



The Corporation of the Municipality of
Central Elgin

Special Events Policy & Procedure Manual

April 2018



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Background

The Municipality of Central Elgin Special Events Committee was formed to work with event organizers and produce successful events. This Committee strives to help coordinate and maintain high standards, which benefit all parties involved in the event.

Each year the Municipality of Central Elgin receives requests from individuals or groups to operate special events on roadways and municipal property. These events vary in scope, size, cost and complexity.

The Municipality of Central Elgin requires that the municipal staff communicate policies and guidelines, and provide support to these events to ensure their safe and appropriate operation.

Forward

These policies and procedures are designed to help the special event coordinators effectively use Central Elgin resources to plan a successful event.

Most special events represent a major investment of time and money. When the events are well planned and organized they can yield a rewarding outcome to the organizers and the Municipality. Successful events are a result of:

- Responsible leadership
- Careful advance planning
- Good organization and methodical follow through on details
- Provisions against the unexpected

The Corporation of the Municipality of Central Elgin is at your service to help you in every way possible to make your event a success.

Municipal Goals

The Corporation of the Municipality of Central Elgin strives to:

- Be pro-active in bringing special events to the Municipality;
- Provide logistical assistance to special events operated on municipal property, streets and roadways;
- Ensure that event applications are treated fairly and in an equitable manner;
- Ensure all municipal interests are met, and protect municipal assets.

The Special Events Committee shall be composed of:

- 3 members of Council
- Chief Administrative Officer
- Director of Financial Services/Treasurer
- Director of Fire Rescue/Fire Chief
- Director of Physical Services

- Elgin St. Thomas Public Health
- A representative of the Ontario Provincial Police, Elgin County Detachment
- A representative from the EMS service.

In addition, the Committee will communicate and forward special event applications to:

- County of Elgin Engineering Department
- County of Elgin Economic Development Department
- Port Stanley BIA

Objectives

The objectives of the Committee are:

- To promote Central Elgin as the premiere place to hold special events.
- To assist special events operators eligible under the 'Definition of Special Events'.
- To establish contracts for the use of the Municipality of Central Elgin property, streets, and roadways, between the special event operator and the Municipality.
- To seek advice through the Special Events Committee on special events applications, as required, and annually review Special Events Policies & Procedures Manual.
- To ensure that all events are accessible to participants.
- To strongly encourage that all Special Events make an effort to promote environmental sustainability which can be achieved through recycling, using renewable energy, composting and supporting the use of recycled or biodegradable serving containers.

Special Events Committee Goals

For The Corporation of the Municipality of Central Elgin to develop and implement effective, customer-friendly services for special events.

Objectives

- To evaluate, on an ongoing basis, all special events policies and procedures.
- To make a recommendation when a special event operator requests a facility on the same date and location as an existing event.
- To report to Council and advise on any changes or modifications to the Special Events Policies & Procedures Manual.

Definition of Special Events

- Major Special Event - operates more than eight hours WITH projected attendance over 200
- Other Types of Events - operates less than eight hours WITH projected attendance under 200

Special events are a one time, annual or infrequently occurring activity that takes place within the facilities operated by Municipality of Central Elgin.

The primary characteristics of a special event include:

- The main purpose is to celebrate or display a specific theme;
- There is a predetermined opening and closing dates and time.

The program may consist of several separate activities and which are eight hours or more in length.

To further define special events, there are nine subcategories:

- Harvest and Agricultural
- Cultural
- Theatrical
- Festival
- Neighborhood Celebration
- Commemorative
- Sports (street or facility tournaments)
- Artistic
- Commercial

Accessible Events

An accessible event is one in which everyone can participate fully regardless of their ability. Disabilities include visual, physical, hearing, mental health, intellectual and learning. Use this section when planning outdoor events such as festivals, concerts, receptions, etc.

