



Municipality of
Leamington
live | play | work

Special Events Guide



Introduction

1. We are excited to support you with the planning process of your special event. This guide has been developed to assist you in understanding the various policies and procedures and to ensure that the necessary approvals are in place before the actual date(s) of the event. As the Event Organizer or contact person, your role will be to follow up directly with the proper authorities regarding items within their jurisdiction relating to the event.

For questions related to this Guide, please contact:

Municipality of Leamington
111 Erie Street North
Leamington, ON
N8H 2Z9
Attention: Special Events Coordinator
Email: specialevents@leamington.ca

Purpose

2. The Municipality of Leamington recognizes the importance of special events in enhancing the quality of life, tourism, culture, recreation, and education, and in providing economic benefits to the local economy. The purpose of this document is to:
 - establish guidelines for the allocation and management of special events within the Municipality of Leamington;
 - inform all of the affected municipal departments about your proposed event;
 - ensure that all health and safety guidelines are met;
 - ensure that all necessary permits, permissions, insurance and approvals are secured;
 - ensure that there are no scheduling conflicts with other events or activities; and,
 - ensure that municipal services are not negatively impacted as a result of your event.

Failure to comply with the conditions outlined in this Special Events Guide could result in the application being declined.

We wish you the very best as you plan and prepare for your special event!

Special Events Guide - Table of Contents

Introduction.....	2
Purpose	2
Special Event Application	5
Sporting Event	5
Timing of Application	6
Event Description.....	7
Special Event Criteria:	7
Definitions.....	7
Compliance with Laws	8
Approvals.....	8
Event Location	9
Booking Municipal Facilities.....	9
Layout of the Event – Event Layout Plan.....	9
Events on Roads - Walk-a-thons / Bike-a-thons / Parades/Runs	10
Special Event Application Process	11
A-to-Z Guidelines.....	12
Accessibility	12
Access to Existing Infrastructure	12
Alcohol – Special Occasion Permit /Temporary Extension Process	12
Amusement Devices and Inflatable Devices.....	14
Animals for Entertainment	14
Banners	14
Barbecues and Cooking	15
Camping	15
Cancellation and Refusal of Events	15
Candle Burning at Events	15
Clean Up.....	16
Community Impact Plans - Notification	16
Damages	16
Demonstrations or Rallies.....	16
Dogs	17
Electrical Services	17
Emergency Access.....	17

Emergency Response Plan	18
Event Promotion	19
Fencing, Digging or Staking.....	19
Fire Safety Plan	19
Fireworks	19
First Aid / Emergency Medical	20
Food	20
Generators.....	21
Inspections	21
Insurance / Release and Indemnity	21
Live Entertainment.....	22
Loan of Equipment (barricades, picnic tables).....	22
Music	22
Noise Exemption Permit	22
Open Air Burning	23
Parking	23
Parking on Street.....	23
Parks	23
Raffles/Lotteries/Bazaars or Games	24
Road Closures.....	24
Sales and Vendors	24
Security.....	25
Signs.....	25
Smoke Free Ontario Act (SFOA)	26
SOCAN (Society of Composers, Authors & Music Publishers of Canada)	26
Temporary Structures (e.g. stages)	27
Tents, Canopies or Temporary Shelters.....	27
Volunteers	28
Washrooms	28
Waste Collection/ Recycling	28
List of Facilities	29
Further Information and Requirements for Seacliff Facilities	30
Contact Information	31
Event Layout Plan.....	33

Special Event Application

3. You **must** submit a Special Events Application if:

If you wish to hold your event on municipal property that is a road/road allowance (street festival, parade, walkathon, race) **OR:**

If you wish to hold your event on municipal property that is not a road/road allowance and there will be any of the following:

- Food being given or sold at an event open to the public
- Sale or consumption of alcohol at an event open to the public
- Sound amplification
- Tents larger than 30m² (Fire Safety Plan is required and possibly a building permit)
- Stages that are more than 225m² in area (building permit may be required)
- Amusement rides or inflatables
- Projected attendance of over 250 people **OR:**

If you wish to hold your event in whole or in part, outdoors on private property with the projected attendance of over 250 people and there will be any of the following:

- Food being given or sold at an event open to the public
- Sale or consumption of alcohol at an event open to the public
- Sound amplification
- Tents larger than 30m² (Fire Safety Plan is required and possibly a building permit)
- Stages that are more than 225m² in area (building permit may be required)
- Amusement rides or inflatables **OR:**

The Municipality requests you to do so because:

- Your event significantly affects municipal services. This includes events that are held on private property or inside municipally owned facilities. Affected services can include fire services, police services, public works (roads), emergency services, etc.
- Your event poses a risk to the health and safety of participants or the general public.
- A Special Event Permit is necessary to avoid the application of the Municipality's Business Licensing By-Law.

Sporting Event

4. A sports event or sporting event is defined as an event where an element of sport is the focus of the competition or celebration. Typically, the event involves competitors and spectators who have gathered to participate in, or watch, a sporting event. A Special Events Application is not required for sports tournaments or sporting events unless otherwise advised. To check the availability of a facility, determine if a Special Event Application is required, or for

more information on booking a sports tournament or sporting event, please contact the Special Events Coordinator at specialevents@leamington.ca or call 519-326-5761.

How to Apply

5. The Event Organizer shall read through this Special Events Guide, and complete the online application available here: [Special Events Application](#).

Please note that depending on the activities included in your event, additional forms including insurance certificates, and special operating permits may be required with your Special Events Application. Additionally, Event Organizers may be required to meet with municipal staff to review the Special Events Application and discuss details.

