



# Special Events User Guide 2011



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# ...want to **host an event?**

## **Dear Special Event Organizer**

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

This publication has been produced as a guideline to assist special event and tournament organizers in planning their activities. Along with the application forms, this user guide will identify the required steps to follow when planning to host your event at a Town of Oakville facility.

Important procedural items, resources and contact information are available in this user guide to ensure that all of the necessary approvals are in place before the actual date(s) of the event. If you have any questions or comments, please contact Patty Peebles at 905-845-6001, ext. 3156 or Bob DeHoog at ext. 3337.

It should be noted that the town does employ park patrol staff who will be available to ensure your event runs smoothly. If there are any concerns, please call the Burlington dispatch number 905-637-8253, and ask for the Oakville Parks on call, leave a phone number and someone will call you back. Please comply with any requests of all town staff when requested.

The Town of Oakville has adopted a Towards Zero Waste approach in its day-to-day operations and event planning and execution. The town expects the same level of consideration when lending its facilities and parks to organized groups. The Town of Oakville and Halton Region have put programs into place to help event organizers limit the waste produced at events, and divert organics and recyclables from the landfill. Please use the information provided to you in this guide to help bring your event closer to Zero Waste.

Your feedback is welcome at any time. We look forward to hearing from you.

# ...what **type** of event are you hosting?

The Town of Oakville provides venues and assistance for four (4) general types of special events/tournaments. Please note that different applications may be needed for each type of event.

## **Type I**

Events that take place solely on municipal parkland and/or in Town facilities

*Example: Festivals, community events, tournaments*

## **Type II**

Events that take place on roads, road allowances or that affect traffic on Town roads

*Example: Parades, street parties, road races or walks and large community events.*

## **Type III**

Events that take place on both municipal parkland and/or in Town facilities and on roads and/or road allowances

## **Type IV**

Events in private facilities that may have an impact on traffic or local neighbourhoods

Events that will be providing food service for the general public

# ...do I need an **application** to host my event?

Some events require one or more applications to be filled out prior to hosting an event. Sample copies of the main application forms can be found at the back of this manual. They are also available on line at [www.oakville.ca](http://www.oakville.ca) or as indicated.

## Type I: Municipal Facility or Parkland

All organized groups using outdoor park facilities require an Outdoor Facility Permit, whether for a game, practice or picnic. To get a permit, submit a completed request form to the Department of Recreation and Culture Booking Clerk or email the form to [bookafacility@oakville.ca](mailto:bookafacility@oakville.ca). Initial contact should be made with the Department to check on the availability of the park or facility before proceeding.

For events using a facility for one or more days, such as community events, tournaments, outdoor festivals, or exhibitions, a Special Event /Tournament Application Form must be completed and submitted to the Recreation and Culture Booking Clerk or email the form to [bookafacility@oakville.ca](mailto:bookafacility@oakville.ca).

### Things to know

#### Application due dates:

The first due date for applications is January 31 of each year. However, late requests for special events will be accepted with a minimum of six (6) weeks notice prior to any event start date for special events.

#### Payments:

An applicant must sign a permit to confirm bookings and pay the required fee in full for all facility and extra costs a *minimum* of two weeks prior to the event start date.

#### Documentation:

All required documentation, including proof of insurance, licenses, written approvals from the Departments, etc must be submitted to the booking clerk before the permit will be confirmed.

#### Site Plan:

A proposed site plan detailing the desired layout should be included in the application form for all special events and *must* then be adhered to once the permit has been obtained to ensure the safety of the participants. Park maps are available upon request.

The site plan must include any vehicles, accesses and routes, tents, additional washrooms or other amenities, that will be on site during the event. All site plans are subject to departmental approval.

#### Forms to be completed:

- Special Event/Tournament Request Form - [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)
- Noise Exemption Application - [www.oakville.ca/2005noisebylawpassed.htm](http://www.oakville.ca/2005noisebylawpassed.htm)
- If food and/or beverages are being served, please visit the food and beverage section for the required forms

#### Special Event/Tournament Request Form to be sent to:

Town of Oakville  
Recreation and Culture  
Attn: Supervisor of Scheduling and Permitting  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4188

#### Noise Exemption Application to be sent to:

Town of Oakville  
Licensing/By-law Services  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-815-6077

## Type II: events on Roads, and/or Road Allowances

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Events that require the use of the street and/or sidewalks as the site for a special event or having significant impact on town roads must receive the approval of all Town and Regional departments affected. The event organizer must complete and return a Public Road Allowance Special Event Permit [www.oakville.ca/roadpermits.htm](http://www.oakville.ca/roadpermits.htm)

### Things to know

#### Application due dates:

Applications for minor events must be submitted a minimum of 30 days prior to the event start date. Minor events can be defined as those that do not restrict traffic on main roads and are generally located on minor residential roads.

Applications for major events must be submitted a minimum of six (6) months prior to the event start date. Major events can be defined as those that require traffic restriction or road closures on main roads.

#### Payment:

All application fees and a Barricade Deposit must accompany all application forms. The applicant must pay for any additional Town services and/or provide additional deposit fees that may be required.

#### Documentation:

Application will be distributed to the affected Town departments and agencies for their review and approval.

#### Forms to be completed:

- Public Road Allowance Special Event Permit - [www.oakville.ca/roadpermits.htm](http://www.oakville.ca/roadpermits.htm)
- Noise Exemption Application - [www.oakville.ca/2005noisebylawpassed.htm](http://www.oakville.ca/2005noisebylawpassed.htm)
- If food and/or beverages are being served, please visit the food and beverage section for the required forms

#### Public Road Allowance Special Event Permit to be sent to:

Town of Oakville  
Engineering and Construction  
Attn: Bob DeHoog, Road Corridor and Permit Coordinator  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-9159

#### Noise Exemption Application to be sent to:

Town of Oakville  
Licensing/By-law Services  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-815-6077

## Type III: Events on both Municipal Parkland and Roads

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Anyone planning an event on both municipal facilities/parks and roads must complete an application form for each area. Details regarding these processes are outlined under Type I and Type II events.

### Things to Know

#### Documentation:

Upon receipt of your completed application, it will be circulated to all related departments and agencies (if applicable).

#### Forms to be completed:

- Special Event/Tournament Request Form - [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)
- Public Road Allowance Special Event Permit - [www.oakville.ca/roadpermits.htm](http://www.oakville.ca/roadpermits.htm)
- Noise Exemption Application - [www.oakville.ca/2005noisebylawpassed.htm](http://www.oakville.ca/2005noisebylawpassed.htm)
- If food and/or beverages are being served, please visit the food and beverage section for the required forms

#### Special Event/Tournament Request Form to be sent to:

Town of Oakville  
Recreation and Culture  
Attn: Supervisor of Scheduling and Permitting  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4188

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Town of Oakville  
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Attn: Bob De Hoog, Road Corridor and Permit Coordinator  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4159

**Noise Exemption Application to be sent to:**

Town of Oakville  
Licensing/By-law Services  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-815-6077

## Type IV: Events at Private Facilities

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The guidelines contained in this manual must also be adhered to for any large scale special event that takes place on private property, as the event could have an impact on the surrounding community.

