

December 2024

Special Events

Administrative Procedures Manual

Prepared by



London
CANADA

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Section 1.0:

Purpose

1.1 Background

Each year, the Corporation of the City of London receives many requests from individuals and groups to operate events on City of London property, such as a large-scale festival, concert, fundraiser, charity walk, run, or roll, or a neighbourhood event.

1.2 Support Statement

The Corporation of the City of London recognizes special events as an important part of London's quality of life and as providers of affordable entertainment to its citizens. It is also recognized that special events enhance tourism, culture, recreation, and education and provide an economic benefit to businesses in the City of London.

1.3 Purpose

The purpose of the Special Events Administrative Procedures Manual is to incorporate into one document the procedures for operating special events on City of London property, streets, and roadways in alignment with the City of London Special Events Policy, which can be found on the [Special Events Support page](#) on the City of London's website. These procedures include guidelines and legislation from various supporting agencies (i.e., Middlesex-London Health Unit, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority (ESA), etc.). This manual also includes procedures in alignment with environmental standards for special events with respect to waste reduction and waste diversion programs. Special Event Operators can use this manual to support the planning, coordination, and implementation of special events on City of London property.

In addition to the Special Events Administrative Procedures Manual, the Special Event Operator must comply with all the requirements contained in the Council-approved [Special Events Policy](#) as they pertain to their event.

Please note that while this document and its appendices include links or references to external resources, forms, legislation, and guidelines, Special Event Operators are responsible for ensuring the most current information and guidelines are followed and should refer to external sources (e.g., source websites) directly.

1.4 Definitions

The following key terms are used throughout this document:

- **Special Event** – 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 the rental of a bandshell, parkland, streets, and roadways.
- **Special Event Operator** – An individual, business, or organization that enters into a Facility Rental Contract with the City of London for the purpose of implementing a special event on City of London property.
- **Special Events Coordinator** – A member of the City of London Special Events Team who acts as a facilitator for events on City property and supports Special Event Operators to coordinate the rental and operation of special events.
- **Road Closure** – A special event that requires a temporary road closure, such as a one-off or recurring sporting, cultural, or other type of march, parade, walk, run, or roll, a neighbourhood event, etc.
 - See [Section 6.0](#) for more information about different types of road closures.
- **Site Plan** – A map prepared to scale that outlines the boundaries/location of the special event space and illustrates all essential elements of the event and their placement/layout.

1.5 Review

The Special Events Administrative Procedures Manual will be reviewed and updated on an annual basis.

Date of Last Review: December 13, 2024

Date of Last Update: December 13, 2024

Section 2.0:

Special Event Planning Checklist

Table 1 outlines components that Special Event Operators may consider as part of their special event, describes the requirements for each component, and suggests timelines for implementing the requirements prior to the event.

Please note that the implementation timelines are outlined as suggestions to help facilitate the effective planning and coordination of special events on City of London property. Applications for special events are still welcome and will be accepted less than 90 days before a proposed event date but will not be guaranteed.

Table 1. Special Event Planning Checklist

Special Event Component	Suggested Timeline for Implementation	Description
Special event application	90 days or more	<ul style="list-style-type: none">• If you plan to host an event on City of London property, see Section 3.0 for special event application steps and requirements.• Special event approval and contracting are required for the event to occur and before implementing any other applicable special event components listed in this table.
Business plan and event summary report (if soliciting funds at the event)	90 days or more (i.e., at time of application) to request permission for solicitation of funds Business plan and event summary report upon request	<ul style="list-style-type: none">• Special Event Operators planning to solicit funds during a special event must indicate solicitation of funds on the special event application form and receive written permission to do so. They may be asked to submit a business plan and event summary report with a financial statement. See Section 4.0 for more information.
Private security	90 days or more	<ul style="list-style-type: none">• If alcohol will be sold or served at the event and/or equipment will remain in a park space overnight, Special Event Operators must hire private security.

Special Event Component	Suggested Timeline for Implementation	Description
		See Section 5.0 for Special Event Operator responsibilities regarding hiring private security.
Road closure and events on roadways (e.g., march, parade, walk, road race, etc.)	60 days	<ul style="list-style-type: none"> If an outdoor event requires the closure of a City of London street and/or will include a march, parade, walk, road race, or other similar event requiring the use of roadways, see Section 6.0 for planning requirements.
Alcohol	60 days	<ul style="list-style-type: none"> If alcohol will be sold or served at the event, see Section 7.0 for requirements regarding alcohol.
Insurance	42 days	<ul style="list-style-type: none"> Proof of \$5,000,000 in public liability insurance is required for all Special Event Operators. If alcohol will be served or inflatable or mechanical/ electrical rides will be at the event, additional insurance requirements exist. See Section 8.0 for insurance information.
Transportation	42 days	<ul style="list-style-type: none"> All special events must promote active and public transportation options. See Section 9.0 to support transportation planning.
Drinking water	42 days to apply for a Thirstation 30 days for the site plan	<ul style="list-style-type: none"> Special Event Operators must ensure free drinking water is available at gated special events. See Section 10.0 to plan access to free drinking water.
Site plan	30 days	<ul style="list-style-type: none"> All special events must have a site plan prepared. See Section 11.0 for site plan requirements.
Amenities	30 days	<ul style="list-style-type: none"> Attendees must have access to washroom facilities at special events. The City of London can provide some items for rental at the request of the Special Event Operator. Additional fees may apply. See Section 12.0 for amenity requirements.
Accessibility	30 days	<ul style="list-style-type: none"> Special Event Operators must consider accessibility and comply with Accessibility for Ontarians with

Special Event Component	Suggested Timeline for Implementation	Description
		Disabilities Act (AODA) requirements. See Section 13.0 for planning accessible events.
Vendors	30 days	<ul style="list-style-type: none"> If there will be vendors at the special event, see Section 14.0 for general requirements related to special event vendors.
Electrical safety	30 days	<ul style="list-style-type: none"> If vendors or Special Event Operators will use electricity at the special event, see Section 15.0 for electrical safety requirements.
Food and ingestible items	30 days	<ul style="list-style-type: none"> If food or ingestible items will be prepared, served, provided, or offered to the public at the event, see Section 16.0 for health and safety requirements for vendors.
Animal exhibits	30 days	<ul style="list-style-type: none"> If animal exhibits will be part of the event, see Section 17.0 for animal exhibit requirements.
Personal services	30 days	<ul style="list-style-type: none"> If personal service vendors will be at the event (e.g., hair cutting, body piercing, tattooing, manicures or pedicures, face painting, body art, etc.), see Section 18.0 for health and safety requirements.
Inflatables and mechanical or electrical rides	30 days	<ul style="list-style-type: none"> If inflatables and/or mechanical or electrical rides will be part of the event, see Section 19.0 for inflatable and mechanical or electrical ride requirements.
Building permits (tents, shipping containers)	30 days	<ul style="list-style-type: none"> If the event will have tents erected or shipping containers used, see Section 20.0 for building permit requirements.
Emergency management and First Aid	21 days	<ul style="list-style-type: none"> If the audience for the event will be more than 300 people, Special Event Operators must complete an Emergency Management Plan. Special Event Operators must also provide adequate medical services at special events (e.g., First Aid). See Section 21.0 for more information.

Special Event Component	Suggested Timeline for Implementation	Description
Fireworks, pyrotechnics, and flame effects	21 days	<ul style="list-style-type: none"> If fireworks, pyrotechnics, and/or flame effects will be part of the event, see Section 22.0 to support event planning.
Waste management	15 days	<ul style="list-style-type: none"> All Special Event Operators are responsible for waste collection and management. See Section 23.0 for more information.
Fire safety	10 days	<ul style="list-style-type: none"> If a special event includes tents larger than 30m² (320 sq. ft.), see Section 24.0 to follow applicable fire safety planning requirements.
Sound design plan	10 days	<ul style="list-style-type: none"> If an event will have sound (amplified or non-amplified) and/or an audience greater than 1,000 people, see Section 25.0 for sound requirements.
Health and safety	Day of the event	<ul style="list-style-type: none"> All Special Event Operators and vendors must follow applicable occupational health and safety regulations, codes, and standards and promote respectful behaviour. See Section 26.0 for more information.
Music	Day of the event	<ul style="list-style-type: none"> If music will be part of the special event or you wish to use the Canadian Veteran's Memorial Carillon, see Section 27.0 for planning information.
Photography, videography, and filming	Day of the event	<ul style="list-style-type: none"> All Special Event Operators planning to have photography, videography, or filming at a special event must hire a professional photography company and follow all applicable government regulations and guidelines. See Section 28.0 for more information.
Feedback survey	After the event	<ul style="list-style-type: none"> Upon event completion, Special Event Operators will be asked to complete a feedback survey, as outlined in Section 29.0.

Section 3.0:

Special Event Application

3.1 Overview

Special Event Operators interested in hosting an event on City of London property, such as a large-scale festival, concert, fundraiser, charity walk, run, or roll, a march, parade, small- or medium-scale open-air concert or performance, or neighbourhood event (e.g., barbeque, outdoor movie night, carnival or fair, art show, etc.), must complete and submit a Special Event Request Form 90 days or more in advance of the event.

Please note that no special event may occur without City approval and a signed contract. The contract must be signed and fees paid in full prior to the event.

3.2 Special Event Application Process

Outlined below are the steps involved in the special event request and approval process:

1. The Special Event Operator must complete the [Special Event Request Form](#) and submit it to the City of London Special Events Coordinator at least 90 days prior to the planned event date. Applications for special events are still welcome and will be accepted less than 90 days before a proposed event date but will not be guaranteed.
 - The Special Event Request Form can be found on the [Special Event Support page](#) on the City of London's website.
 - A copy of the form can also be requested from the City of London Special Events Coordinator by emailing SpecialEvents@london.ca or calling 519-661-2489.

Indicate Whether You are a Private/Commercial Organization Partnering With a Not-For-Profit Organization

Where commercial/private Special Event Operators partner with a not-for-profit organization/group, the not-for-profit rental rate for park space may be applied.

- At the time of application for a special event (i.e., 90 days or more in advance of the planned event), if you are a private/commercial Special Event Operator partnering with a not-for-profit organization/group, in Section 5 – Mandatory Event Details of the Special Event Request Form, indicate **yes** you are a private/commercial organization partnering with a not-for-profit organization/group.

Verification of the partnership is required in the form of a letter of support from the not-for-profit organization/group in order to receive the not-for-profit rental rate for park space. The Special Event Operator is responsible for submitting the letter of support to the City of London Special Events Coordinator prior to the development of the event contract.

2. The City of London Special Events Coordinator will review submitted request forms to confirm the availability of the requested space and ensure all required information is provided on the form by the Special Event Operator.
 - The City of London Special Events Coordinator may contact the Special Event Operator for further information to confirm details of the planned event.
3. If the event is approved, the City of London Special Events Coordinator will book the requested space and prepare a contract with a condition for requiring proof of \$5,000,000 public liability insurance using the City of London's [Standard Certificate of Insurance form](#) that shows the same organization name as on the contract.
 - Please see [Section 8.0](#) for more information about special event insurance requirements.
4. Once the contract is prepared, the Special Event Operator must sign the contract, return it to the City of London Special Events Coordinator, and pay any applicable fees in full prior to the event. Special events are not permitted without City approval and a signed contract.
 - Please see [Appendix A](#) for a list of fees that may apply to the operation of a special event on City of London property.
 - The administration fee is non-refundable for a cancelled contract.
5. The City of London Special Events Coordinator will then support the Special Event Operator to connect with relevant community partners and assist with navigating policies and procedures associated with hosting an event on City of London property based on the planned components of the event.

Section 4.0:

Soliciting Funds at a Special Event

4.1 Overview

Special Event Operators planning to solicit funds during a special event must receive written permission from the City of London prior to the event. Special Event Operators may be required to complete and submit a business plan and event summary report with a financial statement upon request. See below for more information about requirements regarding solicitation of funds and reporting.

4.2 Solicitation of Funds Requirements and Considerations

4.2.1 Indicate Solicitation of Funds in the Special Event Application

Solicitation of funds during special events is prohibited without written permission from the City of London.

At the time of application for a special event (i.e., 90 days or more in advance of the planned event), if you intend to solicit funds at your event, in Section 5 – Mandatory Event Details of the Special Event Request Form, indicate **yes** for soliciting funds during the event.

- See [Section 3.0](#) for more information about the special event application process.

4.2.2 Submit a Business Plan and Event Summary Report if Requested

Special Event Operators soliciting funds during a special event or operating a gated event (i.e., an event where attendees must pay a fee to enter the event space) may be required to complete and submit a business plan and event summary report with a financial statement if requested by the City of London Special Events Coordinator.

If requested, the Business Plan Template and Event Summary Report Template can be found in [Appendix B](#) to support reporting.

Section 5.0:

Private Security

5.1 Overview

Special Event Operators are expected to plan ahead when considering using private security services. Private security details must be included in the Emergency Management Plan.

- For more information about preparing an Emergency Management Plan, see [Section 21.0](#).

Special Event Operators are also responsible for the safety and security of their equipment. Paid accredited private security is required if a Special Event Operator intends to rent space and leave or store equipment in a park overnight prior to and/or after an event.

In alignment with the City of London's [Alcohol Risk Management Policy Manual](#), Special Event Operators intending to sell or serve alcohol as part of their event must hire professional, licensed private security guards to ensure the safety and security of their patrons.

- For more information about requirements for alcohol at special events, see [Section 7.0](#).

5.2 Security Requirements and Considerations

5.2.1 General Requirements for Hiring Security

In alignment with the [Private Security and Investigative Services Act, 2005](#), all private security guards and/or security companies hired by the Special Event Operator must be provincially licensed.

Failure to comply with this *Act*, such as licencing requirements, could result in a fine or legal charges from the provincial government.

5.2.2 Hire Security for Licensed Alcohol Areas

Special Event Operators intending to sell or serve alcohol as part of their event must:

1. At the time of application for a special event (i.e., 90 days or more in advance of the planned event):

- a. Indicate **yes** in Section 5 – Mandatory Event Details of the Special Event Request Form that a beer garden will be part of the event; and,
 - b. Provide details on the request form about the private security company that will be hired (e.g., security company name and contact information).
- See [Section 3.0](#) for more information about the special event application process.
2. Review and ensure compliance with the City of London’s [Alcohol Risk Management Policy Manual](#).
 3. Include information about the number of security guards that will be hired and where they will be located within the event space as part of the Emergency Management Plan.
 - See [Section 21.0](#) for more information about emergency management planning.

5.2.3 Hire Security for Overnight Equipment Storage

If a Special Event Operator is renting park space and intends to leave or store equipment in the park overnight prior to and/or after an event, the Special Event Operator must hire accredited private security to ensure the safety and security of all equipment left in the park.

5.2.4 Include Security Details in the Emergency Management Plan

Special Event Operators must include security details in the Emergency Management Plan, which must be submitted to the City of London Special Events Coordinator at least 21 days prior to the event. Security details include the number of security personnel, the name of the private security company, and security company contact information.

- For more information about preparing an Emergency Management Plan, see [Section 21.0](#).

Section 6.0:

Road Closure

6.1 Overview

If an outdoor special event requires the closure of a City of London street for the extension of a park space into a roadway or for the closure of roads to support a parade, march, walk, road race, or similar event (e.g., event with rolling stops along a route on a roadway), review the information outlined below to ensure appropriate steps are taken for booking a road closure and to ensure appropriate traffic management and safety for the event.

Depending on the type of event being held, a road closure will be supported by the City of London Special Events Office or London Police Service:

1. **Road Closure Support From the City of London Special Events Office** – If your special event is connected to a park and requires a road closure (e.g., your event starts or ends in a park or is in a City park and requires a road to be closed to extend the park space into the roadway) OR you are holding a static event on a road (e.g., a neighbourhood street event where a section of road is closed and attendees will remain within that section of road), see [Section 6.2](#) for road closure support from the City of London Special Events Office.
2. **Road Closure Support From London Police Service** – If your special event includes the closure of a road in conjunction with a march, parade, walk, run, or roll, or similar type of event with rolling stops along a route that includes roads and does **not** involve a City park, see [Section 6.3](#) for road closure support from London Police Service.

6.2 City of London Road Closure Requirements and Considerations

6.2.1 Indicate Road Closure at the Time of Special Event Application

At the time of application for a special event (i.e., 90 days or more in advance of the planned event), Special Event Operators intending to close a road as part of their event must indicate **yes** for street closure in Section 3 – Event Location of the Special Event Request Form along with:

1. The name of the street(s) to be closed; and,
2. The two cross streets between which a road closure is being requested.

- See [Section 3.0](#) for more information about the special event application process.

6.2.2 Complete the Request for Temporary Street Closure Form

If a special event with a road closure is approved, Special Event Operators must:

1. Complete and submit the Request for Temporary Street Closure Form to the City of London Special Events Coordinator at least 42 days in advance of the planned event.
 - Upon approval of the special event, the City of London Special Events Coordinator will provide the Special Event Operator with the Request for Temporary Street Closure Form.
 - For reference, a copy of the Request for Temporary Street Closure Form can be found in [Appendix C](#) or on the [Special Event Support page](#) on the City of London's website.
2. If required, along with the Request for Temporary Street Closure Form, complete and submit the Compliance Form, which is a petition signed and approved:
 - i. By 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners on the street(s) or block(s) proposed to be closed; and/or,
 - ii. By 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners located in adjacent blocks that may be affected by the temporary street closure.
 - Upon approval of the special event, the City of London Special Events Coordinator will provide the Special Event Operator with the Compliance Form for the petition. The City of London Special Events Coordinator will add the required addresses needing signatures to the form before it is provided to the Special Event Operator.
 - For reference, a copy of the Compliance Form template for the petition can be found in [Appendix D](#).
3. Submit a site plan prepared to scale that shows the road closure. The site plan must indicate the required 6-metre (20-foot) accessible lane for fire, police, and emergency vehicles and the location of fire hydrants. Unless approved, the emergency lane must remain non-obstructed during the event.
 - For more information about a site plan, please see [Section 11.0](#).
4. If the temporary road closure request is approved and the street(s) being closed have parking meters, the City of London Special Events Coordinator will fill out a Meter Bagging Request Form.
 - Paying applicable fees for meter bagging is the responsibility of the Special Event Operator.

- Please see [Appendix A](#) for a list of fees that may apply to the operation of a special event on City of London property.

6.2.3 Provide Written Notice of Road Closure to Residents, Business Owners, and/or Property Owners

Special Event Operators hosting events that involve a temporary road closure are responsible for informing residents, business owners, and/or property owners of the road closure at least 10 days before the event.

Written notice (e.g., in the form of a flyer or notice) shall include:

1. The location of the road closure (i.e., which roads will be closed);
2. The date(s) when the road closure will occur; and,
3. The duration of the road closure (e.g., the times between which the road will be closed).

Road closures will also be posted on the City of London website and [Renew London page](#).

- **Note:** If a special event will include both a road closure and amplified sound, Special Event Operators can provide information about both the road closure and amplified sound in the same written notice to residents, business owners, and/or property owners.
- See [Section 25.0](#) for more information about sound requirements and considerations for special events.

