

SPECIAL EVENT User Guide



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Alternate formats are available as per the *Accessibility for Ontarians with Disabilities Act*.

revised October 16, 2017

Want to host an event?

Thank you for your interest in hosting a special event at a City of Guelph venue!

Each year the City of Guelph receives many requests from individuals and groups to operate special events on City-owned property. These events vary in scope, purpose, size, cost and complexity.

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

Most special events represent a major investment of time and money. When well conceived and planned, they can bring rewarding dividends to the organizers and the City of Guelph. Successful events require:

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

The following information has been compiled as a resource to assist special event organizers with planning and to ensure a safe, successful event. The *Special Event User Guide* outlines important procedural items, policies and contact information to ensure necessary requirements for events are met.

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

The City's booking and events coordinator will work with special event organizers throughout the planning process to ensure an enjoyable event for everyone involved!

What is a special event?

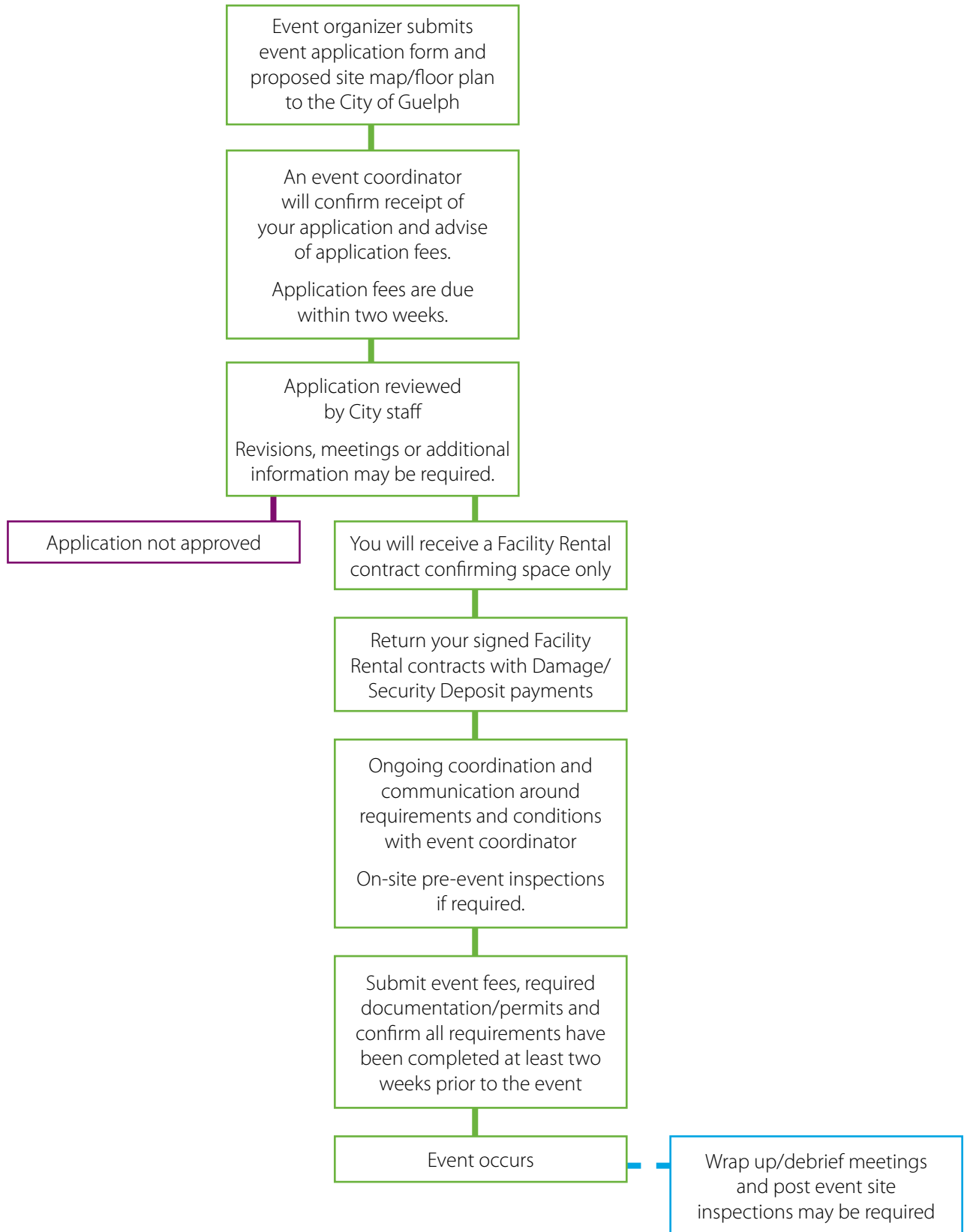
The term "special event" is used to describe a broad range of activities planned to mark special occasions or to achieve specific social, cultural or economic objectives. The term "special event" is applied to civic, provincial, or national celebrations, cultural performances or gatherings, sports contests and a wide range of commercial or corporate functions.

In Guelph, the term "special event" is recognized to mean different things to different people.

- For the event organizer, a special event is typically a one-time or infrequently occurring event outside their normal routine or activities and has a predetermined opening and closing date/time.
- For the City of Guelph, a special event indicates an activity that occurs outside its normal programming and often requires the dedication of additional resources.
- For the resident a special event is an opportunity for a leisure, recreational, social or cultural experience.

Note: activities not meeting these criteria may still be permitted to occur as private rental functions and may still be subject to some or all of the policies, procedures and requirements outlined in this document.