Event organizers are encouraged to contact the Recreation and Culture department, as well as the Engineering and Construction department if any of the following may be impacted:

- Traffic congestion, interruption of normal traffic flow
- Interruption of normal bus route schedule
- Unusual noise pattern

### Things to know

Tent approvals may be required. Please see Tents and Temporary Structure Guidelines for more details.

Event organizers are required to contact the Region - Health Department if food service or animal attractions are being offered to the public. [www.halton.ca/health/foodsafety](http://www.halton.ca/health/foodsafety)

If food and/or beverages are being served, please visit the food and beverage section for the required forms.

Other permits may be required.



# ...what else do I need to know?

## Insurance

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Insurance covers event organizers and volunteers for liability claims made by another person related to injury to that person and /or damage to their property. Property owned by the volunteer or personal injury to a volunteer is not covered. Volunteers should ensure that they have adequate property insurance as well as insurance for disabilities either through employment or other means.

### Things to know

The limit of Commercial General Liability required is no less than \$2 million, depending on the nature of the event, and is subject to review as deemed necessary by the Town.

Certificates of insurance must be provided to the Supervisor of Scheduling and Permitting for Type I Events, and the Road Corridor and Permit Coordinator for Type II Events prior to the issuance of any Special Event Permit.

The Town of Oakville must be named as an Additional Insured.

The applicant must provide an original copy of a certificate of insurance completed only by the insurer or its authorized representatives. This must include:

- Name, address and telephone number of Named Insured
- Location and activity of the Named Insured for which this certificate is issued
- Description of coverage detailing:
  - Type of Insurance
  - Commercial General Liability (indicate whether claims made or occurrence) extended to include:
    - Personal Injury
    - Tenants Legal Liability
    - Automobile liability and Non-Owned Automobile
    - Policy Number
    - Effective Date and expiry date
    - Limits
- Details of the Insurance company writing each policy which includes:
- Name, address and telephone number

A notice of cancellation or Reduction in Coverage as outlined on the certificate within thirty (30) days, ten (10) days if cancellation is due to non-payment of premium.

Authorized signature and date

## Tents - Temporary Structure Permits

The Ontario Building Code requires building permit approval for all tents that exceed 60m<sup>2</sup> (646 sq. ft.) - O.B.C. Div. C. 1.3.1.1.(5). This document outlines the information required by the Building Services Department.

### Things to know

Every tent application must include a completed Building Permit Application form, [www.oakville.ca/bldgservices.htm](http://www.oakville.ca/bldgservices.htm), payment of all applicable fees (for each tent) and two (2) copies of each of the following:

#### A Site Plan indicating:

- The proposed tent(s) location relative to property lines, parking spaces and existing structures. No tent may be closer than 3m to any existing structure - O.B.C. article Div. B. 3.14.1.4;
- The location of sanitary facilities for tents that exceed 225m<sup>2</sup> (2420 sq. ft.) or which contain bleachers or sidewalls. Sanitary facilities must be provided as specified in O.B.C. Div. B. 3.14.1.8.

#### A fully dimensioned Floor Plan indicating:

- The seating arrangement and aisle width, if applicable.
- The use of all areas within the tent.
- The location and size of exits on perimeter of the tent.
- If the tent is enclosed with sidewalls.

**Tent manufacturer's specifications** for tents over 225m<sup>2</sup> or tents with enclosed sidewalls or that contain bleachers shall be designed and stamped by a professional engineer in conformance with OBC articles Div. B. 3.3.2.8., 3.3.2.10. and subsection 4.1.5.

**Fabric Documentation** demonstrating that the materials and fabrics used in connection with the tent(s) shall be certified to CAN/ULC S-109 or NFPA 701 as required by O.B.C. article Div. B. 3.14.1.6.

#### A Letter of Use detailing:

- Proposed event, time and date tent will be on site.
- Length of time the tent will be erected on site.
- Number of tents and maximum number of people who will be occupying each tent at one time.
- No cooking is permitted under any tent.

Please refer to the Health Department for Special Events Permits.

**For tents not pre-engineered**, the following requirements also apply:

- General Review Commitment form to be completed and signed by a professional engineer.
- Designer Provincial Qualifications as such:
  - For tents over 225m<sup>2</sup> (2420 sq. ft.) or with sidewalls or contain bleachers, but do not exceed 600m<sup>2</sup> (6458.56 sq. ft.), Building Structural and Small Buildings qualifications are required.
  - For tents over 600m<sup>2</sup> (6458.56 sq. ft.), Building Structural and Large Buildings qualifications are required.

#### Forms to be completed:

- General Review Commitment Form (depending on scope of tent) - [www.oakville.ca/bldgservices.htm](http://www.oakville.ca/bldgservices.htm)
- Building Permit Application Form - [www.oakville.ca/bldgservices.htm](http://www.oakville.ca/bldgservices.htm)
- Site Plan
- Letter of Use
- Health Department Approval (if food service being offered) - [www.halton.ca/health/foodsafety](http://www.halton.ca/health/foodsafety)

#### Forms to be sent to or delivered in person to:

Town of Oakville  
Attn: Building Services Representatives  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4230

## Food and Beverage Service

Food Service comes under the guidelines of Halton Region Health Department. If you are planning on providing food service at your event, please keep these things in mind.

### Things to know

All sales or distribution of food and/or beverages on municipal property must be approved through the Special Event Application process.

An application to the Halton Region must be submitted and approved for the sale and distribution of any food items on municipal property. This can be submitted online. Community event organizers must refer to and abide by Halton Region's Waste Diversion Services to Community Events Resource Guide, to purchase acceptable food packaging, dishware, cups and cutlery for use at your event. Providing proper waste receptacles where food and/or beverages are being served is mandatory, this includes garbage, recycling and compost. The waste management services of Halton Region must be requested 4-6 weeks prior to the event by filling out the request form.

For inspection purposes, the Town of Oakville notifies the Halton Region Health Department and the Oakville Fire Department of specific dates and locations for all events providing food service.

All requirements by the Halton Region Health Department and Oakville Fire Department must be followed. The event coordinator must ensure that the Food Vendor application is completed and sent to the Halton Region Health Department four weeks prior to the event by each food vendor.

Any refreshment vehicles contracted for the provision of food must be licensed by the Licencing and By-law Services Section. Applications are available at [www.oakville.ca](http://www.oakville.ca).

To promote municipal tap water and reduce the amount of water bottles entering the waste stream the town has created a portable water bar. This unit is lent on a first come first serve basis and is free to borrow for use at any outdoor event where a municipal water hook-up is available. This unit does not store a quantity of water in it, instead water flows from the municipal hook-up through the bar, where it is chilled and out the taps. Backflow prevention is guarded against and the municipal water is tested at the source by Halton Region.

To request the use of the water bar visit <http://www.oakville.ca/facilityrentals.htm> to fill out the form, email [environment@oakville.ca](mailto:environment@oakville.ca) or call Trisha Leszczynski at 905-845-6601, ext. 3948, at least one-month prior to the event. This form does not guarantee you the use of the water bar, as it will be lent on a first-come, first-serve basis.

