



Town of Georgina

FESTIVAL AND EVENTS

Reference Guide

A how-to guide on hosting a Georgina event



GEORGINA



Table of Contents

Introduction

- Interested in hosting an event in Georgina? 4
- What is a Festival and Event Permit Application? 5
- When is a Festival and Event Permit Application required? 6
 - Outdoor spaces 6
 - Indoor spaces 6
 - Private spaces 6
- Festival and Event Permit Application process 7
- Where to obtain a Festival and Event Permit Application? 8
- Submitting a Festival and Event Permit Application 8
- Festival and Event Permit Application timelines guide 9
- Event guidelines 10**
- Accessibility 10
- Animals for entertainment 10
 - York Region Public Health 11
- Booking municipal facilities 11
 - Rental fees, payments and damage deposits 11
- Celebration certificates and letter of welcome 12
- Emergency Services 13
 - Emergency procedures plan 13
 - Emergency responders 13
- Event site plan 14
- Events with alcohol 15

| | |
|--|----|
| Fire prevention | 17 |
| Fireworks and pyrotechnical displays | 17 |
| Open air burning..... | 17 |
| Food and beverage preparations – Public Health | 18 |
| Gaming – lottery, raffles, 50-50 draws and fundraising | 18 |
| Georgina economic development..... | 19 |
| Inflatables, bouncy castles and amusement rides | 19 |
| Insurance requirements..... | 21 |
| Event insurance..... | 21 |
| Vendor insurance | 22 |
| Letter of municipal significance..... | 23 |
| Locates – Digging, staking and fencing..... | 23 |
| Marketing and promotion..... | 24 |
| Mayor and Council | 25 |
| Noise by-law and noise exemption..... | 25 |
| Operational plan | 25 |
| Policing and security | 25 |
| Portable washrooms and hand washing stations | 26 |
| Road closures | 27 |
| Refreshment vehicles..... | 28 |
| Annual vehicle licence..... | 28 |
| One-time event licence..... | 28 |
| Sales and vendors..... | 28 |
| Signage | 29 |
| Smoke-Free Ontario Act..... | 30 |

| | |
|--|-----------|
| Smoking on Town property..... | 30 |
| Temporary structures – tents and stages | 31 |
| Tents less than 60 m ² in area (includes the aggregate area of a group of tents).. | 31 |
| Tents or group of tents greater than 60m ² and up to 225 m ² in area | 31 |
| Tents greater than 225 m ² in area | 32 |
| General requirements | 32 |
| Utilities..... | 32 |
| Waste management | 33 |
| Water and wastewater..... | 33 |
| Appendices | 34 |
| Appendix A: Site Plan Sample | 34 |
| Appendix B: Municipal Alcohol Management Policy..... | 36 |
| Appendix C: Special Occasion Permit Holder Agreement..... | 37 |
| Appendix D: Fire Safety Plan Example | 39 |
| Appendix E: Operation Plan Template | 40 |



Interested in hosting an event in Georgina?

Thank you for your interest in hosting a special event in the Town of Georgina. Each year the Town receives many requests from individuals and groups who wish to host events throughout the community. These events vary in scope, purpose, size, cost and complexity.

Most events represent a major investment of time and money. When well-conceived and planned, they can bring rewarding outcomes to the organizers as well as the community as a whole.

Successful events involve:

- Responsible leadership
- Careful planning
- Good organization
- Provisions against the unexpected
- Precise follow through and evaluation

This festival and event reference guide has been created to assist event organizers and help them navigate through the municipality's event-planning process. The guide is designed in sections, organized by topic, and outlines important procedural items, policies and contact information to help organizers determine and complete the necessary requirements for events.

Be aware that additional requirements, conditions or permits may be required depending on the nature, size and scope of the event.



What is a Festival and Event Permit application?

The Town recognizes the importance of events in enhancing quality of life, tourism, culture, recreation, education and in providing economic benefits to the local economy. The purpose of the festival and event permit application is to:

- Establish guidelines for the allocation and management of events within Georgina
- Inform all of the affected municipal divisions about your proposed event
- Ensure health and safety guidelines are provided based on information outlined in the submitted application
- Provide organizers with information on necessary permits, permissions, insurances and approvals based upon information provided in the submitted application
- Make reasonable efforts to ensure municipal services are not negatively impacted by the event

When is a festival and event permit application required?

Event organizers must submit a festival and event permit application under the following condition:

Outdoor spaces

If you wish to hold your event on any outdoor property owned or operated by the Town of Georgina. This includes:

- Parks/open spaces
- Roads/road allowances
- Municipal parking lots
- Walkways, pathways and trails
- Waterfront areas and/or beaches



And, if your event includes any of the following:

- Alcohol sale or service to the general public
- Pyrotechnics or fireworks ([Display Fireworks Licence](#))
- Food that will be sold or given to the general public
- Sound amplification – including amplified live or recorded music
- Open fire/flame-producing devices or appliances
- Tents, marquees, pavilions, tiered seating or stages could require building permits/fire safety plans. Tents and stages are subject to size and height ([building permit application](#))
- Public event that features animals, amusements, inflatables and rides
- Projected attendance of more than 250 people per day

Indoor spaces

If you are hosting an event at an indoor municipal facility and the municipal staff have requested the organizer to complete a festival and event permit application.

Private spaces

If you are hosting an event on private property that has a significant impact on municipal services. The municipality may request you to complete a festival and event permit application. Affected services can include but are not limited to fire services, police services, operations and emergency services.

You do not need to complete a festival and event permit application:

If you are holding an event on municipal property or in a municipal facility for invited guests only (i.e. wedding, birthday party, organization or family picnic), or you are holding an event on private property (i.e. your backyard) which will not significantly impact municipal services.

Still unsure if you are required to complete a festival and event permit application? For further information, contact:

Community Services – Client Services Division

Telephone: 905-476-4301

Email: events@georgina.ca

Festival and event permit application process

Community Services will assist event organizers throughout the festival and event permit application process. Upon receipt of a completed festival and event permit application, it is the responsibility of the event organizer(s) to remit required applications directly to any external organizations or agencies, as well as, to the appropriate divisions within the Town of Georgina as it applies to their jurisdiction relative to the event.

The goal is to assist event organizers in planning safe and successful events. The festival and event permit application simplifies the event planning process for organizers as key contacts include but are not limited to:

- [York Region Paramedic Services](#)
- [York Regional Police \(YRP\)](#)
- [Ontario Provincial Police \(O.P.P.\)](#)
- [Ministry of Transportation \(MTO\)](#)
- [Alcohol and Gaming Commission of Ontario \(AGCO\)](#)
- [Georgina Fire and Rescue Services](#)
- [Georgina Operations and Infrastructure](#)
- Georgina Development Services – [Building Division](#)
- [Georgina Community Services](#)
- [Georgina Economic Development](#)
- Georgina Legislative Services – [Municipal Law Enforcement](#) and [Clerks Division](#)

Event organizers will then be notified if additional permits, inspections or further information is required. Event organizers will then be responsible to follow-up directly with the proper authorities regarding items within their jurisdiction relating to the event.

The municipality reserves the right to request the coordination of a round-table meeting(s), which may be required before and/or after the event takes place.

Where to obtain a festival and event permit application?

The festival and event permit application is available through the [online portal](#). Hard copies will not be provided. If you require assistance in accessing the application form, contact Community Services, Client and Events Coordinator.

Community Services – Client Services Division
Telephone: 905-476-4301
E-mail: events@georgina.ca

Submitting a festival and event permit application

Note: Submitted festival and event permit application must be completed in entirety and include a detailed event site plan.

Any municipal festival/event applications can be saved for future edits until completion and submission. Once submitted, an automatic email will be sent to event organizer(s) upon receipt of any online festival and event permit application. Hard copies will not be accepted.