Special Event Application process



Special Event Application process

Complete your special event application with as much detail as possible and submit it to:

Email

specialevents@guelph.ca

Fax

519-822-5569

Attn: Special Events

Mail

City of Guelph Special Events
City Hall
1 Carden Street
Guelph ON N1H 3A1

If you have questions or need assistance, please contact the City's events coordinators at **519-837-5678** or **specialevents@guelph.ca**.

Things to note

Depending on the scope of the event, coordination can take up to four months. Incomplete applications may impact your event processing and approval times.

A proposed site map/floor plan must be included with your application. Ensure it includes the approximate size and scale of the event space, event name, date and location of the event and any relevant details such as distances, vehicles/parking, access, tents, washrooms and any other amenities/activities.

All site maps are subject to City approval and may require revision based on event details. Once approved, an event's site plan must be adhered to for the duration of the event.

Additional supplementary documentation may be required based on your Special Event Application (i.e. ARMP questionnaire, Waste Management Plan, etc.)

Event organizers requesting a road closure should also complete the Events on Roads/Sidewalks Application and submit with Special Event Application.

Requests to change your application/site map/route must be submitted in writing. Changes are subject to staff ability to approve within the requested time frame.

The applicant contact on your application must have signing authority for your organization. They will be responsible for signing permits or documentation and authorizing changes. The applicant may be different from the event contact who is the main event organizer.

Contact information for two individuals on the day of event must be provided on your application.

Payment for special events must be received at least two weeks prior to the event.

You can pay by:

Telephone (using a credit card)

519-837-5678, option 1

(please have your facility rental contract number ready)

In person

City Hall, 1 Carden Street

Evergreen Seniors Community Centre, 683 Woolwich Street

Victoria Road Recreation Centre, 151 Victoria Road North

West End Community Centre, 21 Imperial Road South

Mail

City of Guelph Special Events

City Hall

1 Carden Street

Guelph ON N1H 3A1

Amenities

If you require additional amenities to support your event, be sure to identify them on your special event application. Amenities might include the following:

- Portable washrooms
- Hand wash stations
- Staffing
- Water Wagon (see page 21)
- Picnic tables
- Waste Services (see page 20)
- Electrical access
- AV equipment (indoors)
- Sound system (indoors)
- Tables and chairs (indoors)

The City's events coordinator will follow-up with any requirements specific to your event.

- The costs for amenities are based on the 2018 Rates and Fees Bylaw and are the responsibility of event organizers.
- A set of picnic tables contains a minimum of six and a maximum of 12 tables. The cost includes the drop off and pick up only, not the placement around the rental area. Exceptions may apply at Riverside Park.
- Portable washrooms: Regular units, wheelchair accessible units and hand washing stations are available for a daily rate. Onsite location of units will be determined by City staff. See page 10 for more information.
- Access to water and electrical services are available at some locations and must be approved by City staff. Please note that charges will apply for electrical access when not included in rental fee.

General courtesy and care of City assets

City parks, facilities, streets and sidewalks and any assets within them are to be protected from vandalism, crowd damage or excessive use during special events. Organizers and attendees are expected to be courteous of other facility users and to leave the site in the same condition as when they found it. Depending on the nature of your event, a pre-event and post event onsite inspection will be scheduled with staff.

- Depending on the scope of the event, a damage deposit may be required. Submit damage deposits with your signed facility rental contract.
- Organizers are responsible for costs associated with staff clean up required as a result of an event.
- Driving/parking on grass is not permitted unless approval by Parks staff has been granted prior to your event. Please identify requested location on site map. If permission is granted, ensure the safe operation of all vehicles on grassy areas within the parks and open space system.
- Be aware that event plans may need to be altered in the event of inclement weather. Damage caused by use of facilities during bad weather may result in charges to the event organizer.
- As of January 1, 2015 it is illegal to smoke on and around children's playgrounds and publicly owned sport fields and surfaces.
- All events and usage of City parks and facilities must comply with the Rzone, an overarching Code of Conduct which applies to all City of Guelph recreation and cultural centres, facilities, parks and programs. Visit guelph.ca/rzone to review the Rzone policy.

What else do you need to know?

Insurance requirements

Proof of insurance coverage and a signed waiver are required for all events happening on City of Guelph property. Insurance coverage is necessary in order to protect yourself and the City against any possible litigation (lawsuits) as a result of your event.

Event organizers will provide a copy of their Certificate of Insurance to the City's booking and events coordinator at least two weeks prior to the event. Please ensure that:

- The City of Guelph is named as an ADDITIONAL INSURED on the Certificate of Insurance.
- The type of insurance coverage is COMMERCIAL GENERAL LIABILITY, inclusive of bodily injury and property damage, in a minimum amount of \$2 million per occurrence. (Larger or higher risk events may be required to obtain a higher amount).
- Licensed events must also obtain Host Liquor Liability Insurance.

If you do not have an insurance provider or would like to purchase insurance through the City of Guelph's provider, a quote can be requested. Please allow four to six weeks for quote.

Tents/temporary structures

All tents must be secured, whether with stakes or sandbags, to the ground for safety. Any tents that are being staked or pegged require utility locates.

The Ontario Building Code requires building permits for any tent that exceeds 60m² (646ft²) or tents larger than 20x30ft) in ground area. A building permit would also be required for a group of tents that exceed 60m² (646ft²) in aggregate ground area. A group of tents refers to tents located closer than 3m to one another.

In order to obtain a building permit, you will need a final site layout that has been approved by City staff. This approval will be confirmed by the City's events coordinator. Building Permits for tents enclosed with three or more sidewalls, tents containing bleachers, as well as tents exceeding 225 m² (2,420 ft²) require additional documentation for permit review.

Building permit applications must be received at least one month prior to your event. Guelph Fire Department approval will be required depending on the size and use of your tent. For more detailed information, please see guelph.ca/building.