### Forms to be completed:

- Halton Region Health Department Special Events Co-ordinator Requirements and Application Form - [www.halton.ca/health/services/foodsafety/special\\_events.htm](http://www.halton.ca/health/services/foodsafety/special_events.htm)
- Halton Region's Community Event Waste Management Service Request Form <http://www.halton.ca/cms/one.aspx?portalId=8310&pageId=46296>
- Halton Region Health Department Special Events Food Vendor Requirements and Application Form - [www.halton.ca/health/services/foodsafety/special\\_events.htm](http://www.halton.ca/health/services/foodsafety/special_events.htm)
- Special Event/Tournament Application Form - [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)
- Refreshment Vehicle Licence - [www.oakville.ca/businesslicensing.htm](http://www.oakville.ca/businesslicensing.htm)
- Water Bar Unit Request Form - [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)

### Forms, with Special Event Application, to be sent to:

Town of Oakville  
Recreation and Culture  
Attn: Supervisor of Scheduling and Permitting  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4188

### Food Service Special Event Application forms *only*, to be sent to:

The Regional Halton Health Department  
c/o Special Event Coordinator  
1151 Bronte Road  
Oakville, ON L6M 3L1  
Fax: 905-825-8797

## Picnic Permits

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If you are planning a family get together or organizing a large group picnic, here are a few things to keep in mind.

### Things to know

Picnic areas may be reserved at Coronation Park. This is done by filling out a Special Event Application Form available at [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)

Personal barbecues may **not** be brought onto any municipal parkland.

Permanent barbecues are available at three areas within Coronation Park. A Permit is required to obtain exclusive use of these sites.

Please note that fires are prohibited.

Concession contracts are in place at Coronation Park. NO catered/corporate food service is permitted in this location without written permission from the Supervisor of Permitting and Scheduling.

### Forms to be completed

- Special Event/Tournament Request Form - [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)

### Special Event/Tournament Request Form to be sent to:

Town of Oakville  
Recreation and Culture  
Attn: Supervisor of Permitting and Scheduling  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4188

## Alcohol

If you are planning on having alcoholic beverages at your event, there are very specific guidelines to follow.

Event organizers must abide by Provincial rules and regulations and the Town of Oakville Alcohol Policy, which outlines the terms and conditions of alcohol use at all special events. For more information go to [www.agco.on.ca](http://www.agco.on.ca) or [www.oakville.ca/MS-PER-003.htm](http://www.oakville.ca/MS-PER-003.htm).

You must apply for a Special Occasion Permit if alcohol is to be served at any special event. This permit can be obtained at select Liquor Control Board of Ontario (LCBO) stores and must be posted at the event.

Please note that municipal permits will not be issued until a valid Liquor license is obtained from the LCBO. Event organizers must notify, in writing, the Town of Oakville Clerk's Department (Police, Health Unit, Fire Department) of the details of the event including dates, times and locations.

If the Halton Regional Police Service feel that vehicular or pedestrian traffic will be affected by the access or egress of participants from the special event activity, they may direct that the necessary number of Paid Duty Officers be contracted to direct traffic.

For Type I, II and III events, an approval letter is also required from the Clerk's Department. This will be provided once all affected Departments have approved the event.

### **Any licensed function must comply with the following policies:**

- An application for the licensed function must be submitted at least four months before the special event.
- An occupant load must be clearly posted if the event exceeds 60 persons.
- The licensed area must conform to all codes of the Building, Fire and Health Departments.
- If the event includes the distribution of alcohol by way of a Special Occasion Permit or otherwise, the organizer of the event shall confirm with the Town of Oakville the security measures being taken after consultation with a Staff Sergeant of the Halton Regional Police Service, 20 Division, Oakville. The event must also provide proof of two mature and knowledgeable bar managers / "SMART SERVE" CERTIFIED bartenders with a ratio of 1:100. Certificate must be available at the event.
- Prices established for alcoholic beverages must be in line with current market value.
- Beer or liquor must be dispensed in non-glass and environmentally friendly containers.
- There must be 30-35% low alcoholic beverages available as well as non-alcoholic beverages
- A maximum of four alcoholic beverages can be purchased at one time.
- Physical barriers must be set in place whereby the applicant can readily monitor patrons within the assigned area
- Beer tickets should be clearly distinguished and differ with a special event
- Times of service must be clearly posted and service of alcohol shall cease 15 minutes prior to the noted time on the permit. 'Last Call' shall be announced 30 minutes prior to the end of the noted time on the permit.
- Sponsor must attend the event.

### **Forms to be completed:**

- Special Event/Tournament Request Form - [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)
- Application for a Special Occasion Permit - [www.agco.on.ca](http://www.agco.on.ca)

### **Special Event/Tournament Request Form to be sent to:**

Town of Oakville  
Recreation and Culture Department  
Attn: Supervisor of Permitting and Scheduling  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4188

### **Special Occasion Form to be sent to:**

Any LCBO permit-issuing store in the Municipality in which the event is to be held.

## Filming/Photography Permits

This procedure outlines the filming permit application process, conditions of approval and terms and conditions for location filming on municipal streets and parkland in the Town of Oakville.

### Scope

This procedure applies to filming projects on municipal streets and parkland within the jurisdiction of the Town of Oakville.

### Procedure

#### *Filming Permit Application Process*

Permits and approval for location filming other than current affairs and newscast shall be coordinated through the municipal representative responsible (Engineering and Construction or Parks Open Space) and shall comply with all applicable by-laws, policy and regulations.

Requests for filming projects must be made not less than thirty (30) calendar days in advance of the proposed filming date. Should Council approval be required on an application, the application may be delayed.

#### *Special Effects, Explosives and Similar Devices*

Filming activities which involve the use of explosives, pyrotechnics, fireworks, detonators, guns, gunfire or other special effects, must be specifically approved by Halton Regional Police Services, Oakville Town Council, the Town of Oakville Fire department, and the department responsible for issuing the filming permit.

#### *Conditions of Approval*

- All approvals are conditional on the film company providing the following:
- A signed and completed filming permit application form - Appendix A;
- All applicable fees paid prior to booking date, plus any additional charges for clean up, repairs to return site to original condition. Filming permit application fees are non-refundable.
- All additional approvals/permits as specified in the permit;
- An acceptable Certificate of Insurance for general comprehensive liability in the amount of \$2 million. The Town of Oakville must be named as additional insured;
- A security deposit in the form of cash or certified cheque for any potential damage to or loss of town property, materials or supplies. The amount of the deposit shall be determined by the Director of Department responsible for the issuance of the permit.
- Other special charges may be required depending on the nature of the filming.

#### *Notification and Consent*

The Town of Oakville requires that the film company notify neighbourhoods/areas of their upcoming activities, and obtain consent in accordance with the attached schedule - Appendix B. The level of consent or approval required by the applicant from the area(s) affected will vary depending on the size and duration of the production, and on the type of area involved (residential, commercial, BIA district).

Filming companies shall provide advance notice on a standard notification letter to the Ward Councillors, all residents and businesses within an area specified by Director of the Department responsible for issuing the filming permit. The notification letter shall include the following details:

- the name, address and phone numbers of the production company's office and representatives (including after hour emergency numbers);
- duration of the filming, proposed start time and completion time (which is inclusive of clean up activities) for each day of filming;
- number and type of production vehicles, and the location of each vehicle within the roadway;
- number of cast and crew involved in the filming;
- identify if bright lighting will be used and its effect on other properties;
- identify possible source and magnitude of noise during the production.