Applications submitted with missing documentation and not within designated timelines will be returned to the applicant as a potential declined application. It is strongly advised that event organizers review the Festival and Event Reference Guide prior to submitting their festival and event permit application. For questions or assistance in completing a festival and event permit application, contact:

Community Services – Client Services Division
Telephone: 905-476-4301
Email: events@georgina.ca



Festival and event permit application timelines guide

We encourage you to follow the timelines below when applying to host an event:

| Minimum Application Timeline | Events with |
|--------------------------------|---|
| Six months before event date | <ul style="list-style-type: none"> • More than 250+ attendees, and/or Regional and/or City arterial road closures and allowance • Events with alcohol on Town property, concerts, festival/event with amusement rides • Events submitting a grant application (requires minimum of six months) • Additional permits: fireworks, building permit for event structures such as tents, stages, marquees, pavilions or tiered seating |
| Three months before event date | <ul style="list-style-type: none"> • Additional permits: AGCO, noise exemption, refreshment vehicles or food vendors • Outdoor sporting event that includes ball and/or soccer tournament when space is available • Neighbourhood BBQ or party, festival, parade, sidewalk sale, celebratory event, public residential event on municipal property including sidewalks |
| One month prior to event date | Events will be considered based on the level of requirements |

Event guidelines

Accessibility

The municipality recognizes the importance of creating an inclusive community, one where people are given an equal opportunity to visit, live, raise a family, work and retire. Georgina is committed to improving opportunities for people with disabilities by identifying, removing and preventing barriers so individuals of all abilities can participate to their full potential in everything this community has to offer.

When using one of our municipal public areas you must make the area accessible for people with disabilities legislated by the Integrated Accessibility Standards Regulation (IASR), enacted under the Accessibility for Ontarians with Disabilities Act (AODA). It is necessary that event organizers observe the [Georgina's Corporate Accessibility Policy](#) when planning their event.

Making your event accessible will include but will not be limited to providing accessible customer service to attendees; accessible parking close to entrance(s); accessible pathways; appropriate signage; and accessible washrooms, etc. Access Ontario has created a [Guide to Accessible Festivals and Outdoor Events](#) to assist event organizers. Visit the Accessibility Ontario website at [AccessON.ca](#) for further details on the requirements of the AODA.

For further details regarding municipal accessibility policies and practices, contact:

Community Services – Facilities Division
Telephone: 905-476-4301
E-mail: events@georgina.ca

Animals for entertainment

Animals for entertainment include but are not limited to animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides.

Under the municipal by-law, dogs are not allowed to run free or be walked off leash other than on private property. Service animals with appropriate paperwork are permitted in all municipal parks and facilities.

For events involving animals for entertainment taking place on municipal property, permission must be granted from the Town prior to the event as well as compliance to the [Exotic Pets](#) by-law.

Event organizers must have stringent risk management measures and commercial general liability insurance in place for entertainment pertaining to animals.

Details regarding animals for entertainment must be clearly outlined in the event description of the festival and event permit application as well as included on the event site plan.

Event organizers are responsible for the safe removal of animal waste.

York Region Public Health

York Region Public Health requires all petting zoo vendors to complete and submit a [Petting Zoo Vendor Application Form](#) a minimum of 30 days prior to the event.

Petting zoos/animal shows must comply with petting zoo guidelines as outlined by York Region's Community and Health Services.

Booking municipal facilities

The Town has a number of facilities available you may wish to reserve for your event. For a complete list, visit [Facilities and Facility Rentals](#). Reservations are based on availability.

Event organizers are expected to leave the municipal facility in the same condition in which they found it. Additional cleaning/repair costs will be billed back to the event organizer if the municipality determines the condition of the facility is in need of additional cleaning services and/or repair following the event. Any plans to make alterations to a municipal facility must be pre-approved by Community Services staff.

Licensed events (events with alcohol) taking place on municipal property must abide by the [Municipal Alcohol Management Policy](#).

All event activities taking place in municipal parks are governed by the Town of Georgina Public Parks and Facilities By-law.

Rental fees, payments and damage deposits

Contact events@georgina.ca for information in regards rental fees for municipal venues/property.

- A payment is due upon reservation and the remaining balance is due at least 30 days prior to the event. In the case where the event date is taking place within 30 days from the date of the booking, full payment will be required at time of reservation.
- The amount of the deposit will be determined by the Community Services Department and will be indicated on the festival and event permit.

It is the responsibility of the event organizer to ensure municipal property is protected from any vandalism and/or damages. The cost to repair damages to any municipal park, sports field, facility, etc. is the responsibility of the event organizer. Repair costs will be evaluated and communicated to the event organizer by municipal staff, as soon as possible following the completion of the event.

- A damage deposit maybe required when running an event in Georgina on Town property or the uses of Town resources. The damage deposit covers potential damages to Town property and additional staff for clean-up that may be required as a result of the event. The deposit is refundable after a successful site audit following the event. The amount of the deposit will be determined by the Community Services Department and will be indicated on the festival and event permit.

For further questions regarding facility booking, damage deposits and availability, contact:

Community Services – Client Services Division
Telephone: 905-476-4301
Email: events@georgina.ca

Celebration certificates and letter of welcome

The Mayor's office offers celebration certificates to Georgina residents celebrating milestone birthdays, anniversaries, and special occasions/events in our community. You can request a celebration certificate from the Mayor by emailing or calling the Mayor's office. Allow a minimum of two weeks for certificate preparation.

Letters of welcome are issued to institutions, organizations or businesses for the following events taking place in Georgina:

- Business, institution and organizations anniversaries (25 years or more)
- Charity fundraising galas/events
- Cultural celebrations
- Significant awards programs
- Significant anniversaries and birthdays (Georgina residents only)
- Tourism events

Letters of welcome cannot be issued for:

- Anything that violates municipality's policies or by-laws
- Matters of political controversy, ideological/religious beliefs or individual conviction

Letters of welcome requests from the Mayor must be submitted a minimum of four weeks before the print deadline. Requests with less than four weeks' notice will not be accepted. Letters are issued at the discretion of the municipality.

For further information or to request a letter, contact:

Legislative Services – Mayor's Office
Telephone: 905-476-4301, extension 2213
Email: tcarleton@georgina.ca

Emergency Services

Emergency procedures plan

The best way to deal with an accident is to prevent it. It is strongly recommended that all event organizers develop an emergency procedure plan prior to the event. Based on the size and scope of your event, you may be required to submit an emergency plan to be pre-approved by municipal staff. Ensure all staff, volunteers, vendors, security and anyone else on site is familiar with it.

Your emergency plan will be based on the nature of your event, activities proposed and any other specific details that may be relevant. However, the following list may serve as a starting point of things to consider:

- Description and assignment of roles and responsibilities in the event of an emergency situation
- Develop procedures for dealing with:
 - Children, elderly, adults, persons with disabilities or medical illness
 - Crowd management/control
 - Extreme weather
 - Fire emergencies
 - Medical emergencies
 - Missing person/child
 - Safety zones and evacuations

In the event of an emergency at any municipal facility, contact 911.

Emergency responders

The municipality may require the event organizer to have emergency responders on site during the event. This requirement is dependent upon the size and scope of the event,

and could involve police and EMS services. All events are required to have a fully-stocked first aid kit easily accessible to both staff and event attendees at the event site at all times.

It is suggested that events provide a Certified First Aid Service on-site during the operating hours of the event through a qualified agency. First Aid stations should be clearly identified to the public as well as included on the event site plan.

One of the responsibilities of event organizers is to ensure a timely and effective response to a medical emergency at their event. [York Region Paramedic Services](#) can offer pre-planned solutions to assist organizers in making informed decisions when it comes to pre-planning First Aid, Cardio Pulmonary Resuscitation (CPR), Public Access Defibrillation (PAD), and if needed, on-site paramedic(s).

For more information in Emergency Planning for your event, contact:

Community Services – Client Services Division
Telephone: 905-476-4301
Email: events@georgina.ca

Event site plan

A detailed event site plan must be included with your completed festival and event permit application. The plan is a key document so staff can review the event organizer’s plans and ensure the layout of the licensed areas, tents/stages and other activities comply with approved uses for municipal property.

Event site plans should be to scale, should be relevant and must include the following, if applicable:



- Event name
- Event date(s), start and end time(s), set up and take down time(s)
- North arrow to display the orientation of direction
- Direction of travel – if event is a parade, race, walk etc.
- Names of adjacent avenues, streets and roads;
- Access and egress points (pedestrian, vehicular, emergency access)
- Licensed areas, if applicable

- Location of all temporary or fixed event facilities, including stages, seating (bleachers), platforms, trailers, tents, amusement rides (including dimensions when possible)
- Location of barricades and road closures (road, parking etc.)
- Location of permanent and temporary washroom facilities/hand-washing stations
- Emergency exits
- Identification of any hazardous/combustible materials (i.e. fuel storage, propane etc.) and fire extinguishers
- Location of command post or office, medical and First Aid station
- Location of any fences, poles or ground stakes
- Location of security controls
- Location of waste diversion sites
- Areas for food and water
- Location(s) of vendor(s)
- Generators and other electrical sources
- Parking plan

Additional Information

- Events taking place on the local trail system should prepare their event site plan utilizing Google maps and should include the proposed route in writing as well.
- If you are requesting to block off a section of a municipal parking lot or on-street parking spaces for your event, indicate this in your event site plan description.
- If the event site plan is not submitted with the completed festival and event permit application, the application has a potential to be declined.
- Any changes to the originally submitted event site plan must be communicated with municipal staff immediately.
- A site visit with municipal staff may be required based upon the submitted event site plan.