6.2.4 Ensure Compliance With Road Closure Requirements

Special Event Operators hosting events involving a road closure must ensure all street closings are in conformance with the requirements of the Environmental Services Department and London Police Service to ensure that:

1. The barriers being used are easy to remove to allow emergency vehicles to access the closed portion of the street.
2. All hydrants remain visible and are not obstructed in any manner, leaving at least a 3-metre radius around each hydrant.
3. A 6-metre (20-foot) emergency lane is provided.

6.3 London Police Service Road Closure Requirements and Considerations

6.3.1 Indicate Road Closure at the Time of Special Event Application

At the time of application for a special event (i.e., 90 days or more in advance of the planned event), Special Event Operators intending to close a road as part of their event must indicate **yes** for street closure in Section 3 – Event Location of the Special Event Request Form along with:

1. The name of the street(s) to be closed; and,
 2. The two cross streets between which a road closure is being requested.
- See [Section 3.0](#) for more information about the special event application process.

6.3.2 Contact the London Police Service for Traffic and Safety Management

If the event involves closing a road in conjunction with a march, parade, walk, road race, or other similar roadway event along a route that includes roads but does not include a City park, follow the steps outlined below to apply to the London Police Service for a Special Event Permit and ensure the engagement of the London Police Service Traffic Management Unit and Paid Duty Officers for traffic and safety management.

Please note that events are booked on a first-come, first-served basis and are subject to available resources.

1. Contact the London Police Service Traffic Management Unit to request their Application for Special Event Permit form. A copy of the form can also be found in [Appendix E](#).

Contact Information:

London Police, Traffic Management Unit
601 Dundas Street
London, Ontario
N6B 1X1
Email: SpecialEvents@londonpolice.ca

2. Once completed, return the application form to the London Police Station located at 601 Dundas Street no later than 60 days prior to the planned event date.
3. If accepted, the Special Event Operator will work with the Traffic Management Unit to ensure a safe and effective plan and adequate staffing and Paid Duty Officers are in place for the event.
 - The London Police Service Traffic Management Unit will determine the number of paid duty officers required to run the event.
 - Paid Duty Officers are sworn members of the London Police Service who work overtime shifts for specific events.

- The Special Event Operator will cover the cost for Paid Duty Officers. Please see [Appendix A](#) for a list of fees that may apply to the operation of a special event.

6.3.3 Show Road Closure on the Site Plan

Special Event Operators hosting events involving a march, parade, walk, road race, or similar roadway event must show the road closure route prepared to scale on the site plan.

- For more information about preparing a site plan, please see [Section 11.0](#).

The site plan must indicate the required 6-metre (20-foot) accessible lane for fire, police, and emergency vehicles, and that will remain non-obstructed during the event unless approved otherwise.

6.3.4 Provide Written Notice of Road Closure to Residents, Business Owners, and/or Property Owners

Special Event Operators hosting events that involve a temporary road closure are responsible for informing residents, business owners, and/or property owners of the road closure at least 10 days before the event.

Written notice (e.g., in the form of a flyer or notice) shall include:

1. The location of the road closure (i.e., which roads will be closed);
2. The date(s) when the road closure will occur; and,
3. The duration of the road closure (e.g., the times between which the road will be closed).

Road closures will also be posted on the City of London website and [Renew London page](#).

- **Note:** If a special event will include both a road closure and amplified sound, Special Event Operators can provide information about both the road closure and amplified sound in the same written notice to residents, business owners, and/or property owners.
- See [Section 25.0](#) for more information about sound requirements and considerations for special events.

Section 7.0:

Alcohol

7.1 Overview

If alcohol will be sold or served at an event, review the steps and information outlined below to ensure applicable alcohol-related permit, policy, insurance, and security requirements are in place for the event.

Start the process of addressing alcohol-related permit, insurance, and security requirements at least 60 days in advance of the planned event or as soon as the City of London provides approval of the special event request.

7.2 Alcohol Requirements and Considerations

7.2.1 Apply for a Special Occasion Permit

Any time a Special Event Operator is holding a special event that will involve alcohol, the Special Event Operator must:

1. Apply for a Special Occasion Permit to sell or serve alcohol at a public event with the Alcohol and Gaming Commission of Ontario (AGCO).

Contact Information:

Alcohol and Gaming Commission of Ontario
AGCO Information Line
Toronto, Ontario
M2N 0A4
Phone: 1-800-522-2876

Please visit www.agco.ca for more information about application requirements.

- A requirement as part of the Special Occasion Permit application to the AGCO is to provide proof of notification to municipal authorities, including local building departments, the city clerk, police, fire, and health authorities, identifying the date, time, and location of the event.
- Complete the [Municipal Notification – Alcohol Form](#) found under the Municipal Notification – Alcohol section of the City of London website regarding [licences and permits from the City Clerk's Office](#) to obtain proof of notification.

Contact Information:

City Clerk's Department
300 Dufferin Avenue, 3rd Floor
London, Ontario
N6A 4L9
Phone: 519-661-4530
Email: ASKCITY@london.ca

2. If you are a Special Event Operator seeking designation of your public event as a "municipally significant event" for the purpose of applying to acquire a Special Occasion Permit, when completing the [Municipal Notification – Alcohol Form](#) found under the Municipally Significant Event Designation section of the City of London website regarding [licences and permits from the City Clerk's Office](#), ensure you select **yes** for the section in section 5 (Municipally Significant Event Designation) of the form.

The cost for the Special Occasion Permit is the responsibility of the Special Event Operator.

7.2.2 Designate Licensed Alcohol Areas

If alcohol will be sold or served at an event, the Special Event Operator must ensure a detailed map showing the location and dimensions of the licensed area is outlined as part of the site plan.

- For more information about the site plan, see [Section 11.0](#).

7.2.3 Hire Private Security for Licensed Alcohol Areas

Special Event Operators intending to sell or serve alcohol as part of their event must hire professional licensed security guards to ensure the safety and security of their patrons.

- For more information about private security at special events, see [Section 5.0](#).

7.2.4 Obtain Liquor Liability Insurance Coverage

Special Event Operators intending to sell or serve alcohol at their event must provide the City of London Special Events Coordinator with proof of \$5,000,000 in public liability insurance that includes liquor liability insurance coverage on the City of London's [Standard Certificate of Insurance form](#) and that shows the same organization name as on the special event contract.

- For more information about insurance requirements, see [Section 8.0](#).

7.2.5 Review and Follow the Alcohol Risk Management Policy Manual

If selling or serving alcohol at an event, Special Event Operators must follow all policies within the City of London's [Alcohol Risk Management Policy Manual](#).

Section 8.0:

Insurance

8.1 Overview

Special Event Operators with an approved special event request are required to maintain and provide evidence of \$5,000,000 in public liability insurance to the City of London Special Events Coordinator. Review the information below outlining insurance requirements and how to provide proof of insurance prior to the event.

8.2 Insurance Requirements and Considerations

8.2.1 Provide Proof of Insurance Using the City of London Certificate

If a Special Event Operator's request for a special event is approved, a contract will be generated with the condition that the insurance form for \$5,000,000 in public liability insurance be filled out by the Special Event Operator's broker/insurance provider that shows the same organization name as on the special event contract. Only the City of London's [Standard Certificate of Insurance form](#) will be accepted. Provide proof of insurance to the City of London Special Events Coordinator at least 42 days in advance of the event.

- A link to the Standard Certificate of Insurance form can also be found on the [Special Event Support page](#) on the City of London's website.

To provide proof of insurance:

1. Send a copy of the City of London's Standard Certificate of Insurance form to your broker/insurance provider to complete.
2. Ensure the certificate of insurance shows the same organization name as on the special event contract.
3. Submit the completed certificate of insurance form to the City of London Special Events Coordinator.

If inflatable and/or mechanical or electrical rides will be at the event:

- Each inflatable and mechanical or electrical ride operator must also provide proof of \$5,000,000 in public liability insurance, including bodily injury and property damage.
- Each inflatable and mechanical or electrical ride operator must have their broker/insurance provider complete the City of London's Standard Certificate of Insurance form to provide proof of insurance.

- The Special Event Operator is responsible for submitting all insurance certificate forms from inflatable and mechanical or electrical ride operators to the City of London Special Events Coordinator at least 42 days in advance of the event.

If alcohol will be sold or served at the event:

- Ensure that the Special Event Operator's public liability insurance includes liquor liability and that liquor liability coverage is indicated on the City of London Standard Certificate of Insurance form.
- Each vendor selling or serving alcohol must also provide proof of \$5,000,000 in public liability insurance that includes liquor liability by having their broker/ insurance provider complete the City of London's Standard Certificate of Insurance form.
- The Special Event Operator is responsible for submitting all insurance certificate forms from vendors selling or serving alcohol to the City of London Special Events Coordinator at least 42 days in advance of the event.

Section 9.0:

Transportation

9.1 Overview

All Special Event Operators are responsible for promoting active and public transportation options for special events. Transportation planning should start at least 42 days prior to the planned event to align with road closure planning and support the identification of amenities required for the event.

9.2 Transportation Planning Requirements and Considerations

9.2.1 Promote Transportation Options

Special Event Operators must promote active and public transportation options for special events. To support the planning and promotion of transportation to and from special events:

1. Consider active and public transportation options for the public to attend the event (e.g., identify bus routes in proximity to the event location, proximity of the event to the Thames Valley Parkway and/or bicycle lanes, etc.).
2. For events with an expected audience of 2,000 people or more per day, consider providing a shuttle service and identify off-site temporary vehicle for hire pick-up and drop-off locations.
3. Special Event Operators must provide bicycle valet parking for special events with audiences greater than 2,000 people per day.
 - Best efforts must be made to provide bicycle valet parking for events with audiences of less than 2,000 people per day.
 - Bicycle valet parking can be obtained through the Special Events Amenities Form. For more information about amenity requests, see [Section 12.0](#).
4. Identify locations for parking. Special Event Operators are encouraged to approach parking lot operators for assistance with parking during special events.

Information about bus routes, vehicle for hire pick-up and drop-off locations, bicycle valet parking, and vehicle parking must be included in the site plan.

- See [Section 11.0](#) for more information about the site plan.

9.2.2 Advertise Transportation Options Through Marketing and Signage

Special Event Operators are responsible for advertising transportation options for their special event (e.g., providing information about bus routes, bicycle routes, bicycle valet parking, vehicle for hire pick-up and drop-off services or options, shuttle services, rideshare options, and parking locations on an event website).

- For more information about how to advertise an event with Tourism London, see the [Submit Your Event page](#) on the Tourism London website.

Special Event Operators must also ensure that any signage for transportation (e.g., for bicycle valet parking, vehicle for hire drop-off and pick-up locations, etc.) is AODA compliant.

- See [Section 13.0](#) for more information about planning accessible events.

Section 10.0:

Drinking Water

10.1 Overview

Special Event Operators must ensure free drinking water is available at all gated special events, and attendees must be permitted to bring empty reusable water bottles into the event. Further, Special Event Operators must ensure free drinking water is available at sites without water fountains or water bottle filling stations.

Plan for access to free drinking water at least 30 days in advance of the special event to support site plan development and amenity requests.

10.2 Drinking Water Requirements and Considerations

10.2.1 Identify Drinking Water Locations on the Site Plan

When preparing the site plan, ensure the location(s) of free drinking water (e.g., water stations, drinking fountains, water bottle filling stations, etc.) are identified.

Where portable water stations are used, locate them in a prominent and easily accessible area.

- For more information about preparing a site plan, see [Section 11.0](#).

10.2.2 Book a Thirstation

Special Event Operators can rent a Thirstation from the City of London at no cost. A Thirstation is a portable water station that can be used at special events during the summer months. Thirstations are different from the City of London Thirstmobile. Each Thirstation unit comes equipped with a wheelchair-accessible water fountain and bottle filling area, and they can be connected together in a series.

Thirstations are booked on a first-come, first-served basis and are subject to availability.

Conditions for Use

The following conditions must be met for the use of a Thirstation:

- The special event occurs between the months of May (weather-dependent) and August. For the months of April and September, due to staffing, the City will consider applications on a case-by-case basis.

- The event is a non-profit event, or the request is supported by the Manager of Special Events.
- The event will be longer than 4 hours (not including setup and takedown of the event).
- The Special Event Operator will actively promote tap water service (i.e., the City of London's Thirstation) to event attendees through all promotional material, including, but not limited to, a website, print material, social media outlets, and invitations.
- Water provided through the Thirstation will only be for drinking purposes.
- Vendors/food providers will be responsible for providing their own water.
- The Thirstation will be in a prominent location and will be within 1.5 metres (6 feet) of a City water tap outlet. If the setup is greater than 1.5 metres from the tap, the Special Event Operator will be responsible for providing a food-grade hose extension.
- An application and certificate of insurance must be submitted within 6 weeks (42 days) of the event.

The City of London maintains Thirstations following its operational guidelines and public health requirements. Therefore, the City reserves the right to cancel a booking if the City deems a Thirstation is not safe to operate. If such a situation occurs, the City will notify the Special Event Operator.

Booking Procedure for Thirstations

To book a Thirstation, complete the Thirstation Application form and submit it no later than 42 days in advance of the planned event by:

1. Mail to: Water Engineering, City of London, PO Box 5035, London Ontario, N6A 4L9; or,
2. Email to: water@london.ca.

A copy of the Thirstation Application can be found in [Appendix F](#). A copy can also be requested by emailing water@london.ca or calling 519-661-2489 ext. 5081. Once the application is completed and returned, a City staff member will contact the Special Event Operator to discuss the booking request further.

10.2.3 Inform Attendees Free Drinking Water Is Available

Special Event Operators are responsible for notifying event attendees that free drinking water will be available at the event and that empty reusable water bottles are allowed at the event. Promotion may occur through but is not limited to a website, print materials, social media outlets, invitations, and signage at the event.

- For more information about how to advertise an event with Tourism London, see the [Submit Your Event page](#) on the Tourism London website.

10.2.4 Provide Signage for Water Stations

Special Event Operators are responsible for providing signage at the special event that clearly indicates the location of water stations. Signage must comply with AODA requirements.

- For more information about accessibility planning, please see [Section 13.0](#).

If the Special Event Operator rents a Thirstation, water flags and signs provided with the Thirstation must be set up.

Section 11.0:

Site Plan

11.1 Overview

All Special Event Operators are responsible for developing a site plan for the event area that shows the location and layout of applicable event components. Please review the information below to ensure the site plan includes all required elements.

11.2 Site Plan Requirements and Considerations

11.2.1 Create and Submit a Preliminary Site Plan

The Special Event Operator must create and submit a preliminary site plan to the City of London Special Events Coordinator at least 30 days in advance of the planned event.

The development of a site plan will also support the identification of amenities required for the special event. Submit an amenities request at the same time as the site plan is submitted.

- See [Section 12.0](#) for more information about submitting an amenities request.

The site plan shall be provided in the form of a map prepared to scale that outlines the boundaries of the event space along with all essential elements of the event and their placement/layout. Essential event elements may include, but are not limited to:

- Tents
- Shipping containers
- Vendors
- Inflatables, mechanical rides, and/or electrical rides
- Additional entertainment areas (e.g., arenas, play spaces, etc.)
- Generators
- Storage areas (e.g., trailers for storage)
- Parking
- The emergency lane (i.e., the required 6-metre/20-foot accessible lane for fire, police, and emergency vehicles)
- The route for a march, parade, walk, road race, or similar event
- Fire hydrants along any closed roads

- Rideshare service, vehicle for hire, and/or shuttle drop-off locations
- Bicycle valet parking
- Washroom facilities
- Portable washrooms and hand wash stations
- Garbage cans, recycling cans, and/or EcoStations
- Large garbage and recycling dumpsters
- Water stations (i.e., locations where free water is available)
- First Aid stations
- Headquarters for emergency management (e.g., where to go to find a lost child)
- Staging and/or the City of London Showmobile (a mobile stage system)
- Tables and seating
- Accessible seating areas
- Licensed alcohol areas
- Barricades

If the special event includes a parade, walk, march, race, or similar type of event requiring the use of roadways, ensure the route is included in the site plan to indicate road closure requirements.

- See [Section 6.0](#) for more information about requirements for road closures.
- See [Section 13.0](#) for more information about planning accessible events.
- See [Section 26.0](#) for more information about requirements for Locates.

Section 12.0:

Amenities

12.1 Overview

All Special Event Operators are responsible for ensuring public access to washroom facilities and maintaining the event site (e.g., managing on-site waste).

If a Special Event Operator would like to rent amenities from the City of London for their event (e.g., garbage and recycling cans, picnic tables, barricades, etc.), the Special Event Operator must submit an amenities request to the City of London Special Events Coordinator at least 30 days in advance of the planned event and at the same time as the site plan.

- For more information about requirements for on-site waste management (i.e., garbage, recycling, and organics) at special events, please see [Section 23.0](#).

12.2 Amenity Requirements and Considerations

12.2.1 Indicate Required Additional Amenities in the Special Event Application

At the time of application for a special event (i.e., 90 days or more in advance of the planned event), in Section 2 – Event Information of the Special Event Request Form, use the checklist provided to indicate the types of additional amenities that may be required for the special event.

- See [Section 3.0](#) for more information about the special event application process.

Amenities are booked on a first-come, first-served basis and are subject to availability.

12.2.2 Ensure Public Access to Washroom Facilities

All Special Event Operators must ensure the public has access to washroom facilities. The Special Event Operator will work with the City of London Special Events Coordinator to determine an appropriate number of portable washrooms for the event.

When the public has access to tents serving food or beverages, where seating is provided, the Special Event Operator must comply with the building code regulations for washrooms. Washrooms must be within 45 metres (150 feet) of the tent.

A common method for estimating the number of washrooms required is one washroom for every 50-100 people at any one time at the event. Accessible portable washrooms should be considered during planning. The City of London Special Events Coordinator can assist in locating suppliers of portable washrooms.

The Special Event Operator must ensure that all washrooms/hand wash stations are kept stocked with toilet paper and hand soap.

12.2.3 Complete and Submit an Amenities Request Form

The types of amenities available for rent from the City of London can be found on the Special Events Amenities Form in [Appendix G](#).

To complete the amenities request, include the following information on the Special Events Amenities Form:

- Mark “yes” or “no” to indicate the types of amenities being requested.
- For each amenity marked as “yes,” record the amount required.
- In the “Other requests, question, comments” section at the bottom of the form:
 - If an event site has a permanent washroom facility/building, please include a request to have the washrooms unlocked for the event.
 - If the event will have bicycle valet parking, please include a request for bicycle valet parking equipment for the event.

Once completed, submit the Special Events Amenities Form to the City of London Special Events Coordinator.

Some amenities, such as garbage and recycling cans, may be provided for special events at no cost. Fees for some amenities may apply and will be added to the special event contract.

- For a list of fees that may apply to special events, see [Appendix A](#).

Please note that the cost and management of any amenities brought in by the Special Event Operator (e.g., portable washrooms, hand wash stations, etc.) are the responsibility of the Special Event Operator.

