



# **Special Events Manual**

## **The Application Process for Events on Municipal Property**

- All public events
- All private events with alcohol
- Filming

Revised: October 2022

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## **Getting Started**

- Review this document for more detailed information and relevant appendices.
- For new and / or growing events, contact the **Coordinator, Special Events** at **519-360-1998**.
- Contact your local Municipal Centre / Information Desk:
  - Tentatively book the Municipal location / facility for the date(s) and time(s) of your event.
  - Sign any applicable contracts.
  - Pay any applicable fees.
- Obtain and provide required Certificate(s) of Insurance naming the Corporation of the Municipality of Chatham-Kent as an additional insured for 2 million dollars (see details below on page 4).
- Obtain and complete *The Special Event Application Form*:
  - Describe the event - the more detail the better!
  - Throughout the Application form - fill in the applicable sections that pertain to your event.
  - If additional forms are required for the special event - obtain and complete those additional forms and return them with the complete special event application package.
- This form is available in various location and can be obtained from:
  - the Special Events Coordinator
  - any Municipal Centre Customer Service Representative
  - on-line
- Submit all completed documents 8 - 10 weeks prior to your event.
- Municipal staff will process the application and return to you a Letter of Approval / permit, complete with any accompanying conditions, requirements or restrictions.
- For events held by a Corporation, the Corporation must provide a copy of their Articles of Incorporation at the time the Special Event Application Form (the Application) is submitted.

- The Municipality reserves the **right to refuse any special events applications that are received within 2 weeks prior (ten business days) to the event date** and any event that is deemed socially unacceptable by the approving departments.
- All Special Events that take place on Municipal Property that invite the public to participate, all private events that involve alcohol - sale and consumption and all filming taking place on Municipal property must be approved prior to taking place.

**Failure to comply with the requirements set out in this guide and / or with any relevant policies and procedures may result in the refusal of an event permit / letter, ticketing and /or closure of the event.**

## **Important information for All Events.**

### **Insurance and Hold Harmless**

Insurance is required for **all** events hosted on municipal property. A hold harmless agreement must be signed and submitted as part of the Application (page 4 of the *Special Event Application*).

### **A Certificate of Insurance must be returned with *The Application*.**

To satisfy this requirement, the Event Organizer has two options:

- Obtain and provide proof of coverage, by way of a Certificate of Insurance, of general liability and property damage insurance in the amount of required by the Municipality (normally 2 million dollars but subject to increased limits based on the risk of the event). The certificate must name the Corporation of the Municipality of Chatham-Kent as an additional insured with a cross liability waiver and the policy must provide that all members and volunteers are protected under such policy for the special event.

OR

- Obtain and provide proof of coverage by way of a Certificate of Insurance from PIB Programmed Insurance Brokers INC. PIB Programmed Insurance Brokers INC. offers a group program that may provide insurance for a special event where no insurance coverage is presently in effect or where the Event Organizer is unable to obtain coverage elsewhere. Details of the types of events that are covered and related costs can be obtained through the Special Event Coordinator.

### **Special Occasion Permit- Insurance**

If the Special Occasion Permit (SOP) holder is different from the Event Organizer, a separate Certificate of Insurance is required from the SOP holder.

### **High Risk Events**

Events that have significant risk or serious personal injury or property damage, such as, but not limited to, firework displays, rodeos, helicopter/plane rides for the public, racing events etc. will require a certificate of insurance naming the municipality as an additional insured for 5 million dollars.

The Municipality reserves the right to determine which events are high risk, and to increase insurance requirements at any time before approval of an event.

### **Municipal Involvement in an Event**

Municipally organized events being organized by internal staff and / or Committees of Council are not required to complete the Hold Harmless Agreement. However, if an internal municipal group is collaborating with an external organization or individual to organize the event, the external organization or individual must complete the Hold Harmless Agreement.