For further information or assistance with the event site plan, contact:

Community Services – Client Services Division

Telephone: 905-476-4301

Email: events@georgina.ca

Events with alcohol

Event organizers wishing to sell or serve alcohol at their event must comply with the Municipality's Municipal Alcohol Management Policy, and the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) legislation.

Municipal Alcohol Management Policy

The Municipal Alcohol Management Policy was developed in order to promote a safe, enjoyable environment for those who use municipal facilities and to prevent alcohol-related problems that arise from alcohol consumption within municipal property. The policy outlines eligible facilities, enforcement, server training, ratios, and identification as determined by the municipality and the AGCO.

For details regarding the Municipal Alcohol Management Policy refer to [RC-AL-02 Municipal Alcohol Management Policy](#) on the Town's website, contact Community Services at events@georgina.ca or call 905-476-4301 to obtain a copy of the policy.

Special Occasion Permits (SOP)

Depending on your organizational structure (business, non-profit etc.) or the nature of your event (public or private), you are required to complete a [Special Occasion Permit Holder Agreement](#) with the Town of Georgina and a SOP from the AGCO.

A SOP is required any time alcohol is offered anywhere other than

- In a licensed establishment (such as a bar or restaurant)
- Private place (such as a private office or home)
- When public consumption of a patron's own alcohol is permitted at a tailgate event

It is the responsibility of the event organizers to submit a SOP if required. Event organizers must ensure all legislated and municipal directed requirements and conditions are met.

For licensed events, a copy of the Town's [Special Occasion Permit Holder Agreement](#) must be provided and all completed [Municipal Alcohol Management Policy](#) forms must be submitted to Community Services prior to your event.

For further information on AGCO licensed event requirements or to complete a SOP online, contact:

Alcohol and Gaming Commission of Ontario (AGCO)

Telephone: 1-800-522-2876

Website: agco.ca

For further information regarding municipal requirements for licensed events or to obtain a copy of the Municipal Alcohol Management Policy, contact:

Community Services – Client Services Division

Telephone: 905-476-4301

Email: events@georgina.ca

Fire prevention

Fireworks and pyrotechnical displays

Public fireworks displays require specific insurance coverage and must be included on the certificate of insurance for the event.

An application to display fireworks must be made through the Licensing Coordinator in the Clerks Division in accordance to the Town of Georgina [Fireworks By-law 2014-0002 \(LI-3\)](#). Visit Georgina Business Licences and Permits webpage for [Display Fireworks Application](#) or contact the [Licensing Coordinator](#).

Display fireworks application requires a plot plan that shows the following – all buildings and structures on property, number of existing parking spaces, proposed location of all firework displays including setbacks to lot lines and distance to any structures

Family fireworks application requires a plot plan that shows all of the following – all buildings and structures on property, proposed location of all firework displays including setbacks to lot lines and distance to any structures.

It is the responsibility of the event organizer to obtain and submit any required applications to the Licensing Coordinator in the Clerks Division.

For further information regarding public fireworks displays or to obtain permits, contact:

Legislative Services – Clerks Division
Telephone: 905-476-4301, ext. 2291
Email: clerks@georgina.ca

Open-air burning

The sale and use of flying lanterns in Georgina is prohibited.

All types of burning and flammable activities are subject to [Fire and Rescue Services](#) approval.

[Georgina Open-air fires By-law 2016-0019 \(REG-1\)](#) outlines all open-air burning regulations in the municipality.

Food and beverage preparations – Public Health

York Region has developed guidelines to assist event organizers to prevent the risk of food-borne illness. If you are operating a farmers' market or inviting the public to a special event or a wild game dinner and are using the services of food vendors, personal service settings operators, such as tattoo artists or a petting zoo, you are required to inform York Region Public Health and comply with regulations and guidelines of the Health Protection and Promotion Act (HPPA). A York Region Public Health inspector will assess the event.



Before planning an event, ensure the [Organizer Application Event Form](#) and [Vendor Application Event Form](#) are submitted to York Region Community and Health Services.

Based on the information provided in the festival and event permit application, the York Region Public Health Unit will work with event organizers to ensure the event is healthy, safe and conforms to public health standards.

During the event, public health inspectors may inspect food vendors to ensure proper food handling is being implemented and to prevent any health hazard.

For further information regarding food and beverage event requirements or to obtain an organizer/ vendor event application, contact:

York Region Public Health Unit
Telephone: 1-800-361-5653, TTY: 1-866-252-9933
Email: health.inspectors@york.ca
Website: york.ca/foodsafety

Gaming – lottery, raffles, 50-50 draws and fundraising

Depending on the nature of your activities, you may be required to obtain a lottery licence in order to conduct your event. Organizations must complete the [Lottery Licences Eligibility Questionnaire](#) prior to applying for a lottery licence.

The Town must follow provincial regulations that are set out by the Alcohol and Gaming Commission of Ontario (AGCO) when it comes to allowing these activities to take place.

The AGCO authorizes the Town to issue lottery licences to charitable, not-for-profit organizations that demonstrate an eligible mandate.

A non-refundable fee will apply.

To obtain further information regarding licensing eligibility and regulations, visit the AGCO website at agco.ca or contact:

Legislative Services – Clerks Division
Telephone: 905-476-4301, ext. 2291
Email: clerks@georgina.ca

Georgina Economic Development and Tourism

If your event brings visitors to Georgina, then Georgina Economic Development and Tourism may be able to assist with the planning and promotion of your event through the Economic, Culture and Community Betterment Grant Program. Services offered may include but are not limited to:

- Grant funding
- Use of the Town's wordmark
- Listing on the Town's event calendar at georgina.ca/events (subject to event calendar submission criteria)
- Participant kits – maps, print materials (based on individual needs and subject to availability)
- Planning and participant support – itinerary development, dining and accommodations resources and specialized visitor services (based on individual needs and with appropriate notice)
- Assistance with providing stats and research to event organizers on the region
- Town of Georgina representative on site at event (subject to availability and individual needs)

For further information regarding Economic Development and Tourism event resources, contact:

Strategic Initiatives – Economic Development and Tourism Division
Telephone: 905-476-4301
Email: ed@georgina.ca

Inflatables, bouncy castles and amusement rides

Inflatables, bouncy castles, amusement rides, etc. require approval and are not permitted at any park, picnic shelter, sports field or any other municipal facility without prior approval. If approved, Town staff will work with event organizers to determine on-site location of the device.

If the installation of an approved amusement ride or inflatable requires any object to penetrate the ground, locates may be required and must be booked through [Ontario One Call](#) by calling 1-800-400-2255. For more information regarding locates for events refer to the [locate section](#).

All inflatables, bouncy castles and amusement rides must be TSSA (Technical Safety Standards Authority) approved and event organizers must follow guidelines including:

- Securing device to the ground using TSSA approved methods (stakes if locates are obtained or counterweight)
- If generators are required for the operation of the device, user must adhere to Electricity Guidelines outlined by the TSSA

For more information on TSSA standards and guidelines, visit tssa.org.

All outdoor public amusement areas must comply with the applicable sections of the [Ontario Fire Code](#).

All devices must be identified on the event organizer's or rental company's Certificate of Insurance that names the Corporation of the Town of Georgina as an additional insured with \$5,000,000 liability.

Given the inherent risks with amusement rides and/or inflatables, organizers may require specific insurance requirements.

All inflatables, bouncy castles and/or amusement rides must be included on the event site plan.

For insurance related requirements for inflatables, bouncy castles and amusement rides, contact:

Community Services – Client Services Division
Telephone: 905-476-4301
Email: events@georgina.ca



Insurance requirements

Event insurance

Proof of insurance coverage is required for all events taking place on Town of Georgina property. Insurance coverage is necessary in order to protect yourself and the Town against any possible litigation (lawsuits) as a result of your event.

Every applicant shall obtain commercial general liability insurance and maintain the policy throughout the term of the festival and event permit with the Town and/or venue owner including, but not limited to, bodily injury including death, personal injury, property damage including a loss of use thereof, contractual liability, host liquor liability (if applicable) and contain a cross liability/severability of interest clause against claims arising out of the event or any act or omission on the part of the applicant or any of his or her servants or agents.

