



Special Events Policy

Policy Name: Special Events Policy

Legislative History:

Last Review Date:

Service Area Lead: Director, Community Development and Grants

1. Policy Statement

- 1.1** This policy outlines the expectations, roles and responsibilities of Event Operators who are planning and operating Special Events on City of London property. The purpose of the Policy is to ensure:
- a) the safety of residents of London, event participants, and public assets;
 - b) that all Federal and Provincial laws and regulations and Municipal By-laws are observed;
 - c) that Special Event applications are treated fairly and in an equitable manner; and
 - d) alignment to the City of London Strategic Plan.
- 1.2** This policy is intended to be read with the Special Events Administrative Procedures Manual found on the City's website which contains greater details regarding the requirements of planning and operating Special Events and is agreed upon by all parties through the Special Events Facility Rental Contract.
- 1.3** The Special Events Policy may also be applied, at the discretion of the Deputy City Manager, to other non-Special Events that occur on City property.

2. Definitions

- 2.1 Amplified Sound** is any sound created by an electronic device incorporating loudspeakers, including but not limited to, public address systems and music concert sound equipment, and Amplified Concert has a corresponding meaning.
- 2.2 dBA** refers to sound pressure level with an (A) class weighting.
- 2.3 Event Operator** is an individual, business or organization that enters into a Facility Rental Contract with the City of London for the purpose of executing a Special Event, as defined in this policy, on City of London property.
- 2.4 LAeq** refers to Equivalent Continuous Sound Pressure Level.
- 2.5 Neighbourhood Event** is led and operated by neighbourhood residents or groups, held on City of London property, free to attend and open to the public, is non-revenue generating and non-fundraising, attracting less than 300 participants and has a purpose of building community and fostering neighbourhood-based relationships.
- 2.6 Non-Amplified Sound** is when an event does not use sound amplification equipment, other than a public address system to increase the volume of natural sound levels.
- 2.7 Point of Reception** means any point on a property where sound originating from a source other than that property is received.
- 2.8 Pyrotechnics** is the science and craft of creating such things as fireworks, safety matches, oxygen candles, explosive bolts and other fasteners, parts of automotive airbags, as well as gas-pressure blasting in mining, quarrying and demolition.
- 2.9 Special Event** is a one-time, annual, or infrequently occurring event on City of London property that is reserved for exclusive use, attracts more than 300 participants, is open to

the public, raises the City's profile, supports its arts and culture agenda and adds economic benefit to the City. A Special Event can include rental of a bandshell, parkland, streets, and roadways.

3. Applicability (states who/what the Policy applies to)

- a) The Special Events policy applies to Event Operators and any other related individual, business or organization operating as part of a Special Event.
- b) All Special Events on City of London property must be authorized by the City of London in accordance with the Special Events Policy. The Deputy City Manager, Neighbourhood and Community-Wide Services approval of a Special Event along with entering into a Facility Rental Contract shall constitute authorization by the City of London.
- c) This policy does not apply in circumstances where a march or parade does not start or finish in a public park.

4. The Policy

4.1 Administration

- a) The administration of this Policy is assigned to the Deputy City Manager, Neighbourhood and Community-Wide Services. The Deputy City Manager, or written designate, has delegated authority to perform all of the administrative functions under this Policy, and without limitation may:
 - i. receive and process all applications for Special Events;
 - ii. issue approvals for Special Events in accordance with the provisions of this Policy and applicable By-laws;
 - iii. impose terms and conditions on approvals in accordance with this Policy; and,
 - iv. refuse to issue an approval, or revoke or suspend an approval, including but not limited to the following grounds:
 - 1. Event endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.
 - 2. Event conflicts with the City of London's Strategic Plan or adversely impacts the City's identity.
 - 3. Event may be averse to public safety or the protection of persons and property.
 - 4. There are reasonable grounds to believe that an application or other documents provided to the Deputy City Manager by or on behalf of the Event Operator contains a false statement or has ceased to be accurate.
 - 5. Activities contrary to or not in compliance with City policies, or by-laws, or provincial and federal laws will be conducted, promoted, or endorsed.
 - 6. The applicant, Event Operator or any partner does not meet, one or more of the requirements of the Special Event Policy or Administrative Procedures Manual.
- b) Where the Deputy City Manager is of the opinion that:
 - i. an application for a Special Event should be approved with terms and or conditions;
 - ii. an application for the Special Event should be refused; or
 - iii. an approval for an application for a Special Event should be revoked or suspended;

The Deputy City Manager should make that decision.