Organizers should be aware of the features that make an event venue accessible :

Parking

- Do you have designated disabled parking places?
- Are they as close to the entrance of the event as possible?
- Are event personnel familiar with the location of these parking spots?

Public Entrance

- Is there a level entrance that persons using wheelchairs or mobility aids can pass over and wide enough for wheelchairs to pass through? (>36 inches)
- If the main entrance has steps, does it also have a railing?
- Do staff and volunteers understand that service animals are permitted? Do any “no animal” signs also indicate that service animals are accepted?
- Are there barriers along outdoor and indoor paths that might cause problems for people who use canes, crutches or wheelchairs? Make sure that things like garbage cans and sign can be

moved so there is at least a one-metre wide path of travel. Check if surfaces are level, firm, and stable.

- Are automatic doors available? If not, make sure you can prop doors open, or there will be volunteers who can help people trying to go through.

Lighting

- Good lighting helps people who are Deaf or hard of hearing read lips or communicate using sign language.
- Direct natural light can cause shadows and glare, making it difficult for people with low vision to see.

Acoustics

- Avoid significant echoes - this create barriers for people who are hard of hearing.

Emergencies

- Do you have an evacuation plan that addresses the evacuation of persons with special needs?
- Have you trained your staff in these evacuation procedures?

Washrooms

- Have you provided, at a minimum, two accessible outdoor portable washrooms?

Signage

- Are large, clear letters and plain language used on signs directing people to specific areas?
Are they free from glare?

Entertainment Seating

- Has an area been designated for people to use wheelchairs or mobility aids?
- Can a companion sit beside the person with the disability?
- Can you accommodate the Deaf or hard of hearing?

Room Set-up

- Signs should contain common words and simple, short sentences.
- Cover electrical cables or cords that cross aisles or pathways.
- Ensure aisles are one metre or more.
- Make sure there are chairs for people who use canes or crutches and find it hard to stand for long periods.

Food

- Are there event personal available to assist participants to get their food or beverages?
- Make sure there are spaces without chairs at the tables for every person using a wheelchair.
- Is part of the food counter lowered to allow persons with mobility aids to access it easily?

- Is there a clear path between tables for a mobility aid user to manoeuvre?
- Be sure to place food, drinks and utensils in easy reach of a person using a wheelchair?
- Provide bendable straws and some cups with handles?

Promotions

- Provide contact information so visitors can learn about the accessibility, or let you know what accommodations you can make so they can participate.
- Use a variety of ways to communicate (telephone, email, print) so that visitors can receive information and communicate with you.
- Use at least 12 point sans serif fonts (like Arial or Verdana)

General Etiquette

- When presenting, use a microphone, speak slowly and describe images that are projected on the screen during a presentation.
- Focus on people's abilities
- Be respectful
- Never touch a service animal without the owner's permission
- Be patient and observant
- Ask the person if they require any assistance, and then wait for the response
- Speak to the person with the disability, not the individual who may accompany them
- Have a pen and paper handy to assist those who are deaf, deafened or hard of hearing.

For more information about accessible events, please visit <https://accessontario.com/aoda/resources/> and go to “Planning Accessible Events.”

Municipality of Central Elgin Property Rental Statement

Rental fees **shall** be levied for all special events held on Municipal property.

The Corporation of the Municipality of Central Elgin reserves the right to request event financial statements.

A Certificate of Insurance is required. It should provide proof of all applicable insurance coverage and in the amount designated by the Municipality, and include the Municipality of Central Elgin as an Additional Insured. Failure to provide a Certificate of Insurance shall result in cancellation of the event.

A completed and signed Statement of Indemnification is required.

The event organizer is forewarned that an approved event may ~~arbitrarily~~ be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Criteria for the Approval of Special Events

Lead Time for Applications

It is recommended that a minimal lead time of 12 weeks be enforced in order to properly assess and co-ordinate a special event. This requirement will be strictly adhered to except in cases where a justifiable event has been organized on short notice (for example, a demonstration), or when the effects of the proposed event will be minimal.