12.2.4 Book the Showmobile

The Showmobile is a mobile stage system that can be set up almost anywhere and includes a stage and canopy. The canopy can be closed with the stage in a set-up position to secure equipment between performances. Specifically, the Showmobile:

- Is 42 feet long by 13 feet wide (ceiling angled front to back, with the front being approximately 8.5 feet and the back being 6.5 feet high);

- Includes a generator and a basic public address (PA) system (no CD player, but there is a 15-amp outlet);
- Includes one microphone with a stand; and,
- Has plywood flooring (fibreglass coated, non-slip texture).

The Showmobile can be rented for a fee through the Special Events Office. Booking of the Showmobile occurs when the Special Events Request Form is completed and submitted to the City of London Special Events Coordinator (i.e., 90 days or more in advance of the planned event).

To book the Showmobile, ensure **yes** is marked for Showmobile request in Section 3 – Event Location on the Special Events Request Form.

- For more information about the special event application process, please see [Section 3.0](#).

Out-of-town towing can be arranged through the Special Events Office if the Showmobile is available. The Special Event Operator is responsible for 100% of the towing costs in these cases.

12.2.5 Book a Thirstation

A Thirstation is a portable water station that can be used at special events during the summer months.

- For more information about requirements for providing access to free water at special events and the process for booking a Thirstation, see [Section 10.0](#).

Section 13.0:

Accessibility

13.1 Overview

Special Events hosted in municipal spaces such as parks, roads, and public squares must be open and accessible to everyone. Special Event Operators are expected to consider and respond to the accessibility needs of their attendees using the [Accessibility for Ontarians with Disabilities Act, 2005](#) (AODA) as a guide. Outlined below is more information about how to plan accessible outdoor events. Conduct accessibility planning at least 30 days prior to the planned event to support the development of the site plan.

- See [Section 11.0](#) for more information about preparing a site plan.

For further information regarding planning accessible events, please consult the following resources:

- [Guide to Accessible Festivals and Outdoor Events](#)
- [Planning Accessible Events so Everyone Feels Welcome](#)

13.2 Accessibility Requirements and Considerations

13.2.1 Follow Accessible Outdoor Event Requirements

See [Appendix H](#) for a copy of the Accessible Events Checklist that can be used to support planning and ensure accessibility requirements are in place.

Special Event Operators can also contact the City of London's Accessibility Specialist or Accessibility Community Advisory Committee for additional information.

Contact Information

City of London Accessibility Specialist Email: accessibility@london.ca

Advisory Committee Email: advisorycommittee@london.ca

Phone: 519-661-2489 ext. 6479

Admission to Ticketed Events

Special Event Operators hosting ticketed events on City of London properties shall participate in the Access 2 Entertainment Card Program, which grants one free admission for the support person while the person with the disability pays the regular admission fee.

Parking and Accessible Transit Stops

Special Event Operators are required to:

- Identify accessible parking locations or maintain existing accessible locations if the meters are bagged for the event.
- Identify and take reasonable steps to inform the public where the drop-off and pick-up location for accessible public transit is located.

A designated volunteer should monitor pick-up locations until the end of the event.

The event site plan must indicate:

- The accessible public transit pick-up/drop-off location.
- The drop-off site for those using mobility aids, accessible taxis, or accessible vans.

See [Section 11.0](#) for more information about preparing a site plan.

Pathways

Special Event Operators will maintain a minimum of a one-metre-wide path of travel on all public pathways during special events.

Special Event Operators will maintain safe pathways, cover over electrical cables or cords that cross pathways, and ensure tarp pins are properly pinned into the ground.

Seating

Special Event Operators must identify an accessible seating area near any stage or public performance space using the following criteria:

- The area must be large enough to also accommodate companions, guests, or support people.
- The accessible seating area must offer sightlines equal to general seating sightlines.
- Signage should be present to assist the individual in finding the accessible seating area.
- Accessible pathways to accessible seating should be identifiable.

Emergencies

As part of any event planning, there is the need to plan for emergencies and other contingencies. Traditional methods of notification can pose a challenge to those with visual and auditory challenges, and exit for those with ambulatory issues or in wheelchairs can be challenging in the event of an emergency.

Please ensure the following:

- Your evacuation plan addresses the evacuation of persons with disabilities;
- Event personnel are trained in these evacuation procedures; and,
- Evacuation procedures are clearly noted and posted.

Washrooms

Special Event Operators who provide portable washrooms at their event will include accessible portable washrooms at a minimum ratio of 1:10 unless otherwise noted in the Ontario Building Code.

Accessible portable washrooms do not always need to be grouped with standard portable washrooms.

Lighting

Special Event Operators will take reasonable steps to ensure public areas of travel are adequately lit.

Contact Information

Special Event Operators must provide contact information so event attendees with disabilities can obtain information on accessible accommodations being offered at a special event.

Service Animals

According to the AODA's Customer Service Standards, one of two conditions must apply for an animal to be considered a service animal:

- The animal is easily identifiable as relating to your disability (for example, it is a guide dog or other animal wearing a vest or harness); or,
- You can provide documentation from a regulated health professional confirming the animal is required due to a disability.

In addition, service animals should be under control, leashed, and well-behaved. Well-behaved is defined as not creating a disturbance for guests or other service animals. Dogs and other animals that do not meet this requirement may be asked to leave.

Designated Representative

Special Event Operators will designate volunteers or staff to monitor compliance with accessibility guidelines during their special event and respond to any concerns that may arise during the event. In this role, it will be expected that these people will be aware of emergency and evacuation plans for persons with disabilities.

Section 14.0:

Vendors

14.1 Overview

Special Event Operators must ensure all third-party contractors, service providers, and vendors participating in the event comply with the requirements outlined in the [Special Events Policy](#), the Special Events Administrative Procedures Manual, and all Provincial, Federal, and Municipal legislation, by-laws, and regulations. This includes ensuring all third-party contractors, service providers, and vendors participating in the event provide evidence of all licenses/permits necessary to operate the event.

If the special event will include vendors, please review the information regarding vendor registration requirements below.

14.2 Vendor Requirements and Considerations

14.2.1 Provide a List of All Event Vendors

The Special Event Operator must provide the City of London Special Events Coordinator with a list of all vendors that will be participating in the event at least 30 days prior to the planned event. For each vendor, please identify the vendor type (e.g., food vendor, craft vendor, etc.).

14.2.2 Ensure All Vendors Register for a Special Event Permit

All vendors must be registered with the Special Events Office 10 working days prior to the event setup to operate a concession at a special event on City-owned land.

The Special Event Operator is responsible for ensuring all vendors have purchased the applicable required vendor trailer permit.

A list of vendor trailer permits can be found and purchased online through the [Special Event Permits website](#). Types of permits include:

- Craft Vendor Trailer Permit 1-3 Days (over 10 ft)
- Craft Vendor Trailer Permit 1-3 Days (under 10 ft)
- Craft Vendor Trailer Permit 4+ Days (over 10 ft)
- Craft Vendor Trailer Permit 4+ Days (under 10 ft)
- Food Vendor Permit (per event without a City of London business licence)

- Food Vendor Permit (per year with a City of London business license)

Local community groups are exempted from the vendor registration fees.

In the interest of public safety, a zero-tolerance policy is enforced for all special events. This means failure to comply with standards may result in ticketing and/or closure.

14.2.3 Plan Parking for Vendors

Special Event Operators must ensure vendors do not park their vehicles in an outdoor park space. Vendors must park in a designated parking area (e.g., on a surrounding street, in a nearby parking lot, etc.).

Where parking meters exist within a portion of a street being closed, there will be an additional fee to the Special Event Operator per day per parking space. The City of London Special Events Coordinator will fill out a Meter Bagging Request form.

Where meter bagging is conducted to reserve parking for vendors, Special Event Operators will receive 30-40 parking passes that can be distributed to vendors. Bagged meter spaces must be allocated to food vendors first.

Vendors who do not receive a parking pass must find and, if applicable, pay for their own parking on a nearby street or in a municipal or private parking lot.

Section 15.0:

Electrical Safety

15.1 Overview

Special Event Operators and vendors must comply with all applicable ESA regulations. See below for more information about electrical safety requirements and considerations for special events.

15.2 Electrical Safety Requirements and Considerations

15.2.1 Inform the Special Events Coordinator of Vendor Electrical Requirements

Special Event Operators must provide the City of London Special Events Coordinator with a list of all vendors requiring an electrical hookup at least 30 days prior to the event.

15.2.2 Review the Electrical Safety Authority Guidelines for Outdoor Special Events

Special Event Operators and vendors are responsible for reviewing the ESA guidelines for special events that include electrical equipment and large generators.

- See the [Special Events and Celebrations page](#) on the ESA website for large event requirements and electrical safety tips for celebrations.

15.2.3 Ensure Vendor Compliance With Electrical Safety Authority Requirements

All vendor booths, trailers, generators, electrical equipment, etc., are required to be approved by a recognized Certification Agency or a Field Evaluation Agency accredited with the Standards Council of Canada prior to being connected to a source of electric power.

When to call for an inspection:

1. If you are renting out vendor space to a third party.
2. Whenever a connection for a special event is made using a direct connection (hardwired) to a distribution system or using cam locks anywhere in the distribution system, a wiring notification is required, and an inspection must be made prior to the system being energized.

Contact Information:

Electrical Safety Authority
400 Sheldon Drive, Unit 1

Cambridge, ON
N1T 2H9
Mike Bennett – Electric Inspector: 519-808-0700

- A copy of the [Entertainment Industry Notification form](#) can be found under the Entertainment section of the [Forms page](#) on the ESA website.

Where the City of London is unable to provide electrical hookups, an approved generator must be approved by a recognized Certification Agency or a Field Evaluation Agency accredited with the Standards Council of Canada prior to being connected to a source of electric power.

All vendors will be required to ensure the following:

- All outdoor electrical cords are in good operating condition.
- The use of only manufactured extension cords with a three-wire configuration or two-wire polarized outdoor rated cords is acceptable (no modifications to cords or equipment are permitted).
- The use of panels that are properly assembled and contained in an approved weatherproof enclosure supplying 15- and 20-amp receptacles only, which are protected by Ground Fault Circuit Interrupters. Panels that are used shall be approved by a Certified Field Evaluation Organization (a division of the ESA that does Field Evaluation).
- Any non-waterproof equipment used in display enclosures (tents, gazebos, etc.) shall be protected from rain.
- All vendors shall supply the Special Event Operator with the voltage and current that their equipment will require to eliminate the overloading of circuits.
- All trailers which are self-contained and have lighting and equipment shall be approved by a Certified Field Evaluation Organization.

Failure on the part of the Special Event Operator or vendors to comply with applicable regulations and requirements will result in the disconnection of the offending exhibitor, and all costs incurred by the ESA will be imposed on the Special Event Operator.

Section 16.0:

Food and Ingestible Items

16.1 Overview

All Special Event Operators planning an event at which food will be prepared, served, provided, and/or offered to the public must ensure the event and all food vendors follow health and safety requirements.

Food vendors are considered any vendors preparing, serving, providing, or offering ingestible items (i.e., this includes vendors selling packaged foods or sauces, bottled drinks, etc., that could be ingested by an attendee at the event, even if the food/ingestible item is not being prepared on site).

The Corporation of the City of London reserves the right to operate a concession service at any special event.

16.2 Food and Ingestible Item Requirements and Considerations

16.2.1 Indicate Presence of Food Vendors in the Special Event Application

At the time of application for a special event (i.e., 90 days or more in advance of the planned event), in Section 2 – Event Information of the Special Event Request Form:

1. Indicate **yes** food vendors will be at the event; and,
 2. Report how many food vendors will be part of the event.
- See [Section 3.0](#) for more information about the special event application process.

16.2.2 Follow Middlesex-London Health Unit Requirements for Food/Ingestible Items at Special Events

Requirements for Special Event Operators

Special Event Operators of events where food and/or ingestible items will be offered must:

1. Complete the Notice of Intent for Organizers of Special Events/Markets form and return it to the Middlesex-London Health Unit at least 30 days prior to the event.

- See [Appendix I](#) for a copy of the Notice of Intent for Organizers of Special Events/Markets. A copy of the form can also be found on the Middlesex-London Health Unit's [Food Safety at Special Events website](#).

Contact Information:

Middlesex-London Health Unit
Environmental Health
355 Wellington St., Suite 110
London, ON
N6A 3N7
Phone: 519-663-5317
Email: inspections@mlhu.on.ca
Fax: 519-663-9276
Website: www.healthunit.com

2. Update the list of vendors providing food as necessary.

Food vendors include anyone selling/providing any food or drink intended for human consumption (including prepackaged items).

Requirements for Individual Food Vendors

All vendors selling food items must:

1. Complete the Notice of Intent to Operate as a Special Event/Market Vendor form and return it to the Middlesex-London Health Unit 14 days prior to the event.
 - See [Appendix J](#) for a copy of the Notice of Intent to Operate as a Special Event/Market Vendor form. A copy of the form can also be found on the Middlesex-London Health Unit [Food Safety at Special Events website](#).
2. Operate as outlined in Food Safety Requirements for Special Events, which can be found in [Appendix K](#).

Additional Information

For more information or to see the most up-to-date information regarding Middlesex-London Health Unit requirements for food or ingestible items at special events, please refer to the Middlesex-London Health Unit's [Food Safety at Special Events website](#).

Please also review the Special Events Ready Key Messages document from Middlesex-London Health Unit found in [Appendix L](#).

16.2.3 Follow Technical Standards and Safety Authority Requirements

The TSSA regulates all Mobile Food Service Equipment (MFSE).

Contact Information:

Fuels Safety Program

Phone: 1-877-682-8772

Email: customerservices@tssa.org

Note: The TSSA head office is closed for in-person service

All food vendors must comply with all TSSA regulations.

There has been industry confusion regarding approval/inspection requirements for MFSE (e.g., hot dog carts, chip wagons, etc.). The [Director's Order Regarding Mobile Food Service Equipment](#) was developed, with industry input, for the purpose of assisting owners/Special Event Operators and certificate holders with this issue. Special Event Operators and mobile food vendors must review this Order.

Food vendors are also responsible for ensuring their Mobile Food Service Equipment Annual Inspection Certificate for MFSE is up to date. A copy of the inspection certificate can be found in Attachment #2 of the [Director's Order Regarding Mobile Food Service Equipment](#).

Fuel Safety Requirements

The following requirements for using propane appliances and equipment were established by the TSSA.

The telephone number for information about the Fuels Safety Program is 1-877-682-8772. Topics covered include approval requirements, safety concerns, fuel containers, and guidelines for using heating and cooking equipment at public gatherings.

Special Event Operators must arrange for a general inspection by the TSSA of all vendors utilizing fuel-fired cooking appliances.

Vendors with propane-fired equipment must have a Mobile Food Service Equipment Inspection completed and a copy of the report on site. Vendors who have any questions specific to the certifications and approval of their equipment should contact the Fuels Safety Program of the TSSA a minimum of 30 days prior to the event.

Approval Requirements

Appliances and equipment used in propane service must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) or Underwriters Laboratories of Canada (ULC), to name a few. Contact TSSA if there is a question about an appliance approval.

1. CGA - Canadian Gas Association

2. CSA - Canadian Standards Association
3. ULC - Underwriters Laboratories of Canada
4. WH - Warnock Hersey
5. TSSA Fuels Safety

Common Safety Concerns

Common safety concerns associated with propane include:

1. Equipment has not been maintained by a qualified and ticketed Registered Contractor.
2. Cylinders do not have clearly marked test dates less than 10 years from the current date.
3. Inadequate clearances from appliances to combustibles.
4. Improperly supported and protected regulators, hose and piping.
5. Unsecured cylinders (to be chained in an upright position).
6. Maximum hose length of 10 feet is often exceeded.
7. Unused piping and valve openings are not capped.
8. Certified hose and hose assemblies are often not used.
9. Rubber and/or vinyl hose inside enclosures/trailers, etc., piping, or tubing must not be used.

Fuel Containers for Gasoline and/or Diesel-Powered Generator

Fuel containers shall have to be built in conformance with one of the following Standards or Regulations:

1. [The Transportation of Dangerous Goods Regulations](#) (Canada)
2. CSA-B376, "Portable Containers for Gasoline and Other Petroleum Fuels"
3. ULC/ORD-C30, "Safety Containers"

All approved containers will be imprinted or labelled with the appropriate approving organization.

Guidelines for Heating and Cooking Equipment Use at Public Gatherings

Fuel Suppliers

Where fuel IS supplied to a site:

1. And NOT connected to an appliance by the supplier, the supplier shall ensure that the cylinders:
 - a. Are in a good, safe condition; and,

- b. Are properly stored.
2. And IS connected to an appliance by the supplier, the supplier shall ensure that:
 - a. The cylinder is properly installed, and that connections are leak-free;
 - b. The equipment is in safe operating condition; and,
 - c. The installation complies with the applicable code.

Equipment Users

Where a person or organization intends to use propane, natural gas, or other hydrocarbon-fueled equipment at a public event, the person responsible shall ensure:

1. That the equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and Provincial);
2. That the equipment is installed/operated in a safe manner;
3. That all persons operating the equipment are trained in its safe use and their duties and emergency procedures;
4. Where equipment is to be used indoors, that specific permission for such use is gained from the authority having jurisdiction unless approved for the use;
5. That equipment is certified for use by any one of the following:
 - Canadian Gas Association (CGA)
 - Underwriters Laboratories of Canada (ULC)
 - Underwriters Laboratories Inc. (CUL)
 - Warnock Hersey (WH)
 - Canadian Standards Association (CSA)
 - International Approval Services (IAS)
 - TSSA Fuels Safety or other testing organization recognized by the Province of Ontario; and,
6. That special effects equipment which utilizes hydrocarbon fuel is properly engineered and approved for use prior to the event by the authority having jurisdiction.

Fair/Event Special Event Operators

Fair/event Special Event Operators shall:

1. Make prospective exhibitors aware of all rules and requirements for the event prior to set-up;
2. Ensure that exhibitors have all required safety/Special Event Operator documentation where applicable;
3. Ensure through an appropriate process that all safety/operational procedures are followed during an event; and,

4. Ensure through an appropriate process that equipment is as represented from a safety perspective.

Facility Special Event Operators

Facility Special Event Operators must:

1. Ensure that the event can be safely accommodated by the facility;
2. Ensure that prospective users are made aware of all local requirements prior to the event;
3. Ensure through an appropriate process that all safety/operational procedures are followed during an event; and,
4. Ensure through an appropriate process that equipment is as represented from a safety perspective.

Special Issue: Open flame construction heaters are ***not to be used*** to heat structures utilized for a fair or event.

16.2.4 Appropriately Dispose of Grease and Wastewater

Vendors are prohibited from depositing grease or wastewater directly into the City's storm or sanitary sewer unless there is a proper hook-up to the existing sanitary manholes by a licensed plumber paid for by the Special Event Operator and inspected by the City's Sewer Operations prior to use. Offenders are subject to prosecution under City By-law and/or Provincial or Federal legislation.

16.2.5 Follow Requirements for Food and Beverage Vendors in Victoria Park

Food and beverage vendors in Victoria Park must:

- Use only food packaging that is compostable, recyclable (in the City of London's recycling program), or reusable;
- Refrain from the use of polystyrene (e.g., Styrofoam™) during food production or in packaging; and,
- Provide, upon request (during event set up), Special Event Operators or a designate with samples of the vendor's food packaging to be used on the EcoStation signage.