- c) Non-compliance with Special Event policies or the Special Events Administrative Procedures Manual or any other City of London policies may result in cancellation of future events or refusal to rebook the event.

- d) Where the Deputy City Manager has made a decision under 4.1(b) of this Policy, the Deputy City Manager's written notice of that decision shall be given to the Event Operator Applicant by regular or electronic mail sent to the last address provided by the Applicant and written notice of the decision shall be deemed to have been given on the third day after it is mailed. Service on a corporation may be affected by registered mail to the address of the corporation's head office.
- e) The written notice to be given under 4.1(d) shall:
 - i. set out the grounds for the decision;
 - ii. give reasonable particulars of the grounds;
 - iii. be signed by the Deputy City Manager; and
 - iv. state that the Applicant is entitled to respond in writing, within 10 business days by providing reasons that the decision should be revised.
- f) Where reasons are provided in pursuant to 4.1 (e) the Deputy City Manager shall take into consideration the reasons provided in determining whether to revise their decision. The Deputy City Manager will make a determination and advise of their decision in writing. Where no reasons are provided within the required time period, the decision of the Deputy City Manager is final.
- g) In addition to any other function prescribed in this Policy, the Deputy City Manager, or designate may make regulations under this policy including:
 - i. prescribing the format and content of any forms or documents required under this Policy;
 - ii. authorizing special exemptions to the policy for the length or duration of a Special Event;
 - iii. prescribing criteria for any requirements or approval not otherwise specified; and,
 - iv. prescribing operational protocols to affect the spirit and intent of the event in compliance with federal, provincial, and municipal regulations.
- h) The City Clerk shall maintain a record of all regulations prescribed by the Deputy City Manager or designate under this Policy. The record of all regulations shall be available on the City's website.

4.2 Requirements of Event Operators

- a) The Event Operator shall comply with the requirements of the Special Events Administrative Procedures Manual, and all Provincial, Federal, and Municipal legislation, by-laws and regulations.
- b) The Event Operator is required to provide evidence of all licenses/permits necessary to operate the event.
- c) It is the responsibility of the Event Operator to ensure that all third-party contractors, service providers, and vendors participating in the event comply with 4.2 a) and b).

4.3 Insurance

- a) The Event Operator must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance form. Evidence of insurance must be provided to the Special Events Manager or designate no less than 10 days prior to the event. The Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London Health Unit harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-named, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on City property in connection with the Special Event.

- b) An amount between \$5 million and \$2 million may be permitted at the sole discretion of the Special Events Manager or designate in consultation with the Manager of Risk Management.
- c) The Corporation of the City of London reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).

4.4 Fees

- a) All fees must be paid before the event occurs, unless otherwise indicated.
- b) Notwithstanding that fees will be paid prior to the event; some fees may be applied retroactively.

4.5 Accessibility

- a) Event Operators will comply with the Accessibility for Ontarians with Disabilities Act (AODA).

4.6 Non-Profit and Profit Events

- a) Solicitation of funds during Special Events is prohibited without written permission from the City of London.
- b) Any Event Operator using the City of London property may be required to complete and submit a business plan, event summary report and event financial statement report in a format that is acceptable to the City.

4.7 Water

- a) Event Operators will ensure free drinking water is available at all gated Special Events and patrons at these events shall be permitted to bring empty reusable water bottles into the event.
- b) Event Operators will make best efforts to ensure free drinking water is available at sites where water fountains or water bottle filling stations are not located.