Applicants, who fail to achieve the levels of consent required, may submit their permit requests to Town Council for consideration.

## **Terms and Conditions of Filming**

### **Filming Hours**

Location filming shall only occur between the hours of 7 a.m. and 11 p.m. on streets and between 8 a.m. and 11 p.m. on municipal parkland. This time frame includes the time required for the arrival and departure of cast and crew, as well as setting up and dismantling sets, equipment and clean up. Any activity during restricted hours or days requires pre-approval by Town Council.

### **Production Crew Conduct**

Production crews must conduct themselves in a safe and professional manner in the course of filming activities. All applicable federal, provincial and municipal laws and regulation must be adhered to.

### **Parking and Traffic Control**

Parking of all production vehicles must be pre-approved. The Engineering and Construction department must be contacted for any on street parking approvals.

- A limited number of production vehicles shall be permitted on residential streets. The number shall be determined by the Director of Engineering and Construction or designate.
- Production companies will be required to gain consent for parking large production vehicles in front of a resident's home if the production is to last more than three (3) days.
- Where deemed necessary by the town, the production company will be required to retain the services of off-duty police officers and/or town staff for the purposes of traffic control and permit compliance and shall bear all costs associated therewith. For information regarding retaining the services of off-duty police officers please contact Halton Regional Police Services at 905-878-5511.
- All equipment and vehicles not in use shall be placed so as not to cause any interference to pedestrians or vehicular traffic. "Production" vehicles must not block fire hydrants, driveways, or other ingress/egress points.

### **Minimizing Disruption to Affected Areas**

The production company shall ensure minimum disruption to residents and businesses during filming activities, and give due consideration to the rights of citizens at all times. Citizens should be free from negative environmental conditions resulting from filming, including spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or run their business. Pedestrian and vehicular access to their premises must also be maintained. In this regard, the following must be adhered to:

- Lighting is to be orientated away or shielded from neighbouring residents and should not interfere with traffic movement or the safe operation of roadways:
- Noise by-law must be adhered to at all times.
- Only 'blimped' generators are allowed (i.e. sound insulated box type). They must be placed so that noise emissions and exhaust fumes do not disturb or cause a nuisance to residents and visitors.

### **Clean-up/Restoration**

The production company is responsible for maintaining the location in a clean condition and for any clean-up following, and is liable for any damage caused to municipal property as a result of the Film company's use of the facilities. All waste and litter shall be disposed of in an authorized manner, prior to 11 p.m., and with minimum amount of noise and disruption.

### **Responsibilities**

The Parks and Open Space department is responsible for maintaining the procedure as it relates to filming on municipal parkland under the jurisdiction of the Town of Oakville.

The Engineering and Construction department is responsible for maintaining the procedure as it relates to filming on streets under the jurisdiction of the Town of Oakville.

## Signage/Banners

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Before you put up any signs or banners, check to see what permits might be required.

### Things to know

Permission is required to erect any sign or banner on municipal property.

Depending on the type of event that you are hosting, the following is the process:

#### Signs on municipal parkland

An application for a Temporary Mobile Sign Permit must be submitted to the Supervisor of Permitting and Scheduling. If approved, a letter will be forwarded to the event contact person.  
[www.oakville.ca/roadpermits.htm](http://www.oakville.ca/roadpermits.htm)

#### Signs on road allowances

Signage that is to be placed along roads, an application for Temporary Mobile Sign Permit must be submitted to the Road Corridor and Permit Coordinator.

#### *Please note*

Plastic signs are not permitted.

There are only six community mobile sign sites which are for charitable organizations/community events only.

The list of available sites is available on line at [www.oakville.ca/roadpermits.htm](http://www.oakville.ca/roadpermits.htm)

Applicable permit fees must be paid in full at time of approval.

#### Banners across roads

Banner Sign Permit application must be forwarded to the Road Corridor and Permit Coordinator.

#### The request letter should contain the following items

- Requested location of signage and banners
- Content (exact wording) on the signs and banners
- Exact size of the signs and banners

#### Signs on Private Property

Any mobile sign on private property requires a permit, which can be obtained through the Licensing and By-law Services Section [www.oakville.ca/signpermits.htm](http://www.oakville.ca/signpermits.htm)

#### Forms to be completed

- Temporary Mobile Sign permit - [www.oakville.ca/roadpermits.htm](http://www.oakville.ca/roadpermits.htm)

#### Forms to be sent to:

Town of Oakville

Recreation and Culture

Attn: Supervisor of Permitting and Scheduling OR Road Corridor and Permit Coordinator

1225 Trafalgar Road, P.O. Box 310

Oakville, ON L6J 5A6

Fax: 905-338-4188



## Parking and Parking Lots

When hosting an event, please keep in mind these guidelines for the parking of vehicles.

### Things to know

#### Special Event Parking

The event organizers are responsible for:

- Ensuring there is sufficient parking for event attendees
- Arranging off-site parking if there is no available parking on site
- Arranging shuttle service for off-site parking if required
- Advising attendees of parking arrangements and enforcement for the event
- Additional parking restrictions required to ensure access to the area

The organizer of the Special Event should advise attendees to take the time to park properly and have consideration for the neighborhood. When parking in a municipal lot, attendees should be advised to park their vehicle in a designated space (marked parking stalls) and not in one of the following areas:

- On the grass
- On a path
- At the end of an aisle
- In a driving lane
- In a fire route
- In a handicap parking space without a valid permit on display

When parking on a residential street, attendees should be advised not to park in any of the following locations:

- Where prohibited by signage
- On or overhanging a sidewalk
- On a boulevard, median or island
- Facing the wrong direction
- Within 3-metres of a fire hydrant
- Within 1-metre of a driveway
- Within 15-metres of a bus stop
- In the position to block another vehicle, obstruct traffic or near road repair
- For longer than three (3) hours (unless otherwise authorized)

#### Parking During a Road Closure:

If the event requires a road closure, all vehicles will be required to be off the road within the road closure area before the event starts. This may result in vehicles being ticketed and towed from the road, at the vehicle owner's expense. Parking on the closed road will be enforced as follows:

- Metres (if any) will be covered and road will be signed "No Parking" in advance of the road closure. This process is completed based on the parking time restriction on the meter/road. For example, if there is a two (2) hour time limit on the meter/road, all meter covers and signs will be in place more than two (2) hours before the road closure.
- Additional parking restrictions may be required in the area surrounding the event.
- Road barricades will be emplaced at the access point to the road in accordance with the Road Closure Permit.
- Parking Control Officers will enforce (ticketing and towing) the closed road one (1) hour before the event start time.
- Parking Control Officers will make every reasonable attempt to contact the registered owner of the vehicles before proceeding to tow the vehicle.

#### Parking Control and Enforcement Requirements:

If your event requires the use of municipal parking lots/metered spaces or results in the obstruction of municipal parking lots/metered spaces, the event organizers are required to obtain a permit for the use of the municipal parking lots/metered through the Road Corridor Office. Event organizers are responsible for the costs resulting from the use or loss of use of municipal parking lots/metered spaces.