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

Smoking and open flame devices are prohibited in tents. A fire safety plan in compliance with the Ontario Fire Code is required. Organizers must make certain that people are employed for "fire watch" duty.

What else do you need to know?

Digging/staking/fencing

There are underground utilities buried below the surface of the ground including hydro and irrigation lines. Pre-approval must be obtained for the installation of any object that penetrates the ground including fence posts, tent poles/pegs, and sign installations.

It is the responsibility of the event organizer to notify the City of the intention to stake anything into the ground prior to event set up. This should be indicated on your special event application and specific locations must be indicated on site map.

City staff will perform locates (charges will apply according to the 2018 Rates and Fees Bylaw). Alternatively, you may secure your own locate services using a private utility locate company that will conduct locates on municipal property.

Locates are valid for 60 days. Locate markings will be identified in green, orange, blue or pink paint on the ground depending on what infrastructure has been identified. Staking is not permitted within three (3) feet of any markings identified on grass. Do not paint over existing utility locate marks.

Event organizers are permitted to mark the ground for purposes other than locates, but must only use white field marking paint.

Working with vendors

Vendors must be pre-approved by the City's Licensing Division to ensure there are no conflicts with existing business agreements and to maintain consistency with City of Guelph Corporate Values.

Under the City's Business Licensing Bylaw some vendors will require a business licence to operate. Business Licences take approximately four weeks to be processed and issued.

As the event organizer, you are required to complete the following:

- Provide a complete listing of vendors to the City's events coordinator, including contact information and details of products/services offered at least four weeks prior to the event.
- Ensure all vendors are familiar and comply with the City of Guelph bylaws, requirements and legislation (i.e. ESA Guidelines, Fire Prevention, care of City assets, driving on grass, etc.)
- Food vendors intending to sell or serve food to the public must submit a Special Event Vendor Application to Wellington-Dufferin-Guelph Public Health.
- The City of Guelph strongly encourages any event organizers working with vendors to protect themselves by ensuring vendors have appropriate insurance coverage.
- Arrange adequate disposal of garbage (see page 20). This should be in consultation with Solid Waste Management (i.e. Liquid waste, three stream collection, etc.)
- If drinking water is provided through the Guelph Water Wagon it is the event organizer's responsibility to inform vendors that they are not permitted to sell or distribute bottled water. The water available through the Guelph Water Wagon is for drinking purposes only; vendors are responsible for providing their own water or using a water supply onsite which must be arranged with the City's events coordinator prior to the event.
- Food trucks licensed by the City of Guelph are permitted to operate at special events but this must be indicated on the special event application.

What else do you need to know?

| Action required | Timeline |
|---|--------------------------------|
| Submit a complete listing of vendors to Booking and Events Coordinator | 6 weeks prior to event |
| Bylaw Compliance, Security and Licensing Division to review listing of vendors, will advise of licensing requirements | 6 weeks prior to event |
| Vendors to apply for any required business licences | 4 weeks prior to event |
| Submit Special Event Vendor Application to City of Guelph | Minimum 30 days prior to event |

Food safety

As the event organizer, you are required to complete the following:

- Review the Special Event Information at Wellington-Dufferin-Guelph Public Health website **wdgpublichealth.ca**.
- Complete and submit the Wellington-Dufferin-Guelph Public Health Special Event Organizer Application to the Health Unit at PHI.Intake@wdgpublichealth.ca at least 60 days prior to your event.
- Notify your City of Guelph event coordinator and the Wellington-Dufferin-Guelph Public Health of any significant changes to the original application.
- Additionally, all food vendors at your event must submit a Special Event Vendor Application to Wellington-Dufferin-Guelph Public Health 30 days prior to your event.

The City of Guelph notifies the Wellington-Dufferin-Guelph Public Health and the Guelph Fire Department of dates and locations of events that are providing food service.

During the event, Public Health Inspectors may inspect food vendors to ensure proper food handling is being implemented and to prevent any health hazard. You must comply with any direction issued by Wellington-Dufferin-Guelph Public Health.

If your food provision involves a barbecue, or if you are cooking under a tent, please refer to the requirements under Fire Prevention on page 15..

Special permission is required in order to provide food at some locations due to pre-existing business licences.

To ensure compliance with the City's Business Licensing Bylaw, some vendors will be required to obtain a business licence to operate (i.e. food truck, ice cream truck, etc.). A minimum of four weeks is required to obtain a City of Guelph Business Licence.

What else do you need to know?

Washroom standards

City washroom facilities are open May 1 to Thanksgiving, weather permitting.

Event organizers are responsible for providing sufficient portable washrooms, wheelchair accessible portable washrooms and hand wash sinks if the location for the event does not have facilities to accommodate anticipated crowds. Consider the nature of your event, length of time and guest requirements when determining the need for this service.

These units can be rented through the City's provider at the daily cost published in the City of Guelph 2018 Rates and Fees Bylaw or you may use your own approved provider. Site access for deliveries and placement must be approved by City staff.

The City of Guelph will work with you to determine the number of units required. Of this number of washrooms, at least five per cent, but no less than one shall be an accessible washroom with a toilet.

For existing portable washrooms within Parks, a cleaning/re-stocking fee may be applied to provide adequate service to your event.

Alcohol service and/or sales

Event organizers wishing to sell or serve alcohol at their event must comply with the City's Alcohol Risk Management Policy (ARMP); and Alcohol and Gaming Commission of Ontario (AGCO) legislation.

The City's ARMP was developed in order to promote a safe, enjoyable environment for those who use City facilities and to prevent alcohol related problems that arise from alcohol consumption within City Property. The ARMP outlines requirements for servers, monitors, fencing, signage, licensed security, etc. as determined by the City and the AGCO.

