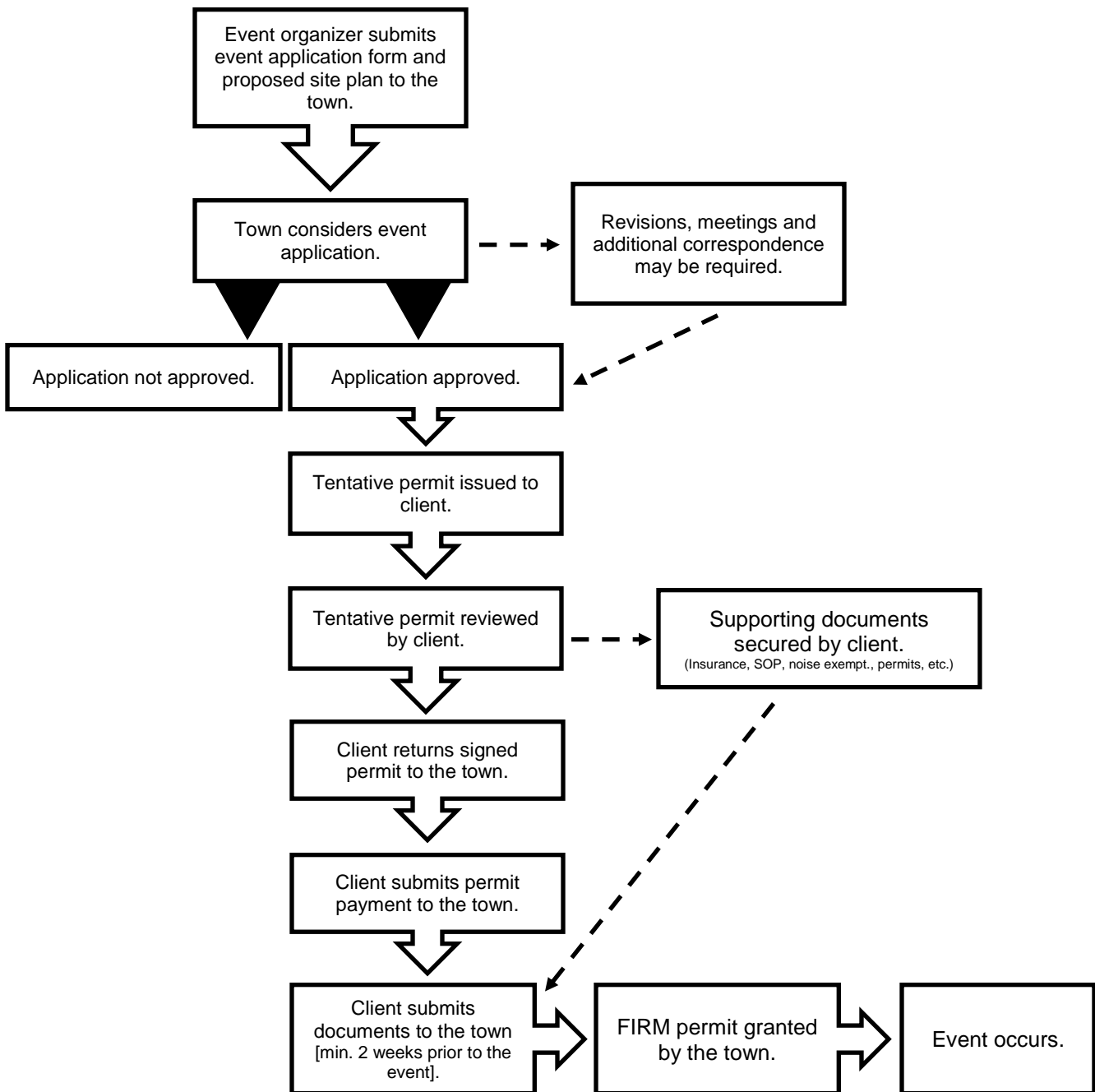
The following chart offers guidelines under which all events in the Town of Oakville are classified. No single criteria in this classification process is intended to be used to determine the classification of an event. Rather, every event is classified according to the category of ‘best representation’ guided by the criteria below.