4.8 Transportation to Events

- a) Event Operators will promote active and public transportation options for the public to attend Special Events and encourage off site temporary vehicle for hire pick up and drop off locations.
- b) Event operators will provide bicycle valet parking for special events with audiences greater than 2,000 people per day. Special Events with audiences less than 2,000 people per day shall make best efforts to provide bicycle valet parking.

4.9 Emergency Management Plans

- a) All Special Events will develop and provide an Emergency Management Plan, in a format that is acceptable to the City, 10 business days prior to their event.
- b) Submitted Emergency Management Plans for Special Events with audiences greater than 1,000 people per day will be reviewed by City of London Emergency Management prior to final approval.

4.10 Fire Safety

- a) A Fire Safety Plan is required for tents in excess of 30m² (320 Sq. Ft.). This plan must be submitted 10 days before the event for approval by the London Fire

Department and posted in a conspicuous location.

- b) Use of open flame devices is not permitted unless approved by the London Fire Department.
- c) Event Operators will identify and maintain a 6 metre (20 feet) accessible lane for emergency vehicles through any Special Event temporary road closure. This lane will remain unobstructed during the event unless otherwise agreed upon by London Fire Department and London Police Service.
- d) No tents, awnings, or other similar structures shall be installed, or located on the traveling portion of any public roadway, or on any private roadway/laneway serving a multi-unit development that is designated and posted as a Fire Access Route. Immediate access must be provided upon demand to all emergency vehicles.

4.11 Fireworks and Pyrotechnics

- a) Event Operators who plan to discharge fireworks must follow the London Fireworks By-Law and receive a Display Fireworks Permit from the London Fire Department.
- b) Event Operators who plan to utilize Pyrotechnics must follow the City of London's [Fireworks By-Law – PW-11](#) and receive a Pyrotechnics Permit from the London Fire Department.

4.12 Ingestible Items and Food

- a) All Event Operators offering food which is prepared, served, provided and/or offered to the public, must comply with all Middlesex London Health Unit policies.

4.13 Waste Management

- a) Event Operators are responsible for submitting a Waste and Litter Management Plan as per the requirements outlined in the Special Events Administrative Procedures Manual to the City a minimum of 15 business days prior to their event.
- b) Event Operators are responsible for all costs associated with collection and disposal of waste and litter generated on the event site.
- c) Additional waste collection and diversion requirements outlined in the Special Events Administrative Procedures Manual must be followed for events meeting specified criteria including, but not limited to, event location, anticipated attendance, and event duration.

4.14 Alcohol

- a) Event Operators selling or serving alcohol must follow all requirements stipulated by the Alcohol Gaming Commission of Ontario (AGCO); and the City of London Alcohol Policy.

4.15 Sound at Special Events

- a) Amplified Sound and Non-amplified Sound for Special Events will be limited to the hours of 9:00 a.m. to 11:00 p.m., with the exception of Special Events taking place on Fridays and Saturdays in Victoria Park, Harris Park and Dundas Place which will be limited to the hours of 9:00 a.m. to 12:00 a.m., allowing for a fifteen-minute grace period.
- b) In the event of exceptional circumstances, the Deputy City Manager, or designate, is authorized to extend the hours of amplified sound for Special Events to a maximum extension of 45 minutes.
- c) Amplified Sound is permitted at Special Events on New Year's Eve until 12:00 a.m.

- d) Sound levels during Amplified Sound Special Events will average no more than 90 dBA LAeq 15 min. as measured [distance from/at any] Point of Reception.
- e) All Special Events with anticipated audiences greater than 1,000 people per day will develop and provide a Sound Design Plan, in a format that is acceptable to the City, 10 business days prior to their event.
- f) When required, Event Operators will provide a digital sound file from the event's sound engineer to confirm the decibel average for the event.
- g) City of London staff may monitor and document decibel levels with a decibel sound meter at Points of Reception regularly during events with Amplified Sound.
- h) All Event Operators having Amplified Sound will be required to post a \$2,000 security deposit. Noise violations during the Special Event (as determined solely by the City), will result in the deposit being forfeited.
- i) At the Deputy City Manager's discretion, the Event Operator may be required to monitor the sound levels resulting from the event and inform surrounding neighbours about their upcoming Special Event.