Section 17.0:

Animal Exhibits

17.1 Overview

All Special Event Operators planning an event at which animal exhibitors will be present must receive written approval from the Special Events Office prior to the event and must ensure the event and all animal exhibitors follow health, safety, and licensing requirements.

17.2 Animal Exhibit Requirements and Considerations

17.2.1 Notify the City of Animal Exhibitors

The Special Event Operator must notify the City of London Special Events Coordinator that animal exhibitors will be present at least 30 days prior to the planned event. Written approval must be received from the Special Events Office prior to the event to include animal exhibitors.

17.2.2 Notify the Middlesex-London Health Unit Animal Exhibitors Will Be Present

Requirements for Special Event Operators

Special Event Operators of events where animal exhibitors will be present must complete the Notice of Intent for Organizers of Special Events/Markets form and return it to the Middlesex-London Health Unit at least 30 days prior to the event.

- See [Appendix I](#) for a copy of the Notice of Intent for Organizers of Special Events/Markets. A copy of the form can also be found on the Middlesex-London Health Unit's [Food Safety at Special Events website](#).

Contact Information:

Middlesex-London Health Unit
Environmental Health
355 Wellington St., Suite 110
London, ON
N6A 3N7
Phone: 519-663-5317
Email: inspections@mlhu.on.ca
Fax: 519-663-9276
Website: www.healthunit.com

Requirements for Individual Animal Exhibitors

All animal exhibitors must notify the Middlesex-London Health Unit by email (inspections@mlhu.on.ca) prior to the event and provide contact information that is valid for at least 30 days following the event.

17.2.3 Provide Proof of Insurance for Animal Exhibitors

Special Event Operators must show proof of \$5,000,000 in public liability insurance from all animal exhibitors to the City of London Special Events Coordinator on the City of London's [Standard Certificate of Insurance form](#) at least 42 days prior to the event.

- For more information about providing proof of insurance, see [Section 8.0](#).

17.2.4 Comply With Provincial Regulations

All animal exhibitors must comply with applicable provincial regulations and licensing requirements, including:

- [Ontario Regulation 668/98: Wildlife in Captivity](#) under the *Fish and Wildlife Conservation Act, 1997*; and,
- [Ontario Regulation 444/19: Standards of Care and Administrative Requirements](#) under the *Provincial Animal Welfare Services Act, 2019*.

All animal exhibitors must be familiar with and follow the Ministry of Health's [Recommendations to Prevent Disease and Injury Associated With Petting Zoos in Ontario](#).

17.2.5 Review and Comply With Municipal Legislation

All animal exhibitors must comply with all applicable municipal by-laws and regulations, including [Animal Control By-law – PH-3](#).

17.2.6 Report Animal Bites or Scratches

All animal exhibitors must report any animal bite or scratch experienced by a person to the Middlesex-London Health Unit by calling 519-663-5317.

Section 18.0:

Personal Services

18.1 Overview

All Special Event Operators planning an event at which personal service vendors will be present must ensure that the event and all vendors providing personal services follow health and safety requirements. Personal services may include but are not limited to hair cutting, hair braiding, body piercing, tattooing, manicures/pedicures, massages, and face painting or body art.

18.2 Personal Services Requirements and Considerations

18.2.1 Indicate Personal Services Will Be Offered in the Special Event Application

At the time of application for a special event (i.e., 90 days or more in advance of the planned event), in Section 2 – Event Information of the Special Event Request Form, indicate **yes** personal services will be offered at the event.

- See [Section 3.0](#) for more information about the special event application process.

18.2.2 Notify the Middlesex-London Health Unit Personal Services Will Be Present

Requirements for Special Event Operators

Special Event Operators of events where personal service vendors will be present must complete the Notice of Intent for Organizers of Special Events/Markets form and return it to the Middlesex-London Health Unit at least 30 days prior to the event.

- See [Appendix I](#) for a copy of the Notice of Intent for Organizers of Special Events/Markets. A copy of the form can also be found on the Middlesex-London Health Unit's [Food Safety at Special Events website](#).

Contact Information:

Middlesex-London Health Unit
Environmental Health
355 Wellington St., Suite 110
London, ON
N6A 3N7
Phone: 519-663-5317
Email: inspections@mlhu.on.ca
Fax: 519-663-9276
Website: www.healthunit.com

Requirements for Individual Personal Service Vendors

All vendors involved in providing personal services to the public must complete the Special Events Personal Services Vendor form and return it to the Middlesex-London Health Unit at least 14 days prior to the event.

- A copy of the Special Events Personal Services Vendor form can be found in [Appendix M](#). It can also be found under “Additional Information” on the [Food Safety at Special Events page](#) of the Middlesex-London Health Unit website.

18.2.3 Follow Middlesex-London Health Unit Operational Requirements

All vendors providing personal services to the public must operate as outlined in the Middlesex-London Health Unit’s Operational Information for Personal Services at Special Events.

- This operational information can be found in [Appendix N](#). It can also be found under “Additional Information” on the [Food Safety at Special Events page](#) of the Middlesex-London Health Unit website.

Section 19.0:

Inflatables and Mechanical or Electrical Rides

19.1 Overview

All Special Event Operators planning an event at which inflatables and/or mechanical or electrical rides will be present must ensure that the event and all device operators follow health and safety requirements.

19.2 Inflatables and Mechanical or Electrical Ride Requirements and Considerations

19.2.1 Indicate Use of Inflatables in the Special Event Application

At the time of application for a special event (i.e., 90 days or more in advance of the planned event):

1. Indicate **yes** on the Special Event Request Form in Section 5 – Mandatory Event Details that inflatables or amusement devices (e.g., mechanical or electrical rides) will be part of the event; and,
 2. Provide supplier details on the form (e.g., supplier name and contact information).
- See [Section 3.0](#) for more information about the special event application process.

19.2.2 Identify the Location of Inflatables and Mechanical or Electrical Rides on the Site Plan

When preparing the site plan (i.e., at least 30 days in advance of the event), ensure the location(s) of all inflatables and mechanical or electrical rides are identified.

- For more information about preparing a site plan, see [Section 11.0](#).

19.2.3 Review and Complete the Amusement Devices Checklist

Special Event Operators are required to submit a completed and signed Amusement Devices Checklist from each inflatable and mechanical or electrical ride provider to the City of London Special Events Coordinator at least 30 days prior to the event.

- See [Appendix O](#) for a copy of the Amusement Devices Checklist.

Please send all completed and signed checklist forms to the City of London Special Events Coordinator at the same time in a single email.

19.2.4 Provide Proof of Insurance

Special Event Operators must show proof of \$5,000,000 in public liability insurance from all inflatable and mechanical or electrical ride providers to the City of London Special Events Coordinator on the City of London's [Standard Certificate of Insurance form](#) at least 42 days prior to the event.

- For more information about providing proof of insurance, see [Section 8.0](#).

19.2.5 Provide Proof of Device Certification

Special Event Operators must show copies of applicable licenses, permits, and certificates from inflatable and mechanical or electrical ride providers to the City of London Special Events Coordinator at least 21 days prior to the event. This includes:

1. A copy of an Ontario Amusement Device License that is valid throughout the date of the event.
2. A copy of an Ontario Amusement Device Permit (one permit per device) that is valid throughout the date of the event.
3. A copy of an Ontario Amusement Device Mechanic Certificate, with an ADM-I Certification, issued under the Technical Standards and Safety Act, which is valid throughout the date of the event.

19.2.6 Ensure Compliance With Amusement Device Operation Regulations

The TSSA regulates amusement rides and devices, and all Special Event Operators and inflatable and mechanical or electrical ride providers must comply with all applicable legislation, regulations, and codes.

Information about operating an amusement device in Ontario can be found on the [Amusement Devices Dashboard](#) of the TSSA's website.

Section 20.0:

Building Permits

20.1 Overview

If the event will include the installation of tents or shipping containers, Special Event Operators must obtain applicable building permits. See below for more information to support event planning.

20.2 Building Permit Requirements and Considerations

20.2.1 Apply for Applicable Building Permits

When applying for a permit, allow at least 30 business days for permit processing.

For more information about building permits, when they are required, and to access building permit applications, visit the [Building Permits](#) page on the City of London website.

Tents

The following tents (if standing alone) do not require a building permit:

- 10x10
- 15x15
- 10x30
- 20x20
- 20x30

A Building permit is required if:

- A tent exceeds 645 sq. ft. (60 square metres); or,
- Smaller tents are grouped together, and the total square footage exceeds 645 sq. ft. (60 square metres).

If a tent exceeds 2,420 sq. ft. (225 square metres), a professional engineer is required to certify the design and installation prior to occupancy of the tent as part of the building permit approval process.

Tent fabric must comply with the CAN/ULC S109-M or NFPA 701 standard for flame test on flame-resistant fabrics and films.

- Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.

Shipping Containers

A building permit is required for the installation of a shipping container.

For more information and requirements and to access building permit applications, visit the [Building Permits](#) page on the City of London website.

Section 21.0:

Emergency Management

21.1 Overview

The City of London requires all Special Event Operators with anticipated audiences greater than 300 people to include an Emergency Management Plan as part of the approval process.

For special events with anticipated audiences greater than 1,000 people per day, the Emergency Management Plan will be submitted to the City of London for review by both Special Events and Security Services and Emergency Management staff prior to final approval.

21.2 Emergency Management Requirements and Considerations

21.2.1 Submit an Emergency Plan and Follow Plan Responsibilities

This Special Events Emergency Management Plan template has been created to assist Special Event Operators in developing a response plan should an emergency situation occur during their event. It is not mandatory to use this template, but the submitted plan must provide the required information in an acceptable format.

- For a copy of the Emergency Management Plan template, see [Appendix P](#).

Emergency Management Plan Responsibilities

1. Emergency Management Plans must be submitted to specialevents@london.ca no later than 21 days prior to the event.
2. Depending on the size of the event, the Special Event Operator is required to complete the following sections or provide the information located in these sections:
 - a. If the expected **daily attendance** is greater than 300 people but less than 1,000 people: Complete sections 1 through 3 of the template.
 - b. If the expected **daily attendance** is greater than 1,000 people: Complete all sections of the template.
 - c. A completed plan is not required for events with an expected daily attendance of less than 300 people.
3. Please include a detailed site map with the Emergency Management Plan.

4. Review the Emergency Management Plan with staff, volunteers, vendors, performers, security, and all other personnel performing a service at the event.
5. Report any incident, injury, or medical situation requiring First Aid during the event to City of London Special Events staff.

21.2.2 Ensure First Aid Is Available

Special Event Operators must provide adequate medical services at special events or gatherings.

One option for on-site medical services is St. John Ambulance.

- For more information, see the [Service Request Form](#) on the St. John Ambulance Canada website.

Special Event Operators must also ensure the location of a First Aid station is identified in the site plan.

- For more information about preparing a site plan, see [Section 11.0](#).

Section 22.0:

Fireworks, Pyrotechnics, and Flame Effects

22.1 Overview

Special Event Operators of special events where fireworks, pyrotechnics, or flame effects will be involved are responsible for ensuring all applicable safety guidelines and applicable permits are in place. See below for more information about planning events with fireworks, pyrotechnics, and/or flame effects.

22.2 Fireworks/Pyrotechnics Requirements and Considerations

22.2.1 Obtain a Fireworks Discharge Permit

Anytime Special Event Operators wish to discharge high hazard display fireworks/ display fireworks, consumer fireworks, or pyrotechnic displays, they must obtain the appropriate permit (City of London Fire Department Fireworks Discharge Permit) from the Fire Prevention Division of the London Fire Department. The listing of products to be fired MUST be submitted to the Fire Prevention Department 21 days (3 weeks) prior to the event.

Contact Information:

London Fire Department, Fire Prevention Division
400 Horton Street East
London, ON
N6B 1L7
Phone: 519-661-4565

- For a copy of the Fireworks Discharge Permit, see [Appendix Q](#).

A professional company must be hired, and the fireworks/pyrotechnics supervisor from the company must apply for a permit authorizing the display.

The applicant must indicate that a Canadian-certified pyrotechnician will be on site for the event and provide the name of the display supervisor in charge and the number and expiry date of their fireworks operator certificate provided by Natural Resources Canada (NRCan).

The person discharging the fireworks or pyrotechnics must also be in conformance with The Corporation of the City of London [Fireworks By-Law – PW-11](#) and the [Explosives Act](#) (Canada) and its regulations made thereunder.

22.2.2 Follow Guidelines for Operating Special Effects in Ontario

The TSSA's Fuels Safety Program regulates special effects in accordance with:

- [Ontario Regulation 212/01: Gaseous Fuels](#)
- [Ontario Regulation 211/01: Propane Storage and Handling](#)
- [Annex O of the Gaseous Fuels Code Adoption Document \(FS-255-21, pdf\)](#)

Special effects are temporary flame effects for entertainment, such as concerts, movies, television, theatre productions, or sporting events. They are created by using hydrocarbon-based fuels (including propane, butane, or natural gas) and are typically used for exhibition, demonstration, or simulation purposes.

Events that use special effects are limited in time and are site-specific. Each time a setup is moved or relocated to a new venue, it must undergo a new approval.

Special effects equipment includes but is not limited to:

- Manually operated flame bars
- Cannons
- Cauldrons
- Fuel accumulators (propane cannons)
- Props with automatic ignition
- Flame monitoring

Special effects can be deployed in the following contexts:

- The use of indoor and outdoor flame effects
- The design, fabrication, installation, testing, control, operation, and maintenance of equipment, materials, procedures, and systems used to produce flame effects
- The rehearsal, videotaping, audiotaping, or filming of any television, radio, or movie production, if such production includes the use of flame effects
- The rehearsal of any production incorporating flame effects

Certification Requirement for Special Effects

All flame effect operators must have a valid Record of Training for the use and handling of natural gas or propane construction heaters or equivalent.

To operate special effects equipment in Ontario, you must follow a two-step approval process consisting of a design or engineering review and a site inspection.

Engineering Review

Submit the following information for a design or engineering review:

- A completed [Application for Field Approval of Special Effects \(pdf\)](#)
- A description of the equipment and intended operation or sequence of operation
- A floor plan showing the layout of the equipment
- Engineering drawings or an operation booklet or manual
- A valve-train diagram (fuels schematics), complete with the Bills of Material
- Electrical schematics, complete with the Bills of Material
- Copy of the operator's valid Record of Training for the use and handling of natural gas or propane construction heaters or equivalent, plus all other associated training documentation

Site Inspection

Once the engineering review is completed, a site inspection will be arranged with the following components:

- Perform a leak test of all associated equipment
- Conduct an operational test of all associated equipment, observing the smooth ignition and control of flame height and proximity
- Perform a trial for the ignition test
- Perform a flame-failure-response test
- Identify and mitigate any hazards when operating equipment, such as flammable curtains, electrical wires, etc.
- Conduct a test for excess heat to the audience per [NFPA 160: Standard for Flame Effects Before an Audience, 2001 Edition](#)
- Demonstrate the emergency stop and all other safety devices
- Identify and mitigate general hazards such as windy conditions
- Identify the location of fire extinguishers
- Inspect the operator's Record of Training and all other associated training documentation

For more information, visit the [Special Effects](#) page on the TSSA's website.

Section 23.0:

Waste Management

23.1 Overview

On April 12, 2022, the City of London’s Municipal Council approved the Climate Emergency Action Plan (CEAP), which includes 10 Areas of Focus to meet the plan’s goals. Area of Focus 5 – Transforming Consumption and Waste as Part of the Circular Economy – aims to reduce the amount of waste sent to the landfill when diversion options are available. As outlined below, special events held on City property may be required to include waste diversion programs, which is aligned with the City’s CEAP goals.

23.2 Waste Management Requirements and Considerations for Events in City-Owned Spaces

23.2.1 Definitions

“**Beverage Containers**” refers to any empty beverage container made of plastic, metal, glass, or wax- or plastic-lined carton. This includes most disposable plastic beverage bottles for water, soda, and juice; aluminum cans for soda, water, or juice; glass bottles for juice, soda, alcohol, or milk; plastic cups for hot or cold beverages (including alcohol); and juice boxes and milk cartons.

“**EcoStation**” refers to a temporary collection point for event waste, including a tent, containers for garbage, Beverage Containers and, if applicable, organics, and all necessary signage. See Section 23.2.4 for more information about EcoStations.

“**Organics**” refers to any material made entirely from a plant or animal product, including food waste (including bones); paper products like napkins, tissues, paper bags, and paper plates; and wooden food accessories including wooden stir sticks, plain toothpicks, and wooden cutlery. These materials are consistent with the City of London’s residential Green Bin program.

“**Dumpster**” refers to a bulk storage bin, sometimes referred to as a “bulk bin” or “roll-off bin.” These vary in size. The City typically supplies 40-yard roll-off steel bins for waste storage at events.

“Contamination” refers to materials in a waste bin that are not acceptable and should be in different waste bins. In most cases, contamination refers to non-recyclable materials in a recycling bin. “Cross-contamination” refers to recyclable materials in the wrong recycling bin (e.g., plastic bottles in the cardboard bin).

23.2.2 Follow Requirements Based on Event Locations

Events Held Not at Victoria Park:

Events held in spaces outside of Victoria Park are required to collect and dispose of event-related garbage and are encouraged, but are not required, to offer recycling or organics options.

Events Held at Victoria Park:

Events held at Victoria Park are required to collect garbage and offer waste diversion programs. All events must separately collect and recycle Beverage Containers and cardboard. In 2025, Special Event Operators are encouraged to collect organics in addition to Beverage Containers and cardboard. In 2026, the collection and diversion of organics will become mandatory.

For events where food and beverages are sold, EcoStations will be used as collection points for garbage, Beverage Containers and, if applicable, organics.

The City will coordinate and cover the costs of dumpsters for Beverage Containers and cardboard and, if applicable, organics. Special Event Operators will coordinate and cover the costs for the delivery and removal of dumpsters for garbage.

As mentioned in the [Special Events Policy](#), if, after its removal, a dumpster of Beverage Containers, cardboard, or organics is rejected from the disposal site due to high contamination, the Special Event Operator is responsible for all costs associated with the delivery and removal of the bin and disposal of its contents.

23.2.3 Prepare a Waste Management Plan

Events Not Held at Victoria Park:

Events held in spaces that are not Victoria Park are not required to submit a Waste Management Plan for approval.

Events Held at Victoria Park:

Special Event Operators for events held in Victoria Park are required to submit a Waste Management Plan for approval at least 15 days prior to the special event. An approved plan is required for events in Victoria Park.

- See [Appendix R](#) for a copy of the Waste Management Plan.

23.2.4 Identify the Number of Required EcoStations in Victoria Park

The use of EcoStations is one component of the litter control practices and waste diversion strategy for events in Victoria Park. These waste collection points are intended to make it easier for event visitors to discard their waste efficiently and sort it at the collection point. Each EcoStations will have a separate container for garbage and Beverage Containers and, if applicable, a separate container for organics. Each container will be labelled with a visual sorting guide, and a reference sorting guide will be available for EcoStation staff or volunteers.

EcoStations are placed throughout an event site, specifically near food vendors and near common site exits. Each Beer Garden or equivalent requires its own EcoStation.