Shuttle bus service may be required at the discretion of the town.

If the Halton Regional Police Service feel that vehicular or pedestrian traffic will be affected by the access or egress of participants from the parking areas, they may direct that the necessary number of paid duty officers be contracted to direct traffic.

When parking on private property, the vehicle operator is responsible for ensuring they have permission from the owner/agent of the property. Parking contrary to these prohibitions is an offense subject to a fine. Fines for parking offenses range from \$20 to \$350.

## Vehicles In Parks

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When hosting an event, please remember these guidelines for vehicles on the premises.

- No unauthorized vehicles will be allowed on municipal property except in designated parking areas.
- All requests for vehicle access on park grounds for the purpose of event set up and take down only must be submitted in writing with the Special Event/Tournament Request Form [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm).
- Approvals will be granted subject to weather and/or ground conditions.
- Access will be restricted to designated areas as approved by the Town of Oakville Parks and Open Space Department.
- The event organizer will ensure that vehicle access into the park is controlled and monitored throughout the event at the access points designated, allowing entry to emergency vehicles only during operating hours.
- The event operator must agree to prevent the operation of motorized vehicles in the parks 30-minutes prior to and 30-minutes following the events hours of operation to allow pedestrian traffic to clear.
- Designated service vehicles such as golf carts for transporting supplies or removing garbage may be approved for use during event hours upon application to the town.
- A damage deposit may be required depending on the nature of the event.
- The cost to repair any damages to the park or facility will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer by the Town of Oakville as soon as possible after the event is completed.

## Emergency Access

---

Emergency access to parks, driveways, walkways and thoroughfares as well as parking lots must be maintained at all times during event operations at a minimum width of 6-metres.

- Play structures and splash pads must be made available to the public at all times unless special permission has been granted.
- Keys may be required for vehicle gates to provide access during event. Keys must be signed out at the Recreation and Culture department. A cash deposit will be required.

## Accessibility

---

As facilities allow, special event organizers must provide a barrier free environment for visitors to the event with special needs.

- Clearly marked signage is required for visitors requiring special services.
- Handicap parking spaces, identified viewing areas and washroom facilities that are accessible, including portable toilets are to be located on paved pathways for ease of access if possible.

## First Aid

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It is strongly recommended that the event organizer provide certified first aid service on site during the operating hours of the event through a qualified agency.

- All first aid stations should be clearly marked with appropriate signage.

## Inflatables

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All inflatables on municipal property (i.e. bouncy castles and hot air balloons, etc.) must be approved and may be subject to all guidelines associated with Amusement rides outlined below.

- A Special Event/Tournament Request form must be submitted to the Supervisor, Permitting and Scheduling with copy of manufacturers details of the structure, including size, weight, support structure, safety straps, tie downs. [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)

- Utility locates (search for underground services) will be required at the cost of the event organizer.
- Proof of \$2 million insurance coverage naming the Town of Oakville as Additional Insured, is required.

**The inflatable structure must:**

- Be removed daily
- Be appropriately staffed at all times
- Not create trip hazards with any electrical cords
- Meet all safety requirements as outlined in TSSA guidelines
- Must be anchored securely using weights/spikes to be approved by Parks and Open Space staff prior to installation.

## Amusement Rides

All applications for amusement rides must be signed off by the Halton Regional Police services and then submitted to the Licensing and By-Law Services Section.

**The following documentation must be submitted with the application:**

- Proof of \$2 million General Liability Insurance coverage naming Town of Oakville as Additional Insured
- Letter of permission from Supervisor, Permitting and Scheduling if request is for installation on municipal parkland
- Detailed list of rides to be provided
- TSA approvals for all rides to be provided
- Payment of required License fee
- If applicable, proof of WSIB certification

**Forms to be completed:**

- Exhibition License Application form - [www.oakville.ca/businesslicensing.htm](http://www.oakville.ca/businesslicensing.htm)

**Forms to be sent to:**

Town of Oakville  
 Licensing and By-law Services Section  
 1225 Trafalgar Road, P.O. Box  
 Oakville, ON L6J 5A6  
 Fax: 905-815-6077

## Overnight Stays In Parks

In accordance with Parks By-Law 1999-159, remaining in town parks or property overnight is not permitted.

In special circumstances, approval by the Town of Oakville may be granted on a limited basis.

- A letter requesting permission must be included with the Special Event/Tournament
- Request form and submitted to the Supervisor of Permitting and Scheduling [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)
- It must include location of the proposed site for the individuals to stay, number of people, duration of stay and purpose of stay.
- This information must also be included in your proposed site plan.
- Security will be the sole responsibility of the Permit holder.

## Fencing/Digging or Staking

All requests for installation of any object that penetrates the ground including fence posts, tent poles/pegs, sign installation on municipal parkland must be pre-approved. This includes parking lots, screened or tar and chipped pathways.

- There are underground utilities buried below the surface of the park including hydro and irrigation lines.
- A Special Event/Tournament request form must be submitted to the Supervisor of Permitting and Scheduling [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)
- A detailed site plan is required to be included in the request submission.
- Locates (search for underground services) will be required and the cost will be the responsibility of the Permit holder.

## Damage to Town Property

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Town property is to be protected from vandalism, crowd damage or excessive use during events.

- All damage costs will be the sole responsibility of the permit holder.
- Damage deposits may be required depending on the nature of the event.
- Town staff will outline environmental or cultural sensitivity and provide guidance to the event organizer if activities will impact such areas.

## Waste Reduction/Recycling/Compost

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The event organizer must make arrangements for waste reduction and diversion. Town staff can assist in providing resources in this regard. Appropriate fees will be charged for this service.

- Upon completion of the event, all litter, garbage, recycling and compost collection must be completed by the event organizer and the park/facility be returned to its original condition.
- The Town of Oakville reserves the right to impose additional restrictions and charges for waste removal depending on the size and nature of the event. Appropriate fees will be the responsibility of the Permit holder.
- The Town of Oakville reserves the right to charge back any event organizer who does not comply.
- Community event organizers must refer to and abide by Halton Region's Waste Diversion Services to Community Events Resource Guide, to purchase acceptable food packaging, dishware, cups and cutlery for use at your event. All event organizers must make efforts limit the amount of garbage produced at their event and the easiest way to do this is to purchase items that are reusable, recyclable or compostable upon expiration.
- Halton Region can provide waste collection tools and assistance to ensure recycling and organic material generated at community events be diverted from the landfill. To learn more about the about available waste diversion services at community events, please read Halton Region's Guidelines for Waste Diversion Services.