4.16 Mechanical or Electrical Rides and Inflatables

- a) Mechanical or electrical rides are not permitted within parks without prior written approval.
- b) Inflatables may be permitted with prior written approval.
- c) Vehicles and trailers associated with mechanical or electrical rides and inflatables are not permitted to remain inside the park after set-up.

4.17 Temporary Street Closures for Special Events

- a) Temporary street closures for Special Events and Neighbourhood Events may be approved by completing the Temporary Street Closure Approval process including requiring approval from 66% of residents and/or property owners and/or business owners on the street proposed to be closed with the exception of Dundas Place.
- b) In the case of a Business Association or similar organization making application on behalf of its members, the association will not be required to submit a petition as provided in sections 4.17(a) unless the area being requested for closure is outside or partially outside of the boundaries of the organization.
- c) The Event Operator must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance, evidence of insurance must be provided to the Manager of Special Events or designate no less than 10 days prior to the event. The Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London Health Unit harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-named, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on City property in connection with the Neighbourhood Event.
- d) Closure of the flex street roadway through Dundas Place does not require a signed closure petition and will be approved by the Deputy City Manager or designate.
 - i. Businesses fronting onto Dundas Place must be notified of any event closing the street.
 - ii. Market Lane is included as event space within Dundas Place.

- e) Additional fees may be applied to the Event Operator's contract in the event parking metres exist within the portion of the street being temporarily closed for a Special Event.

4.18 Requirements Specific to Event Spaces and Types

- a) Victoria Park will be limited to nine Special Events with Amplified Sound per year between June 1st and Labour Day.
- b) Harris Park will be limited to 12 days of Special Events with Amplified Sound per year.
- c) Harris Park may be used for gated/ticketed Special Events provided the Event Operators are, or support through a portion of the event proceeds which may be determined by the City, local registered charities or not-for-profit groups who meet the criteria to host a gated/ticketed event, and provided that the Event Operators will adhere to certain requirements including but not limited to:
 - i. maintaining free access at all times to a portion of the park used for events;
 - ii. providing free drinking water and allowing patrons to bring empty reusable water bottles into the event;
 - iii. maintaining unrestricted and unimpeded public access to all public pathways and bike paths; and
 - iv. sale of tickets to the event are through a bonded ticket agent.
- d) Amplified Concerts are not permitted at Labatt Park, and Springbank Park (except Storybook Gardens).
- e) Springbank Park will be limited to five Non-amplified Sound events per year, and they will not occur on consecutive weekends.
- f) Springbank Park may not be used as the start/finish of a walk/run/wheel/roll-a-thon route from June 1st to Labour Day, however it may still be used as part of the walk/run/wheel/roll-a-thon route during this time.
- g) Event Operator requests to use Jubilee Square and Budweiser Gardens parking lot must be supported in writing by Budweiser Gardens management, and Jubilee Square may be used for gated/ticketed Special Events.
- h) Event Operator requests to use Queens Park will be submitted to the Western Fair Association, who will provide the City of London a courtesy communication to keep them informed on what is occurring.
- i) Events in McKillop Park associated with the Cancer Survivor Garden, must be supported in writing by the London Home Builders Association.
- j) Events using the Peace Garden will be limited to events honouring the Tolpuddle Martyrs and/or First Nations.
- k) From November 1 to November 11, the issuance of Special Event permits related to public streets, or city owned property will be restricted to those activities which are directly related to the honouring of Canada's veterans and organized in partnership with veteran's organizations.

4.19 Rebooking Special Events

- a) Events in good standing from the previous year shall be offered the first opportunity to rebook their event on those dates in the subsequent year, but the City does not guarantee the availability of any requested dates.