The quantity of EcoStations required equals one (1) for each Beer Garden or equivalent, plus one (1) EcoStation for every four (4) food or beverage vendors, rounded up.

For example:

- An event with 6 food vendors requires 2 EcoStations.

	EcoStations Needed:
$6 \div 4 = 1.5$, rounded up to 2	2

- An event with 21 vendors and 2 Beer Gardens requires 8 EcoStations.

	EcoStations Needed:
$21 \div 4 = 5.25$, rounded up to 6	6
2 Beer Gardens	2
	$6 + 2 = 8$

23.2.5 Handle Cardboard Waste

Special Event Operators or vendors must take their cardboard waste directly to the dumpsters for disposal. Cardboard boxes should be emptied of all non-cardboard materials and flattened before being placed in the dumpsters. Cardboard should not be placed at an EcoStation or around vendor tents.

23.2.6 Review General Roles and Responsibilities

See Table 2 for general timelines and a summary list of responsibilities before, during the set-up of, during, and after each event.

Table 2. Waste Management Roles and Responsibilities for Special Events

Task	Special Event Operator	City – Waste	City – Parks	City – Events
Before Event				
Submit Green Festivals Waste Management Plan	✓			
Review and approve Green Festivals Waste Management Plan		✓		
Recruit volunteers and/or paid event staff	✓			
Send Green Festival Vendor & EcoStation Guides to Special Event Operators		✓		✓
Provide waste information to vendors	✓	✓		
Provide waste information to volunteers and staff	✓	✓		
Order garbage dumpsters	✓			
Order cardboard, containers, organics dumpsters		✓		
During Set-Up				
Set up EcoStations at approved locations			✓	
Ensure dumpsters are labelled		✓		
Ensure waste in dumpsters is sorted	✓			
During Event				
Ensure Waste at EcoStations is sorted	✓			
Transport waste from EcoStations to dumpsters	✓			
Ensure waste in dumpsters is sorted	✓			
Ensure no waste or litter around dumpsters	✓			
After Event				
Ensure waste in dumpsters is sorted during take-down	✓			
Ensure removal of garbage dumpsters	✓			
Ensure park is free of all event waste and litter	✓			
Ensure removal of cardboard, containers, organics dumpsters		✓		
Ensure Special Event Operators pay for costs associated with recycling dumpsters rejected due to contamination	✓	✓		

Special Event Operators

Before an event in Victoria Park, Special Event Operators must:

- Submit a completed Green Festivals Waste Management Plan to both Special Events and Waste Management staff at the City of London at least 15 days prior to the first day of the event set-up.
 - If the submitted Waste Management Plan is not approved, Special Event Operators must work with City staff to change the submission to meet approval requirements.
- Once approval is received, Special Event Operators must order garbage dumpsters for their event.
 - Dumpsters must be delivered and placed north of the bandshell on the cement pad by the permanent waste receptacles. If more than four dumpsters are needed, they can be placed on the adjacent grass or, with prior approval, may be placed on the grass along Wellington Street adjacent to the park, as needed.
- Make best efforts to secure paid staff or volunteers to operate all required EcoStations for all posted event hours.
- Provide all event vendors with Green Festivals Vendor Guide and training, as needed.
- Provide all EcoStation staff or volunteers with Green Festivals EcoStation Guide and training.

During set-up of an event in Victoria Park, Special Event Operators must:

- Ensure that waste from vendors and the organizing team is placed in the correct dumpsters.
- Ensure EcoStations are set up in the correct locations approved in the Waste Management Plan.

During an event in Victoria Park, Special Event Operators must:

- Make best efforts to ensure EcoStations are fully staffed during event hours.
- Ensure waste is sorted correctly at EcoStations.
- Remove filled bags of garbage, Beverage Containers, or organic waste from EcoStations and transport them to dumpsters.
- Event staff must visually inspect bags of Beverage Containers and organic waste for contamination. Any garbage items must be removed from those bags before being placed in the dumpster. If contamination cannot be removed, the entire bag must be placed in a garbage dumpster.
- Ensure no litter or bagged garbage is left around the dumpsters.

After an event and during the take-down of an event in Victoria Park, Special Event Operators must:

- Ensure that waste from vendors and the organizing team is placed in the correct dumpster.
- Ensure garbage dumpsters are removed from the event location.
- Ensure no waste, loose or bagged, is left in the park.
- Pay all costs associated with any recycling dumpsters rejected due to contamination and sent to landfill. See *Charitable Event Operators* on the next page.

City of London staff

The tasks below may be the responsibility of staff from the Waste Management, Special Events, or Parks Operations divisions.

Before an event in Victoria Park, City of London staff must:

- Review and approve the information provided in the submitted Green Festivals Waste Management Plan. Approval of the Waste Management Plan will be sent one week prior to the event.
 - If a submitted Waste Management Plan does not meet the requirements for approval, City staff will work with Special Event Operator(s) to develop plans that meet approval requirements.
- Provide Special Event Operator(s) with the Green Festivals Vendor Guide and Green Festivals EcoStation Guide.
- If requested, assist with training vendors, volunteers, and other event staff.
- Coordinate dumpsters for cardboard, Beverage Containers, and, if applicable, organics.

During the set-up of an event in Victoria Park, City of London staff must:

- Set up EcoStations at approved locations throughout the park, including tents, containers, and signage.
- As they are delivered, ensure dumpsters are appropriately labelled on the outside of the dumpster to assist with sorting.

After an event in Victoria Park, City of London staff must:

- Ensure City-ordered dumpsters are removed from the park.
- Confirm the diversion rate of recyclable materials from the landfill.
 - The City or the City's contracted waste hauler will charge the Special Event Operator for the costs associated with any recycling dumpsters

(Beverage Containers and/or cardboard) rejected due to contamination and sent to the landfill.

Charitable Event Operators

If the Special Event Operator is a not-for-profit organization with a Charitable Registration Number, the City of London may arrange for garbage disposal fees at the W12A landfill to be waived. Charitable Event Operators must notify the City and confirm their charitable status to receive waived disposal fees.

23.2.7 Tips for Success

Submit your Waste Management Plan early. An early submission means that unmet requirements can be identified and resolved early.

Include City staff in your training sessions. City staff are familiar with the waste requirements and can help answer unexpected or complicated waste questions from your vendors, volunteers, or other event staff.

Use City-provided site maps. These maps demonstrate the best-suggested locations to reduce overall event litter and improve the use of EcoStations to keep the event site clean.

Section 24.0:

Fire Safety

24.1 Overview

If a special event includes cooking or heating in tents, Special Event Operators must ensure that the applicable fire prevention measures are taken, as outlined below, including having an approved Fire Safety Plan.

24.2 Overview

24.2.1 Prepare a Fire Safety Plan

If the event will have tents in excess of 30m² (320 sq. ft.), the Special Event Operator must prepare a Fire Safety Plan for Tents and submit it to the London Fire Department at least 10 days prior to the event. Fire Safety Plans must be approved by the London Fire Department prior to the event.

Contact Information:

London Fire Department, Fire Prevention Division
400 Horton Street East
London, ON
N6B 1L7
Phone: 519-661-4565

- For a copy of the Fire Safety Plan for Tents form, see [Appendix S](#).

The plan must address the items listed below and be posted in a conspicuous location.

1. **Portable Fire Extinguishers:** Portable fire extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations near exits and cooking areas. Fire extinguishers must have a tag indicating that they were serviced by a qualified company within the past 12 months. Further, all fire extinguishers provided must be appropriate for the hazard, and deep-frying activities require an appropriate class K-type fire extinguisher that has been serviced in the past 12 months. Failure to provide a fire extinguisher shall result in a Provincial Offence ticket of \$195.00.
2. **Exit Signs:** Exit signs are required for each designated exit. Commercially available card-type signs are acceptable. Exit signs are to be installed in accordance with the Ontario Building Code and maintained in accordance with the Ontario Fire Code.

3. **Emergency Lighting:** Emergency lighting must be provided for any functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure. Emergency lights are to be installed in accordance with the Ontario Building Code and maintained in accordance with the Ontario Fire Code.
4. **Fire Watch:** Where a fire alarm system is not provided in conformance with the Building Code, a person will be employed for fire watch duty to patrol the area to ensure the means of egress are kept clear and to enforce the requirements of the Fire Safety Plan. This only applies when a tent/air-supported structure does not have a fire alarm that conforms to the Ontario Building Code.
5. **Smoking and Open Flame:** Smoking and the use of open flame devices is not permitted unless approved by the Chief Fire Official.
6. **Building Permits:** A building permit is required to erect a tent in excess of 60m². The permit can be obtained from the Building Division, 7th Floor, City Hall or from the [Building Permits page](#) on the City of London's website, and the tent must meet Ontario Building Code requirements.

24.2.2 Ensure Vendors Follow Fire Safety Requirements

Special Event Operators are responsible for ensuring the following guidelines are followed by vendors in tents or air-supported structures:

1. **Heating and Cooking:** Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy, or other similar structure is prohibited. Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 2-4.2 or CAN/ULC S-109-M (applies to ALL sizes). This equipment must not be located adjacent to exits or access to exits.

All mobile food vendors, including trucks and trailers, must complete and comply with the provisions of the Special Events Mobile Food Vendors Checklist found in [Appendix T](#).

All food vendors in tents (applies to all sizes) using heat-producing appliances (e.g., propane, natural gas, wood, or otherwise) must complete and comply with the provisions of the Food Vendor – Tent form found in [Appendix U](#).

All non-food vendors in tents (applies to all sizes) must complete and comply with the provisions of the Non-Food Vendor – Tent form found in [Appendix V](#).

Failure to comply with the Fire Prevention portion of the Special Events Administrative Procedures Manual may result in your removal from the property, a Provincial Offences Ticket, or both.

2. **Compressed Gas Cylinders:** All compressed gas cylinders must be stored in racks, chained, or tied securely as a safety measure.

All propane cylinders must be secured and stored outside the tent or air-supported structure in a safe, well-ventilated location.

For reference, a copy of the City of London Fire Department Special Events Checklist can be found in [Appendix W](#).

Section 25.0:

Sound Design Plan

25.1 Overview

Planning for amplified sound (live or recorded) at special events is a key component of event preparation. Sound levels directly impact the event experience of attendees and residents of the surrounding area. The goal of the Sound Design Plan is to have a positive impact on event attendees and City of London residents.

All Special Event Operators with events with over 1,000 attendees must complete a Sound Design Plan. See below for more information to help plan for sound management at special events.

25.2 Sound Requirements and Considerations

25.2.1 Provide Any Applicable Security Deposits

Special Event Operators must agree to a \$2,000 security deposit to be applied after their event if they have violated the [Special Events Policy](#) regarding sound or City of London [Sound By-Law – PW-12](#).

City of London staff may monitor and document decibel levels during the event and provide a warning if the sound is too high. If not corrected, noise violations during the special event will result in the deposit being forfeited.

25.2.2 Follow Applicable Sound Regulations and Prepare a Sound Design Plan

About the Sound Design Plan

The Sound Design Plan is intended to be an agreement. This agreement will be based on conversations between all parties in advance of the special event and will be based on the following principles:

- **Proactive Planning** – Working together well in advance of the event with all parties involved to create a comprehensive plan.
- **Communication** – Working in an open and active manner with residents, Special Event Operators, event sound technicians, the London Music Office, and others to ensure everyone is aware of the City of London Sound Policy and can respond to upcoming events and their impacts.

- **Consistent and Accurate Measurement** – Using properly calibrated tools and consistent approaches to gather accurate measurements that inform decision-making and real-time responses.
- **Respect and Accountability Among All Parties** – Special Event Operators, residents, sound technical staff, attendees, and other parties want successful events to enrich our community, drive economic activity, boost opportunities for local artists and the music eco-system, and reduce any negative impacts to those living and working around the event space.

Sound Requirements

Special Event Operators are required to follow the [Special Events Policy](#) and City of London [Sound By-Law – PW-12](#) regarding sound at all events.

Special Event Operators of special events with over 1,000 attendees are additionally expected to complete and submit a Sound Design Plan a minimum of 10 business days prior to their event. A planning template is included to assist with this. However, any acceptable format is satisfactory.

- A copy of the Sound Design Planning Template can be found in [Appendix X](#).

Sound Design Plans are the product of dialogue between the Special Event Operator, the event sound technical team, and City of London Special Events staff.

Sound Design Plans will include a site map which identifies stages, front-of-house soundboard, and agreed-upon sound measurement locations at the site perimeter.

Sound Design Plans should be submitted by email to specialevents@london.ca at least 10 days before the event.

25.2.3 Provide Written Notice to Residents About Sound at the Event

Special Event Operators hosting events that have amplified sound are responsible for informing residents, business owners, and/or property owners of the event and that it will have amplified sound at least 10 days before the event. Written notice (e.g., in the form of a flyer or notice) must include:

1. The location of the event;
 2. The date(s) when the event will occur; and,
 3. The duration of the event (e.g., the times between which sound from the event will occur).
- **Note:** If a special event will include both a road closure and amplified sound, Special Event Operators can provide information about both the road closure and amplified sound in the same written notice to residents, business owners, and/or property owners. See [Section 6.0](#) for more information about road closures for special events.

Section 26.0:

Health and Safety

26.1 Overview

Special Event Operators are responsible for following all applicable occupational health and safety regulations, codes, and standards, as well as promoting respectful and responsible behaviour at special events. See below for more information to support health and safety planning for special events.

26.2 Health and Safety Requirements and Considerations

26.2.1 Review and Follow Ontario Occupational Health and Safety Legislation

Special Event Operators must:

1. Ensure that their employees, hired services, vendors, or contractors comply with the [Occupational Health and Safety Act](#) and regulations, codes, guidelines, and standards associated with their work.
2. Document and correct any incidents of non-compliance with the *Occupational Health and Safety Act*, regulations, codes, guidelines, and standards associated with their work.
3. Ensure that their employees, hired services, vendors, contractors, and volunteers are trained in the hazards and control measures associated with their work and the site.
4. For activities identified to meet the definition of a Construction Project, should that project meet a requirement defined in section 6(1) of the [Regulation for Construction Projects \(O. Reg. 213/91\)](#), the Special Event Operator and each contractor involved shall complete a Ministry of Labour, Immigration, Training and Skills Development approved registration form (section 5 of O. Reg. 213/91) and provide the Notice of Project (NOP) to the Ministry of Labour, Immigration, Training and Skills Development prior to starting the project.
5. Review, distribute to all contractors, hired services, and employees, and ensure compliance with the applicable [safety guidelines for the live performance industry](#) from the Ministry of Labour, Immigration, Training and Skills Development. See the links below for additional information:
 - a. [Temporary performance/event structures](#)
 - b. [Working at heights](#)
 - c. [Pyrotechnic special effects](#)

- d. [Rigging system and fall arrest](#)
6. Appoint a competent person as a supervisor on site during the event to liaise with hired services, contractors, and the City of London.
7. Inform the City of London Special Events Coordinator of any injury, incident, or any event that results in damage to property or the environment.

26.2.2 Inform the City if Locates Are Required

Locates are required during all excavation or when using “earth piercing” tools such as stakes, posts, picks, T-bars, and augers. Locates include the physical markings on the ground of where utilities are and the locate map. Both items together constitute the locate. In erecting any structure for a special event, Special Event Operators must ensure safe limits of approach for overhead electrical hazards are observed in association with [O. Reg. 213/91 S. 188](#).

Special Event Operators must inform the City of London Special Events Coordinator at least 10 days in advance of the event if there will be any excavation, digging, or use of “earth piercing” tools during the event.

The City of London will arrange to have locates completed and provide the Special Event Operator with the documentation.

If the Special Event Operator does not provide adequate notice to the City of London Special Events Coordinator and the locates cannot be arranged for the special event, then no excavation or use of “earth piercing” tools shall be used at any time on the property. Under these circumstances, the Special Event Operator must communicate with their employees, hired services, vendors, and contractors that these activities are not permitted and will monitor for compliance. The Special Event Operator can allow the use of water barrels or other weights for tent installation.

Special Event Operators are responsible for:

1. Providing the locates to all contractors, hired services, and vendors who are conducting excavation or using “earth piercing” tools.
2. Monitoring the activities of their contractors, hired services, and vendors to ensure they are done in a manner according to [Ontario Regulation 213/91](#) and the [ESA Guideline for Excavating in the Proximity of Underground Distribution Lines](#).
3. Ensuring that under no circumstance will excavation or the use of “earth piercing” tools (e.g., tent stakes) be permitted within the 3-foot boundary limit on either side of the utility marking. Excavation or the use of “earth piercing” tools is not permitted on concrete or asphalt surfaces unless permission is given by the Manager of Special Events or designate.
4. Immediately take all required actions to protect people and property, and inform the utility owner (e.g., Bell, Rogers, Union Gas, London Hydro, the City of London) and the Manager of Special Events or designate immediately of the

occurrence if at any time during the event, the Special Event Operator discovers or is notified that a utility has been damaged.

26.2.3 Review and Follow the Rzone Policy

Rzone is a program that requires all persons wishing to visit or use any City of London recreation facility, park, or program to respect others and take responsibility for helping the City maintain a positive environment.

Special Event Operators must review and follow the [Rzone Policy](#).

- For more information about Rzone, see [Appendix Y](#).

Any incidents (e.g., bullying, harassment, etc.) must be reported within 24 hours. For more information about how to report an incident, visit the [Rzone page](#) on the City of London website.

26.2.4 Review the *Smoke-Free Ontario Act*

Special Event Operators must comply with and ensure event attendees comply with the [Smoke-Free Ontario Act, 2017](#) and any applicable guidelines outlined by City facilities.

- For more information from the Middlesex-London Health Unit about how the *Act* affects outdoor special events, see [Appendix Z](#).
- You can also visit the [Smoke-Free Outdoor Spaces](#) page on the Middlesex-London Health Unit's website for more information about where smoking is prohibited.

Special Event Operators can request “no smoking” signs from the City of London Special Events Coordinator for use in parks.

26.2.5 Report any Health and Safety Problems to the City

If any critical injury or near miss occurs at the event (e.g., a volunteer or staff is injured), Special Event Operators must notify the City of London Special Events Coordinator within 24 hours of learning of the injury or near miss. A notification by email must include:

1. The date and time of the injury or near miss
2. A description of the type of injury or near miss
3. The name(s) of the individual(s) involved
4. A phone number or contact information in case follow-up is required

Section 27.0:

Music

27.1 Overview

Special Event Operators hosting events with music must follow all music licensing regulations and guidelines. Special Event Operators may also wish to use the Canadian Veteran's Memorial Carillon in the Veteran's Memorial Garden of Victoria Park. See the information below for planning considerations regarding music licensing for special events and Carillon use.

27.2 Music Requirements and Considerations

27.2.1 Pay Applicable Music Licensing Fees

If you are planning a special event that includes live and/or recorded music of any kind, you may be required to pay a licence fee to the Society of Composers, Authors, and Music Publishers of Canada (SOCAN) and Re:Sound. Entandem collects license fees for the public performance of music in Canada on behalf of these two organizations. Those fees are then distributed to the respective rights holders around the world. SOCAN and Re:Sound tariffs are regulated by the Copyright Board of Canada.