Requests must be received at least four months prior to the event and must be accompanied by a supplemental application entitled "City of Guelph Alcohol Risk Management Policy (ARMP) Planning and Compliance Questionnaire".

Depending on your organizational structure (business, non-profit, etc.), the nature of your event (private or public); you will be required to obtain a "Special Occasion Permit (SOP) from the LCBO or hire a caterer who holds a "Catering Endorsement".

Private events: An event organizer who wishes to serve alcohol on City property for an event that is closed to the general public and deemed to be a Private Event is restricted to using a Caterer's Endorsement only. Special Occasion Permits are not permitted for Private Events serving alcohol.

Public events: An event organizer that is a registered charity or an incorporated non-profit organization who wishes to serve alcohol at a Public Event on City property may obtain a Special Occasion Permit from the AGCO. If the event organizer is an individual or a business, they must operate a licensed Public Event under a Catering Endorsement.

Event organizers must ensure that all legislated and City-directed requirements and conditions are met.

For further reference, please visit the following websites:

City of Guelph ARMP – guelph.ca/specialevents; LCBO – lcbo.com; AGCO – agco.on.ca

What else do you need to know?

Signage

Onsite signage

Details of any onsite signage promoting your event, providing direction or marking a run/walk route etc. must be approved by City staff. Please note that signs are not to be affixed to trees or City structures (i.e. fences, building, walls etc.) and should be placed so that they are not a trip hazard. Signs that are being staked into the ground are required to have utility locates, so we suggest using A-Frame or free standing signs.

Mobile signs in parks

There are several pre-approved locations for mobile signs throughout the City. Only non-profit organizations are eligible to place mobile signs and will be required to complete a Mobile Sign application. Once approved, a permit will be issued. The cost for the Mobile Sign Permit is outlined in the 2018 Rates and Fees Bylaw. Sign locations can be booked for a fee in increments of one week. Mobile signs are not permitted on the road allowance.

Riverside Park sign

The sign can be booked in increments of one week for a fee as outlined in the 2018 Rates and Fees Bylaw.

Norfolk Street overpass banner

Bookings are ONLY accepted in person at ServiceGuelph, City Hall; a minimum of one month in advance of the banner installation date (no earlier). The fees are as outlined in the 2018 Rates and Fees Bylaw. Organizations must have a non-profit registration number to qualify.

Accessibility

As facilities allow, special event organizers must provide a barrier free environment for visitors with special needs. Please consider the following points when planning your event:

- Provide one designated accessible parking space for every 25 parking spaces and locate the accessible parking space(s) at the accessible entrance(s). If more than 50 parking spaces will be provided outside of the existing venue parking, please contact the City for further direction on the number of accessible parking spaces to be provided.
- Create an accessible route as a path of travel; provide clear directional signage where the route is unclear. Ensure service counters are located on the accessible route so that all attendees can participate.
- A minimum of 50 per cent of all entrances should be accessible.
- Provide at least one (and a minimum of five per cent of total units) accessible washroom(s) at an equal distance of non-accessible washrooms.
- Picnic tables in a common use area should include at least one (and a minimum of 20 per cent) that are accessible.
- Service animals and guide dogs are permitted in all areas of City property including food service areas but excluding food preparation areas as defined by Wellington-Dufferin-Guelph Public Health.

For more information, speak with your event coordinator.

What else do you need to know?

Road closures

Full/partial road closures or requests to use municipally owned parking facilities, shall be indicated on the Special Event Application and submitted at least four months prior to the event. A map indicating the proposed route and roads requested for closure is to be provided.

A road closure application fee, to be collected when receipt of application is confirmed, is required as outlined in the 2018 Rates and Fees Bylaw. There is also a refundable \$1,000 maintenance deposit required for road closures. Depending on the size and nature of your event, additional costs associated with the road closures shall apply (i.e. barriers, Transit relocation, public notices, cones, signage, and staffing, etc.). Cost estimates for road closures are based on the information available at the time of application. Labour costs may include time to prepare leading up to the event, setup on the day of the event and clean up on the following business day(s) following the event. The City will make every effort to keep costs within the cost estimate. However, due to the nature of special events additional labour or material costs may be incurred (e.g., unusually windy day could require City staff to spend additional time delivering sand bags to hold traffic control signs in place). The event organizer is responsible for all costs incurred by the City to facilitate the road closure.

Once the application has been submitted, it is circulated to appropriate City departments and Guelph Police Service for review. Depending on the size and nature of the event/request, staff will provide the necessary conditions and requirements to ensure public safety. This is assuming all of the necessary details of the event have been provided to staff and no further revisions are made.

You will be provided with a Traffic Control Plan outlining the traffic control requirements. City staff will be responsible for placement of materials and setup of all traffic control. Non-City staff will be allowed to setup barricades/cones on local side streets where traffic signs are not required.

If pay duty officers are to be arranged through the Guelph Police Service, a minimum of four to six weeks notice is required for scheduling. It is the responsibility of the event organizer to contact the Guelph Police Service to arrange for pay duty officers. (For more information see page 16). Please note that police will require a copy of the proposed route or streets affected, they do not require a copy of the finalized traffic control plan prior to making arrangements for pay duty officers.

Volunteer marshals may be required at key locations along the event route. This is determined by City staff, in conjunction with the event organizer and Guelph Police Service.

All event marshals must wear a fluorescent blaze or international orange vest. If the vest is made of nylon it must also have a side and front tear-away feature indicated in the Occupational Health and Safety Act, Ontario Regulation 145/00, Section 69.1.

Volunteer marshals will be required to provide access to all properties within a closure area during an event. Disruption to traffic and inconvenience to motorists should be minimized where possible.