Event applications received without 12 weeks notice will be accepted or rejected at the Committee's discretion.

First Come First Serve

It is also recommended that when multiple events have proposed the same location(s) and time, that the applications be treated on a first come first serve basis.

Annual Events

Even if your event is held annually, you are **required** to complete an application and communicate with the Special Events Committee on a yearly basis. ~~in order to ensure high standards are met and that the event may meet its full potential.~~

A) Sidewalk Sales

The following criteria apply to sidewalk sales conducted on Municipality streets.

1. It is the responsibility of the applicant to ensure that each business within the limits of the proposed sidewalk sale receives adequate prior notification and is given an opportunity to participate.
2. It is the responsibility of the applicant to install, maintain and remove any barricades that may be required by Municipality staff or Central Elgin's emergency services.
3. No tables or barricades shall be permitted within 6.0m (20 inches) of an intersection.
4. There must be a minimum of 1.5m (4 feet 9 inches) of clear sidewalk space maintained at all times.
5. Merchants participating in the sidewalk sale shall be restricted to the sidewalk within the boundary lines of their establishment as extended across the sidewalk. Merchants wishing to use sidewalk space in front of an adjacent or any other establishment as part of their display require the written approval of that establishment's proprietor.
6. The roadway must be kept clear at all times.

7. It is the responsibility of the applicant to ensure that any litter generated as a result of the sidewalk sale is picked up.
8. A Certificate of Insurance is required providing proof of all applicable insurance coverage's and in the amount designated by the Municipality, and including the Municipality of Central Elgin as an Additional Insured. Failure to provide a Certificate of Insurance shall result in cancellation of the event.
9. The provision of a completed and signed Statement of Indemnification is required.

The event organizer is forewarned that an approved sidewalk sale may be ~~arbitrarily~~ altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

B) Parades and Pass through Sporting Events

The following criteria apply to parades and sports events (hereinafter referred to as "event") staged in whole or in part on municipal streets or property.

1. A municipal street that is closed for an event may require police officers, at the event organizer's cost. Police must be contacted in order to determine the needs of the specific event.
2. An event may not be permitted on a Municipal street during peak traffic hours (7:00 a.m. - 9:00 a.m. and 3:30 p.m.- 5:30 p.m.) from Monday to Friday (statutory holidays exempt).
3. An event will not be permitted to double back on its route or reverse direction. This significantly increases the time that traffic is unable to cross the event route.
4. It is the responsibility of the event organizer to ensure that an approved event begins and ends on time. The event organizer is responsible for additional policing costs incurred as a result of any delay. This does not apply if the event is delayed for reasons beyond the event organizers' control.
5. All streets that intersect with an approved event route must have barricades. Exceptions may be made for some events.
6. Trained volunteers shall be positioned where barricades are supported by "Road Closed - Local Traffic Only" signs to assist any person having legitimate business between such barricades. The approved event route must also be posted, unless Municipal or Police officials indicate otherwise.
7. Instructional/ information pamphlets, which provide guidelines for route marshals, are made available to event organizers. The event organizer and volunteers may be required to attend training courses for volunteers staffing barricades.