Ensure that:

- The commercial general liability insurance shall be with an insurance company acceptable to the Town and with limits in the amount not less than \$2,000,000 per occurrence.
- Note: Events where alcohol is permitted require host liquor liability and commercial general liability insurance in the amount of \$2,000,000 per occurrence;
- Note: High-risk events where animals, amusements, inflatables and rides are permitted, commercial general liability insurance in the amount of \$5,000,000 per occurrence is required;
- The Corporation of the Town of Georgina shall be named as an additional insured on any such policy;
- Unless otherwise specified, the terms of the insurance shall be from the day of the start of event set-up or assembly for the event until the completion and take down of all related activities;
- The policy shall be endorsed to provide that the policy shall not be altered, cancelled or allowed to lapse without 30 days written notice to the Town;
- A description of the event, including the name and date of the event must be present on the certificate of insurance;
- Applicants are required to submit a certificate of insurance from their insurer confirming the insurance coverage held by the applicant is in accordance with the Town's requirements at least 14 days prior to their event.

If applicable, the applicant shall provide confirmation of automobile insurance in the amount not less than \$2,000,000 through the term of the permit covering all owned, leased and non-owned automobiles used in connection with the activities of the special event.

The Town reserves the right to require the applicant to provide and maintain a higher limit of liability insurance or additional insurance coverage(s) depending on the event specific details.

In circumstances that the event, or a portion of the event is deemed high risk by the Town, additional safety precautions will be mandated. The event will be reviewed by members of the festival and event permit application group to determine insurance requirements, and additional precautions necessary for public safety.

Examples of events/activities deemed high risk include but are not limited to:

- Dunk tanks
- Hot air balloon rides
- Inflatables
- Mechanical bulls
- Music festivals
- Paint ball
- Pony rides

The Town reserves the right to deny any application if deemed a risk to public safety.

Vendor insurance

All vendors require proof of insurance. The event organizer is obligated to ensure all documents are valid and submitted along with the application. The event organizer has the opportunity to purchase the Town of Georgina facility user insurance program on behalf of the vendors when the event is hosted on Town property.

If the vendor is submitting an insurance certificate, it must include the above mentioned requirements as outlined in the event insurance section.

For further information regarding event and vendor insurance, contact:

Community Services – Client Services Division
Telephone: 905-476-4301
Email: events@georgina.ca

Letter of municipal significance

In certain circumstances an event may require a letter of municipal significance.

Changes to the Alcohol and Gaming Commission of Ontario (AGCO) public event permitting process have established a category for events of municipal significance. In order to be deemed an event of municipal significance, it requires a designation by the municipality in which the event will take place. Special Occasion Permit (SOP) applications for a municipally significant public event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant.

A municipally significant event is defined by the Town of Georgina's Municipal Alcohol Management Policy No. RC-AI-02 as:

An event which is open to the public, has a predetermined opening and closing date and time, and which benefits the residents and communities within the Town of Georgina and for which a municipal resolution or letter from the municipal clerk or designated authority is required to indicate the event is one of municipal significance for the purpose of supporting an application made to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit. Community non-profit organizations are not required to obtain this status as noted on the AGCO application.

Event organizers that wish to apply for an SOP under the municipally significant category will need to obtain Council's approval prior to submission.

For further information or to apply for an event of municipal significant designation, contact:

Legislative Services – Clerks Division
Telephone: 905-476-4301, ext. 2291
Email: clerks@georgina.ca

Locates – Digging, staking and fencing

Utility locates are ground markings identifying the position of utility lines based on records or electronic locating equipment, and the associated necessary documentation such as a locate sheet. Ground markings consist of different colours that are used to reflect each type of infrastructure (gas, hydro, cable, etc.).

Utility infrastructure such as hydro, gas or irrigation lines, etc., may be buried below the surface of municipal property. If your event requires the installation of any object that

penetrates the ground including fence posts, tent poles/pegs or sign installation on municipal property, locates must be completed.

It is the responsibility of the event organizer to notify the municipality of the intention to stake anything into the ground prior to event set up. After consultation with municipal staff, and if it is determined locates are required, event organizers are responsible for the coordination of locations through contacting Ontario One Call.

It should be clearly identified on the festival and event permit application event site plan any areas in which digging, staking or ground penetration is anticipated. Locates must be obtained a minimum two weeks prior to the event and are valid for 30 days once performed.

To learn more about locates, contact Ontario One Call:

Ontario One Call
Telephone: 1-800-400-2255
Email: Compliance@ON1Call.com
Website: ontarioonecall.ca

Marketing and promotion

Event organizers are responsible for all aspects of marketing their event. There are a number of advertising opportunities available in municipal publications. These include, but are not limited to, facility advertising, digital signs and the online events calendar.

To learn more about advertising opportunities with Community Services, contact:

Community Services
Website: georgina.ca/events

Georgina Logo Guidelines

The Town of Georgina logo cannot be used in any promotional and/or marketing materials unless Georgina is a sponsor or partner of the event. If the sponsorship Georgina logo is used, contact the Communications Division for approval.

For further information regarding the Georgina logo, contact:

Strategic Initiatives – Corporate Communications Division
Email: communications@georgina.ca

Mayor and Council

To invite the Mayor or Members of Council to your event, contact the Mayor's Office directly with event details. Event organizers should provide as much notice as possible.

To invite the Mayor and/or Member(s) of Council to your event contact:

Legislative Services – Mayor's Office
Telephone: 905-476-4301, ext. 2213
Email: tcarleton@georgina.ca

To invite the local [Member\(s\) of Parliament \(MP\)](#) or [Member\(s\) of Provincial Parliament \(MPP\)](#), contact the constituency offices directly.

Noise by-law and noise exemption

If your event has amplified sound/live music, you must remain in compliance with the [Town of Georgina Noise By-law 2003-0075 \(PWE-1\)](#). All amplified sound/noise is deemed to disturb the residents at all times. If a complaint is received, the noise by-law will be enforced by the Town of Georgina Municipal Law Enforcement Division and/or York Regional Police.

For further information, contact:

Legislative Services – Municipal Law Enforcement Division
Telephone: 905-476-4301, ext. 3006
Email: bylaws@georgina.ca

Operational plan

The Town of Georgina requires an operational plan for any event greater than 250 attendees. Refer to [Appendix E](#) for a copy of the plan. This document will be shared with internal staff and divisions.

Policing and security

Policing and security to support your event can serve as a deterrent for potential disturbances, identify and resolve potential incidents, prevent theft and damage and provide crowd control.

Depending on the size and scope of your event, you may be required to hire paid duty police officers. For example, where large crowds and beer gardens are offered, organizers may be required to secure some or all police officers, licensed security

guards, and traffic control at their own expense. Event organizers will need to contact the [York Regional Police \(YRP\)](#) to make arrangements.

For further information regarding policing and security for your event, contact:

[York Regional Police \(YRP\)](#)

Telephone: 905-895-1221

Portable washrooms and hand-washing stations

Event organizers are responsible for providing sufficient portable washrooms, wheelchair accessible portable washrooms, and hand-wash sinks if the location for the event does not have facilities to accommodate anticipated crowds in order to reduce the risk of disease or illness.

Consideration should be given to the following, in order to help determine the number and type of facilities required:

- Duration and layout of the festival or event
- Type of festival or event
- Type of crowds and any special requirements
- Possible weather conditions
- Anticipated attendance

Organizers should have a contingency plan in place in the event that attendance exceeds the anticipated numbers and additional toilet and hand-washing stations are needed on short notice. Washroom and hand-washing stations should be placed in strategic locations that are easily accessible to people in all areas and/or venues, as well as easily accessible for needed servicing and maintenance during the event. Lighting should be provided if the event takes place at night.

Organizers must ensure the appropriate number of washrooms are available for use by people of all abilities. Signage should be in place to direct people to the facilities. It is suggested to contact a portable washroom contractor to discuss your event requirements and determine adequate numbers.

All portable washrooms and hand-washing stations (quantities and locations) should be indicated on the event site plan.

Road closures

If there is any prediction of traffic disruptions or occupancy within the Town's road allowance, a road occupancy permit application is required. This includes, but is not limited to, shoulder and boulevard occupancy, lane closures, and full road closures.

Based on the extent of the occupancy, Town Council approvals or complex traffic management plans may be included as part of the permit's conditions. This process can take a significant amount of time, refer to the [festival and event permit application timeline guide](#).