Notification shall be distributed to all affected area residents, businesses and places of worship on streets identified by City staff no later than two weeks prior to the event date. The notice and map outlining streets affected will be provided by City staff.

An emergency/fire route of six metres (18 ft) must be maintained at all times.

What else do you need to know?

Removal of cars from streets for road closures

Vehicles that are parked illegally may be towed and impounded. Event organizers are to call City of Guelph Bylaw Compliance, Security and Licensing at 519-837-2529 in advance of their event starting to report vehicles parked illegally.

If vehicle owners call Police or Bylaw, they will be informed as to where their vehicles are.

Impounding fees incurred are at the expense of the vehicle owner. Event organizers can opt to re-locate the vehicle to other legal parking locations; however the cost of the relocation would be the responsibility of the event organizer.

Transit services

Transit costs incurred as a result of your event (i.e. transit relocations, detours, enhanced service, road closures, public notifications, etc.) may be charged back to the event organizer.

Parking

If you are requesting the use of municipal parking lots/metered spaces or on-street spaces, your application will be vetted through the City of Guelph parking office, and rental fees may apply.

If you are requesting a section of a facility parking lot be blocked off for your event, please indicate on your Special Event Application.

Sidewalks and trails

Etiquette for all users

- Abide by all traffic control devices
- Follow the rules of the road
- Exercise caution and be mindful of passing motorists
- Share the path—don't impede other users

Etiquette for cyclists on trails

- Travel at a pace safe for conditions—trail areas can be slippery or have loose stone dust/gravel
- Slow down in congested/populated areas
- Yield to pedestrians and control your speed
- Dismount bikes on steep slopes
- Stay right except to pass—this is especially important on corners
- Pull off to the side of the path when stopping
- Pass only when it is safe to do so, and pass with care event participants must remain on the sidewalks and off the travelled portion of the roadways

If your event requires access to trails via gates, pre-approval and gate openings/closings must be coordinated with your City of Guelph event coordinator at least five days prior to the event.

What else do you need to know?

Vehicle safety

In the interest of public safety, guidelines and conditions around vehicles may apply to special events. A traffic control plan may be required depending on the scope of your event.

Accident prevention/emergency planning

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

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

- Describe and assign roles and responsibilities in the event of an emergency
- Develop procedures for dealing with:
 - Medical emergencies
 - Fire emergencies
 - Safety zones and evacuations
 - Missing person/child
 - Extreme weather
 - Downed power lines
 - Children, elderly adults, persons with disabilities or medical illness
 - Crowd management/control
- Explain your communications protocol
- Who would speak to the media and where this would take place
- If your event is a linear type event (i.e. walk, bike ride, etc.) you might also consider:
 - If required how do you stop the event?
 - How do you collect and account for the participants?
 - To where do you evacuate the participants?

Submit your plan to the City's events coordinator at least seven days prior to your event.

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

It is suggested that events provide a certified first aid service (i.e. St. John's Ambulance) onsite during the operating hours of the event through a qualified agency.

First Aid stations/supplies should be clearly identified to the public.

An emergency/fire route of 6 metres (18ft) must be maintained at all times.

What else do you need to know?

Public Access Defibrillator Loaner program

The Public Access Defibrillator Loaner program allows the general public to borrow an automated external defibrillator (AED), at no cost, for short-term community and family events within the city of Guelph and county of Wellington.

For more information about the program and how to reserve a date, visit guelph.ca/paramedic or call 519-822-1260 x 2880.

Security

Organizers may be required to provide licensed security. The costs associated with hiring security are the responsibility of the event organizer. The purpose of having a security plan is to ensure that all people and property at the event have the best possible protection.

Security to support your event can:

- Act as a deterrent for potential disturbances
- Identify and resolve potential incidents
- Prevent theft and damage
- Provide crowd control

Camping in City parks is not permitted. Special permission to remain onsite overnight may be requested for the purpose of providing security and monitoring property left in parks during special events and festivals. Requests should be submitted to your event coordinator at least two weeks prior to your event.

Fire prevention

Guelph Fire Department approval is required for special events.

Fire/fireworks/pyrotechnics

Approval from the Guelph Fire Department is required for all events that request fire/fireworks and pyrotechnics. It is recommended that requests for fireworks be submitted at least three months prior to your event date in order for necessary approvals to be granted. Public notifications, requirements and fees may apply. Be sure your site plan includes the firework set up location.

Barbecues/cooking equipment

- Barbecues (charcoal or propane) on City property must not be placed under trees, tents, canopies or picnic shelters and must be located away from combustibles to at least 10 Imperial feet (3 meters). Event organizers using barbecues must have a 5lb, ABC extinguisher (either listed as ULC or CSA) in close proximity during the cooking duration.
- Please verify that all connections to propane-powered barbecue appliances are tight and to the manufacturer's directions.
- All appliances used for barbecuing/cooking purposes must not be upon picnic tables or any combustible surfaces (wood tables etc.) during and after use.

What else do you need to know?

Fire Watch

In locations where no fire alarm system exists, event organizers must comply with the Fire Watch Protocol as required in the Ontario Fire Code.

Open fires are not permitted without approval by Guelph Fire Department.

Contact the Fire Prevention Office at 519-763-8111 or fire@guelph.ca if you have questions or concerns.

Guelph Police Service

Special Duty Officers

If it is determined that special duty officers are required for an event, please visit the Guelph Police Service's website guelphpolice.com/en/services-and-reporting.asp and complete the application.