Special Event Permit Fee:

A fee of \$100 is required upon submission of the Special Events Application.

Timing of Application

6. To assist you with obtaining the necessary permits and services, it is essential to review the Special Events Guide, complete the Special Events Application, and submit it to the Municipality, together with all required forms and payment (if applicable):
 - At least **120 days prior** to the event, for **large events**
 - At least **90 days prior** to the event, if the event is taking place for the **first time** or **has significantly changed since the last time the event was held**.
 - At least **60 days prior** to the event, if the event is an **annual event** and has **no significant changes**.

*Failure to submit your complete application on time could result in the event not receiving approval.



Helpful Tips

Apply Early!

Early applications will allow more time to resolve any issues relating to your planned event.

Event Description

7. When completing the Special Events Application, you will be asked to describe the event. Your event description should provide the Municipality with a snapshot of your event activities.
 - The type of event.
 - Where and when will your event take place?
 - Who will be organizing and participating in your event?
 - What activities will be taking place and what do you hope your event will achieve?

The more information you can tell us about your event, the better-prepared staff will be to work with you to create a successful event.

Special Event Criteria:

8. If your Special Event is open to the public and held on municipal property, the event must meet at least one of the following criteria to be approved and issued a Special Event Permit:
 - a) Cultural and Historical Significance: the event celebrates, preserves, or educates about the local culture, history, or traditions, contributing to the community's identity.
 - b) Community Impact: the event demonstrates a positive effect on the community, enhancing community spirit, engagement, and pride.
 - c) Economic Contribution: the event significantly benefits the local economy, attracting visitors, generating revenue, and supporting local businesses.
 - d) Public Participation and Accessibility: the event attracts significant public participation, including people of all ages and abilities, and promotes inclusivity.
 - e) Environmental Sustainability: the event organizers demonstrate a commitment to sustainability, minimizing the environmental impact and promoting green practices.
 - f) Innovation and Uniqueness: the event offers unique, innovative experiences that distinguish it from regular community programming.

You will be asked to explain in your Special Event Application how your event fits within at least one of the listed criteria.

Definitions

9. The following definitions will assist you in describing your event:

Run, Walk, Bike, Triathlon, or Motorized Rides: Races, fundraisers, or awareness events where participants walk, run, bike, and, in a few cases, use motorcycles. Sometimes these events require full or partial road closures.

Festivals: A themed event or series of events. Typically, an event is held annually at the same time and place.

Fairs: A gathering of people for a variety of entertainment and commercial activities. Fairs usually include event elements, such as exhibitions and displays, children’s rides and amusements, food (including BBQs), merchandise, and/or craft vendors.

Parades: A public procession, especially one celebrating a special day or event and possibly including marching bands and floats.

Public Gatherings, Information or Awareness Sessions, or Commemorative Services: Information, education, and awareness events or announcements typically held at a hall.

Games or Leisure Activities: Includes events such as Easter egg hunts and physical activities or hobbies.

Compliance with Laws

10. A Special Events Application submitted to the Municipality for approval must meet certain criteria to be eligible for approval, including compliance with the provisions of municipal, provincial, and federal laws as well as in accordance with rules and regulations administered by outside agencies.
11. Every person has a right to equal treatment with respect to municipal services and facilities, without discrimination or harassment.

Approvals

12. Upon receipt of the Special Events Application and all required supporting documentation (and fees, if applicable), the information will be circulated to applicable departments for review and input. The Event Organizer may be contacted to provide additional information or to fill out additional forms. When all requirements have been met, a Special Event Permit will be issued to the Event Organizer. Event Organizers may be required to enter into a Special Event Agreement with The Corporation of the Municipality of Leamington as part of the Special Event approval.

Event Location

11. The Municipality needs to know where your event will be taking place.

Booking Municipal Facilities

12. The Municipality has several facilities available you may wish to rent for your event. (Please refer to the schedule attached for a complete list of facilities).

Municipal facilities for special events may be temporarily reserved through the Special Events Coordinator by emailing specialevents@leamington.ca or calling 519-326-5761. Payment must be completed to Recreation Services. Payment may be completed in person at Nature Fresh Farms Recreation Centre, 249 Sherk Street, Leamington, or over the phone at 519-322-2337.

To rent the Pavilion located at Leamington Marina, please call 519-326-0834.

The booking of certain municipal facilities is subject to the Seacliff Facilities Booking Policy, which is attached as a schedule. Full payment is required before the Special Events Application will be approved.

See more details and photos of our rental facilities by visiting the [Parks and Facilities webpage](#).

Layout of the Event – Event Layout Plan

13. As part of the Special Events Application, an Event Layout Plan is required to be submitted with your application. The Event Layout Plan is a key document so that staff can review the Event Organizer's plans and ensure that the layout of the stages, licensed areas and other activities comply with approved uses for municipal property. The Event Layout Plan should contain the information which is relevant to your special event. At the discretion of the Municipality, a planning and coordination meeting may be requested with the Special Event Organizer. The goal of this meeting will be to work through any additional details or requirements with the Special Event Organizer.



**Helpful
Tips**



Location, Location, Location!

Booking your event site early is essential to ensure the space is acceptable and available. Summer months are very busy; contact us prior to filling out an application.

Events on Roads - Walk-a-thons / Bike-a-thons / Parades/Runs

14. If you are interested in temporarily occupying or closing a municipal road to hold a special event such as a run, walk, bike, triathlon, please complete a [Temporary Road Closure Application](#) and submit together with the Special Events Application.



Helpful Tips



Map It!

We can help provide basic maps of local facilities and parks to plan your event layout and fire safety plan. Ask us or visit leamington.ca and search "Maps".