### Forms to be completed:

- Community Event Waste Management Services Request Form, needs to be submitted at least 6 weeks before the event date for the event to be considered for service. This applies to all events that take place on town property other than Town Hall.
- Halton Resource Guide/conditions - <http://www.halton.ca/cms/one.aspx?portalId=8310&pageId=46296>
- Halton Region Recycle/Compost Request Form - <http://www.halton.ca/cms/one.aspx?portalId=8310&pageId=46296>

### Forms to be sent to:

John Watson, Waste Diversion Education Coordinator, email: [john.watson@halton.ca](mailto:john.watson@halton.ca), fax: 905-875-3010

## Fireworks

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In 2009, the Town of Oakville passed the By-law 2009-056 to regulate the discharge of fireworks. The bylaw:

- Limits the days in which persons may set off fireworks
- Limits the location in which persons may set off fireworks
- Limits the types of fireworks used
- Outlines various safety precautions
- States that in some situations a permit may be required to discharge fireworks
- States that no persons shall discharge fireworks onto, in or on any highway, street, lane, square, public park or other public place, unless in accordance with a permit issued for such purpose.

Persons should be familiar with the following bylaws available at [www.oakville.ca](http://www.oakville.ca):

- By-law 2009-056: A by-law to regulate the discharge of fireworks
- By-law 2008-093: A by-law to provide for the licensing and regulation of various businesses in the Town of Oakville including the sale of fireworks.

# ...what **amenities** are available?

The Town of Oakville Parks and Open Space department will attempt to make available any resources that it has in stock for the purpose of special event presentation.

- These items come with a charge for the delivery and set up and in some cases require town staff on hand to operate the equipment will be done so at the organizer's expense.
- These resources are requested upon submission of the Special Event/Tournament Request Form - [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm).
- A minimum of two (2) weeks notice is required for all amenity requests.
- Please note resources are made available on a "first come first served basis"

### **Resources Available (at selected sites only):**

- Hydro - where available
- Marquee tent - 20' x 20' - no sides
- Snow fencing
- Portable washrooms
- Proper signage and bins for garbage, recycling and compost
- Picnic tables
- Stages, bunting/flags
- Portable bleachers
- Municipal water hook-up - where available
- Additional clean up
- Additional garbage, recycling and compost bins, waste removal services

### **Forms to be completed:**

- Water Bar Unit Request Form - [www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)
- Halton Region Recycle/Compost Request Form - <http://www.halton.ca/cms/one.aspx?portalId=8310&pageId=46296>

### **Special Event/Tournament Request Form to be sent to:**

Town of Oakville  
Department of Recreation and Culture  
Attn: Supervisor of Scheduling and Permitting  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4188

# ...want to **raise funds?**

## **Vending – Fundraising:**

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All Special Event fundraising that includes sale of merchandise at parks and/or facilities must be approved.

A letter requesting permission must be submitted by the permit holder to the Supervisor of Permitting and Scheduling and include the details of all items or services being sold.

## **Lottery, Raffle and Bingo Licenses:**

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- All games of chance (including 50/50 draws) require a license.
- A license to Manage and Conduct a Lottery event must be obtained from the Clerk's department.
- This license will only be issued to organizations that meet the criteria as required by the Alcohol and Gaming Commission of Ontario [www.agco.on.ca](http://www.agco.on.ca), and those organizations that have approval from Council.

For more information on this process, please contact the Lottery Licensing Officer at 905-845-6601, ext. 2920.

# ...are there **environmental** concerns?

All events taking place on town property must make every effort to reduce the amount of garbage produced as well as offer recycling and compost collection at events that offer food and beverages. To further reduce the amount of waste produced at events the town had a portable water bar created for you to use. This water bar provides fresh municipal water at events where a municipal hook-up is available and reduces the need for bottled water. Please refer to page 9 of this guide to learn more.

## **Animals in Parks/Petting Zoos:**

In order to provide a safe and clean environment for park patrons, dogs off leash will not be allowed at any Town of Oakville park or facility except in designated dogs off leash areas.

- Stoop and scoop policy is in effect.
- The use of the Town parks/facilities or roads/road allowances for a petting zoo or other animal exhibit require special approval in order to proceed including:
  - Any animals for the Purpose of Entertainment application submitted to the
  - Licensing and By-law Services Section with the details of the type and number of animals. [www.oakville.ca/businesslicensing.htm](http://www.oakville.ca/businesslicensing.htm)
  - Petting zoo's, animal attractions must comply with the Halton Region Health Department - Review and complete the Application: Special Events Guidelines for Operators of Petting Zoo's, Animal Rides, Animal Exhibits and Open Farms.
  - Appropriate fee with completed application form.
  - This information must also be included in your site plan.
- All parties impacted, including the landowner, Halton Region Health Department and Humane Society will be contacted and advised of the application.
- The animal care must meet all guidelines set out by the Humane Society

### **Forms to be completed:**

- Animals for the Purpose of Entertainment Application form - [www.oakville.ca/businesslicensing.htm](http://www.oakville.ca/businesslicensing.htm)
- Halton Region Health Department Application Form from the "Special Events Guidelines for Operators of Petting Zoos, Animal Rides, Animal Exhibits and Open Farms" - [www.halton.ca/health](http://www.halton.ca/health)

### **Forms to be sent to:**

Town of Oakville  
Licensing and By-law Services Section  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-815-6077

AND

Halton Region Health Department  
Attn: Special Event Coordinator  
1151 Bronte Road  
Oakville, ON L6M 3L1  
Fax: 905-825-8797

## **Noise By-law**

All types of noises are now governed by Oakville's comprehensive Noise By-law 2006-001. A copy of the By-law is available on the Town of Oakville website. Exemptions for certain types of noises can be applied for using the application form provided on the website. For more detailed information, please visit [www.oakville.ca/2005noisebylawpassed.htm](http://www.oakville.ca/2005noisebylawpassed.htm)

# ...am I eligible for a **fee waiver?**

For Type I Events only, community groups may be eligible for a fee waiver. A Fee Waiver Application form must be completed and submitted by mid-December of the preceding year.

- Complete the fee waiver application including ALL departmental services required for event and forward to the department prior to the deadline.

### **Eligibility Requirements:**

- Non-profit community group
- Operating under the authority of a volunteer board
- Be based in the Town of Oakville
- Organizers must be able to demonstrate that it can meet the financial obligations of the event. Upon request of the Town, a group must disclose financial records of an event and be able to demonstrate that the events objectives have been met.
- The special event must be recreational in nature, can be deemed to be of significant interest and the proceeds can be proven to benefit a recognized portion of the community.

Should a group's event requirements change, the group will be required to submit an amendment to the original request in writing.

### **Please Note:**

Any application that requests funding exceeding 20 percent of the total fee waiver account will be referred to Council for direct consideration.

The fee waiver subsidy cannot be combined or used in conjunction with other Town subsidies on the same rental.

Groups who have not been granted fee waiver assistance for whatever reason can appear before Council to receive consideration of their fee waiver request. Notification of these appeals should be forwarded to the director of Recreation and Culture.

### **Forms to be completed:**

- The Fee Waiver Application Form is available from the Supervisor, Permitting and Scheduling.