Traffic Services

If you have requested a road closure, your application will be reviewed in conjunction with Guelph Police Service. For any other traffic related feedback on issues that arise from the potential interaction of pedestrians and motor vehicles, please contact:

Traffic Supervisor

519-824-1212 x 7225

trafficsupervisor@police.guelph.on.ca

Wellington County OPP

Guelph Lake sports fields fall within the jurisdiction of Wellington County Ontario Provincial Police. If special duty officers are required, please contact Gary Barnhardt or Marilyn Koch at 519-343-5770 x 2.

If you require a Wellington County OPP Officer for a non-emergency issue or concern, please contact 1-888-310-1122.

In the event of an emergency at any city park, please contact 911.

What else do you need to know?

Electrical guidelines

Access to electrical services is available in some locations and must be approved by City staff. If you are intending to use electricity at your event, please provide a detailed listing of equipment and cords to your event coordinator at least two weeks prior to your event. Charges may apply. Depending on the complexity of the electrical setup, a permit and inspection may be required by the City of Guelph or the Electrical Safety Authority (ESA).

Electrical equipment

- All electrical equipment being used in recreational facilities and parks should be either CSA or ULC approved, or other recognized approval marking (see ESA website), including extension cords. No other equipment is allowed to access electricity in our facilities/parks.
- Equipment being used outdoors should be rated for such use.
- Mechanical equipment must be TSSA and CSA approved, including inflatables.

Electrical permits and inspections

- City of Guelph staff may determine whether a permit and inspection is required or they may direct you to ESA. If ESA has deemed an inspection is not required based on the set up/equipment information you provide to them, the City will require notification of this in writing.
- The organizing group is responsible for obtaining the permit, arranging the inspection and all costs associated.
- The permit number must be submitted to City of Guelph staff at least two weeks prior to the event.
- City staff must be present at the time of inspection. The inspection time should be arranged with your event coordinator.

Permit and inspection NOT REQUIRED by ESA

An electrical permit and inspection by the ESA is not required under the following circumstances:

- Simple plug and play connection using standard configuration cords and receptacles.
- Single generator less than 12KW (120/240 volt) is used to connect equipment using standard configuration cords and receptacles.
- All equipment being used is connected to building power using standard configuration cords and receptacles.
- The total voltage draw does not exceed 110 volts with a maximum of 15 amps per circuit.

Circuits which have been overloaded are not guaranteed to be addressed by City staff at the time of your event, potentially resulting in a loss of power.

Permit and inspection REQUIRED

An electrical permit and inspection by the ESA is required under the following circumstances:

- Any usage or setup considered more than simple plug and play connection using standard configuration cords and receptacles.
- Multiple Generators are being used.
- Generator greater than 12KW or 120/240 volt is being used.
- There will be hard wiring of a physical electrical connection to existing building wiring.
- If Cam-lok connections, single conductor cables or pin and sleeve receptacles are used as part of the installation.
- Carnivals, trade shows, large events.
- When deemed necessary by City of Guelph staff.

Contact the Electrical Safety Authority at 1-877-esa-safe (1-877-372-7233) or esasafe.com

What else do you need to know?

Generator

The Guelph Fire Department has a 300 amp (120v) generator available for use by special event organizers hosting community events. If you are interested in reserving this unit, please indicate so on your special event application.

Please note: This unit is used in emergencies. In the event of a significant emergency, the Guelph Fire Department may need to cancel your booking or remove the unit from your event.

Entertainment standards

The event organizer must ensure that the entertainment associated with the event will be of a positive nature for the enjoyment of both adults and children. Foul, offensive or discriminatory language, or any form of profanity in verbal form or gesture will not be tolerated.

Sound amplification

Noise, (amplified and non-amplified), associated with special events at public parks and facilities are regulated to ensure the success of the event while limiting the impact to residents. Upon investigation, Bylaw or Guelph Police may direct you to cease or reduce sound amplification. Amplified sound is not permitted at Goldie Mill and at Riverside Park picnic shelters due to their sheltered surroundings.

Depending on the location/time of your event, you may be required to obtain an exemption to the Noise Bylaw. Review City of Guelph Noise Bylaw on guelph.ca for more information. Requests for exemptions must be received three months in advance of the event.

Music use

The City of Guelph requires that all events on City property that feature live or recorded music pay the appropriate SOCAN and Re:Sound tariffs. The City of Guelph will calculate the necessary fees for SOCAN and Re:Sound tariffs for your event and add this fee to your facility rental contract.

Event organizers with their own SOCAN and Re:Sound account can provide proof of payment in lieu of adding the cost to their rental permit.

SOCAN

SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. If you're planning a special event that includes live or recorded music of any kind, you are required to pay a licence fee to SOCAN.

Re:Sound

Any type of event that utilizes recorded music is subject to a Re:Sound licensing fee. Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Re:Sound collects licence fees for the public performance of music in Canada and distributes to artists and labels around the world. Re:Sound tariffs are regulated by the Copyright Board of Canada.

What else do you need to know?

Live animals

Organizers requesting live animals at an event must be compliant with the City of Guelph Exotic and Non-Domestic Animals Bylaw found on guelph.ca. An exemption to these bylaws can be arranged through your event coordinator.

The use of domestic animals within events is governed by the Guelph Humane Society at guelphhumane.ca and Wellington-Dufferin-Guelph Public Health at wdgpublichealth.ca.

Inflatables/bouncy castles/amusement rides

The Riverside Park carousel and train are available for private rental outside of the normal operating dates and hours. Please call Facility Booking at 519-837-5678 for more information.

Inflatables, bouncy castles, amusement rides, etc. require City approval and are not permitted at any picnic shelters or irrigated sportsfields. City staff will determine onsite location of the device.

All devices must be identified on the event organizer's or the rental company's Certificate of Insurance that names the City of Guelph as an additional insured.