8. It is the event organizer's responsibility to ensure that each volunteer understands that traffic, except emergency vehicles, is not permitted to cross an event route until the event has passed. Exceptions may apply to depending on the type and scale of event, as well as the Municipal streets involved.
9. Temporary regulatory signs and alterations to traffic control signal displays or timing phases may be required to. If required, municipal staff shall perform these services.
10. Temporary detour and/or advance warning signs may be required by municipal staff or the police to divert traffic away from the vicinity of the event. If required, they shall be erected, maintained and removed by Municipal staff.
11. It is the responsibility of the event organizer to provide details of the event to residences, businesses, churches, and any other institution or organization that may be impacted by the event, a minimum of 10 days in advance where reasonably possible. The event organizer will work with business representatives, etc., to minimize any inconvenience the event may cause.
12. It is the responsibility of the event organizer to ensure that any litter generated as a result of the event is picked up to the satisfaction of the Municipality, or the Municipality may clean the site and any or all related charges may be billed to the event organizer.
13. Mailouts and/or ads published in the local newspapers, radio, and/or social media, which provide road closure details and alternative routes, may be required. Whether or not this is required will depend on anticipated traffic implications. If required, this will be managed by Municipal staff.
14. Some or all costs associated with the provision of additional Police resources (both human and vehicular) required to safely secure the event may be charged to the event organizer. The Police shall determine the extent of required Police resources. A permit may be subject to summary cancellation if adequate Police supervision is not secured before the event.
15. The event organizer is responsible for compliance with the Municipality's noise control by-law, By-law 212 as amended, and for initiating any applications to the Municipality for an exemption to the by-law. By-law 212 as amended is attached as Appendix B.
16. A Certificate of Insurance is required providing, proof of all applicable insurance coverages and in the amount designated by the Municipality of Central Elgin; including the Municipality of Central Elgin as an Additional Insured. Failure to provide a Certificate of Insurance shall result in cancellation of the event.
17. A completed and signed Statement of Indemnification is required.

18. The event organizer is forewarned that an approved event may ~~arbitrarily~~ be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

C) Demonstrations

For our purposes, a demonstration is a spontaneous or planned collection of people using the road allowance as a place to express an opinion. This type of event can be stationary (confined to a specific location) or one which moves from one point to another (commonly referred to as a "March"). Both types of demonstrations are subject to the criteria outlined in this section.

The following criteria apply to demonstrations taking place on Municipality streets.

1. Demonstrations having less than 150 participants shall be restricted to the sidewalk.
2. Demonstrations having more than 150 participants may use part of the roadway. Municipal staff or a Police officer shall determine the extent of the road use.
3. Demonstrations shall not interfere with the passage of pedestrians.
4. Demonstrations having less than 150 participants conducted outside a non-internationally protected property shall be restricted to the sidewalk on the opposite side of the street. Demonstrations having more than 150 participants conducted outside a non-internationally protected property may use part of the roadway adjacent to the sidewalk on the opposite side of the street. The Ontario Provincial Police shall determine the precise parameters of the demonstration and whether the use of the street is required. If no sidewalk exists, the demonstration shall not be permitted within 15m (49') of the establishment. The Ontario Provincial Police and/or Municipal staff may make exceptions for small demonstrations or when it is more practical for the participants to be in front of the establishment.
5. Signs or banners, other than plastic foam core signs, must be made of cardboard or cloth/nylon. Plastic foam core signs must be limited to 1.0cm (.39") in thickness, 15.0cm (5.9") in width and 40.0cm (15.7") in length. All types of signs or banners must be supported by cardboard or softwood supports no larger than 2.5cm by 2.5cm (.98" x .98"). These supports must not exceed 2.0m (6.6') in length. The ends of the supports must not be pointed or sharp.
6. The event organizer is responsible for compliance with the Municipality's noise control by-law, By-law 212 as amended, and for initiating any applications to the Municipality for an exemption to the by-law. By-law 212 as amended is attached as Appendix B.
7. In accordance with Subsection 2.6.3.4 of the Ontario Fire Code and the Fire Protection and Prevention Act, open air burning is not permitted unless approved, or unless such burning consists of a small, confined fire, supervised at all times, and used to cook food on a grill or a barbecue.