Special Event Application Process

15. Special Event Application process



A-to-Z Guidelines

16. Prior to completing and submitting a Special Events Application, Event Organizers are encouraged to review the A-to-Z Guidelines section to ensure their special event complies with the Municipality of Leamington's policies, procedures, and regulations.

Accessibility

- 16.1 Event Organizers are required to comply with Municipality of Leamington's "Accessibility Standards for Customer Service (Pursuant to Accessibility for Ontarians with Disabilities Act, 2005; Ontario Regulation 429/07) Policy".

The Municipality encourages Event Organizers to consider incorporating ways to make their special event more accessible. The Ontario government has created a [Planning Accessible Events Guide](#) that includes ideas to consider when planning your special event.

Access to Existing Infrastructure

- 16.2 Unless otherwise permitted, access to all public areas within an event site (play structures, splash pads, permanent washroom facilities, etc.) shall always remain available to the public during an event.

Alcohol – Special Occasion Permit /Temporary Extension Process

- 16.3 If you wish to serve alcohol at your event, you must adhere to both the provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol.

Alcohol and Gaming Commission of Ontario (AGCO)

Provincially, alcohol sales, service, and consumption are overseen by the [Alcohol and Gaming Commission of Ontario](#) (AGCO).

The AGCO website provides information related to Special Occasion Permits (SOP) and Temporary Liquor Licence Extensions. You will not be permitted to serve alcohol on municipal property without providing a copy of your Liquor Licence as issued by the AGCO.

For more information about AGCO liquor licenses, please contact:

Alcohol and Gaming Commission of Ontario (AGCO)

Toll Free: 1-800-522-2876

Email: customer.service@agco.ca

To start the process, applications can be picked up and returned to a local LCBO store or you may access the [application online](#). As part of the licence application package to the AGCO, you will be required to “notify the Municipality” and provide proof of this notification to the AGCO.

The AGCO requires for-profit organizations to obtain a municipal resolution or letter from a delegated municipal authority, deeming the event a “municipally significant event”. In the Municipality of Leamington, the Clerk has been delegated the authority to authorize and execute these letters. This letter must accompany the application for a Special Occasion Permit to the AGCO.

For more information about notifying the Municipality and obtaining an Event of Municipal Significance designation, please contact the Municipality at Tel: 519-326- 5761 and speak to a Customer Service Representative.

The [Alcohol Management Policy](#) is available online.

Municipal Alcohol Risk Management Policy

The Municipality of Leamington owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Municipality of Leamington has developed an [Alcohol Risk Management Policy](#) in order to prevent alcohol related problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities. Event Organizers must complete the Special Occasion Permit Holder Agreement and/or the Sports Activity Agreement and submit it with your Special Events Application.

Ontario Provincial Police (OPP)

As part of your application process for a liquor licence with the AGCO, the OPP may require you to submit additional information about your event. You may contact the OPP at:

Ontario Provincial Police
Leamington Detachment
7 Clark Street West
Leamington, Ontario N8H 1E5
Tel: 519-326-2544

Don't Delay!

Due to the approvals required to be provided to the AGCO as part of the application process, the turnaround time for requests through the AGCO can be lengthy. Please plan accordingly to avoid disappointment.



**Helpful
Tips**



Amusement Devices and Inflatable Devices

16.4 All amusement devices and air-supported structures must comply with the provisions of the Technical Standards and Safety Act. Additional paperwork is required to be submitted to the Municipality with the Special Events Application:

- For amusement devices, an Ontario Licence for the current year from the company is required. This includes a Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority under the Amusement Devices Act for the current year for each amusement device in operation; and
- A certificate of insurance from the vendor in the minimum amount of **\$5 million dollars in commercial liability insurance** with the Municipality of Leamington named as additional insured on the policy for the days of the event. For more detailed information, please refer to the section on *Insurance* below.

To obtain the additional required documents, please contact the [Technical Standards and Safety Authority](#).

Animals for Entertainment

16.5 Animals for entertainment include but are not limited to: animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides. The maintenance and care of all animals used for entertainment must observe the standards of care outlined in the [Provincial Animal Welfare Services Act](#).

The animal exhibit area must be shown on the Event Layout, illustrating how the animals with exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer program intends to contain and mitigate the potential for animal wastes to impact neighbours.

The Event Organizer may be responsible for additional insurance if animals are part of the event. Please contact the Special Events Coordinator for further information at 519-326-5761.

Banners

16.6 Banners are permitted to be installed across a road way at **one location** in Leamington:

1. Across Talbot Street West, east of Westmoreland
- Banners must comply with Municipality of Leamington Policy regarding banners. Applications for [Over the Road Banner Display](#) are required to be submitted **at least two weeks** in advance of the start date.

Barbecues and Cooking

- 16.7 Propane barbecues and personal barbecues are **not** allowed on municipal property. Permanent barbecues are available at designated areas for public use. **Open fires are not allowed on municipal property.**

Camping

- 16.8 Camping is not permitted on municipal property or private property not appropriately zoned to permit camping.

Cancellation and Refusal of Events

- 16.9 . The Municipality reserves the right to refuse any application if:
- the Event Organizer fails to comply with the requirements of the Special Events Guide, Special Events By-law, or any other municipal by-law,
 - the event endorses views and ideas that are likely to promote discrimination, contempt, or hatred for any person or group based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability; and/or,
 - the event conflicts with the Municipality of Leamington’s Strategic Plan or adversely impacts the Municipality’s identity.