Organizers should submit their road occupancy permit application well in advance of the scheduled event to allow for sufficient time to implement the various conditions of the permit. Event organizers are responsible for accessing the Town's website and filling out a road occupancy permit application. The application should be submitted either via email, or by contacting Service Georgina to submit and complete payment. Failure to provide adequate time prior to Council approval for the request and road occupancy permit application could result in your request being declined. Payments are made to cover the cost of processing. Proof of payment does not equate to permit approval.

It is important to note the following requirement of a road occupancy permit application:

1. A map of the location of occupancy/closure
2. A detailed traffic management plan including detours (must conform to Ontario Traffic Manual Book 7)
3. Proof of general liability insurance in the amount of a minimum of \$5,000,000 with the Corporation of the Town of Georgina listed as the additional insured.

The [Road Occupancy Permit Application Form](#) is available on the [Utilities and Permits](#) page of the Town's website. It is encouraged that any traffic control devices including signs, barricades, etc. are ordered by the applicant. The Town can provide some, but not all, required devices for a fee. For further information or to obtain a road occupancy permit, contact:

Georgina Operations and Infrastructure – Roads Division
Telephone: 905-722-3731
Email: roadsadmin@georgina.ca

Refreshment vehicles

The Town of Georgina requires all refreshment vehicles who operate in the Town to be licensed through the Clerks Division.

If an event is being held at a Town park, permission and an agreement from the Director of Community Services or designate is required.



Annual vehicle licence

The Clerks Division offers an annual licence for refreshment vehicles. New licence is \$350 for Class 1 – 3 and \$100 for Class 4. Renewals are \$200 for Class 1 – 3 and \$50 for Class 4.

One time event licence

There are three options for a one-time event licence, Options A, B and C, under By-law 2019-0068. The event cannot exceed four consecutive days. Complete applications are required to be submitted at least 10 days prior to the event.

- 5 vehicles or less \$50 per vehicle
- 6 to 10 vehicles \$300
- 11 to 15 vehicles \$400
- 16 Plus vehicles \$500

For further information regarding municipal requirements for refreshment vehicle licences, contact:

Legislative Services – Clerks Division
Telephone: 905-476-4301 ext. 2291
Email: clerks@georgina.ca

Sales and vendors

Vendors must be pre-approved by the Clerks Division as some vendors may require additional licencing to operate in Georgina. As an event organizer, you are required to comply with the following:

- Provide a complete listing of vendors to the Licensing Coordinator, including contact information and details of product/services offered, prior to the event.

- Ensure all vendors are familiar and comply with the Town of Georgina and [York Region Public Health](#) requirements.
- The municipality requires event organizers working with vendors to protect themselves by ensuring vendors have appropriate [insurance coverage](#).
- Arrange adequate disposal of garbage. Refer to [waste management](#) for more details.
- Food trucks licensed by the Town of Georgina are permitted to operate at events but must be licensed through an annual licence or one-time event licence from the Licensing Coordinator in the Clerks Division.

For further information regarding sales and vendor requirements, contact:

Legislative Services – Clerks Division
Telephone: 905-476-4301, ext. 2291
Email: clerks@georgina.ca

Signage

Permission is required to erect any sign or advertisement on any highway or municipally owned lands within Georgina. The festival and event permit application will not authorize signs to be placed on hydro poles or other municipal infrastructure.

Signs are also regulated by the Ministry of Transportation and the Ontario Building Code. The Ministry of Transportation regulates all advertising signage located within 400 metres of any provincial highway right-of-way. The Ontario Building Code regulates all signage that falls outside the municipal by-law and all signs in the Town of Georgina require a sign permit from the Municipal Law Enforcement Division.

Refer to the [Town of Georgina Sign By-law 2006- 0062 \(PUT-1\)](#) available on the municipal website for additional information.

Signage may be placed at the venue with the approval of Community Services.

Contact the Municipal Law Enforcement Division for signage inquiries.

For further information regarding sign permit requirements and applications, contact:

Legislative Services – Municipal Law Enforcement Division
Telephone: 905-476-4301, ext. 3006
Email: bylaws@georgina.ca

Smoke-Free Ontario Act

The [Smoke-Free Ontario Act](#) prohibits smoking and vaping of tobacco, cannabis and e-cigarettes within a 20-metres radius of any municipally owned:

- Playground
- Splash pad
- Sporting field, surface or associated spectator area as well as within nine metres of facility entrances

To report a tobacco related concern or to obtain additional information pertaining to the Smoke-Free Ontario Act, contact the York Region Public Health Unit.

York Region Public Health Unit

Telephone: 1-800-361-5653, TTY: 1-866-252-9933

Website: york.ca and [Smoke-free and Vape-free spaces](#)

For more information on the Smoke-Free Ontario Act, visit the Ontario Ministry of Health and Long-term Care website at: ontario.ca/smokefree

Smoking on Town property

Smoking at Town Outdoor Facilities By-law No. 2012-0061 (REG-1) is a by-law to prohibit smoking and use of tobacco products at all designated Town of Georgina outdoor areas. This includes areas such as beaches, parks, trails, playgrounds, sports fields and Town-owned facilities/lands.

Any person found guilty of an offence under this by-law shall be liable to a minimum fine of \$100 and a maximum fine not exceeding \$100,000.

Some locations do provide for an approved outdoor designated smoking area (DSA).

For further information on smoking on Town property, contact:

Legislative Services – Municipal Law Enforcement Division

Telephone: 905-476-4301, ext. 3006

Email: bylaws@georgina.ca

Temporary structures – tents and stages

There are permits and approvals event organizers may need to obtain in order to erect a tent or temporary structure (i.e. stages, structures supporting lighting and audio) at an event. Permits exist to safely ensure the tents and temporary structures at your event comply with the Ontario Building Code and all other applicable regulations. Size, spacing, exiting, and the type of materials used for the tent or temporary structure are just some of the items to be considered.

Event organizers are responsible for ensuring their compliance with municipal regulations and the Ontario Building Code.

Event organizers are required to obtain a building permit for a stage platform if the platform is raised off the ground and the platform is more than 10m² in area.



Tents less than 60 m² in area (includes the aggregate area of a group of tents)

- No building permit is required provided the tent(s) is/are three metres from each other or structures and property lines.

Tents or group of tents greater than 60m² and up to 225 m² in area

- Building permit is required
- Application must include a completed [Provincial Building Permit Application Form](#), site plan indicating the location of the tent, with setbacks to other buildings and property lines shown
- Must maintain three metres to property lines and other structures
- Ground enclosed by the tent must be clear of flammable material (grass cut short is acceptable)
- Copy of flame resistance certificate required – must state compliance with either NFPA 701 or CAN/ULC-S109
- Access must be provided for firefighting (must be easily approachable by emergency personnel)

Tents greater than 225 m² in area

All requirements for tents 61 m² - 225 m² apply as well as the following:

- Professional engineer must design the supporting framing structure and anchorage system, sign a commitment to review form and inspect the tent after it is erected, but before being put in use
- A copy of the engineer's report must be submitted to the Building Division
- Sanitary facilities must be provided in compliance with the Building Code

General requirements

- If more than one tent is used and they are placed within three metres of each other, the total area of all such tents are considered as if they were only one tent
- Building permit application must be submitted at least 10 business days prior to erection
- The addition of bleachers or side walls automatically puts the tent into the greater than 225 m² category regardless of size

The Ontario Fire Code dictates any tent used for events having an area of 30 square metres be flame-proofed, and that such tents are not to have straw, hay, shavings or similar combustible materials unless used for the daily feeding and care of animals.

Smoking and open-flame devices are prohibited in tents.

For further information regarding tents and stages requirements, contact:

Development Services – Building Division
Telephone: 905-476-4301, ext. 3007
Email: building@georgina.ca

Utilities

The use of water and hydro will be allowed only in those areas specified by Town staff. Installation and/or use of any utilities and equipment approved for the event are the responsibility of the event organizer, and are subject to inspection and approval by the Town or other agencies required by law.

Waste management

As the event organizer, you are responsible to maintain the waste receptacles during the event. The Town is responsible within 24 hours after the event.

The municipality has additional garbage cans for garbage collection during an event. These bins are subject to availability and must be reserved in advance by contacting events@georgina.ca.

If you are renting a large bin from a private contractor for your event, ensure you have made arrangements for placement location and pick-up timeline.

Water and wastewater

Clean water access and wastewater disposal is important for hydration and sanitation at events.