8. It is the responsibility of the demonstration organizer to inform the Police of his or her name and or that of his or her designate prior to its occurrence.
9. The demonstration organizer, or designate, must identify himself/herself to the Police supervising the event and must be present at the demonstration site until the event is terminated.
10. Police supervision is required for a demonstration. It is the responsibility of the demonstration organizer to contact the Ontario Provincial Police to arrange for supervision. The demonstration organizer may be responsible for any costs associated with the provision of this service.
11. It is the responsibility of the demonstration organizer, or designate, to ensure that these criteria are adhered to.
12. It is the responsibility of the demonstration organizer, or designate, to ensure that any lawful instruction issued by a Police officer is obeyed.
13. It is the responsibility of the demonstration organizer, or designate, to ensure that the demonstration does not block private accesses.
14. It is the responsibility of the demonstration organizer, or designate, to ensure that any litter generated as a result of the demonstration is picked up.
15. The Police may require barricades or traffic safety devices at a demonstration site. Costs associated with their delivery, erection, and removal shall be borne by the Municipality.
16. The provision of a completed and signed Statement of Indemnification is required.
17. A demonstration organizer is forewarned that an approved demonstration may be arbitrarily moved or altered in response to an emergency situation. The use of this authority shall not be unreasonably applied.

D) All Other Events

Events which require road closures but are not parades or pass through sports events include: festivals, carnivals, street dances, outdoor religious services, street parties, and fund-raising activities. These temporary road closures are typically of long duration and are separate from road closures required for parades and sports events in that they are required to accommodate non-moving events. Municipal streets also needed to be closed sporadically for filming, and used to accommodate events not staged on the closed road.

It is the responsibility of the event applicant to apply for and receive (if applicable);

- An Electrical Safety Authority Permit,
- A Technical Standards and Safety Authority Inspection Certificate,
- A Fire Hydrant Connection Permit,

- A Building Permit,
- A Right of Way Occupancy Permit.

Street Closures REQUIRE COUNCIL APPROVAL.

The following criteria apply to events other than parades and sports events (hereinafter referred to as "event") that require Municipality street closures.

1. An acceptable detour must exist that is safe and able to accommodate redirected traffic without adversely affecting through traffic patterns. Factors such as estimated traffic volumes, turning radii, number of heavy trucks, height restrictions, and parking will be used to determine if an available detour is acceptable.
2. It is the responsibility of the event organizer to ensure that all streets that intersect with the closed portion of road are completely barricaded at all times. ~~and that the portion of road that is closed is completely barricaded at both ends of the closure at all times.~~
3. It is the responsibility of the event organizer to ensure that trained volunteers are positioned at both ends of the road closure at all times to assist emergency vehicles and those with legitimate business through the barricaded area. A 6 meter passageway must be kept clear of obstacles at all times within the road closure so that emergency vehicles can proceed through unimpeded.
4. Temporary regulatory signs and alterations to traffic control signal displays or timing phases may be required to facilitate the event. Municipality staff, if required, shall perform these services.
5. Temporary detour and or advance warning signs required to facilitate the event shall be erected, maintained, and removed by Municipal staff.
6. It is the responsibility of the event organizer to provide details of the event to residences, businesses, churches, and any other institution or organization that may be impacted by the event a minimum of 30 days in advance of the event. Furthermore, the event organizer will work with business representatives, etc., to minimize any inconvenience the event may cause.
7. It is the responsibility of the event organizer to ensure that any litter generated as a result of the event is picked up to the satisfaction of the Municipality. Otherwise, the Municipality may clean the site, and any or all charges relating to the clean up may be billed to the event organizer.
8. Mailouts and/or ads published in the local newspapers, radio, and/or social media, provide road closure details, recommend alternate routes and provide information relating to available alternate transit routes, may be required. Whether or not this is required will depend on anticipated traffic implications. If required, this responsibility rests with Municipal staff.