Candle Burning at Events

- 16.10 The burning of candles is prohibited during any event as noted by the Ontario Fire Code, Division B Subsection 2.4.4. Open Flames Article 2.4.4.1. (1) “Open flames shall not be permitted in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless approved by a Chief Fire Official”.

Places of religious worship are exempt, but notification to the Fire Chief prior to the event is mandatory. Please contact Leamington Fire Services for further information at: 519-326-6291.

Clean Up

16.11 The Event Organizer is responsible for clean-up during and immediately following the event as well as clean up and removal of all event equipment and garbage upon completion of the event.

Community Impact Plans - Notification

16.12 Special events present a unique opportunity that can benefit all residents and visitors to Leamington. Event Organizers have an obligation to residents and businesses that may be impacted by a special event. Depending on the size and scope of the event taking place the Event Organizer may be required to:

- Direct letters to residences and businesses.
- Erect temporary signage.
- Advertise in local media outlets.
- Have direct contact with businesses, and,
- Contact the Leamington Business Improvement Area (BIA).

For further information, please call the Municipality of Leamington at 519-326-5761.

Damages

16.13 The cost of repairing any damages to a park, facility, street, sidewalk, etc. will be the responsibility of the Event Organizer. Any repair costs will be assessed and communicated to the Event Organizer by the Municipality of Leamington as soon as possible after the special event is completed.

Demonstrations or Rallies

16.14 Demonstrations, rallies, or actions that could incite violence of any kind are not allowed on all municipal property including sidewalks and roadways. Events occurring on municipal property must not promote the hatred or derision of any group and shall not be permitted if likely or intended to cause unreasonable danger to the health and safety of any person. The desecration of flags or other national symbols is not allowed. Events appearing on municipal property shall be consistent with the principle of respect for the dignity and worth of all persons.



**Helpful
Tips**



Waste Collection/Recycling

Please refer to Waste Collection/Recycling on page 23 of this Guide for additional information.

Dogs

- 16.15 In order to provide a safe and clean environment for all to enjoy, and to ensure compliance with the Municipality's [Animal Control By-law 668-06](#), **dogs are not allowed to be off leash on any municipal property**. Stoop-and-scoop practices shall be followed at all times. With the exception of service animals, dogs and all other animals are not permitted inside any municipal facilities.

Electrical Services

- 16.16 Some municipal facilities have access to electrical plug-ins. Please advise the Municipality if you require access to power. As the Event Organizer, you are responsible for bringing all extension cords to plug into available sockets and mats to prevent cords from becoming tripping hazards.

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance, or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection is required and must be filed with the Electrical Safety Authority, Customer Service Centre, 1-877-ESA-SAFE (372-7233). For festivals, concerts, and/or live performances that need to be expedited, contact 1-800- 667-4278.

Permit applications can be obtained from [Electrical Safety Authority's website](#).

Emergency Access

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

4 meters for single lane; **or**
8 meters for two lane traffic.

Emergency Response Plan

16.18 To be prepared for any emergency or disaster, Event Organizers should consider creating an emergency response plan. Emergency response plans may include such things as:

- Hazard Identification and Risk Analysis
- List emergency equipment available on site, and provide resource lists from mutual aid or supporting agencies
- A communication plan to activate contact with the Police, Fire, Ambulance, if not already on-site
- Dedicated and mapped emergency access points
- Support for routing the responding resources within your event as indicated
- Two event contact personnel including their cell phone numbers and how they will be contacted in case of emergency
- An evacuation plan with dedicated evacuation areas and identified evacuation routes
- Procedures to be followed in the case of an emergency or disaster
- Details on how you will prepare your volunteers and organizational staff to handle a disaster or emergency
- Weather monitoring details and responsibilities

Further, it is recommended that you provide these details to all emergency services prior to your event, so that they may have the information on hand, regardless of event attendance.

These details may be sent to:

Ambulance

Essex-Windsor EMS
360 Fairview Avenue West
Essex, Ontario, N8M 1Y6
519-776-6441 ext. 2232

Fire

Leamington Fire Services
5 Clark St W
Leamington, Ontario, N8H 1E5
519-326-6291

Police

Ontario Provincial Police (OPP)
Leamington Detachment
7 Clark St W
Leamington, Ontario, N8H 1E5
519-326-2544

Event Promotion

16.19 Events may be promoted on the [Community Calendar](#) on the Municipality's website.

Fencing, Digging, or Staking

16.20 For more information or to book locates, please contact:
Ontario One at 1-800-400-2255 (free service) or visit <https://ontarioonecall.ca/>.

Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on their Event Layout Plan. The Municipality has a limited supply of temporary fencing available which may be rented for a fee. This can be indicated on your Special Events Application.

Fire Safety Plan

16.21 [A Fire Safety Plan](#) is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the tent and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues. A Fire Safety Plan may be required when using a tent.

Fireworks

16.22 Municipality of Leamington maintains [Fireworks By-law 600-05](#) respecting the sale and discharge of fireworks. The By-law prescribes the restrictions and regulations surrounding both low-hazard (family fireworks) and Display and Theatrical Fireworks (event fireworks). Event Organizers are expected to be aware of the restrictions and regulations concerning the use of fireworks in the municipality. A separate [fireworks application](#) must be completed. Flying lanterns, sky lanterns, or wish lanterns are not permitted to be discharged in the Municipality of Leamington.

First Aid / Emergency Medical

16.23 Safety is the utmost concern for everyone involved in organizing an event. You may be required to provide information on the steps you are taking to ensure that your event is safe for attendees, volunteers, and staff. It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency (see below).