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

- Securing device to the ground using TSSA approved methods (stakes if locates are obtained or counterweight).
- If generators are required for the operation of the device, user must adhere to the Electricity Guidelines on page 17.

Visit tssa.org for more information.

Dunk tanks are not permitted on City of Guelph property as they are not regulated.

All public amusement areas outside must comply with the applicable sections of the Ontario Fire Code.

Fundraising

Depending on the nature of your fundraising activities, you may be required to obtain a lottery licence in order to conduct your event.

Examples of lotteries that require a lottery licence are:

- Raffles, including 50/50 draws
- Bazaars, including penny tables and wheels of fortune
- Bingos
- Break Open tickets

To obtain further information regarding licensing eligibility and regulations please contact the City of Guelph Licensing division at 519-822-1260 x 2551 or licensing@guelph.ca.

What else do you need to know?



Waste Sorting Station displaying tools: including blue, grey and green carts for each stream; signage; tent; and, banner.

Waste reduction

It is important for all event organizers to consider waste reduction at events. For smaller events, those under 1000 participants, there is a two-stream waste reduction option. This can be selected on your event application.

If you are planning a larger event, and expect more than 1,000 participants or substantial waste generation, it is mandatory organizers of events follow the step-by-step process below to reduce and recycle as much waste as possible at their event.

Proper waste planning involves completing a Waste Management Plan in accordance with the City's Waste Management By-law Number (2011) 19199 – Section 11.

If you have any questions or require further information on planning your event, please refer to the Special Event Waste Diversion Handbook (found at guelph.ca/waste) or contact Solid Waste Resources at 519-767-0598 or waste@guelph.ca.

Step-by-Step Waste Planning Process for Event Organizers

Follow the step-by-step process below and STRIVE to make your event a waste sorting success.

1. Start by completing the event application:

- On your Special Event Application, circle 'Yes' to 'Request support from Solid Waste Services'
- You will receive a Waste Management (WM) Plan and accompanying Special Event Waste Diversion Handbook. (See note on the next page)

2. Take action on your plan:

- What are your event's needs (e.g. waste carts, sorting signs, etc)?
- How will waste be collected (City collection or private hauler)?
- How many volunteers will you have? How will they be trained?
- How will you communicate to your vendors? Encourage waste minimization?
- How many Waste Sorting Stations will be set up? Where will they be located? .

3. Recruit and train volunteers:

- Recruit engaged and dedicated volunteers to monitor Waste Sorting Stations.
- Assign a minimum of one volunteer to each Waste Sorting Station at all times.
- Properly trained volunteers will ensure that contamination is minimized.
- Schedule a training date for your volunteers.

4. Inform vendors:

- Ensure vendors are aware of acceptable carts and materials.
- Notify vendors of locations of the Waste Sorting Stations or alternative disposal requirements.

5. Verify your plan:

- Monitor Waste Sorting Stations during event and report issues for future improvement.
- Track your diversion rates (tonnages).
- Take photos to identify changes that may be required for future events.

What else do you need to know?

6. Evaluate your success:

- Share your accomplishments with the City and event-goers.
- Note areas for future improvement.

Planning Process Notes

1. Include Waste Sorting Stations on your Site Layout Plan in high traffic areas close to sources of waste generation.
2. Solid Waste Resources can provide examples of acceptable packaging and/or a list of recommended sources of packaging, serveware and cutlery.



City of Guelph Water Wagon

To increase availability to Guelph's tap water and reduce waste generated from disposable water bottles sold or served at special events, the Guelph Water Wagon is available for large, outdoor community events that are open to the public. The Water Wagon offers eight self serve stations each with a water fountain head and bottle fill tap.

Advance promotion of the Water Wagon and tap water service is required using the "Bring, Fill, Drink" graphic on all promotional material, including online and in print. The "Bring, Fill, Drink" graphic should also appear on the event website's landing (main) page. The City will provide graphic identities, usage guidelines and written consent to assist event organizers.

A special event must also meet the following conditions to include the Guelph Water Wagon:

- Not-for-profit events only, open to the public.
- Minimum event attendance of 500 people.
- No sale or distribution of bottled water by vendors or event organizers is permitted.
- Event must occur May 1 through August 30. The event must be greater than two (2) hours in length. For any events occurring outside of these windows, applications will be considered on a case-by-case basis.
- The Guelph Water Wagon must be situated in a prominent location with adequate room agreeable to City staff. Adjacent space is required for a Water Services outreach booth.
- A plan must be provided in the event of poor weather conditions (i.e. relocation, cancellation), and agreed to by City of Guelph staff in advance of the event.
- A suitable live water connection (i.e. hose-bib) must be available for large or multi-day events, or as determined by the Lead Hand Supply or their designate, at the discretion and approval of Guelph Water Services. This will be discussed on the first site visit for the event.
- Dedicated volunteer assistance is required and must be provided by the event organizers. The volunteer(s) must be the age of majority and must be available for training at the City of Guelph's request (typically conducted on site, during the event).

The Guelph Water Wagon service will be scheduled as a part of the City's special event application review process, and on a "first come, first served" basis.

What else do you need to know?

Priority is given to events occurring within the City limits. However, events occurring outside City limits will be considered on a case-by-case basis where the majority of attendees will be Guelph residents and the event organizer has requested and received written permission from the host municipality to provide this service within its jurisdiction. Servicing of these events with the Guelph Water Wagon will be subject to full cost-recovery by Guelph Water Services including, but not limited to, delivery, staffing, and removal fees.

A minimum of 12 weeks' notice is required to secure the Water Wagon service. Applications received with less than three months' notice will be considered on a case-by-case basis.

Water provided through the Guelph Water Wagon is for drinking purposes only. Vendors are responsible for providing their own water or using a water supply source onsite for other event needs. Use of onsite water sources must be coordinated with the City's booking and events coordinator or a representative of the site (if not hosted at a City facility) prior to the event.