Access to water sources and wastewater disposal may be limited by event location. The Town encourages event organizers to contact a water supply or water station rental company to provide water access and wastewater disposal.

The coordination of water access and wastewater disposal, associated rental costs and service fees are the responsibility of the event organizer.

Confirmation of water access and wastewater disposal may be required to be provided to the Town in the event's waste management plan in advance of the event. Absolutely no wastewater can be dumped into the sewer system.

For further information regarding waste management or assistance with developing your event waste management plan, contact:

Community Services – Client Services Division
Telephone: 905-476-4301
Email: events@georgina.ca

Thank you for choosing Town of Georgina to host your event

Your efforts are appreciated. The Town of Georgina recognizes that events enhance tourism, culture, recreation and education as well as provide an economic benefit to local businesses. These events enrich our traditions and create a vibrant community for our residents and visitors.

Community Services
Town of Georgina

Appendices

Appendix A: Site Plan Sample

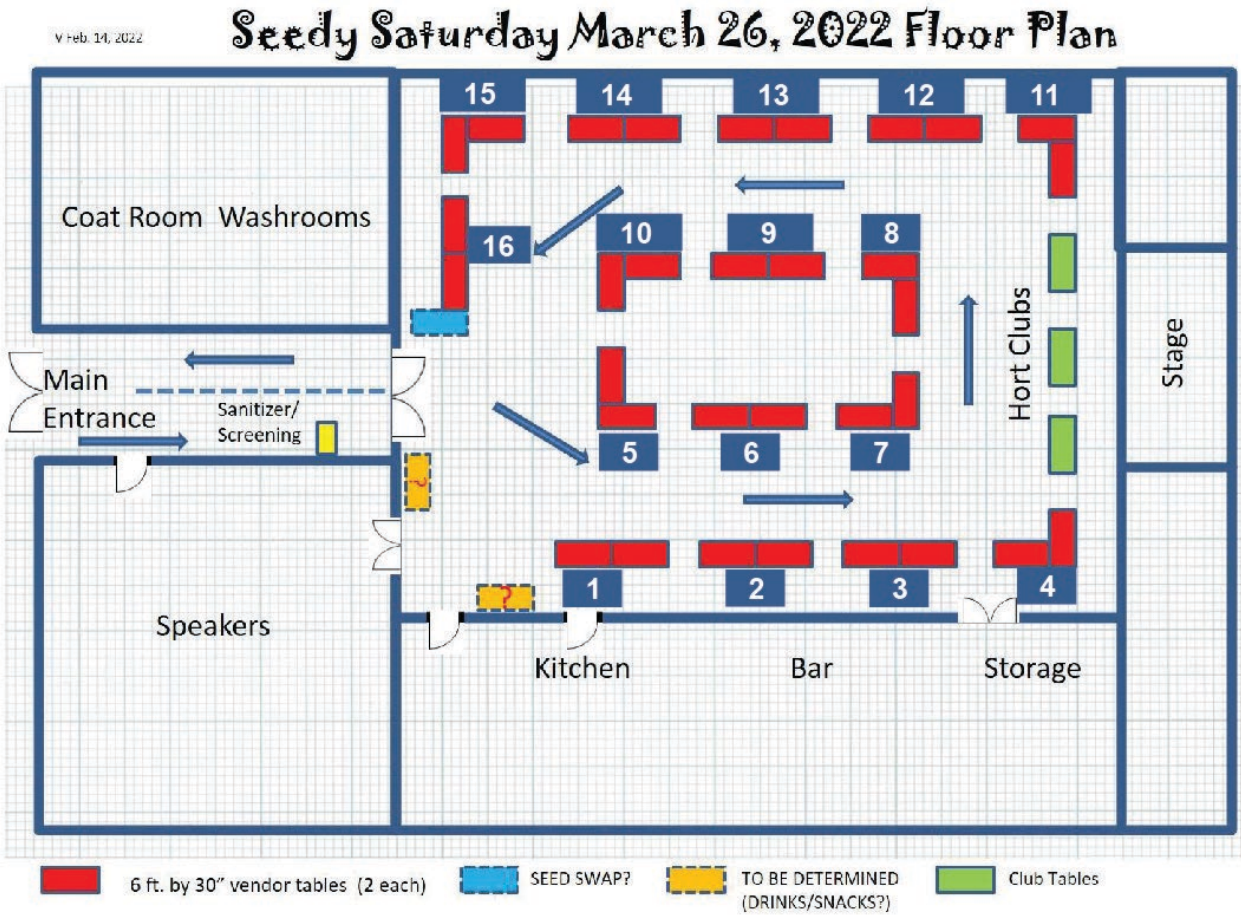
Outdoor Site Plan Sample

Georgina Marathon/Half-marathon race site proposed layout – Sunday, Oct. 17, 2021



- ★ - Race start/finish line and timing tent and announcer
- ★ - Portalets and sanitation stations
- ★ - Medical tent, food, registration, vendors, sponsor tents, etc.
- ★ - Parking for participants/spectators
- ★ - Overflow parking (if required) - would require controlled entry/exit during race by police
- ↔ - Race-course exit/enter
- ↔ - Emergency vehicle access/exit
- ↔ - Parking enter/exit

Indoor Site Plan Sample



Note: Stage area to be utilized for a story time and could include tables set up for consumption of refreshments (pending availability of space in the main event area).

Appendix B: Municipal Alcohol Management Policy

Town of Georgina – Community Services Policy No. RC-AL-02

| | | | | |
|---|---|---------------------|--------------------|------------------|
| Subject: Municipal Alcohol Management Policy | Authority, Ref. & Sec. Resolution No. C-2017-0311, June 7, 2017 | | | |
| Policy Classification: Recreation and Culture Department | Pages: 1 of 6 | Year 2017 | Month 06 | Day 07 |
| Recommended/Approved by: Director of Recreation and Culture | Contact Position for Inf. Registration and Booking Supervisor | | | |

Policy Statement:

The following policy is designed to facilitate the provision of effective management practices at social events held in or on municipal properties where alcohol use is permitted.

Policy:

Direction

To minimize alcohol related liability risks within the municipal properties and to promote a safe, enjoyable environment for the community.

Scope and Responsibilities

This policy applies to all municipal properties and will be administered by the Recreation and Culture Department or Customer Service Hub. The policy outlines corporate standards, guidelines, principles and accountability for employees, volunteers, Council, permit holder(s), patrons and the general public when it relates to the use of serving and/or selling of alcohol in or on municipal properties.

Definitions

AGCO – Alcohol and Gaming Commission of Ontario and any successor thereto who regulates the sale, service, and consumption of beverage alcohol.

Alcohol – spirits, wine and beer or any combination thereof and includes any alcohol in a form appropriate for human consumption as a beverage, along or in combination with any other matter.

Bartender – accept tickets for the purchase of alcoholic drinks, serve drinks, monitor for intoxication or near intoxication, offer non-alcohol substitutes and co-ordinates with event staff.

Catering Licence – holders of a valid liquor sales licence with a catering endorsement are permitted to sell and serve beverage alcohol at events on municipal properties and must comply with the details of this policy.

Designated Smoking Area – an area signed as such where smoking is permitted.

Event – a prescribed special occasion under subsection 19(1) of the Liquor Licence Act, including a Public Event, Private Event and/or Industry Promotional Event, which may be multiple day and/or outdoor, where alcohol will be served and/or sold under the authority of a Facility Permit and a Special Occasion Permit or a catering licence, and covers the set-up, tear down, clean-up and other activities including ancillary that occur in, on or around any municipal properties related to the preparations for, conduct of or finalization of the event and use of municipal properties.

**Town of Georgina – Community Services
Policy No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

- **Private Event** – events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event
- **Public Event** – events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.
- **Industry Promotional Events** – events held to promote a manufacturer’s product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event. This type of event can be public or private.

Event Organizer/Worker – permit holder or designate.

Facility Permit – a facility contract/permit issued by the Recreation and Culture Department. A signature is required to ensure responsibility and accountability.

Licensed/Permitted Event Area – the area identified by the Facility Permit and Special Occasion Permit where alcohol will be stored and served as per the conditions of the Facility Permit and Special Occasion Permit.

LLA - Liquor Licence Act – Refers to the Liquor Licence ACT, R>S>O> 1990c. L.19 s amended and includes applicable Regulations passed pursuant to the Act.