Essex-Windsor EMS provides dedicated coverage for special events, ranging from festivals to corporate events and municipal functions. Coverage is often dependent on the availability of staff and ambulances (fees may apply).

If you would like to request medical coverage for your special event, please fill out and submit a [Medical Coverage Request Form](#) and a representative from Essex-Windsor EMS office will contact you within 72 hours. Please provide **at least four weeks** advance notice for the event.

Food

16.24 Food providers must ensure that food and beverage items are offered in a manner that is in compliance with the Ontario Food Premises Regulation 562 and the Health Protection and Promotion Act.

During the event, Public Health Inspectors will inspect food vendors to ensure safe food handling is being implemented and to prevent any health hazards.

Event organizers and food vendors must submit their application forms to the Windsor- Essex County Health Unit **at least 30 days** prior to the start of the special event.

Application forms to submit are available from the Windsor Essex County Health Unit:

- [Special Event Organizer Application Form](#)
- [Food Vendor Application Form](#)

Event Organizers must provide the Municipality with a list of vendors serving food or beverages at the event. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and a valid business licence from their local municipality.

Insurance Please!

It is recommended that as an Event Organizer, you request proper insurance coverage from each of your participating food vendors.



**Helpful
Tips**



Generators

- 16.25 If you are bringing your own generators, they must be safely set up on your event site. If you do bring a generator, you must place it in a safe area free from obstruction and away from any trees or bushes. It must be vented to the outside and a fire extinguisher should be readily available in case of fire. Municipal staff may advise as to the best location for your generator. Please include generator information on the Event Layout Plan to be submitted with your Special Event Application.

Inspections

- 16.26 Site inspections may be required including, but not limited to, Fire Inspections, Technical Safety Advisory Association, Windsor-Essex County Health Unit, Electrical Safety Authority, Ontario Provincial Police, Municipal By-law Enforcement Officers, and Public Works Department. All required documentation is required to be available on site for review. If you are found to be in violation of any of the regulations, fines may apply.

Insurance / Release and Indemnity

- 16.27 Release of Indemnity and insurance is required for all events as follows:
- (a) A signed Release and Indemnity is required to be submitted with your Special Event Application stating that the Event Organizer releases, waives and forever discharges the Municipality from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that the Event Organizer shall at all times indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Municipality as a result of the Event Organizer's event.
 - (b) The Event Organizer must take out and maintain commercial general liability insurance underwritten by an insurer licensed to conduct business in the province of Ontario which insurance must include the following:
 - i. a limit of liability of no less than \$5,000,000 per occurrence including but not limited to bodily injury including death, property damage, advertising injury, contractual liability, non-owned automobile liability with volunteers added as insured.
 - ii. products and completed operation coverage (broad form) with a limit of \$5 million per occurrence, and
 - iii. a provision for cross liability and severability of interest.

If alcohol is being served at the event, host liquor liability with a limit of \$5,000,000.00 per occurrence must be included. Such insurance shall be named "The Corporation of the Municipality of Leamington - 111 Erie Street North, Leamington Ontario, N8H 2Z9" as additional insured.

A minimum of seven (7) business days prior to the Event, the Event Organizer must provide the Municipality with a Certificate of Insurance providing evidence of the required insurance policy.

The Municipality reserves the right to request additional insurance if, in the sole opinion of the Municipality, the event poses a higher level of risk.

Live Entertainment

16.28 The Event Organizer must ensure that the entertainment associated with the event is open to the public and will be of a positive nature for the enjoyment of both adults and/or children. Rude or foul language, nudity or any form of profanity will not be tolerated. The Event Organizer may be required to submit an entertainment and production contact list prior to the event.

You may require an exemption to [Noise By-law 51-18](#). Please refer section 5-Noise Exemption.

Loan of Equipment (barricades, picnic tables).

16.29 The Municipality has limited quantities of equipment and materials for public events (if available). Please identify any needs for equipment or materials on your Special Event Application. Fees will apply.

Music

16.30 Music. Please see: “Noise Exemption Permit”, below.

Noise Exemption Permit

16.31 If your event has amplified sound/live music, you must remain in compliance with the Municipality of Leamington’s [Noise By-law 51-18](#). During these times all amplified sound shall remain at an acceptable level considering the type and location of the event.

Events requiring the presence of amplified sound outside of the hours prescribed in the by-law require the granting of a [Noise Exemption Permit](#). A Noise Exemption Permit can be obtained from the Legislative Coordinator.

Applications for Exemption are subject to a \$25.00 service fee which is to be paid upon submission of the application. Payments can be made by cash, cheque, or debit at the Leamington Municipal Building during business hours.

Municipal By-law Enforcement Officers and the OPP are responsible for enforcing the Noise By-law and may attend your event to monitor or respond to a noise complaint.

Open Air Burning

16.32 If your event will have open-air burning, you must remain in compliance with the Municipality of Leamington's [Open Air Burning By-law 34-10](#). Organizers are to contact the Fire Services, between the hours of 8:30 am and 4:30 pm. Monday to Friday, to inquire whether they may obtain a permit for the type of fire they wish to have at their address. Applications are not available online, because the Fire Prevention Officer must do a site visit. If you are renewing an annual fire permit and there are no changes, it may be obtained at the fire station during business hours. No site visit is required. Open Air Burning Permits and renewals are \$20.00 (tax included).

Parking

16.25 To avoid parking problems related to the event, the Event Organizer should be aware of how many parking spaces are available and where those spaces are located (i.e. on-site or off-site). If parking will be off-site, consideration may be required on how traffic will be managed. Depending on the size of the event and the expectation of a large number of vehicles that will be required to find parking, consideration should be given to hiring paid duty Police Officer(s) for traffic and parking control and/or providing on-site shuttle bus transportation from parking areas outside of the event location. Event parking should be arranged to ensure the safe flow of traffic before, during, and after the event.