9. Some or all costs associated with the provision of additional Police resources (both human and vehicular) required to safely secure the event may be charged to the event organizer. The Police shall determine the extent of required Police resources. A permit may be subject to cancellation if adequate Police supervision is not secured before the event.
10. The event organizer is responsible for compliance with the Municipality's noise control by-law, By-law 212 as amended, and for initiating any applications to the Municipality for an exemption to the by-law. By-law 212 as amended is attached as Appendix B.
11. A Certificate of Insurance is required providing proof of all applicable insurance coverage and in the amount designated by the municipality, including the Municipality of Central Elgin as an Additional Insured. Failure to provide a Certificate of Insurance shall result in cancellation of the event.
12. A completed and signed Statement of Indemnification is required.
13. The event organizer is forewarned that an approved event may be ~~arbitrarily~~ altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably used.
14. Organizers are responsible to insure that appropriate washroom facilities are available at the event. This means 1 toilet for every 100 women, and 1 toilet for every 100 men.

When the public is able to purchase food and beverages, the following numbers of washrooms must be available within 45m (150 ft) of the food area.

No. of People	Washrooms	No. of People	Washrooms
1-20	One toilet for each sex	196-225	Seven toilets for each sex
21-70	Two toilets for each sex	226-275	Eight toilets for each sex
71-105	Three toilets for each sex	276-325	Nine toilets for each sex
106-135	Four toilets for each sex	326 – 425	Ten toilets for each sex
136-165	Five toilets for each sex	376-425	Eleven toilets for each sex
116-196	Six toilets for each sex	Over 425	Twelve plus one additional for each increment of 50

The event organizer must ensure all washrooms/hand wash stations are kept stocked with toilet paper and hand soap.

15. The Committee may require the special event operator to hire paid duty uniformed police officers and/or licensed security personnel. Security may also be required under the Municipal Alcohol Policy (Appendix C).

Arenas, Parks, Beaches and Other Municipal Property

Use of Parks, Beaches and Other Municipal Property REQUIRES COUNCIL APPROVAL

1. The event organizer is responsible for compliance with the Municipality's noise control by-law, By-law 212 as amended, and for initiating any applications to the Municipality for an exemption to the by-law. By-law 212 as amended is attached as Appendix B.

Above Street Banner

Facilities are in place to allow a banner to be installed above the street in Belmont and Port Stanley. Installation of banners is carried out by Erie Thames Powerlines. Special events wishing to apply for permission to install an above-street banner should complete the required Application Form, Appendix "D". The application form sets out criteria for the size of the banner and the installation period.

Vendor Policies and Procedures

1. All vendors must be registered with the Municipality of Central Elgin, ten (10) working days prior to the event set-up, to operate at a special event on Municipal land.
2. The registration cost will be \$100 per vendor per year, per unit.
3. Local community groups are exempt from the vendor registration fees.
4. 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.
5. All vendors selling food items, involved in providing personal services, or exhibiting animals must satisfy the requirements of Elgin St. Thomas Public Health.
6. In order for any vendor's booth to be connected to hydro, C.S.A. approval on all equipment is required.
7. Vendors utilizing propane or other gas for their operation must provide an Inspection Certificate from the Technical Standards Safety Authority.
8. The Corporation of the Municipality of Central Elgin reserves the right to operate a concession service at any special event.