MAP – Municipal Alcohol Management Policy

Municipally Significant Event – an event which is open to the public, has a predetermined opening and closing date and time and which benefits the residents and communities within the Town of Georgina and for which a municipal resolution or letter from the municipal clerk or designated authority is required to indicate the event is one of municipal significance for the purpose of supporting an application made to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit.

Municipal Properties – all Town and contractual related third party, owned or leased buildings and structures for which the Town has authority to grant use, including any and all buildings, structures, facilities, erections and improvements located in or on such lands defined as a Park.

Outdoor Event – outdoor events are those which take place outdoors or in a temporary structure, such as a tent, marquee, pavilion or tiered seating.

Permit Holder – any person or organization who has agreed by way of a signed Facility Permit to hold an Event on municipal properties; any person or organization who shall attend and be responsible for the Event, as identified on a Facility Permit and Special Occasion Permit. Permit holder must be present at the Event.

Security – person(s) licensed with the Private Security and Investigative Services Act.

Smart Serve – a training certificate program for all individuals in the province of Ontario who serve or work where alcohol beverages are sold and served, develop by Smart Serve Ontario, a division of the Hospitality Industry Training Organization on Ontario and endorsed by the Alcohol and Gaming Commission of Ontario.

Special Occasion Permit (SOP) – permit issued under the Liquor Licence Act for the sale and service of beverage alcohol at special occasions such as weddings, charity fundraisers, receptions etc. Special Occasion Permits are issued through Liquor Control Board of Ontario (LCBO) SOP on behalf of the Alcohol and Gaming Commission of Ontario (AGCO).

Town – Town of Georgina

**Town of Georgina – Community Services
Policy No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

Volunteer or volunteers – a person(s) who voluntarily and willingly performs a service or specified undertaking without pay.

Details

Eligible Locations

- Egypt Community Hall
- Port Bolster Community Hall
- Udora Community Hall/Park
- Belhaven Community Hall/Park
- Pefferlaw Lions Hall/Park
- Georgina Sutton Arena Hall
- Georgina Ice Palace Hall
- Stephen Leacock Theatre/Club 55
- Kin Community Hall
- The Link
- The ROC Chalet
- De La Salle Chapel/Park/Beach
- West Park Sports Fields
- The ROC – Fields/Grounds

Any requests for alcohol service in areas not listed above will require special permission from the Director of Recreation and Culture and/or Council or designate.

Non-eligible Locations

- Change rooms
- Washrooms
- Locker rooms
- Dressing rooms
- Pools, pool decks, pool viewing areas
- Fitness areas
- Skateboard/Scooter Park

Responsibilities and Procedures (Private, Public or Industry Promotional Events)

The permit holder:

- Must ensure that all conditions of the LLA and the Town of Georgina are adhered to at the event.
- Must supply the Town of Georgina with a copy of the following, fourteen (14) days prior to the event:
 - Special Occasion Permit
 - Special Occasion Permit Holder Agreement
 - Appropriate Liability Insurance (see “Insurance”)
- Provide bartenders names, signatures and Smart Serve certification number. One (1) bartender for every one hundred (100) people.
- Must be in attendance at all times and remain sober for the duration of the event.
- Ensure all event workers act in a responsible manner and remain sober for the duration of the event.

**Town of Georgina – Community Services
Policy No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

- Ensure NO alcoholic beverages are consumed by persons under nineteen (19) years of age. Proof of age must be Government issued photo ID and must include name, date of birth and photo.
- Must prominently display the following signage in the approved location: (See Appendix A)
 - Statement of Intoxication
 - RIDE Awareness
 - SOP Accountability
 - No Last Call
 - Ticket Sales
 - Proof of Age
 - No Alcohol Areas
 - Fetal Alcohol Spectrum Disorder
 - Designated Drivers
 - Standard Drink Size
- Must prominently display a copy of the Special Occasion Permit in or on the municipal properties during the event.
- Assumes responsibility for promoting a safe transportation program for all drinking participants such as:
 - Designated drivers selected from non-drinking participants
 - Designated drivers provided by the permit holder
 - Taxis paid by either the permit holder or the participant
 - Bus service organized by the permit holder
- Ensure sufficient food and non-alcoholic drinks are available for those in attendance. Snacks are not considered food. Minimally, food consists of sandwiches, cheese, vegetables and dip. Food must not be removed until thirty (30) minutes prior to alcohol service end time.
- All bottles must remain in bar service area. All drinks must be served in disposable cups/glasses except for formal dinners or catered events where glass may be used.
- Must ensure there is no “Last Call”. Ensure no alcohol is served after 1 a.m. (2 a.m. on New Years’ Eve).
- May limit the number of tickets purchased and sales must cease a minimum of half an hour prior to bar closing.
- Ensure guests are not required to purchase a minimum number of drinks or drink tickets to enter and will be granted the opportunity to refund unused tickets.
- Will ensure there is no marketing which encourages increased alcohol consumption.
- Must follow the SOP application regulations regarding alcohol advertising which states that groups cannot advertise the brands or the cost of the alcohol to be served unless application is made to the AGCO.
- Unlawful Gambling is not permitted.
- Must prevent participants from engaging in activities than can harm themselves or others.
- Ensure all washrooms and exits are monitored.

Outdoor Events

The permit holder shall satisfy the following conditions as a requirement of the facility permit for the outdoor event.

- a. Provide a detailed sketch showing the dimensions of the outdoor area to which the facility permit will apply.
- b. Ensure the outdoor area is clearly defined and separated from areas where the facility permit does not apply by a minimum 36” (0.9 metres) high barrier.
- c. Provide at the permit holder’s expense, a minimum of one (1) toilet at the outdoor event for every 240 people in attendance.

**Town of Georgina – Community Services
Policy No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

- d. Ensure the event is shut down by 11 p.m. and completely vacated by 12 a.m. unless a different time is approved in writing by the Director of Recreation and Culture or designate.
- e. If a tent, marquee, pavilion, tiered seating or a stage is used, the Town's Building Department must be notified in writing by the permit.
- f. All fencing and tents must be secured by an above-ground resource. In ground stakes, must be 10" or less. If required, locates must be arranged at the expense of the permit holder prior to the installation of tents, poles or pegs. Allow a minimum of three (3) weeks for locates.
- g. Provide written notification to the Town Clerk, Police, Fire and Health departments notifying them of the event. The building department must be notified as well if a tent, marquee, pavilion or tiered seating is used. This notice shall be submitted a minimum thirty (30) days before the event and sixty (60) days before the event if attendance for the event is expected to be more than 5,000 participants.

Insurance

The permit holder must provide a certificate of insurance confirming Commercial General Liability Insurance in the amount of two million dollars (\$2,000,000) per occurrence issued by an insurance company deemed satisfactory to the Town and must include the following:

- Host Liquor Liability endorsement
- Coverage for bodily injury and property damage liability
- Shall contain a cross liability clause
- Where applicable, volunteers shall be considered to be an insured or additional insured
- The Town of Georgina shown as an additional insured
- Show that coverage complies with the dates/times of the facility permit
- Submitted no later than fourteen (14) days prior to the event along with other required documentation

Note: insurance limits and provisions required may be amended at any time at the discretion of the Town of Georgina. If the permit holder is not acting in the capacity of the Bartender, and has hired a Caterer or Bartending service to perform this service on their behalf, the Bartender must also provide staff with their own certificate of insurance and adhere to the same conditions as listed above under Insurance.

Security

The Town of Georgina may determine that the permit holder must submit a security/operational plan when the function is assessed as being high risk or a major event. All costs associated with the development, approval and execution of the plan shall be the expense of the permit holder. If required, the permit holder will provide proof of licensed security and/or pay duty officers sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the LLA are observed. Documentation will be due 14 days prior to the event date.

Violations, Enforcement and Consequences

In the event of a violation of this policy, intervention can be initiated by a participant at the event, the permit holder, Town of Georgina staff member, York Regional Police or an inspector of the Liquor Licence Board of Ontario. The intervener will request the violation to stop. Failure to comply will result in York Regional Police being called for enforcement as deemed necessary, such as, the violator being ejected or complete event shut down. An Incident/Accident report shall be completed by staff at the time of incident/accident for staffed premises or the next business day or upon receipt of the report for unstaffed facilities. Violations will be reviewed and appropriate action will be determined by the Director of Recreation and Culture. Future privileges

**Town of Georgina – Community Services
Policy No. RC-AL-02**

| | |
|--|-------------------|
| Subject: Municipal Alcohol Management Policy | Page: of 6 |
|--|-------------------|

may be revoked and security damage deposits may be forfeited. Any individual or group who wish to appeal an assessment of a permit cancellation or forfeit of permit fees shall do so in writing to the Director of Recreation and Culture within fourteen (14) days of receipt of permit cancellation notice.