| Oakville Event Classification Framework | | | | |
|---|--|--|--|--|
| | Local Event | Community Event | Signature Event | Mega Event |
| Length | 1-2 days | 1-3 days | 1-3 days | 1 day – 1 month |
| Frequency (same year) | One-time | One-time/recurring | One-time/recurring | One-time |
| Frequency (annual) | One-time/recurring | One-time/recurring | One-time/recurring | Likely not to recur annually; biennial recurrence |
| Number of Venues (Municipal, non) | 0-1 | 0-1, and/or +roads | Multiple, and/or + roads | Multiple; may require new/modified venues. |
| Attendance | Expected attendance less than 500 | 501-24,999 | 25,000-100,000 | 100,001+ |
| Out-of-town Attendance | None | Mostly locals or community visitors. | Attracts significant share of outside visitors. | ¼+ attendance from out-of-town. |
| Quantity of permits | Less than 3 | Up to 3 | Up to 5 | 5+; senior staff involvement |
| Number of resources | Less than 3 | Up to 3 | Up to 5 | 5+; senior staff involvement |
| Scope/value of municipal services required | Less than \$1500 | Up to \$5,000 | Up to \$25,000 | \$25,001+ |
| Financial impact on Town | None/some; Resource charge backs; Event \$ support | None/some; Resource charge backs; Event \$ support, sponsorship | None/some; Resource charge backs; Event \$ support, sponsorship, grants | None/some; Resource charge backs; Event \$ support, sponsorship, grants, infrastructure upgrades. |
| Community benefits | Limited; livability. | Livability. Volunteer opportunities. Cultural experiences. Engagement and exposure. | Livability. Volunteer opportunities. Cultural experiences. Engagement and exposure. | Livability. Volunteer opportunities. Cultural experiences. Engagement and exposure. Unique programs. Legacy opportunities. |
| Economic benefits | Limited. | Some local media coverage, local economic and business benefits; potential to increase benefits over time. | Event is (or may become) strongly associated with town. Moderate-high local media coverage. High local economic and business benefits. | Event is (or may become) strongly associated with town. High local/nat/intl media coverage. High local economic and business benefits. |
| Site/neighbourhood impacts | Minimal or no disruption of services or intrusion into public realm. | Some-moderate disruption of services or intrusion into public realm. | Significant disruption of services or intrusion into public realm. | Significant disruption of services or intrusion into public realm. |

Permits

Town of Oakville permit application process

The following diagram outlines the Town of Oakville's general permit application and allocation process. Within this process, please observe the necessary timelines, payment information and requirements for submitting supporting documentation outlined throughout this guide.



Types of Special Event Permits

Parks and Open Space Permit

A *Special Event Permit* is required if you are planning an event (including weddings) to take place on Town of Oakville property (park(s), open space, Towne Square, etc.).

This permit allows you to have exclusive access to the space for your special event and also has a la carte municipal resources to help enhance the success of your event for your guests.

To apply: [Special Event Application](#)

Road Permit

A *Public Road Allowance Special Event Permit* is required if you are planning an event to take place on a sidewalk/road/street, OR if an event on private property will impact adjacent road(s), traffic, parking, etc.

For example: street parties, 5k walks on sidewalks, ½ marathon, etc.

To apply: [Road Corridor Permit \(including Sidewalk Allowances\)](#)

Do I need both or just one?

Two separate event permits are required if:

Scenario 1

- 1) Your event will take place in a town facility/park/open space, **AND**,
- 2) Requires use of a road allowance.

Scenario 2

- 1) A) Your event will take place on a road,
OR,
B) Your event on **private property** will impact adjacent road(s), traffic, parking, etc.,
AND,
- 2) Requires municipal resources or services (garbage bins, utility locates, erection of signage, etc.).

Events on private property

A municipal permit is required if your event is taking place on private property and:

- 1) You are requesting municipal resources or services (garbage bins, ground locates, erection of signage, etc.); and/or,
- 2) The event is likely to impact adjacent road(s), traffic, parking, etc., and/or,
- 3) The event is likely to affect the normal bus route schedule; and/or
- 4) The event is likely to result in elevated noise levels or will generate noise beyond permitted times; and/or,
- 5) The event will feature any of the regulated elements outlined as requiring additional event licensing, please see page 12.

Application due dates

The Town of Oakville has a rolling intake process for special events applications. All applications are processed on a first-come, first-served basis as facilities, space and resources are available.