Provision of refillable water bottles by the event organizers is encouraged; the City of Guelph will not provide refillable drinking vessels. If an event organizer wishes to pre-fill reusable water bottles or other drinking vessels, it will be the event organizer's responsibility to consult with Wellington-Dufferin-Guelph Public Health (WDGPH) to obtain written direction supporting such activities in advance of the event. A copy of the WDGPH's written direction must be provided to the City no later than one week prior to the start of the event to support such practices. In the absence of WDGPH consultation and direction, the City will not support such event activities.

In advance of the event, an event organizer with the ability to bind the organization will be required to sign an agreement with the City containing particulars of the Guelph Water Wagon service.

Please note: The Guelph Water Wagon provides emergency potable water supply to Guelph residents. In the unlikely event of an emergency, these situations take precedence over booked events, and Water Services staff reserves the right to cancel attendance at an event or remove the Water Wagon from an event in order to fulfill these duties.

The City of Guelph has no control over the mechanical malfunction of the Guelph Water Wagon during an event. In the unlikely event of a mechanical malfunction, the City of Guelph reserves the right to remove the Water Wagon from an event.

What else do you need to know?

Tourism Services

If your event brings visitors to Guelph, Tourism Services may be able to assist with the planning and promotion of your event. Here's how we can help:

- Participant kits—maps, print collateral, vouchers/coupons, and a special gift for delegates and participants (based on individual event needs and subject to availability)
- Planning and participant support—itinerary development, dining and accommodation resources, and specialized visitor services (based on individual event needs and with appropriate notice).
- Visit Guelph 'Tourism on the Go' event station—pull up banner, tent, maps, print collateral, and giveaway items (based on individual event needs and subject to availability).
- Listing on the Tourism event calendar on visitguelphwellington.ca (subject to the event calendar submission criteria)
- Event promotion through social media channels
- Assistance with providing stats and research to support bid and event submissions
- Use of approved photography and the Visit Guelph brand
- Option to be included as a Guelph Tourism Network Stakeholder (subject to the Visit Guelph—Tourism Network Standards)
- Other services can be discussed and arranged with appropriate notice

Guelph Tourism Services staff is located in City Hall. The office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. The Guelph Tourism Information Kiosk is located at the Guelph Civic Museum at 52 Norfolk Street the Kiosk and hours are Tuesday to Sunday, 10 a.m. to 5 p.m. The official tourism website for the City of Guelph is visitguelphwellington.ca. To schedule an appointment or for inquiries, contact Guelph Tourism Services at visit@guelph.ca and 1-800-334-4519.

Inviting the Mayor to your event?

The mayor is pleased to attend community functions and bring greetings on behalf of the City. In the event that the Mayor is unavailable, a member of council will be asked to attend on behalf of the Mayor.

Please send an email to mayor@guelph.ca with the following details: the name of the event, date, time, and location; contact information for the organizers; a description of the event; and the Mayor's role (i.e. remarks, ribbon cutting, attendance only, etc.).

Events at Riverside Park

Upper Riverside Park is the event location of choice for organizers wishing to host large scale community festivals, civic celebrations and community events. Your event can be packaged and priced based on the number of attendees you are expecting and the amenities and services that will be required.

As Riverside Park is a destination park; with many residents and tourists visiting on a daily basis, events held on Upper Riverside Park must be open to the public and may not restrict access.

What else do you need to know?



Events at Market Square

Market Square is a contemporary space and is ideal for hosting festivals, concerts, community events and civic celebrations. Please consider the following when requesting use of Market Square:

- Only non-profit organizations will be approved for the use of Market Square.
- Events must be open to the public and cannot be ticketed.
- The ice rink/water feature must remain accessible to the public at all times. Exceptions may be permitted at the discretion of City staff for performances or other public events taking place on the concrete pad; but not for displays.
- Access to power is available, but must be approved through the special event process.
- The washrooms in the pavilion are open when the ice or water feature is operational. Provisions of additional portable washroom facilities may be required.

Filming policy

From limestone buildings to modern structures, Guelph's rich history boasts a varied and unique mix of locations available to the filming community. Conveniently located one hour west of Toronto, Guelph is a welcoming community to the film and television sector.

Production companies require a permit from the City of Guelph if the filming:

- occurs on any City of Guelph owned property; including but not limited to: parks, roads/streets, facilities, sidewalks, etc.
- violates a City of Guelph bylaw; activities that include but not limited to: noise, parking, pyrotechnics, street closure, etc.

Step 1: Request a Filming Permit

Complete a Filming Permit Application Form and return to the Guelph Film Office no later than **two weeks** before your film date (for larger productions this timeline may need to be extended to allow for additional resources). **Any application submitted later than two weeks may not be approved.**

Step 2: Certificate of Insurance

Prior to issuing a filming permit, production companies must provide the Guelph Film Office with a Certificate of Insurance adding the City of Guelph as an additional insured from all permit applicants. The film liaison will inform the production company of the amount of insurance required upon reviewing the Film Permit Application.

Step 3: Letters of Notification

Production companies must inform residents of filming in the area five days in advance of filming.

Step 4: Contract

The production company may be asked to sign a contract with the City of Guelph outlining costs associated with filming in public zones. This contract may also include guidelines that the production company must adhere to while filming in Guelph.

Step 5: Film Permit

Once all conditions have been satisfied the Guelph Film Office will issue a permit to the production company to film within the city of Guelph.

For more information visit guelph.ca/film or contact:

Christine Chapman, Economic Development Officer

Economic Development

519-822-1260 x 2823

film@guelph.ca

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