Note: SOCAN is the Society representing Composers, Authors, and Music Publishers of Canada, and Re:Sound works on behalf of Artists and Record Companies.

Visit www.EntandemLicensing.com for more information on how to report for applicable tariffs.

Specific tariff information can be found at www.socan.com and www.resound.ca.

Please direct questions to:

- **Email:** kay.moga@entandemlicensing.com
- **Phone:** 1-866-944-6223

Contact Information:

Entandem
41 Valleybrook Drive
Toronto, ON
M3B 2S6

27.2.2 Considerations for Using the Canadian Veteran’s Memorial Carillon

The Canadian Veteran’s Memorial Carillon is in the Veteran’s Memorial Garden of Victoria Park. The Dutch community of London and its partners presented the Memorial Carillon as a gift to the City of London as an expression of thanks to Canada and its Armed Forces for their immense role in the liberation of the Netherlands and Belgium. The music of the Carillon is operated by a computer system within a utility box near the Carillon structure.

Special Event Operators can make special requests to the City of London Special Events Coordinator to use the Carillon for events in Victoria Park. A fee is charged to have the Carillon play a specific tune from the playlist at a specific time. New tunes can be added to the Carillon’s computer system for an additional fee. Special Event Operators can request a list of available tunes from the City of London Special Events Coordinator.

- For fees related to special events, see [Appendix A](#).

Section 28.0:

Photography, Videography, and Filming

28.1 Overview

Special Event Operators hosting events where they plan to have photography, videography, and/or filming must follow all applicable regulations and guidelines. See the information below for planning considerations regarding photography, videography, and/or filming for special events.

28.2 Photography, Videography, and Filming Requirements and Considerations

28.2.1 Hire a Professional Photography Company

Special Event Operators who plan to have photography, videography, and/or filming as part of their event must hire a professional photography company.

Photography companies must follow all applicable government regulations and legislation, including those from Transport Canada applicable to drone operation for aerial photography.

Section 29.0:

Special Event Operator Feedback Survey

29.1 Overview

Upon event completion, all Special Event Operators will be asked to complete a feedback survey by the City of London Special Events Coordinator. See below for more information about the feedback survey.

29.2 Feedback Survey Requirements and Considerations

29.2.1 Consider Completing the Special Event Operator Feedback Survey

After the event, the City of London Special Events Coordinator will send the Special Event Operator a link to an online feedback survey.

The purpose of the survey is to gather insights from Special Event Operators about their experience working with the City of London Special Events Team, including what went well and what could have been done differently to support Special Event Operators better. Further, the survey will be used to gather information from Special Event Operators regarding the results of their event.

Completing the survey is voluntary, and if Special Event Operators decide not to complete the survey, it will not change the support they receive in the future from the City of London Special Events Team.

The City of London Special Events Team will use the information gathered from feedback surveys to identify opportunities to continue improving the support provided to Special Event Operators and better understand the impacts of special events in the community.

Appendix A: List of Special Event Fees

In alignment with the City of London [Fees and Charges By-Law](#), the City may apply the following fees for special events. The fees listed represent those in effect as of January 1, 2025. For the most current fees, see the [Fees and Charges By-Law](#).

- Major special event administration fee - \$76.80
- Other administration fee - \$38.10
- Attendants - \$18.30 per hour
- Beer gardens permit - \$370.00 per event
- Kiwanis Memorial Bandshell Victoria Park - \$17.10 per hour
- Not-for-profit parkland rental fee - \$108.80 per day
- Commercial parkland rental fee - \$765.20 per day
- Showmobile rental
 - Private/commercial - \$668.10
 - Not-for-profit - \$599.60
- Vendor permits
 - With a City of London business license - \$41.40 per year
 - With no City of London business license - \$129.70 per event
 - 1-3 days if under 10 ft. - \$65.20
 - 1-3 days if over 10 ft. - \$129.70
 - 4+ days if under 10 ft. - \$76.80
 - 4+ days if over 10 ft. - \$146.00
- Electrical service - \$10.90 per ped. per day
- Picnic tables - \$29.90 per table
- Water service - \$26.00 per day
- Hay bale - \$6.80 - \$10.00 (cost recovery)
- Skateboard feature removal - \$1,589.00
- Bleacher rental - \$885.70 + \$379.30 for each additional day
- Garbage bin (per event not on City of London property) - \$13.40
- Springbank Gardens special event set up fee - \$35.40 per hour

- Filming
 - Private/commercial - \$104.00 per day
 - Not-for-profit - \$52.00 flat rate
 - Student project - \$0.00
 - B Roll - \$26.00
- Movie screen - \$31.20 per day
- Clean up deposit - \$1,040.40
- Barricades - \$6.40 per event not on City of London property
- Grey water collection - \$25.50 per vendor
- Park grease trap clean out - \$255.00
- Jubilee Square - \$80.60 per day
- Turf restoration - \$657.90
- Road sign decals - \$4.10 per decal
- Electrical service after 40 hours – cost recovery

Other fees that may apply to Special Event Operators include, but are not limited to:

- Meter bagging
- Vendor licensing
- Amenities (e.g., rental of portable washrooms, hand wash stations, etc.)
- Music licensing
- Paid duty police officers
- Security
- Parking for vendors
- Insurance
- Alcohol licensing
- Water stations
- Building permits
- Waste cleanup
- Large dumpsters for garbage, recycling, and organic waste
- Road closures

Appendix B: Business Plan and Event Summary Report Templates

City of London Special Event Business Plan Template

Please complete the information in each section below to provide an overview of the planned key components and information for the special event.

Section 1: Event Information

Event Name:	
Event Date:	
Event Location:	
Special Event Operator Name:	
Key Planned Event Activities:	

Section 2: Event Stakeholders and Audience

Planned Event Partners and Their Role:	
Target Audience (i.e., who will attend):	
Expected Number of Attendees:	

Section 3: Event Promotion and Revenue

Planned Event Marketing Channels:	
Planned Revenue-Generating Activities (e.g., food vendors, rides, etc.):	
Expected Total Income (\$):	
Expected Total Expenses (\$):	
Expected Total Profit (\$):	
Plan to Donate to a Not-for-Profit Organization/Group:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, planned charitable donation amount (\$):

City of London Special Event Summary Report Template

Please complete the information in each section below to provide an overview of the special event's actual activities and results.

Section 1: Event Information

Event Name:	
Event Date:	
Event Location:	
Special Event Operator Name:	
Key Actual Event Activities:	

Section 2: Event Stakeholders and Audience

Actual Event Partners and Their Role:	
Event Audience (i.e., who attended):	
Number of Event Attendees:	

Section 3: Event Promotion and Revenue

Actual Event Marketing Channels:	
Implemented Revenue-Generating Activities (e.g., food vendors, rides, etc.)	
Actual Total Income (\$):	
Actual Total Expenses (\$):	
Actual Total Profit (\$):	
Donation Made to a Not-for-Profit Organization/Group:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, actual charitable donation amount (\$):

Appendix C: Request for Temporary Street Closure Form



London
CANADA

REQUEST FOR TEMPORARY STREET CLOSURE FORM

Page 1 of 1

Street:		Applicant Name:	
From:		Address:	
To:		Phone No.:	
Purpose:			
Date and Time of Closure:		To:	
From:			
<p>I hereby agree to abide by the terms and conditions provided in The Corporation of the City of London Special Events Policy, Special Events Administrative Procedures Manual, and all applicable City of London By-Laws.</p>			
_____ Signature		_____ Date	
	APPROVED BY	DATE	COMMENTS
City Engineer (or designate)			
Signature:			
Issued by:			
Date:			

Please attach a site plan, prepared to scale, showing the road closure. The site plan will indicate the required 6-metre (20-foot) accessible lane for fire, police, and emergency vehicles, and that will remain non-obstructed during the event unless otherwise agreed upon.

To request a temporary street closure, the applicant will be asked to submit a petition signed and approved by:

- a) **66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners** on the street(s) or blocks(s) proposed to be closed; and/or,
- b) **66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners** located in adjacent blocks that may be affected by the temporary street closure.

The decision of whether the residents, business owners, or property owners are to be petitioned for the road closure and whether the petition is considered successful will lay solely with the Manager of Zoning and Property Compliance with input from the Manager of Special Events. In the event that the road closure spans more than one block, each block must be petitioned separately unless otherwise approved by the Manager of Zoning and Property Compliance.

Please refer to the Policy for Temporary Street Closures for Special Events in the Council Special Events Policy, which can be found on the [Special Event Support page](#) on the City of London's website.

The personal information collected on this form is collected under the authority of the Council-approved Special Events Policy and the Special Events Administrative Procedures Manual and will be used to ensure compliance with road closure requests. Questions about this collection should be addressed to the Manager of Special Events. Tel: 519-661-2500 ext. 2379.

Appendix E: London Police Service Application for Special Event Permit Form



LONDON POLICE SERVICE APPLICATION FOR SPECIAL EVENT PERMIT

<u>Applicants Name:</u>		<u>Email Address:</u>		<u>Postal Code:</u>		<u>Telephone:</u>	
<u>Organization:</u>		<u>Address:</u>		<u>Postal Code:</u>		<u>Telephone:</u>	
<u>Type of Special Event:</u>				<u>Purpose of Special Event:</u>			
<u>Date of Event:</u>		<u>Start Time:</u>		<u>Assembly Point:</u>		<u>Assembly Time:</u>	
<u>Location of Reviewing Stand:</u>				<u>Dismissal Point:</u>		<u>Dismissal Time:</u>	
<u>PROPOSED ROUTE:</u> (Include return if applicable)							
Description of Banners, Placards, Flags, or Insignia to be used:							
<u>#People</u>		<u>#Bands</u>		<u>#Floats</u>		<u>#Vehicles</u>	
<u>#Horses</u>		<u>Others</u>					
Insurance Certificate Received		YES:	NO:	DATE:	SIGNATURE OF APPLICANT:		
Hold Harmless Agreement Received		YES:	NO:	DATE:	SIGNATURE OF APPLICANT:		
Off Duty Officers/Vehicles Required		YES:	NO:	# Officers - # Vehicles -	SIGNATURE OF APPLICANT:		
Hire Contract Provided		YES:	NO:				
FOR POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE							
The London Police <input type="checkbox"/> will <input type="checkbox"/> will not be requesting that the ENVIRONMENTAL SERVICES DEPARTMENT provide assistance for this event.				<u>TRAFFIC MANAGEMENT UNIT</u> 519-661-4799 <u>AUTHORIZED SIGNATURE:</u> Sgt. Ozzie Nethersole		<u>DATE:</u>	
The proposed Special Event should not conflict with any planned Maintenance or construction projects.				<u>ENVIRONMENTAL & COMPLIANCE SERVICES</u> (7 th Floor) City Hall, 519-661-2489 x5208 <u>AUTHORIZED SIGNATURE:</u>		<u>DATE:</u>	

<p>The applicant has filed proof of liability coverage/Hold Harmless Agreement for this event.</p>	<p>RISK MANAGEMENT 10th Floor 519-661-2489 x4644 Unit #1 – 520 Wellington St. AUTHORIZED SIGNATURE:</p>	<p>DATE:</p>
<p>*WHEN COMPLETED, RETURN THIS APPLICATION TO LONDON POLICE, TRAFFIC UNIT, 601 DUNDAS STREET*</p>		
<p>In accordance with the City of London By-Laws, permission is GRANTED to the applicant and/or the sponsoring organization to use the streets listed above for the special event described:</p>	<p>Thai Truong Chief of Police</p>	<p>DATE:</p>

Appendix F: Thirstation Application



For the year
2025

Thirstation Application

- Please include a site layout of the proposed location for the Thirstation with your application.
- Note that stations will not be left out overnight without 24hr security on site - stations will be removed by 9 pm.

1			
Event name			
Purpose or function of event			
Event address			
Expected attendance ¹	Annual event? <input type="radio"/> Yes <input type="radio"/> No	First time event? <input type="radio"/> Yes <input type="radio"/> No	Event open to public? <input type="radio"/> Yes <input type="radio"/> No
Is this a ticketed event? <input type="radio"/> Yes <input type="radio"/> No	If yes, price per ticket(s)	Is this event a licenced event? <input type="radio"/> Yes <input type="radio"/> No	Is Thirstmobile required to meet needs of liquor licence? <input type="radio"/> Yes <input type="radio"/> No

Requested dates

Set-up date (YYYY-MM-DD) Hours	Event start date (YYYY-MM-DD) Hours open ²
Event end date (YYYY-MM-DD) Hours open ²	Tear down date (YYYY-MM-DD) Hours

¹ Generally, the Thirstation is used for events with a minimum attendance of 250 people.

² Events that run past 9:00 pm will be considered on a case-by-case basis.

Number of Thirstations for Event
<input type="radio"/> 01 <input type="radio"/> 02

2 Applicant information

Name of organization	Mailing address
----------------------	-----------------

Main contact person

Name	E-mail address	Daytime telephone number / extension	Mobile number
------	----------------	--------------------------------------	---------------

3 Day of event contact (persons responsible on-site)

Name of primary contact person	Mobile number	Name of secondary contact person	Mobile number
---------------------------------------	---------------	---	---------------

4 Conditions for use of Thirstation Your application MAY be denied if all conditions are not met.

This is a non-profit event.	<input type="radio"/> Yes	<input type="radio"/> No
This event will be longer than 4 hours (not including set up and take down of the event).	<input type="radio"/> Yes	<input type="radio"/> No
Bottled water will not be sold or distributed by event organizers, attendees, or vendors. (Provision of reusable water bottles by event organizers is strongly encouraged.)	<input type="radio"/> Yes	<input type="radio"/> No
We will actively promote the tap water service (the City of London's Thirstation) to event attendees through all promotional material, including but not limited to website, print material, social media outlets, and invitations.	<input type="radio"/> Yes	<input type="radio"/> No
Water provided through the Thirstation will only be for drinking purposes. Vendors/food providers will be responsible for providing their own water.	<input type="radio"/> Yes	<input type="radio"/> No
Thirstation will be in a prominent location and will be within 1.5 meters (6 feet) of a City water tap outlet.	<input type="radio"/> Yes	<input type="radio"/> No

Thirstation Application - continued

The Thirstation must be situated in a high-traffic location approved by City of London staff. An easily accessible water connection must be available for hook up to the Thirstation as determined by City of London staff and will be discussed on the first site visit for the event. A plan must be provided in the event of poor weather (i.e., relocation, cancellation) and agreed to by City of London staff.

Insurance coverage is necessary in order to protect yourself and the City against any possible lawsuits as a result of your event. All groups using the Thirstation must have Liability Insurance coverage. The type of insurance coverage required is COMPREHENSIVE GENERAL LIABILITY, inclusive of bodily injury and property damage, in the amount of \$2,000,000.00 per occurrence, and should be purchased through your local insurance provider or your organization's insurance provider. The City requires a CERTIFICATE OF INSURANCE naming the City of London as additional insured.

The provision of the City of London Thirstation for the requested event is null and void if proof of insurance is not provided at least 1 month in advance of the event date.

I hereby apply for use of the Thirstation from the City of London as set out above and in all supporting materials. I have met all conditions of use outlined in section 4.

Name of applicant

Name of witness

Title of applicant within organization

Title of witness within organization

Signature of applicant

Signature of witness

Date application signed

Once the form is printed and signed by both parties,
(1) mail to: Water Engineering, City of London, PO Box 5035, London Ontario N6A 4L9, OR
(2) email to: water@london.ca

For additional information about the Thirstation, please visit the City of London's website at london.ca/water.

If you have questions about this form, please contact the City of London Water Engineering at
Phone: 519-661-2489 extension 5081 or
Email: water@london.ca

Personal information, as defined by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), is collected under the authority of the *Municipal Act, 2001*. Personal information collected on this form will be used for the purpose of the administration of the Thirstation at an event occurring at a location not on the City of London property or at a City of London facility. If you have questions about the collection, use, and disclosure of this information, contact Water Demand Manager, 300 Dufferin Ave London, ON, N6A 4L9, 519-661-2489 x 5081.

Appendix G: Special Events Amenities Form



City of London
Neighbourhood & Community-Wide Services

SPECIAL EVENTS AMENITIES FORM

Return to: Special Events (specialevents@london.ca)
355 Wellington St., Suite 248, London, ON N6A 4L6 (Phone 519-661-2489 ext. 5230, 2619)
Fax 519-661-5793

Springbank Gardens ONLY Request (Additional fees apply)

Tables	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number Required:
Chairs	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number Required:
Bandshell	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number of Hours:
Hydro Service	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Water Service	<input type="checkbox"/> No <input type="checkbox"/> Yes	

Victoria Park & Harris Park (Additional fees may apply)

Bandshell	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number of Hours:
Bandshell Movie Screen (Victoria Park Only)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number of Days:
Hydro Service	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Water Service	<input type="checkbox"/> No <input type="checkbox"/> Yes	

Other Amenities (Additional fees may apply)

Garbage Cans	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number Required:
Recycling Cans	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number Required:
Barricades	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number Required:
Bales of Hay	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number Required:
Grey Water Totes	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number Required:
Meter Bagging (Parking Spots Downtown, Road Closures)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number of Meters: Number of Parking Spots:
Locates Required	<input type="checkbox"/> No <input type="checkbox"/> Yes	Please provide locate area on site map*
Decals (Required for Road Closures)	<input type="checkbox"/> No <input type="checkbox"/> Yes	

Other requests, questions, or comments:

Appendix H: Accessible Events Checklist

Accessible Events Checklist

Event Name:	
Event Date:	
Event Time:	
Event Location:	
Expected Number of Attendees:	

Use the checklist below to ensure each requirement for accessible events has been implemented.