### **Forms to be sent to:**

Town of Oakville  
Recreation and Culture  
Attn: Supervisor of Permitting and Scheduling  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Fax: 905-338-4188



# ...who do I **contact?**

## **Town of Oakville**

### **Booking Clerk**

t: 905-815-5989 f: 905-338-4188  
bookafacility@oakville.ca

## **Halton Region Health Department Special Event Coordinator**

1151 Bronte Road  
Oakville ON L6M 3L1  
t: 905-825-6000 f: 905-825-8797

### **Mail:**

Town of Oakville  
1225 Trafalgar Road, P.O. Box 310  
Oakville ON L6J 5A6

## **Town of Oakville**

### **Supervisor of Permitting and Scheduling**

t: 905-845-6601 ext 3156 f: 905-338-4188  
ppeebls@oakville.ca

## **Town of Oakville**

### **Road Corridor and Permit Coordinator**

t: 905-845-6601 ext 3337 f: 905-338-4159  
bdehoog@oakville.ca

## **Forms – Town of Oakville**

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Special Event/Tournament Request Form  
(*Sample attached*)

[www.oakville.ca/facilityrentals.htm](http://www.oakville.ca/facilityrentals.htm)

Public Road Special Event Permit Request Form  
(*Sample attached*)

[www.oakville.ca/roadpermits.htm](http://www.oakville.ca/roadpermits.htm)

Noise Exemption Application  
Food Provision Approval Form  
Refreshment Vehicle License Application  
Animals in Entertainment Application Form  
Exhibition License Application Form  
Building Permit Application Form  
Commitment to General Reviews  
Temporary Mobile Sign Permit Request Form  
Mobile Sign Lessor Application Form  
Fee Waiver Application Form

[www.oakville.ca/2005noisebylawpassed.htm](http://www.oakville.ca/2005noisebylawpassed.htm)  
Available at Recreation and Culture Office  
[www.oakville.ca/businesslicensing.htm](http://www.oakville.ca/businesslicensing.htm)  
[www.oakville.ca/businesslicensing.htm](http://www.oakville.ca/businesslicensing.htm)  
[www.oakville.ca/businesslicensing.htm](http://www.oakville.ca/businesslicensing.htm)  
[www.oakville.ca/bldgservices.htm](http://www.oakville.ca/bldgservices.htm)  
[www.oakville.ca/bldgservices.htm](http://www.oakville.ca/bldgservices.htm)  
[www.oakville.ca/roadpermits.htm](http://www.oakville.ca/roadpermits.htm)  
[www.oakville.ca/signpermits.htm](http://www.oakville.ca/signpermits.htm)  
Available at Recreation and Culture department

## **Forms – Other Agencies:**

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Halton Region Health Department - [www.halton.ca/health](http://www.halton.ca/health)

Special Events Co-ordinator Requirements Application Form

Special Events Food Vendor Requirements and Application

Special Events Guidelines for Operators of Petting Zoos, Animal Rides, Animal Exhibits and Open Farms

Animals for Purpose of Entertainment

[www.halton.ca/health](http://www.halton.ca/health)

LCBO Application for Special Occasion Permit

[www.agco.on.ca](http://www.agco.on.ca)

License to Manage and Conduct a Lottery

[www.agco.on.ca](http://www.agco.on.ca)



# PUBLIC ALLOWANCE SPECIAL EVENT PERMIT

Fax to 905-338-4159

Attention: Road Corridor Permit Coordinator

Date of Application

Permit Number

Name of Organization \_\_\_\_\_

Name of Event \_\_\_\_\_

Requested Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Alternate Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Address of Organization \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Phone # \_\_\_\_\_ Position in Organization/Title \_\_\_\_\_

Purpose of Event \_\_\_\_\_

# of Participants \_\_\_\_\_ Band \_\_\_\_\_ Street Stands \_\_\_\_\_

Horses \_\_\_\_\_ Floats \_\_\_\_\_ Cars \_\_\_\_\_

Other \_\_\_\_\_

Assembly Area \_\_\_\_\_ Time \_\_\_\_\_

Dismissal Area \_\_\_\_\_ Time \_\_\_\_\_

Describe Event Route (please attach sketch) \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR INTERNAL USE ONLY** *(Signature and Date)*

Name and Title of Signing Officer

Police Assistance Recommended

YES  NO

\_\_\_\_\_  
Halton Regional Police

\_\_\_\_\_  
Oakville Transit

\_\_\_\_\_  
Parking Operations

\_\_\_\_\_  
Road Corridor Permit Coordinator

\_\_\_\_\_  
Oakville Fire Dept.

\_\_\_\_\_  
Traffic Operations

Approved by

\_\_\_\_\_  
Director of Engineering and Construction

\_\_\_\_\_  
Downtown B.I.A.

\_\_\_\_\_  
Halton EMS

\_\_\_\_\_  
Parks & Recreation

*Subject to the conditions outlined above, the Director of Public Works or designate hereby grants approval of this permit and under the authority of Town of Oakville By-Law 1993-96 hereby authorizes the temporary closing of the following roadway(s) for the periods of time indicated.*

Street \_\_\_\_\_ from \_\_\_\_\_

Date \_\_\_\_\_ to \_\_\_\_\_



**SPECIAL EVENTS  
RELEASE AND WAIVER OF LIABILITY FORM**

I \_\_\_\_\_ warrant that in consideration of utilizing  
*(please print name)*  
Town of Oakville streets for our \_\_\_\_\_  
*(name of event)*

as outline in the Special Event Permit submitted, HEREBY RELEASE AND SAVE HARMLESS, The Corporation of the Town of Oakville and its servants, agents and employees from all manner of rights, actions, claims and demands whatsoever by reason of the existence or operation of the Special Event named above other than those actions, claims and demands arising from the negligence, acts or omissions of the Town of Oakville, and/or its servants, agents and employees.

In witness whereof I have set my signature.

Date at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signing Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title





# SPECIAL EVENT / TOURNAMENT REQUEST FORM



Organization			
Contact Name		Email	
Address		Town/City	Postal Code
Home Phone	Work Phone	Cell Phone	Fax

Do you want your permit:                      faxed                       held for pick up                       emailed to address above

Event Name	Date(s)
Facilities Requested	Event Start & End Time
	Set Up & Take Down Time
Number of Participants	Number of Teams

- |                                |                          |  |                              |                             |                          |         |                          |
|--------------------------------|--------------------------|--|------------------------------|-----------------------------|--------------------------|---------|--------------------------|
| Tournament                     | <input type="checkbox"/> | Fundraising  | <input type="checkbox"/>     | Licensed Function           | <input type="checkbox"/> |         |                          |
| Liability Insurance Provided   | <input type="checkbox"/> | or provided from the Town of Oakville                                      |                              |                             | <input type="checkbox"/> |         |                          |
| Food Service Provided          | <input type="checkbox"/> | BBQ  | <input type="checkbox"/>     | Catered                     | <input type="checkbox"/> | Sales   | <input type="checkbox"/> |
| Amplified Sound/Music          | <input type="checkbox"/> | Live   | <input type="checkbox"/>     | Recorded                    | <input type="checkbox"/> | Dancing | <input type="checkbox"/> |
| Tent/Sunshade                  | <input type="checkbox"/> | Size _____   | Site Map                     | <input type="checkbox"/>    |                          |         |                          |
| Parking Plan Provided          | <input type="checkbox"/> | Security Required  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |                          |         |                          |
| Inflatabe – incl bouncy castle | <input type="checkbox"/> | ** requires TSSAA certificate and proof of insurance from company provider |                              |                             |                          |         |                          |