The Event Organizer must be aware of the Traffic and Parking By-law that will be enforced. Any deviation from the Traffic and Parking By-laws must be approved before the event and public notice provided (as required).

Parking on Street

16.26 On-street parking in the Municipality of Leamington is limited by by-law, and various prohibitions are placed on street signage. Unless otherwise arranged, on-street parking regulations must be observed at all times. Contact By-law Enforcement Services for specific parking information at 519-326-5761.

Parks

16.27 Public access to parks, park walkways, and special thoroughfares, as well as parking lots, must be maintained at all times during events. This includes all play structures for children.

Raffles/Lotteries/Bazaars or Games

16.28 If the event involves raffles, lotteries, bazaars or games, the Event Organizer must comply with Alcohol and Gaming Commission of Ontario legislation. Only approved charitable organizations are eligible for a lottery licence. Applications for an [eligibility review](#) and [applications to hold a lottery](#) may be sent to the Municipality of Leamington at clerks@leamington.ca or you may contact the Licensing Assistant at 519-326-5761.

Road Closures

16.29 If you would like your event to take place on a municipal roadway, you must identify this on your Special Event Application. Events requiring road closures will require the granting of a [Temporary Road Closure Permit](#).

The Municipality requires adequate time to review the request, coordinate detour routes with emergency services, and request advance warning signage through the Municipality's traffic division (when required).

Closing a road for an event is a complex process involving and affecting many people. The Municipality needs to know which road you wish to close for your event to determine availability and prevent scheduling conflicts with other events/activities. As the use of roadways is extended to all members of the public, the Municipality has an obligation to prioritize public safety when closing roads to ensure that the rest of the public can safely keep moving/operating even while various events are taking place.

The Municipality will make the final determination as to whether an event that takes place on the road is to be deemed either a full closure (no vehicular access is permitted on the roadway during the event); or a, lane closure (occupying one lane of a roadway while maintaining traffic in all directions).

Road closure changes cannot be made to your closure/route without notification to the Municipality. Parking lots and parks are viewable on our interactive maps on our website. Visit, leamington.ca/maps to view all the different options.

Sales and Vendors

16.30 Event Organizers must provide the Municipality with a list of vendors selling merchandise or other goods at the event. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and a valid business licence from their local municipality.

Security

- 16.31 An integral component of the risk management program is a comprehensive security plan. Event Organizers should consider creating a security plan. If private security is contracted, it is recommended that these expectations become part of the service agreement with the security firm. The security plan should also

describe what other controls will be implemented to mitigate any risks to the public. Examples include perimeter fencing, bag checks etc.

Security Firms can assist with many security functions including perimeter and bag checks, entry and exit head counts.

Paid Duty Police officers are often required by the AGCO upon issuance of a liquor permit or as determined through the hazard identification and risk assessment process.

A Paid Duty is a work assignment arranged through the Ontario Provincial Police, where an off-duty officer performs policing duties for an individual or organization other than the Municipality and is paid by the third party. (Example: traffic, security, weddings, special events). Requests for Paid Duty officers must be received in writing using the prescribed form stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty.

Police service for the Municipality of Leamington is provided by the Essex County Ontario Provincial Police. Application for Paid Duty Officers may be made by contacting Leamington OPP, Contract Manager at 519-326-2544.

Signs

- 16.32 A Sign Permit may be required to erect temporary signage in Leamington. Mobile signs are only permitted in designated areas throughout the municipality. For more information about approved mobile signage locations and conditions, please refer to the [Portable Sign Permit Application Form](#). The Municipality of Leamington has a fee which must be paid at the Municipal Office, 111 Erie Street North, prior to the application being reviewed and a permit being issued.

Before you have signs made, or put signs up, please refer to the [Regulation of Signs By-law 110-11](#), which regulates the size, use, location, construction and maintenance of signs within the Municipality of Leamington.

Note: No signs are allowed on municipal property.

Smoke-Free Ontario Act (SFOA)

16.33 The Province of Ontario has made it illegal to smoke and vape in public outdoor spaces with the [Smoke Free Ontario Act](#). This applies to all public events being staged on Municipality of Leamington owned or leased properties and includes all elements of an event such as beer tents, midways, concessions etc. In addition, the Municipality of Leamington has enacted [By-law 311-13](#) being a by-law to prohibit smoking tobacco at municipally owned recreational facilities (Nature Fresh Farms Recreation Centre).

The Windsor-Essex County Health Unit enforces the smoking and vaping ban. Failure to comply or to ensure compliance with the SFOA or By-law 311-13 can result in fines of up to \$5,000 under the Provincial Offences Act.

For more information, please contact the Windsor-Essex Health Unit at 519-258-2146 Ext. 3100.

SOCAN (Society of Composers, Authors & Music Publishers of Canada)

16.34 SOCAN “is the Canadian copyright collective for the right to communicate to the public and publicly perform musical works. SOCAN administers these rights on behalf of its members (composers, lyricists, songwriters, and their publishers) and those of affiliated international organizations by licensing the use of their music in Canada. The fees collected are distributed as royalties to SOCAN’s members and to affiliated organizations throughout the world.”

If you are planning to use live or recorded music of any kind; the event organizer is required to pay a licence fee to SOCAN.