9. Where the Municipality is unable to provide electrical hook ups, a generator (CSA approved and fuel CSA approved) may be utilized with permission from the Director of Physical Services or designate.
10. All vendors will be required to ensure:
 - The uses of all outdoor electrical cords are in good operating condition.
 - The use of only manufactured extension cords with a three wire configuration or 2 wire polarized outdoor rated cords, are acceptable. No modifications to cords or equipment is permitted.
 - The use of panels that are properly assembled and contained in an approved weatherproof enclosure supplying 15 and 20 amp receptacles on which are protected by Ground Fault Circuit Interrupters. Panels which are used shall be approved by a Certified Field Evaluation Organization (a division of the Electrical Safety Authority does Field Evaluation).
 - Any-non waterproof equipment used in display enclosures [tents, gazebos etc.] shall be protected from rain.
 - All vendors shall supply the event organizer with the voltage and current that their equipment will require, to eliminate the over loading 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 event organizers to comply will result in the disconnection of the offending exhibitor and all cost incurred by the Electrical Safety Authority shall be imposed upon the event organizer.
11. Vendors are prohibited from depositing grease or waste water directly into the Municipality's storm or sanitary sewer. Offenders are subject to prosecution under Municipal By-law and/or Provincial or Federal legislation.
12. Food vendors at a special event should be located at least fifty (50) metres from a restaurant or other eating establishment by measuring the distance by the "most direct route" or "the straightest route". Other vendors at a special event should be located at least fifty (50) metres from a retail establishment by measuring the distance by the "most direct route" or "the straightest route".
13. A Certificate of Insurance is required providing proof of all applicable insurance coverage's and in the amount designated by the municipality; including the Municipality of Central Elgin as an Additional Insured. Failure to provide a Certificate of Insurance shall result in cancellation of the special event.
14. A completed and signed Statement of Indemnification is required.
15. The event organizer is forewarned that an approved event may be ~~arbitrarily~~ altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Contacts

Ontario Provincial Police

Contact information: Elgin County Detachment

- 1) The Event Organizer will work with the Ontario Provincial Police to ensure a safe and effective plan is in place for their event. Discussion will revolve around the responsible service of alcohol, security measures, traffic control and/or paid duties in place, persons in charge, contact numbers, etc.
- 2) The Event Organizer may be required to meet in person with a representative from the Ontario Provincial Police after the initial contact has been made.
- 3) The rules and regulations dealing with private security are outlined in the Private Security and Investigative Services Act of Ontario.

Emergency Medical Services

Contact Information: Elgin-Central Elgin EMS: (519) 637-3098

Elgin-St. Thomas Emergency Medical Services are to be notified of the event details, and appropriate measures are to be arranged in order to ensure a safe and well run event.

Central Elgin Fire Rescue

Contact information: Fire Department: (519) 631-4860

The Fire Rescue Service is to be notified of the event details and appropriate measures are to be arranged in order to ensure a safe and well run event. An inspection must be completed before the event.

All events must meet the requirements of the Ontario Fire Code.

Physical Services Department (Central Elgin) (519) 631-4860

County of Elgin Roads (519) 631-1460

Central Elgin Building Division (519) 631-4860

Elgin St. Thomas Public Health

99 Edward Street
 St. Thomas, ON N5P 1Y8
 Phone (519) 631-9900
 Fax (519) 633-0468
www.elginhealth.on.ca

The Elgin-St. Thomas Public Health must be notified of the event details two (2) weeks prior to the event **only** if food or drink is being served.

Each vendor must complete a **Special Events Food Vendor Application Form** available at Elgin St. Thomas Public Health facilities, to ensure that all food and drinks come from approved sources, and that it is safely delivered to the consumer.

It is the responsibility of the event organizer to contact the Elgin St. Thomas Public Health regarding its current requirements and general policy information.

Please see Appendix "A" for detailed requirements of the Elgin St. Thomas Public Health Unit.

Alcohol and Gaming

Anytime you are holding a special event that will involve alcohol, you must:

- Apply for a special occasion permit at any Liquor Control Board of Ontario outlet OR make catering arrangements with an AGCO-licensed supplier holding all required endorsements to provide off-premises beverage services.
- Supply a copy of the Liquor Permit to municipality OR supply a letter from the licensed caterer confirming date/time/location/services as well as a copy of the establishments' endorsement.
- Follow all Risk Management Policies determined by the governing bodies.
- Comply with all AGCO gaming requirements and/or legislation.
- Follow Municipal Alcohol Policy attached as Appendix C.

You may be required to purchase party liability alcohol insurance and provide a copy to The Corporation of the Municipality of Central Elgin.

Appendices

Appendix "A" - REQUIREMENTS OF PUBLIC HEALTH

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