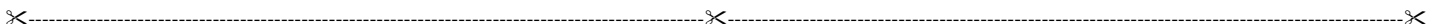
**For our event, we would like to request the following with the understanding that additional fees will apply:**

- |                              |                               |                                |                              |   |                          |
|------------------------------|-------------------------------|--------------------------------|------------------------------|---|--------------------------|
| Hydro - at select sites only | <input type="checkbox"/>      | Locates Required               | <input type="checkbox"/>     | Refillable Water Bar Unit – water access required | <input type="checkbox"/> |
| Marquee Tent 20 x 20         | <input type="checkbox"/>      | Portable Bleachers             | <input type="checkbox"/>     | Recycle/Compost Bins                              | <input type="checkbox"/> |
| Portable Washrooms           | <input type="checkbox"/>      | # of Units _____               |                              | Additional Sanitation                             | <input type="checkbox"/> |
| Stage 24' x 16' x 3'         | <input type="checkbox"/>      | Waterfront                     | <input type="checkbox"/>     | Bunting/Flags                                     | <input type="checkbox"/> |
| Riser 4' x 8' x 1'           | <input type="checkbox"/>      | # of units _____               |                              | Other _____                                       | <input type="checkbox"/> |
| Snow Fencing                 | <input type="checkbox"/>      | Footage _____                  |                              | Other _____                                       | <input type="checkbox"/> |
| Picnic Tables                | 1-12 <input type="checkbox"/> | 13-24 <input type="checkbox"/> | +25 <input type="checkbox"/> | Additional Cleanup                                | <input type="checkbox"/> |
| Additional Comments _____    |                               |                                |                              |   |                          |

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail or fax this form to the address/ number below, to the Attention of the Supervisor, Scheduling/Permitting

Personal information on this form is collected under the authority of the Municipal Act for the purpose of issuing Permits and receiving payments. Questions about the collection should be directed to Facility Booking, Town of Oakville, 1225 Trafalgar Road, Oakville Ontario L6J 5A6, 905-815-5989 or at [bookafacility@oakville.ca](mailto:bookafacility@oakville.ca)



Credit Card Payment:    Amex                       Visa                       Mastercard                       Security Code

Card #  Exp.  mm/yy                      Signature:

*For your protection this information will be destroyed after processing.*







## **Guidelines for Halton Region to Provide Waste Diversion Services to Community Events**

### **Purpose**

Halton Region is frequently requested to provide waste management services at public community events. The purpose of these guidelines is to specify the services that Halton Region is able to provide to public community events in order to ensure consistent service levels are provided to all events and to specify the roles and responsibilities of the Region when providing waste diversion assistance to public community events.

Upon request from a public community organization/event organizer, Halton Region can provide recycling and organics bins and signage to help identify acceptable materials. The collection of waste materials (recycling, organics, garbage) shall remain the responsibility of the event's organizing committee.

### **General Conditions**

1. The Community Event Waste Diversion Service (the "Service") will be made available to public community events such as fairs, festivals, races, etc.... The Service is not for the use of private parties, events for the purpose of promoting a commercial enterprise or business, political party, street/yard sales, and school events (schools should already have waste diversion bins).
2. Community Event Waste Diversion Tools (the "Tools") include Blue Boxes, Blue Totes, GreenCarts, Green Totes, signage of the acceptable materials for the containers, and pre-event training for the event organizers and volunteers.
3. A Community Event Waste Diversion Tools Request Form is available on the Region's website. An event organizer must complete the form and submit to Waste Management Services a minimum of six weeks in advance of the event's start date.
4. Halton Region will review all requests for the Service and at its sole discretion determine whether the event is eligible for said Service.
5. The Region will grant requests in the order that requests are received and based on the availability of Tools. Please note there are a limited number of Totes available. In the event that all available Tools have already been allocated to an event for a requested date, the request for Service may be denied.
6. A request form must be completed for each event and a new request form must be submitted each year to receive Community Event Waste Diversion Tools. Annual service is not guaranteed.
7. Events requesting more than ten waste diversion containers must provide a refundable security deposit for the use of the Tools. A deposit fee schedule will be included on the request form and all deposits will be returned after all Tools have been returned to the Region in their original condition.
8. The public community organization/event organizers will be invoiced for any damaged or missing Tools as per the fee schedule included on the request form.
9. The public community organization/event organizers are responsible for the type and quantity of waste generated at the event and will ensure that a sufficient number of people are assigned to ensure the waste is managed properly throughout the event and that attendees know how to properly sort their waste into the appropriate container so that there is minimal contamination in the containers.





## Community Event Waste Management Services Request Form

Fill in this form to request Community Event Waste Management Services. Email it to [john.watson@halton.ca](mailto:john.watson@halton.ca). This does not guarantee your request will be fulfilled. Regional staff will review your request and communicate with you whether the request has been approved or declined. Please submit this request no later than **six (6) weeks** prior to when your event is scheduled to be held.

<b>Event name</b>	
<b>Event location &amp; address</b>	
<b>Event type</b>	
<b>Event start date</b>	Date: _____ Start time: _____
<b>Event end date</b>	Date: _____ End time: _____
<b>Site map attached</b>	
<b>Organization</b>	
<b>Address</b>	
<b>Status</b>	
<b>Contact name</b>	
<b>Contact job title</b>	
<b>Contact email</b>	
<b>Contact phone</b>	
<b>Contact cell phone</b>	
<b>Number of attendees</b>	
<b>Number of food vendors</b>	
<b>Number of merchandisers</b>	
<b>Number of washrooms with paper towel</b>	



# Waste Diversion Services to Community Events Resources Guide

## Purpose

The purpose of this Resource Package is to support public community organizations/event organizers using Halton Region's Waste Diversion Services to Community Events.

## Guidelines

On June 2, 2010, Halton Regional Council approved PW-12-10 Guidelines for Halton Region to Provide Waste Diversion Services to Community Events.

The purpose of these guidelines is to specify the services that Halton Region is able to provide to public community events in order to ensure consistent service levels are provided to all events and to specify the roles and responsibilities of the Region when providing waste diversion assistance to public community events.

## Dishware & Food Packaging, Cutlery and Cups

As per the Guidelines, the public community organization/event organizers are to encourage all vendors to use food or drink packaging that is accepted in the Blue Box and GreenCart programs.

### Dishware & Food Packaging

Fibre-based dishware and food packaging is accepted in the GreenCarts and Green Totes. These materials can be purchased from:

- Al-Pack, [www.mycompost.com](http://www.mycompost.com)
- Bioplastics Canada, [www.shop.bioplasticscanada.com](http://www.shop.bioplasticscanada.com)
- Genpak Harvest Fibre, [www.genpak.com](http://www.genpak.com)
- Huhtamaki - BioWare Products, [www.huhtamaki.com](http://www.huhtamaki.com)
- International Paper Inc., [www.internationalpaper.com](http://www.internationalpaper.com)
- Pactiv, [www.pactiv.com](http://www.pactiv.com)
- Seeker Green Products Ltd., [www.seeker.com.hk](http://www.seeker.com.hk)
- Royal Chinet, [www.royalchinet.com](http://www.royalchinet.com)





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