1 – Admission to Ticketed Events

Access 2 Entertainment Card Program is set up (allowing one free admission for a support person)

2 – Parking and Accessible Transit Stops

Accessible parking locations have been identified/maintained if meters are bagged

The public has been informed of accessible public transit drop-off and pick-up locations

A volunteer has been designated to monitor accessible public transit pick-up locations

Accessible public pick-up/drop-off locations have been identified on the event site plan

Drop-off site for those using mobility aids, accessible taxis, or accessible vans has been identified on the event site plan

3 – Pathways

One-metre-wide paths of travel have been set up for all public pathways in the event area

A plan is in place to maintain safe pathways

Electrical cables/cords that cross pathways have been covered

Tarp pins have been properly pinned into the ground

4 – Seating

An accessible seating area has been identified near each stage/public performance space

Accessible seating areas are large enough to accommodate companions, guests, and support people

Accessible seating areas offer sightlines equal to general seating sightlines

Signage is set up to assist with finding the accessible seating area(s)

Accessible pathways to accessible seating areas are identifiable

5 – Emergencies

- The evacuation plan addresses the evacuation of persons with disabilities
- Event personnel have been trained in the evacuation procedures for persons with disabilities
- Evacuation procedures have been clearly noted and posted

6 – Washrooms

- Accessible portable washrooms have been set up at a minimum ratio of 1:10 (if portable washrooms are at the event)

7 – Lighting

- Steps have been taken to ensure public areas of travel are adequately lit

8 – Contact Information

- Special Event Operator contact information has been shared with the public so attendees with disabilities can obtain information on accessible accommodations

9 – Service Animals

- Service animals are allowed at the event

10 – Designated Representative

- Volunteers/staff have been designated to monitor compliance with accessibility guidelines during the event and to respond to any concerns

Appendix I: Notice of Intent for Organizers of Special Events/Markets

NOTICE OF INTENT FOR ORGANIZERS OF SPECIAL EVENTS / MARKETS

Please complete and submit to the Middlesex-London Health Unit at least 30 days before start date of event

Special Event / Market Information

*Name of Event: _____ Start Date: _____

*Event Dates & Times: (e.g. Wednesdays 12-3 pm) _____

*Location/Address: _____

Venue Type: Public Park Street Festival Mall Property Other: _____

Outdoor Indoor Is this a repeat event: Yes No Diagram of Event Layout included: Yes No

*Organizer: _____

Name	Phone Number	E-mail
------	--------------	--------

Site Information (Yes means provided at the site, No means vendors must supply themselves)

Potable Water Supply available: Yes No Electricity available: Yes No

Handwashing facilities available: Yes No Refrigerated trucks available for vendor use: Yes No

Dishwashing facilities available: Yes No Waste Water Disposal: Yes No

Garbage Disposal: Yes No

Vendor Information

Will there be food vendors? Yes No Expected Number of Food Vendors: _____

Are all food products pre-packaged? Yes No Will food samples be provided? Yes No

If Yes, have each food vendor complete and submit a [Notice of Intent to Operate as a Special Event / Market Vendor form](#)

Will there be any vendors at the event that perform personal services, such as, hair cutting, body piercing, tattooing or manicures/pedicures? Yes No

If Yes, have each vendor performing personal services complete and submit a [Special Events Personal Services Vendor form](#)

Will any of the vendors be operating a Petting Zoo: (any activity where the public has contact with animals): Yes No

*Attach a **list of vendors (food, personal services and petting zoo)** with **booth name, vendor's name, vendor phone number, vendor e-mail address**. Food vendors include anyone selling/providing any food or drink intended for human consumption (including prepackaged items). Note it is the responsibility of the organizer to notify the Health Unit of any changes in vendors that occur.

PLEASE NOTE THE FOLLOWING

1. Section 16(2) of Ontario Health Protection and Promotion Act, R.S.O. 1990, c. H.7 requires that every person who intends to commence to operate a food premise shall give notice of his/her intention to the Medical Officer of Health of the health unit in which the food premise will be located.
2. The personal information on this form is collected under the authority of *The Health Protection and Promotion Act, R.S.O. 1990, c. H.7*. It will be used for ownership identification and enforcement of the Act and the applicable Regulations under the Act. Contact David Pavletic, Food Safety & Healthy Environments Manager at 519-663-5317 ext. 2303 if you have further questions. Copies of the Act and the Regulations are also available at www.ontario.ca/laws.

Comments:

Name of Vendor / Operator submitting form (Please print name clearly)

Date

London Office: 355 Wellington St, Suite 110, London, ON, N6A 3N7
Strathroy Office: 51 Front St. E., Strathroy, ON N7G 1Y5
www.healthunit.com

tel: (519) 663-5317
fax: (519) 663-9276
inspections@mlhu.on.ca

Appendix J: Notice of Intent to Operate as a Special Event/Market Vendor

Appendix K: Food Safety Requirements for Special Events



FOOD SAFETY REQUIREMENTS FOR SPECIAL EVENTS

When food is offered to the public, it must be prepared safely, and the requirements of the Ontario Food Premises Regulation ([O. Reg. 493/17](#)) must be met.

Food source

- Food must be from an approved source.
- Food must be prepared in an inspected kitchen or on-site.
- No home prepared foods.

Handwashing / Food Handler

- A handwashing station must be available in the food preparation area. This should be set up before any food handling begins.
- Handwashing stations must have:
 - A supply of hot and cold (or a mixture of warm) potable water under pressure,
 - Liquid soap in a dispenser, AND
 - Paper towel.
- Food handlers must wear clean clothes and ensure food is not contaminated by hair.
- Food handlers who are experiencing symptoms (such as vomiting, diarrhea, or coughing) should not be on-site.
- Have a certified food handler on-site (where required; See [Food Safety Laws & Legal Activities](#)).

Keep potentially hazardous food at safe temperatures

- Ensure food temperatures are maintained during transportation.
- Have enough refrigerators or coolers to maintain cold foods at 4°C (40°F) or less.
- Have enough hot holding units to maintain hot foods at 60°C (140°F) or higher.
- Have thermometers on-site to check the temperatures of foods and the temperatures of all cold and hot holding units.

Protect food from contamination

- Raw and ready-to-eat food products must be fully separated to prevent cross-contamination.
- Store all food off the floor/ground. Raise foods on tables, shelves, or pallets.
- Make sure all food is covered and is stored in food grade containers or packaging.
- Have enough utensils to use separate utensils for raw and ready-to-eat foods.
- Where reusable plates or containers are provided by the patrons, food handlers must ensure that there is no direct contact between the serving utensils and the plates or must wash, rinse, and sanitize the serving utensil(s) after each patron (e.g., dishwashing after contact with patron's plate).

Keep the food preparation area clean and sanitary

- All utensils and equipment must be:
 - Washed: in warm water with dish soap,
 - Rinsed: in warm water, AND
 - Sanitized: with an approved sanitizer for 45 seconds.
- Dishwashing at an inspected kitchen is permitted (provide enough clean utensils to last the entire day).
- Single use (disposable) containers must be used for service or sale of foods, unless appropriate dishwashing is available.
- Approved sanitizers:
 - Chlorine at 100 ppm
 - Quaternary Ammonium at 200 ppm
 - Other sanitizing agents may be approved. Speak to a Public Health Inspector at the Middlesex-London Health Unit.
- Provide test strips or reagent to measure the strength of the sanitizer being used on-site.
- Dispose of garbage in a clean manner.
- Dispose of wastewater in a clean manner. Do not dispose of wastewater on the ground or into a sewer.

Appendix L: Special Events Ready Key Messages

SPECIAL EVENTS READY

1



ORGANIZERS

Complete the organizer's form at least 30 days before the event and submit it to inspections@mlhu.on.ca

2



FOOD VENDORS

Complete the food vendor form at least 14 days before the event and submit it to inspections@mlhu.on.ca

3



REVIEW

Review the special events information package found online at: www.healthunit.com/food-safety-at-special-events

4



HOME-PREPARED FOODS ARE NOT ALLOWED

- Always prepare food in an inspected/approved kitchen
- Or make your food during the event-on-site
- All food to be sold at the special event must be obtained from an authorized source

5



HAZARDOUS FOOD

- Ensure all hazardous food items are kept hot or cold during storage, transportation and display at the event
- Hot hazardous foods must be kept at 60°C (140°F) or above
- Cold hazardous foods must be kept at 4°C (40°F) or below
- Use a probe thermometer to verify food temperatures

6



PROVIDE POTABLE WATER

Warm potable water is required for hand washing, cleaning food surfaces and food preparation; a special setup for the hand washing station might be required; check our website for more details.

A temporary hand washing station must consist of:

- A container with a spigot and potable water
- Liquid soap in a dispenser
- Paper towels
- A container to collect wastewater

7



WEARING GLOVES

- If gloves are worn, they must be clean and changed between tasks
- Hands must be washed between glove changes

8



PROTECT

Protect all food from contamination during storage, transportation, preparation and display at the event

FOR MORE INFORMATION

Visit www.healthunit.com/food-safety-at-special-events

Call 519-663-5317

Appendix M: Special Events Personal Services Vendor Form

Special Events Personal Services Vendor Form

MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 14 DAYS BEFORE THE EVENT

Events must comply with applicable sections of [O.Reg 136/18: PERSONAL SERVICE SETTINGS](#)
Failure to receive approval prior to operation may result in closure and/or other legal action.

Event Information

Event Name:	Event Address:
Date(s) of Operation:	Times of Operation:

Vendor Information

Business Name:	Owner Name:
Business Address:	Address:
Business Phone:	Owner Home Phone:
Business Fax:	Owner Cell Phone:
Business Email:	Email:
Vendor Permit #:	Corporation Name or Number:
Name/Number of Booth at Event:	Booth Location: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor

List type of services provided at event (Tattoo, Body Piercing, Manicure/Pedicure, etc.):	Disposable Equipment		Multiuse Equipment	
	Yes	No	Yes	No
1.				
2.				
3.				

On-site sterilization NOT ALLOWED

Name and location of sterilization premise: _____

Puncture proof storage/transport container for used equipment provided YES NO N/A

Spore test results provided for last three spore tests on approved sterilizer YES NO N/A

Hand Hygiene Stations

Municipal Water
 Bottled Water
 Hauled Water - If water hauled please provide:
 Name of hauler:
 Phone # of hauler:

Hand Hygiene Station Supplies

Number of lined garbage cans in vending booth:
Method of Wastewater Disposal:
 Municipal
 Other (specify)

Single Use Disposable Equipment for Event

- Applicators
- Clamps / Forceps
- Razors/Lancets
- Nail Buffers
- Dental bibs
- Sterile Grips/Tubes/Barrels
- Gloves
- Sterile Needles
- Ink caps
- Nail Files
- Sterilization packaging
- Tattoo Stencils
- Other (specify):

Approved sharps container provided YES NO

Reusable Equipment for Event

- Cuticle Nippers
- Metal foot files
- Stainless steel bowls
- Clamps / Forceps
- Grips / Tubes / Barrels
- Nail Clippers
- Scissors
- Tattoo Machine / frame
- Other (specify):

Water Supply

- Municipal Water
- Bottled Water
- Hauled Water - If water hauled please provide:
Name of hauler:
Phone # of hauler:

Garbage & Wastewater Disposal

Number of lined garbage cans in vending booth:

Method of Wastewater Disposal:

- Municipal
- Other (specify)

Cleaning & Disinfecting

Name of disinfectant(s) to be used: _____

Intended use of disinfectant(s): _____

Test strips provided for disinfectant YES NO N/A

Applicant: I have read the *Operational Information for Personal Services at Special Events* information sheet. I understand the requirements for personal services vendors at temporary events and have provided the information to all personal services workers that will be working at the event. I agree that all the information I have provided is accurate.

Print Name: _____

Date: _____

Neither the Middlesex-London Health Unit nor any of its employees shall be liable in any manner for any personal injury or property damage or loss of any kind arising from or connected with this approval and inspection.

Personal information is collected under Section 3 of O.Reg 136/18: *Personal Service Settings*. This information will be used for ownership identification and enforcement of the regulation. Contact Jordan Banninga, Infectious Disease Control Manager at 519-663-5317 if you have further questions.

To be completed by Public Health Inspector

Application Approved: YES NO

Inspector Comments:

Inspector Name: _____

Date: _____

Appendix N: Operational Information for Personal Services at Special Events

Operational Information for Personal Services at Special Events

Hand Hygiene

- Adequate supply of alcohol-based hand rub (70-90% alcohol)
- Practice **hand hygiene** before and after service

Environment

- Contact surfaces (counters, trays, tables and chairs/beds) have a smooth and non-absorbent finish

Sharps and Garbage Disposal

- Approved, adequately sized sharps container available (if applicable). Disposed of appropriately
- Appropriate garbage receptacle available

Cleaning & Disinfection

- Appropriate surface disinfectant(s) available. Surfaces disinfected between clients
- Disposable ink caps disinfected before use (if applicable)

Health and Safety

- No eating or drinking while providing service
- Skin antiseptic available (for invasive procedures)
- Dressings (sterile preferred) intended to cover wounds available (if applicable)

Information for Clients- Invasive procedures

- Explanation of the procedure, including information about any risks, provided
- Both verbal and written after-care information provided

Equipment and Instruments– On-Site Sterilization **NOT ALLOWED**

- Critical items pre-packaged and sterile. (Disposable equipment recommended)
- Items sterile until point of use. (Damaged or wet packages cannot be used)
- Lot number** and **expiry date** on pre-packaged sterile equipment. Documented on client record.
- If re-usable equipment sterilized off-site,
 - Location where sterilization took place and copies of last three (3) spore test results available (Must be in English)
 - A covered puncture-resistant, leak-proof container labelled “Dirty items – Do Not Use” available (to store and transport used equipment to off-site sterilization location)
- Needle cartridges equipped with a back-flow prevention membrane or barrier (Manufacturer proof of membrane required) (if applicable)
- Disposable covers for equipment that cannot be disinfected between clients available
- Appropriate equipment disinfectant(s) available for semi-critical and non-critical equipment. Equipment disinfected between clients.

Records

- Accidental blood and body fluid exposures documented
- Client records for invasive procedures kept by the Artist for a minimum of three (3) years. (Stored in accordance with the applicable privacy legislation)

Resources

[O.Reg 136/18: Personal Service Settings](#)

[Guide to Infection Prevention and Control in Personal Service Settings](#)

January 2022

London Office

Suite 110, 355 Wellington St, London, ON N6A 3N7
tel: (519) 663-5317 • fax: (519) 663-9581

www.healthunit.com
health@mlhu.on.ca

Strathroy Office - Kenwick Mall

51 Front St. E., Strathroy ON N7G 1Y5
tel: (519) 245-3230 • fax: (519) 245-4772

Appendix O: Amusement Devices Checklist

Amusement Devices Checklist

Checklist Items	Yes
Evidence of \$5 million dollars in general liability insurance, including bodily injury and property damage. The coverage contains no exclusionary clauses with respect to the use of the device(s) at the rental event and is valid until the date of the event	
Copy of Ontario Amusement Device License that is valid until the date of the event	
Copy of Ontario Amusement Device Permit (one permit per device) that is valid until the date of the event	
Copy of Ontario Amusement Device Mechanic Certificate, with an ADM-I Certification, issued under the Technical Standards and Safety Act, that is valid until the date of the event	
Amusement devices will be installed by the provider, by a licensed mechanic, or by a mechanic-in-training under the supervision of the licensed mechanic	
Supervision of amusement devices will be provided on site for each device operated, from set up until tear down, by trained attendants provided by the Provider of the device	
All employees of the provider are insured under the Workplace Safety and Insurance Board coverage	
The licensee will contact the Special Events Coordinator to arrange a meeting with the inflatable service provider a minimum of 2 weeks prior to the event date to satisfy they have planned appropriately for the rental	
It is understood and agreed that Facility or park supervisor or Special Events staff have the right to shut down the device or the rental if compliance with any of the above conditions is not evident during the rental period	
Owner/authorized representative signature:	
Date:	

Appendix P: Special Events Emergency Management Plan Template



London
CANADA

Special Events Emergency Management Plan Template

Section 1 – Special Event General Information

1. Event Name:	
2. Special Event Operator (name and contact information):	
3. Event location(s):	
4. Event description (show/festival/concert, etc.):	
5. Event date(s) and hours of operation:	
6. Anticipated set up date(s) and time(s):	
7. Anticipated tear down date(s) and time(s):	
8. Primary site contact (name and contact information) for each date the event is held, if different than Special Event Operator:	
9. If applicable, secondary site contact (name and contact information) for each date the event is held:	

Section 2 – Special Event Operational Information

1. Expected daily attendance (indicate total expected attendance for each date the event is held):
2. Expected peak attendance date(s) and time(s):
3. Will you be using security services at this special event? If so, indicate the number of security personnel, the company they work for, and contact information:
4. Will you be using London Police Service at this special event? If so, indicate what/how many resources, where they will be located, and their assigned duties:

5. Will you have dedicated first aid services or medical first responders at this special event? If so, indicate how many, the company or service they work for, and contact information:
6. Will vendors be handling or transporting large quantities of money at this special event?
7. Are there any potential medical, criminal, security, or other emergency concerns about the special event that the City of London should be aware of?
8. Will alcohol be served at this special event? If so, please indicate designated areas of service. Proof of an approved liquor license is required to be submitted to the City of London.

Section 3 – Special Event Site Plan Information

1. Are there any road closures occurring due to this special event? If so, indicate the road/street name, direction, closest intersection(s) bordering the road closure(s), and times road closure(s) are in effect.
2. Will there be a first aid station on site? If so, indicate the location(s).
3. Where will security personnel be stationed during this special event? Please indicate the location(s).
4. Is there a designated staff/volunteer parking area for this special event? If so, please indicate the location(s).
5. Is there a designated public parking area for this Special Event? If so, please indicate the location(s).
6. Are there designated public/attendee entrances and exits for this special event? If so, please indicate the location(s).

7. Will these designated entrances and exits be staffed by security or other access control personnel?
8. Is there a designated marshaling or staging area for this special event? If so, where is it located?
9. Will there be a designated accessible seating area for people with disabilities? If so, where is it located?

Section 4 – Large Special Event Emergency Response Plans

A. If your special event’s expected daily attendance is 1,000 people or more, you are required to submit an Emergency Response Plan that includes a response for the following significant events (please include in your plan communications protocols and staff and volunteer roles and responsibilities):

1. A critical injury medical emergency that:
 - a) places life in jeopardy
 - b) results in a loss of consciousness
 - c) results in substantial blood loss
 - d) involves the fracture of a leg or arm but not a finger or toe
 - e) involves the amputation of a leg, arm, hand, or foot but not a finger or toe
 - f) consists of burns to a major portion of the body or
 - g) causes the loss of sight in an eye
2. A fire emergency
3. A missing person or child
4. Extreme weather (heavy rain, thunder, lightning, wind, etc.)
5. Evacuation of the location(s) due to weather, threat of violence, or any other emergency that results in the evacuation or movement to a place of safety of a group of people. In addition, please include the following on your site map:
 - a) Emergency exits from the location(s)
 - b) Evacuation routes from the location(s)
 - c) Places of safety/shelter
 - d) Evacuation routes from the accessible seating area

Note: Communication protocols in the event of an emergency response include key contact information, draft emergency public messages, and timing/decision points regarding notice to attendees and the general public.

Appendix Q: Fireworks Discharge Permit



London
CANADA

CITY OF LONDON FIRE DEPARTMENT FIREWORKS DISCHARGE PERMIT



EVENT LOCATION/DATE: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

RAIN DATE: _____

TELEPHONE: _____ EMAIL: _____

SUPERVISOR'S CARD # _____ EXPIRY DATE: _____

I hereby make application to discharge: CONSUMER FIREWORKS F.1

DISPLAY FIREWORKS F.2

The following MUST be included within the Fireworks Display Plan and submitted at minimum two weeks prior to the event.

- The name of the display supervisor in charge and the number and expiry date of their fireworks operator certificate.
- The location of any storage units in which the fireworks to be displayed will be stored before or after the display.
- A description of the display site, including the distance in meters from the firing site to the nearest spectators, buildings, structures, and vulnerable sites.
- The type and product name of each firework to be used.
- The diameter in millimeters of the largest aerial shell to be used or, if no aerial shells are to be used, the maximum height the fireworks will reach during the display.
- The quantity of fireworks to be used.
- A description of how the fireworks will be positioned within the firing site and how they will be fired.
- A description of the crowd-control measures and emergency procedures that will be taken.

- An assessment of the likelihood of harm to people and property resulting from the use of the fireworks.
- A plan for clean-up of spent firework debris within 24hrs of the display.
- Authorization from the owner of the location where fireworks are to be used.
- Proof of insurance.