Please observe the following timelines when submitting a special event application form.

| Permit Type | Event Type* | | | |
|--|-------------|------------|-------------|-------------|
| | Localized | Community | Signature | Mega |
| Special Event Permit (facility, open space, park) | 6 weeks | 3 months | 6 months | 18 months + |
| Road Allowance Permit | 30 days | 3-6 months | 6-12 months | 18 months + |

*Please refer to event categories on page 5.

Insurance

All events using Town of Oakville facilities or held on town property must provide the town with a certificate of Commercial General Liability (CGL) insurance in the value of \$5 million.

The certificate is required to name **“The Corporation of the Town of Oakville, 1225 Trafalgar Road, Oakville Ontario, L6H 0H3”** as an Additional Insured. All certificates of insurance are required to be originals.

All certificates of insurance are also required to indicate:

- Description of coverage detailing Commercial General Liability.
- Details of the insurance company writing the policy: name, address and telephone number.
- Insurance Policy Number.
- Policy effective date and expiry date.
- Policy limits (if any).
- “The Corporation of the Town of Oakville, 1225 Trafalgar Road, Oakville Ontario, L6H 0H3” as an Additional Insured.
- The location and activity of the Named Insured for which this certificate is issued.
- The name, address and telephone number of the Named Insured.

All third-party sponsors, suppliers and vendors invited by the event organizer to participate in the event must be approved by the Town of Oakville, and must provide a certificate of Commercial General Liability (CGL) insurance in the value of \$5 million naming “**The Corporation of the Town of Oakville, 1225 Trafalgar Road, Oakville Ontario, L6H 0H3**” as an Additional Insured.

This includes, but is not limited to, clowns, food operators, photographers, vendors, etc.

For more information concerning providing the town with proof of insurance from all third-party sponsors, suppliers and vendors, please contact the special event service.

Payment

All application and permit fees must be paid in full a minimum of 14 business days in advance of the event.

Payment of any permit fees will occur once all conditions of the event have been approved.

Supporting documentation

All required supporting documentation, including:

- Proof of insurance
- Site plan
- Emergency Management Plan
- Vendor licenses
- Vendor/supplier insurance certificates

Must be submitted before an event permit can be executed and granted.

Emergency Management Plan

Ensuring the safety of event participants, organizers, volunteers and the community at all community events is paramount.

Visit our website and use the emergency management plan template to assist you in ensuring your event is ready for any emergency. Things to consider include:

- Emergency Gathering Point
- Communication at the event
- Calling off the event
- On-site Contact
- Inclement Weather Plan
- Lost Child Plan
- Security Threat Plan

Site plan

A proposed site plan detailing the desired layout of the event is required to be included with the event application.

Please use the following checkboxes to ensure your event site plan includes all necessary information:

- A legend to determine symbols or icons on the plan.
- Approximate size and scale of the event space.
- The event name, date and location including street address with postal code.
- The location of all activity zones and programming (i.e. stage, amusement rides, inflatables).
- The location of all event-related vehicles (parking areas, service vehicles).
- The location of all primary and secondary (emergency) event site accesses points.
- The location of all roads/trails/routes used for the event (i.e. 5K run route).
- The location of all temporary infrastructure (i.e. fencing, portable washrooms).
- The location of all tents and temporary structures (including sizes).

All site plans are subject to town approval and may require revision based on event details. Once approved, an event's site plan must be observed during event set-up and activation.

Visit our [Site Plan Resource Tool](#) > for step-by-step instructions on how to design an event site plan using [Oakville's maps](#) and basic desktop software.

Rzone

The Town of Oakville is committed to fostering an environment where there is Respect for yourself; Respect for others; and Responsibility for your actions. This environment is referred to as the *Rzone*. As such, the town expects the same environment of mutual respect and responsibility to be observed by event organizers holding events in town facilities and on town property.

For more information about the Town of Oakville's Rzone policy please visit [our website](#)

Toward Zero Waste

The Town of Oakville has adopted a [Towards Zero Waste procedure](#) in its day-to-day operations as well as its own event planning and execution requirements. As such, the town expects the same level of environmental consideration to be observed by event organizers holding events in town facilities and on town property.

Feel free to also browse through our [Toward Zero Waste User Guide](#).