Temporary Structures (e.g. stages)

16.35 The Ontario Ministry of Labour (MOL) has issued guidelines to help event organizers understand their obligations under the Occupational Health and Safety Act and its regulations related to the design, erection, use, dismantling and maintenance of temporary performance/event structures that are used either indoors or outdoors. The guidelines cover:

- Design and materials
- Positioning
- Planning and control of work
- Inspections
- Operations Management Plans (OMP)

If you are planning to erect a temporary structure as part of your event, you will need to notify the Ministry of Labour (MOL), especially if the temporary structure:

- Will be used for multi-day events;
- Require large equipment such as cranes to assemble the temporary structure; or,
- Require separate temporary structures for sound, lighting, pyrotechnics, video equipment, etc.

For more information, please refer to the [Ministry of Labour Safety Guideline for the Live Performance Industry in Ontario.](#)

Tents, Canopies or Temporary Shelters

16.36 Depending on the size and/or configuration of your tents, you may be required to obtain a building permit. According to the Ontario Building Code (2012), a tent or group of tents is exempt from the requirement to obtain a building permit if the tents are:

- (a) not more than 10 sq ft (60 m²) in aggregate ground area.
- (b) not attached to a building; and,
- (c) constructed more than 3 m from other structures.
- (d) For tents that are larger than 323 sq ft (30 m²) a Fire Safety Plan may be required.
- (e) For tents larger than 654 sq ft (60 m²) a Building Permit is required.

Contact Building Services by email at bldgdept@leamington.ca, or by phone at 519-326- 5761, to determine whether building permits are required.

Contact Leamington Fire Services at 519-326-6291 to determine whether a Fire Safety Plan is required for your tent(s) and/ or group of tents. All vendors under a tent are required to have onsite access to a 2A-10BC Rated Fire Extinguisher at all times.

Volunteers

16.37 Volunteers are integral to the success of any special event. Spending time on planning a 'Volunteer Management Model' can be beneficial for the volunteers and their supervisors. It is important that your volunteers are provided with any pre-event training including clarifying roles and responsibilities and any communication, emergency, and security procedures that are in place. It is also important to document any training provided including the trainers' name, trainees, date, time, and topic. More information about volunteers and the management of volunteers may be found at [Volunteer Canada](#).

Washrooms

16.38 Event Organizers are responsible for providing sufficient portable washrooms and may be required to provide wheelchair accessible portable washrooms and hand wash sinks depending on the event and location. You may wish to consider the nature of your event, length of time and guest requirements when determining the need for this service. As a rule, you will need no less than three regular units for every 100 attendees for a six-hour event.

The Windsor Essex County Health Unit may have specific requirements for the number of washrooms based on expected attendance and/or activity (e.g. Food service). The AGCO may also have specific requirements if alcohol is being sold at the event.

Waste Collection/ Recycling

16.39 The Event Organizer is responsible for litter control and waste disposal. Upon completion of a special event, all litter, garbage, and recycling collection must be completed by the Event Organizer and the lands must be left in their original condition.

The [Essex Windsor Solid Waste Authority](#) (EWSWA) offers a free special event recycling service in order to make special events more environmentally friendly. If you are hosting a special event and require recycling services, please contact EWSWA in order to organize a recycling program for your event.

This is a year-round, **free** service. For more information or to arrange for special event recycling call 1-800-563-3377 (Essex County and Windsor area only). You can fill in an on-line form if you would like to submit your event information electronically. One of the EWSWA staff will call to confirm recycling services at your event.

Requests must be submitted two weeks in advance of the event date.

List of Facilities

Community facilities can be rented by the public.

Seacliff Facilities

The booking of and the fees payable for the use of the Seacliff facilities are subject to the Seacliff facilities booking policy which is attached as a Schedule. Subject to the provisions of the Seacliff Facilities Booking Policy, fees for the use of the SUNSET® Amphitheatre are non-refundable.

All other facilities

Rentals are required to be paid in full two weeks prior to the date of the rental. A Special Events Permit will not be issued until the rental has been paid. A cancellation fee will be applied to all bookings in which the rental fee is \$100.00 or greater and the rental is cancelled within 2 weeks of the rental. No refunds will be issued to those cancelling the day of the event or no shows.

For detailed information about facility rental or reservation opportunities, please visit our website leamington.ca/facilityrentals.

<p>Leamington Municipal Building 111 Erie Street North 519-326-5761 Ext. 1106 Living wall rental for photographs Contact: clerks@leamington.ca</p>	<p>Seacliff Facilities Seacliff Drive West SUNSET® Amphitheatre, park area, picnic shelter, beach, and volleyball court rentals</p>
<p>Chestnut Park 24 Chestnut Street 519-322-2337 Park and pizza oven reservation</p>	<p>Soccer Fields Corner of Mersea Rd 2 and Mersea Rd 12 519-322-2337 Day or season rentals available</p>
<p>Recreation Centre 249 Sherk Street 519-322-2337 Ice rentals, meeting rooms, gymnasium, trade shows, swimming pool, etc.</p>	<p>Mersea Park Point Pelee Drive 519-322-2337 Two pavilions and two softball diamond rentals</p>
<p>Kinsmen Baseball Diamonds Seacliff Drive East 519-322-2337 Eight diamonds, hardball, and softball. Washrooms and field lighting are available</p>	<p>Leamington Marina 90 Robson Road 519-326-0834 Marina pavilion rental</p>

Further Information and Requirements for Seacliff Facilities

Additional Fees

Event Organizers will be responsible for any additional fees resulting from the requirement to adjust the site plan of Seacliff Park or SUNSET® Amphitheatre for the safety and security of patrons.

Operating Hours

Operations set up or take down staff are available to assist event organizers during business hours only. Organizers are encouraged to schedule their set up/take down from: Monday to Friday: 7:00 AM to 3:00 PM.