The above items have been checked for accuracy in the provided permit application.

Checked by: _____ Print Name: _____ Date: _____

The signed Permit will be presented at the conclusion of the required on-site inspection.

Approved by: _____ Print Name: _____ Date: _____

Appendix R: Waste Management Plan



2025 Green Festivals Waste Management Form

Thank you for completing a Waste Management Plan for your event. Questions may be directed to William Roberts via email at wroberts@london.ca.

Completed plans must be received electronically at least 15 days prior to your event.

Please submit completed plans to Trevor Johnson at trjohnso@london.ca and William Roberts at wroberts@london.ca.

EVENT INFORMATION

Event Name:	
Event Organization:	
Contact Person:	
Contact Number(s):	
Email Address:	
If your organization is a registered charity, you may be eligible for waived waste disposal fees at the landfill. If so, please provide your organization's charitable number.	

By submitting this form, the Event and Contact Person listed are responsible for ensuring compliance with all requirements listed at the end of this document.

Event Start Date:		Event End Date:	
Set-Up Date:		Set-Up Start Time:	
Tear-Down Date:		Tear-Down Start Time:	
Daily Hours of Operation:			

VENDOR INFORMATION

Total Number of Vendors:	
Number of Food Vendors:	
Number of Beer Gardens:	
Number of EcoStations Required: <i>(1 per 4 Food Vendors + 1 per Beer Garden)</i>	
When are you sending out information packages to vendors?	
When is your vendor information session?	
Would you like a City staff person to attend and discuss waste sorting?	

ECOSTATION STAFFING

Each EcoStation must have staff, paid or volunteer, present during all hours of event operation. We recommend two staff at each EcoStation, especially during peak event hours.

Will you have <u>paid staff</u> or volunteers working at the EcoStations during your event?	
How many EcoStation workers do you have confirmed?	
Please provide information about the training your EcoStation staff have or will receive.	
Date & Time:	
Trainer:	
Training Method/Format:	
Would you like a City staff person to attend the EcoStation training to discuss waste sorting?	

DUMPSTER INFO

How many dumpsters have you ordered for garbage?	
Which company are you using for your dumpsters?	
Would you like organics/compost collected separately at your event?	

Reminder: Special Event Operators are responsible for coordinating the delivery and removal of garbage bulk bins. The City will coordinate the delivery and removal of bulk bins for recycling and diverted waste. *If City-ordered bins are too contaminated with garbage to be accepted for recycling, the Special Event Operator is required to cover all costs of the rejected bulk bins.*

WASTE MANAGEMENT REQUIREMENTS

- For every 4 food vendors, one EcoStation is required.
- Each beer garden requires one EcoStation.
- EcoStations must be staffed with volunteers or paid staff who have taken training on how to correctly sort waste into London's waste streams: Paper, containers, garbage, and organics, if applicable.
- EcoStations require one staff person during each hour of the event, preferably two staff, for safety and break coverage.
- All vendor food and beverage packaging must be reusable, recyclable, or compostable.
- Polystyrene foam products (including Styrofoam™) are not permitted for use.
- The Special Event Operator is responsible for the management of garbage throughout the event. This includes ordering the roll-off dumpsters, as well as the associated costs. As per the Special Events Policy and the Special Events Administrative Procedures Manual, the Special Event Operator is also required to cover the costs associated with landfilling any recycling or organic waste that has been rejected due to contamination with garbage.
- The preferred volume of roll-off bins is 40 yards to prevent illegal dumping and scavenging.
- If an event will collect organics separately from garbage, EcoStation organics bins and an organics roll-off dumpster will be provided by the City.

ATTACHMENTS

Please provide a map of the event site, indicating all vendors, Beer Gardens, EcoStations, and proposed bulk bin locations.

Appendix S: Fire Safety Plan for Tents

FIRE SAFETY PLAN FOR TENTS

Applicable to all commercially used tents having an area in excess of 320 sq. ft or 30m² with a fire alarm.

LOCATION AND/OR ADDRESS WHERE TENT IS SET UP: <i>(Please print)</i>	
---	--

1. **Location of nearest telephone to call 911:** _____

2. **Number, type, and location of portable fire extinguishers provided:**

a) Number _____

b) Type(s) _____

c) Location(s) _____

3. **Name of person employed for fire watch duty: if required**

Such duties to include keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials, and general enforcement of regulations as determined by lessee.

4. **Number of exit signs posted:** _____ Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.

5. **Has emergency lighting been tested?** Yes No *Applicable to night-time tent use only.*

6. **Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use?** Yes No **Relative to the tent, where would these devices be located?** *Must not be located adjacent to an exit or access to an exit.*

7. **Has a building permit for the erection of this tent been obtained?** Yes No

8. **Provide the name, address, and telephone number of person(s) or company providing the tent rental:**

Name: _____

Address: _____

Phone: _____

9. **Provide the name, address, and telephone number of person(s) leasing the tent:**

Name: _____

Address: _____

Phone: _____

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his designate and be posted in a conspicuous location near the main entrance.

Approved by: _____
Chief Fire Official

Dated: _____

Appendix T: Special Events Mobile Food Vendors Checklist



London Fire Department
Attn: Fire Prevention
400 Horton Street
London, Ontario,
Canada
N6B 1L7

SPECIAL EVENTS MOBILE FOOD VENDORS CHECKLIST

Please complete this form and return to the above address
**MOBILE FOOD VENDORS UTILIZING PROPANE-FIRED OR ELECTRIC COOKING EQUIPMENT
THAT PRODUCE GREASE LADEN VAPOUR
(TRUCK OR TRAILER)**

A – Vent Hoods

- All mobile food trailers or vehicles that produce smoke or grease laden vapors as part of the cooking process shall have an exhaust system and fire suppression in conformance with NFPA 96.
- All hoods must be constructed of not less than No. 20 MSG (0.94mm) stainless steel or No. 18 MSG (1.09mm) steel. **NO** galvanized metal is acceptable.
- All seams and joints must be liquid tight.
- All hoods must be vented to the exterior of the vehicle by one of the following methods:
 - Venturi vent
 - A listed electrical fan

B – Fuel Supply for Cooking Equipment

- All Fuel Fired Equipment must be certified by a qualified service company annually. A letter of certification must be supplied by the service company.
- Fuel tanks must be installed and protected in accordance with the Propane Handling and Utilization Code of Ontario.

C – Fire Protection

- All vent hoods are to be equipped with an automatic fixed extinguishing systems installed and certified to NFPA 96 by a qualified service technician.
- These systems must be serviced and tagged annually by a qualified service technician.
- At least one portable fire extinguisher of the proper rating and type must be installed in the immediate area.
- These extinguishers must be serviced and tagged annually by a qualified service technician.

D – Exiting

- A clear, accessible exit from the interior of the trailer or truck shall be maintained at all times.

E – Cleaning

- All equipment must be cleaned on a regular basis as required by NFPA 96.

Appendix U: Food Vendor – Tent



London Fire Department
Attn: Fire Prevention
400 Horton Street
London, Ontario,
Canada
N6B 1L7

Name of Event: _____

Name of Vendor: _____

Responsible Person: _____ Phone #: _____

As a condition of approval for vendors to attend or participate in the special event hosted on City of London property, the Special Event Operator is obligated to ensure that all vendors comply with the following requirements.

Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event Special Event Operator.

(1) Cooking Activities:

- Any cooking activity within any enclosed tent is prohibited.
- Public access is prohibited under any open-sided canopy used to cover cooking.
- Fuel-fired cooking will be conducted a minimum of 1.2m (4ft) from combustible materials and/or any tent unless the appliance is labelled for specific clearance to combustibles.
- Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.
- A portable fire extinguisher with a minimum 2A 10BC rating with a technician's tag certifying maintenance in conformance with NFPA 10 within the last 12 months shall be provided for any cooking activity other than deep fat frying.
- An extinguisher with a minimum 40BC or K class rating shall be provided with a technician's tag certifying maintenance within the last 12 months for **any deep fat frying**.

By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event Special Event Operator.

Signature _____

Date _____

Appendix V: Non-Food Vendor – Tent



London Fire Department
Attn: Fire Prevention
400 Horton Street
London, Ontario,
Canada
N6B 1L7

Name of Event: _____

Name of Vendor: _____

Responsible Person: _____ Phone #: _____

As a condition of approval for vendors to attend or participate in the special event hosted on City of London property, the Special Event Operator is obligated to ensure that all vendors comply with the following requirements.

Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event Special Event Operator.

(1) Portable Fire Extinguisher Protection:

- Vendors must have a portable fire extinguisher with a minimum 2A 10BC rating. The extinguisher shall have a technician's tag attached certifying maintenance within the last 12 months in conformance with NFPA 10.

(2) Vendor Tents

If a tent, tarp, canopy, or similar shelter is being supplied and used by the vendor, it must:

- Have an aggregate area of less than 60sq. m. (645sq. ft.). Larger tents require a building permit.
- Must be labelled or have documentation confirming the tent material has a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.
- Multiple tents in groupings shall not exceed a maximum area of 60sq. m. (645sq. ft.) without a minimum 3-meter fire break separating the grouping from other tents or structures.

By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event Special Event Operator.

Signature _____

Date _____

Appendix W: City of London Fire Department Special Events Checklist



City of London Fire Department Special Events Checklist

Date of Inspection	Address of Property
Date of Issue	
Fire Department	
	Owner
	Vendor Owner/Operator
Person Contacted	

PORTABLE FIRE EXTINGUISHERS				
1	PORTABLE FIRE EXTINGUISHERS SUPPLIED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	PORTABLE FIRE EXTINGUISHERS PROPER RATING AND TYPE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	PORTABLE FIRE EXTINGUISHERS PROPERLY SERVICED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
BBQ'S AND OTHER COOKING EQUIPMENT				
1	PORTABLE FIRE EXTINGUISHERS LOCATED IN THE COOKING AREA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	ARE CANOPIES COVERING COOKING EQUIPMENT CERTIFIED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	IS THERE A METHOD TO CONTROL FLARE UPS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
4	IS THE AREA FREE OF COMBUSTIBLE MATERIALS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
FUEL SUPPLY <input type="checkbox"/> N/A				
1	COOKING FUEL SYSTEM BEEN INSPECTED WITHIN THE LAST YEAR?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	FUEL TANKS PROPERLY PROTECTED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IGNITION SOURCES				
1	NO SMOKING SIGNS INSTALLED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	TEMPORARY WIRING USED PROPERLY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	HEAT-PRODUCING EQUIPMENT USED PROPERLY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
4	NO OPEN FLAMES (other than that used for cooking)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
FIRE SAFETY PROCEDURES				
1	FIRE SAFETY PROCEDURES IMPLEMENTED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	FIRE SAFETY PROCEDURES APPROVED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IS THIS VENDOR APPROVED TO OPERATE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
THE EVENT ORGANIZER MUST REMOVE ANY UNAPPROVED VENDORS				

TENTS				
1	TENT INSTALLED IN CONFORMANCE WITH THE BUILDING CODE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	PERMIT OBTAINED FOR TENT? (when required)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Name of Recipient	Name of Inspector (print)
Signature	Signature

Appendix X: Sound Design Planning Template

Sound Design Planning Template

Date: _____

Event: _____

Site Map Provided: Yes / No

Sound Design Plans must contain the following elements:

- 1) Identification of production team, contact liaison for the production team, and proposed sound system(s), in particular subwoofers and their arrangement.
- 2) Confirmed location of sound measuring sites at the perimeter and who is responsible for measuring the sound pressure level and frequency of measurement. A site map should be included with the measuring sites clearly identified.
- 3) Expected noise levels using dB(A) measurement at each perimeter measuring site and within the event space. Maximum sound levels will average no more than 90 dBA LAeq over 15 min. as measured from the point of reception.
- 4) Communication strategies and roles and responsibilities to inform the public and area residents.
- 5) Contact information and roles and responsibilities for addressing sound-related challenges as they emerge during the event.
- 6) Visual site map (can use a Google map or City map image) identifying stage location(s), front-of-house soundboard, and agreed-upon sound measurement locations.

Sound Design Plan

Event Name	
Event Date(s)	
Event Operator Name	
Event Operator Production Company (if applicable)	
Production Company Liaison Contact Information	
Touring Production Contact, Manager, or Front of House Sound Tech	

Proactive Steps Taken

Communication Strategies (resident information/ notice provided 10 days prior)	
Sound Check Test Date	

Measurement Locations

Location	Who	Frequency	Expected Noise Level

Roles and Responsibilities During Event

Name	Phone Number	Role	Responsibility

Please submit any additional documentation with the planning template.

Special Event Operator

Date

Manager, Special Events

Appendix Y: About Rzone

What is Rzone, and how does it apply to me as a Special Event Operator?

Rzone is, first and foremost, a proactive education and awareness strategy to promote respectful and responsible behaviour at City of London recreation facilities. The 'R' in Rzone stands for "Respect and Responsibility." Respect for yourself, Respect for others, and Responsibility for your actions. The Rzone program applies to all community organizations and individuals using City of London recreational facilities, parks, and programs. Rzone means that inappropriate behaviours such as bullying, belligerence, racism, discrimination, vandalism, violence, etc., are prohibited.

The following behaviours are considered inappropriate under Rzone

For the purpose of London's Rzone Policy, prohibited inappropriate behaviours include:

A) Violence or harassment, including:

- The exercise of physical force by a person against another person that causes or could cause physical injury to the other person;
- An attempt to exercise physical force against another person that could cause physical injury to the other person;
- A statement or behaviour that is reasonable for a person to interpret as a threat to exercise physical force against the person that could cause physical injury to the person;
- The use of profane or abusive language and racial or ethnic slurs;
- Threats and/or attempts to intimidate;
- Throwing of articles or objects in a deliberate or aggressive manner that endangers or causes injury or damage to any person or property;
- Attempts to goad or incite violence; and,
- Bullying, mistreatment, or teasing which intimidates, humiliates, or demeans another person;

B) Vandalism, including vandalism to buildings, contents, or personal property;

C) Possession of weapons or firearms prohibited under the *Criminal Code*;

D) Possession or consumption of illegal drugs or alcohol except as authorized by law;

E) Any contravention of other Federal or Provincial laws, Regulations, City By-laws, or policies that constitute inappropriate behaviour; and,

F) Refusal to follow the rules established by the City for use of its facilities.

Where a finding has been made of a violation of the Rzone Policy, possible penalties may include the following: a letter of warning, short-term ban, long-term ban, or a written trespass notice. In addition, charges may be laid under the Trespass to Property Act. Where applicable, the City may seek compensation for the cost of damages, including materials, labour, and an administrative charge.

For more information, please visit the [Rzone page](#) on the City of London website.

Appendix Z: How the Smoke-Free Ontario Act Affects Outdoor Special Events

Smoke-Free Ontario Act, 2017

How the Act Affects: Outdoor Special Events

The Basics

The *Smoke-Free Ontario Act, 2017* prohibits the smoking of tobacco, the use of electronic cigarettes to vape any substance, and the smoking of cannabis in enclosed workplaces and enclosed public places, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour.

Smoking refers to the smoking or holding of lighted tobacco or cannabis. Vaping refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

Bars and Restaurants

It is illegal to smoke or vape inside a bar or restaurant, as they are enclosed workplaces and enclosed public places. It is also illegal to smoke or vape on all restaurant and bar patios and public areas within a nine-metre radius of any point on the perimeter of the patio.

A restaurant or bar patio is defined as an area that:

- The public is ordinarily invited or permitted access to, either expressly or by implication, whether or not a fee is charged for entry, or the area is worked in or frequented by employees during the course of their employment, whether or not they are acting in the course of their employment at the time;
- Where food or drink is served or sold or offered for consumption, or the area is part of or operated in conjunction with an area where food or drink is served or sold or offered;
- That is not primarily a private dwelling.

Under the *Act*, outdoor special events that sell or offer to sell food or drink meet the definition of a patio. If food or drink is sold or offered for sale at an outdoor special event, the entire operating area shall be smoke- and vape-free.

Operators who wish to establish a designated smoking/vaping area may direct patrons who wish to smoke or vape to an area outside of the event, at least nine metres from the perimeter of the event. This area cannot be controlled by the Special Event Operator, and members of the public who are not in attendance at the event but wish to use the designated smoking/vaping area shall be permitted to do so. Designated smoking/vaping areas are not required, and operators are encouraged to contact the Middlesex-London Health Unit prior to the event to discuss their obligations under the *Act*.

No person shall promote, by any means, tobacco products or vapour products or promote the sale of these products at any place of entertainment. "Place of entertainment" means a place to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, and which is primarily devoted to eating, drinking, or any form of amusement.

Cannabis Promotion

Under the federal *Cannabis Act*, which came into effect on October 18th, 2018, it is illegal to promote cannabis or a cannabis accessory or any service related to cannabis:

- (a) by communicating information about its price or distribution;
- (b) by doing so in a manner that could be appealing to young persons;
- (c) by means of a testimonial or endorsement, however displayed or communicated;
- (d) by means of the depiction of a person, character or animal, whether real or fictional; or
- (e) by presenting cannabis products and/or any of its brand elements in a manner that evokes a positive or negative emotion about or image of a way of life, such as one that includes glamour, recreation, excitement, vitality, risk, or daring.

Also, it is illegal to promote cannabis or a cannabis accessory or any service related to cannabis (including informational promotion) in a prescribed place which includes but is not limited to schools, public playgrounds, a daycare facility, or any other public place frequented by young persons (under age 18).

While the Middlesex-London Health Unit does not enforce the federal *Cannabis Act*, we work closely with Health Canada's inspectorate that enforce laws that pertain to cannabis promotion. If violations or concerns are raised under the *Cannabis Act*, we will report them to Health Canada for follow-up.

Proprietor Responsibilities

Special event organizers and operators are required to ensure that smoking and vaping laws are followed. Every proprietor of an outdoor special event must:

- Give notice to staff and patrons that smoking or vaping is not allowed within the event.
- Post "No Smoking" and "No Vaping" signs at entrances, exits, and washrooms and in appropriate locations and sufficient numbers to ensure that staff and patrons are aware that smoking and vaping are not allowed.
- Ensure that no ashtrays or similar items are within the event.
- Ensure that people do not smoke or vape within the event.
- Ensure that someone who refuses to comply with Ontario's smoking and vaping laws does not remain within the event.

Enforcement

Inspectors from the Middlesex-London Health Unit will conduct inspections and respond to complaints regarding smoking or vaping in prohibited areas. An individual who violates the prohibition on smoking or vaping in prohibited areas may be charged with an offence and, if convicted, could face a maximum fine of \$1,000 for a first offence. A proprietor or corporation who fails to fulfill their responsibility under the law may be charged with an offence and, if convicted, could face a maximum fine of \$100,000 for a first offence.

This fact sheet is intended as a quick reference only and is not considered to be legal advice. For more information, please contact the Middlesex-London Health Unit at 519-663-5317 or email at smokefreeinfo@mlhu.on.ca.

www.healthunit.com

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110-355 Wellington St. | London, ON | N6A 3N7
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Strathroy Office
51 Front St. E | Strathroy, ON | N7G 1Y5
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