Additional Responsibilities and Procedures for Municipally Significant Event (Public Events Only)

The permit holder shall request approval from Council (or designate) through the office of the Town Clerk in order to obtain a Municipally Significant Event designation. A letter or memo detailing the decision of Council (or designate) will be provided to the requestor. The letter shall contain the clause signifying: "The Town of Georgina is not proclaiming the event in any way, shape or form, only designating the event for the purpose of a potential application for a SOP from the AGCO."

No Smoking By-law

No person shall smoke, hold lighted tobacco or use any Tobacco product on any Town owned property and within any Town owned Park whether or not a "No Smoking" sign is posted. This shall not apply to those areas designated as a Designated Smoking Area. It is the permit holder's responsibility to ensure participants comply with the By Law.

Related Documents

Special Occasion Permit Holder Agreement

[Liquor License Act - R.S.O.](#) 1990 c.L.19 as amended and includes applicable Regulations passed pursuant to the Act.

[Town of Georgina No Smoking By-Law](#)

Appendix C: Special Occasion Permit Holder Agreement



26557 Civic Centre Road
Keswick, Ontario
L4P 3G1

Phone: 905-476-4301

Fax: 905-476-7492

Email: eleisure@georgina.ca

Special Occasion Permit Holder Agreement

Date of event: _____ Permit #: _____

Name of organization/event: _____

Name of contact person: _____

1. As the Special Occasion Permit holder, I have received and reviewed a copy of the Town of Georgina Alcohol Management Policy (hereafter referred to as the Alcohol Policy). As the permit holder, I agree to refrain from consuming alcohol prior to and during the event.
2. I agree to adhere to the conditions of the Alcohol Policy and the Liquor Licence Act of Ontario.
3. I agree to ensure that if there is food available, it is set up in a visible location and is available throughout the event.
4. I understand that if an infraction of the Alcohol Policy occurs, the Town of Georgina or York Regional Police may take any or all of the following steps:
 - a. close the event at the time of the infraction;
 - b. rule my Alcohol Policy/damage deposit to be forfeited;
 - c. suspend my group or organization from further use of municipal facilities or areas for a period of up to one year.
5. I agree that the Town of Georgina will not be responsible for any costs or losses incurred if it is deemed necessary to close down the event due to an infraction of the Alcohol Policy or Special Occasions Permit.
6. I understand that I can be held liable for injuries and damages arising from failing to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring to participants, goods (equipment/facilities/etc.), or members of the general public.

7. I understand that York Regional Police or an Alcohol and Gaming Commission Inspector can lay charges against me for infractions under the Liquor Licence Act of Ontario or other relevant legislation.
8. I have obtained below a list of Smart Serve certified bartenders including their Smart Serve certificate number and signature. (One bartender for every 100 participants.)
9. I agree to obtain \$2,000,000 liability insurance for the event, to name the Town of Georgina as an additional insured and to supply proof of insurance to the Town of Georgina at least 14 days prior to the event.
10. I agree to supply a copy of the Special Occasions Permit and this completed document to the Town of Georgina at least 14 days prior to the event.

Smart Serve Bartenders:

Name: _____

Number: _____ Signature: _____

Name: _____

Number: _____ Signature: _____

Name: _____

Number: _____ Signature: _____

Name: _____

Number: _____ Signature: _____

Name: _____

Number: _____ Signature: _____

Permit Holder Signature: _____ **Date:** _____



Appendix D: Fire Safety Plan Example

Emergency Procedures

Emergency Procedures for occupants and posting on floor areas

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- Leave fire area immediately
- Close doors behind you as you escape
- Sound the fire alarm – pull the manual pull stations
- Alert occupants of the building – yell “FIRE”
- Leave the building by the nearest exit

**Call Georgina Fire Department
DIAL 9-1-1**

UPON HEARING FIRE ALARM

- Leave building immediately via nearest exit
- Close doors behind you as you escape
- Take door keys

CAUTION

If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place any available object (s) (e.g. wet towel) at base of door. If you encounter smoke in stairway, use alternate exit or seek refuge in nearest suite.

REMAIN CALM

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

Control of Fire Hazards – Part 4

Copies to be provided to BLDG, occupants

To avoid fire hazards in the building – occupants must:

- Never wedge open doors or tamper with self-closing devices installed on doors;
- Avoid unsafe cooking practices – deep-fat frying, excessive heat, unattended stoves, loose hanging sleeves;
- Never leave anything in the halls or corridors that can burn, block access or become a trip hazard;
- Do not use unsafe electrical appliances, frayed or damaged electrical cords, overloaded electrical outlets, extension cords for permanent wiring;
- Report any damaged or exposed electrical wiring to the Building Owner or representative.
- Never use baseboard heaters, ironing appliances, hair styling appliances or portable heaters close by draperies, props, decorations and costumes.
- Use only flame resistant materials for draperies, props, decorations and costumes,
- Provide flame resistance treatment to materials used for draperies, props, decorations and costumes that are not flame resistance rated.

In general – occupants should:

- Know how to alert occupants of the building to a fire emergency – know where EXITS are located;
- Call Georgina Fire Department immediately, by calling 9-1-1, in the event of a fire emergency
- Know the correct address of the building;
- Notify the Building Owner, or representative, if you require special assistance in the event of a fire emergency;
- Know the Supervisory staff in the building;
- Report any fire hazards to Supervisory staff;

This official document is to be kept readily available, on-site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

Appendix E: Operation Plan Template



Town of Georgina
26557 Civic Centre Rd.
Keswick, Ontario
L4P 3G1

Phone: 905-476-4301

Fax: 905-476-7492

Email: eleisure@georgina.ca

Festival and Event Operation Plan

Event Title:

Event Date:

Event Location:

Organizer information:

(Fields with a * are mandatory in all operational plans, all others are required based on event details)

Event Overview*

Describe in detail the event overview including but not limited to event goals, scope, mission and identify the who, what, when, where and why.

Organizer information*

Provide the background information of the event organizer/organization.

Event personnel and contact information*

Provide event personnel contact information for those on site during the event and describe their roles and responsibilities.

Volunteer plan*

Provide the number of volunteers, their roles and responsibilities and schedule.

Event schedule*

Describe in detail the schedule of events throughout the day including set up and take down times.

Event site plan*

Upload and include your final site plan including any changes from your original submission.

Equipment details*

Describe in detail a list of all equipment on site including but not limited to tables, chairs, barricades, fencing, generators, machinery and delivery schedules.

Washrooms*

Describe in detail the amount of washroom services such as portable bathrooms including accessible washrooms, hand wash stations, and/or use of Town operated washrooms. If applicable, provide measures in place for cleaning and maintenance of washroom areas and delivery schedules

Waste management plan*

Describe in detail the waste management plan including but not limited to the amount of garbage and recycling receptacles provided.

Town responsibilities*

Describe in detail the agreed upon responsibilities of the Town of Georgina needed to support your event.

Smoke-Free Ontario

The event organizer agrees to abide by the Smoke-Free Ontario Act which prohibits the smoking of tobacco, the use of electronic cigarettes to vape any substance and the smoking of cannabis in enclosed public places. In addition, smoking and vaping is not permitted on the outdoor grounds of community recreation facilities or in public spaces within 20 metres of the perimeter of these grounds.

Emergency procedure plan*

Describe in detail the emergency procedures and communication thereof in place for your event. Event personnel should be fully trained on the emergency procedures. This includes but is not limited to On Site EMS, emergency vehicle access points, First Aid stations and fire safety protocol.

Security plan and schedule (if applicable)

Describe in detail the security plan and communication thereof for your event. Event personnel should be fully trained on the security measures in place. This includes but is not limited to security company information, paid-duty police officers, maintaining secured areas and lost child procedures.

If alcohol is being served, this section must include but is not limited to enforcement of the age of majority, ID verification and monitoring participant for over intoxication.

Alcohol service (if applicable)

Describe in detail the measures in place for alcohol service as required through the Municipal Alcohol Management Policy and the AGCO. This includes but is not limited to serving practices, bartender's schedules, certifications and SOP signage.

Food and beverage (if applicable)

Describe in detail the information on food and beverage options for your event including but not limited to the food available for consumption, safe food handling measures, sanitary measures, food waste and safe water measures in place. Indicate if you plan to have refreshment vehicles on site and confirm valid licence if applicable.