Electrical Services

Should an event organizer require tie-in to the electrical camlocks on-site at SUNSET® Amphitheatre, the service will need to be completed by a licensed electrician.

Emergency Action Plan/ Risk Assessment

All events to be held at Seacliff Park or SUNSET® Amphitheatre with expected attendance over 250 people must submit an Emergency Action Plan /Risk Assessment as described in section 16.18.

Security, Crowd Control and Policing

For large events, organizers are responsible for making arrangements for crowd and traffic control. Event organizers are free to determine their security needs in adherence to any provincial regulations in order to protect their participants and their own equipment as long as these arrangements are determined in consultations with the Municipality.

Weather

Outdoor events are by their nature subject to inclement weather. In the case of rain, a performance can continue provided that it is deemed safe by the Event Organizer. In the case of thunder and lightning, the technical staff are required to shut down the stage to reduce the risk of being hit by lightning in accordance with the Outdoor Venues Safety Guideline for the Live Performance Industry in Ontario. Only once 30 minutes have passed without thunder or lightning will the Event Organizer advise the crew to re-open the stage. If the event organizer cancels the event or reduces the hours of the event for any reason, including inclement weather, the event organizer remains responsible for 100% of costs incurred.

Extreme Heat Alert

When a Weather Network Extreme Heat Advisory is called for Leamington, event organizers must make announcements identifying existing water stations and shade locations. All event organizers are asked to remind participants of cooling options available to them.

Contact Information

Special Events - Application Process

111 Erie Street North
Leamington, Ontario, N8H 2Z9
Tel: 519-326-5761
Email: specialevents@leamington.ca

Booking Facilities

Recreation Services
Nature Fresh Farms Recreation Centre
249 Sherk Street
Leamington, Ontario, N8H 4X7
Tel: 519-322-2337

Building Permits for Tents and Stages

Building Services
111 Erie Street North Leamington,
Ontario, N8H 2Z9
Tel: 519-326-5761 Ext. 1440
Email: bldgdept@leamington.ca

Planning – Zoning Compliance

Manager of Planning Services
111 Erie Street North
Leamington, Ontario, N8H 2Z9
Tel: 519-326-5761 Ext. 1407
Email: planning@leamington.ca

Vendors, Games, Concessions and Rides

Legislative Services
111 Erie Street North Leamington,
Ontario, N8H 2Z9
Tel: 519-326-5761 Ext. 1120

Food Handling Requirements /Safety

Windsor-Essex County Health Unit Health Inspection Department
33 Princess Street
Leamington, Ontario, N8H 5C5
Tel: 519-258-2146 ext. 4475

Noise, Animal Control and By Law Enforcement

Manager of By-law Enforcement
111 Erie Street North Leamington,
Ontario, N8H 2Z9
Tel: 519-326-5761 Ext. 1106

Leamington Marina

90 Robson Road
Leamington, Ontario, N8H 3V4
Tel: 519-326-0834

Road Closures and Signage Infrastructure Services

111 Erie Street North
Leamington, Ontario, N8H 2Z9
Tel: 519-326-5761 Ext. 1315
Email: engdept@leamington.ca

Firework, Tents and Fire Safety Plan

Leamington Fire Services Fire Inspector

5 Clark Street West
Leamington, Ontario, N8H 1E5
Tel: 519-326-6291 Ext. 3238

Ontario Provincial Police (OPP)

Leamington Detachment
7 Clark Street West
Leamington, Ontario, N8H 1E5
Tel: 519-326-2544

Alcohol and Gaming Commission of Ontario (AGO)

90 Sheppard Avenue East, Suite 200-300
Toronto, Ontario, M2N 0A4
Tel: 1-800-522-2876

Essex-Windsor EMS

360 Fairview Avenue West
Essex, Ontario, N8M 1Y6
Tel: 519-776-6441 Ext. 2232

**Ontario Animal Protection
Call Centre**

Tel: 1-833-926-46525
<https://www.ontario.ca/page/animal-welfare>

Ontario One

Call Before You Dig (free service)
Tel: 1-800-400-2255
<https://ontarioonecall.ca/>

Electrical - Safety Authority Standards

Customer Service Centre
400 Sheldon Drive, Unit 1
Cambridge, Ontario, N1T 2H9
Tel: 1-877-372-7233

**The Society of Composers, Authors and
Music Publishers of Canada (SOCAN)**

41 Valleybrook Drive
Toronto Ontario, M3B 2S6
Tel: 1.800.55.SOCAN (76226)
www.socan.ca

Event Layout Plan

- The north direction.
- Direction of travel – if event is a parade, race, walk, etc.
- Names of adjacent avenues, streets, and roads.
- Access and Egress Points (pedestrian, vehicular, emergency access)
- An unobstructed fire/emergency response lane(s).
- Licensed areas, if applicable.
- Locations of Fencing and Security Controls.
- Location(s) of any vendor(s).
- Location(s) of fire extinguisher(s).
- Temporary and fixed event facilities, including stages, seating (bleachers and grandstand), bridges, platforms, trailers, tents, amusement rides, and vendor sites.
- Location of waste diversion sites.
- Locations of permanent and temporary washroom facilities.
- First aid stations.
- Areas for food and water.
- Identification of any hazardous/combustible materials i.e. fuel storage, propane, etc.
- Generators and other electrical sources.
- Staging and holding areas.

Municipality of Leamington

111 Erie Street North

Leamington, ON

N8H 2Z9

Attention: Special Events Coordinator

Email: specialevents@leamington.ca



Municipality of

Leamington

live | play | work