**An Event Organizer can be held liable for failing to use reasonable care in the coordination or supervision of an event.**

## **Events held within a Business Improvement Area (BIA)**

Event Organizers planning events within a Business Improvement Area (BIA) **must** meet with the applicable BIA to review their proposed event. This ensures that the BIA is fully aware of any event proceedings that may cause business disruptions and determine if there is a conflict with planned BIA initiatives. **This meeting must occur prior to submitting a Special Event application.**

It is strongly recommended that Event Organizers obtain a Letter of Support from the local BIA and that this Letter of Support be submitted with the Special Event Application.

If the Event Application is received without the Letter of Support, the BIA may provide an objection to the event. If the BIA objects, the Municipality's Director, Parks, Recreation and Cemeteries will determine whether there is reason for the Application to be denied. Concerns of the BIA will be considered in making this decision, Event Organizers are strongly encouraged to work with the local BIA to address any concerns before submission of the Application.

## **Police and Security Requirements**

Chatham-Kent Police Service (CKPS) works with Event Organizers to make certain appropriate police resources are dedicated to the event: To ensure the safety of all event participants, the CKPS and / or the Special Events Coordinator will assist in the creation of a Security Plan, if required.

Security is required for events that include:

- road closures
- orderly movement of the public
- crowd control
- when alcohol is served
- risk of theft or damage overnight at the site.

Post event, any problems encountered will be recorded in a Police Incident Report. Annual events that have experienced security issues in the past may be subject to additional oversight / conditions, or may be denied.

### **Paid Duty Officers**

**Once the Security Plan has been developed and if CKPS have determined that Paid Duty Officers are required for the event**, the organizer must make an application by going to <http://ckpolice.com/hire-an-officer/> and completing the CKPS-Paid Duty Request Form and submitting it to [paidduty@chatham-kent.ca](mailto:paidduty@chatham-kent.ca). If you have any questions, please contact The Paid Duty Administrator, Monday through Friday, 8:00 a.m. to 4:00 p.m.

If the Paid Duty Administrator is unavailable due to holidays or other special assignments, please contact the Special Event Coordinator.

It can often take up to 6 weeks to fill Paid Duty requests. Requests for hiring of Paid Duty Officers **must be made well in advance** of the event in order to secure officers for the dates needed. **Do not fill out a request for paid duty before being notified by Police that it is required.**

**If your event is required to hire four or more Paid Duty officers working the same event at the same time:**

- A deposit of 75 percent of the total invoice will be required prior to event approval;
- a deposit may be required for first time events; and,
- a deposit may also be required for recurring events that have had security issues in the past.



## **Security Personnel**

As determined by the CKPS and / or the Special Events Coordinator, Event Organizers may be required to use paid-duty police officers and / or a professional security company, or any combination of the two. Under current provincial legislation, anyone acting in a manner providing security at an event must be licensed as a security guard through the Province of Ontario. If the Event Organizer has any questions regarding volunteer security versus paid security, contact the Special Events Coordinator.

If a professional security company is being used, the Event Organizers must provide:

- A current Certificate of Insurance from that company, naming the Corporation of the Municipality of Chatham-Kent as additional insured.
- A copy of the Security Guard license.
- References as requested.
- A written contract for their services prior to the event.
- A written report following the event.

Remember, Security Companies work for Event Organizers and communication in advance of an event is critical. The Special Events Coordinator and CKPS encourage Event Organizers to meet with their contracted Security Company in advance of their event, to establish expected roles & responsibilities and then following the event to debrief.

## **Volunteers**

If the event is focused on a demographic that is likely to include a majority of vulnerable persons, the Event Organizer may be required to have all volunteers submit for a Clearance Letter from Chatham-Kent Police Service. This check is normally completed within 14 days: If there is a questionable entry with police, the process could take up to a month to complete.

*“Leave it the way you found it!”*

**Any municipal property (park, facility, road or right-of-way) must be restored to its pre-event condition within 12 hours after completion of the event. If the Event Organizer fails to restore the area, a cost recovery clean up fee will be charged to them.**

Event Organizers are encouraged to recycle and behave in an environmentally friendly manner.

## **Municipal By-Laws**

Event Organizers are responsible for being aware of and ensuring compliance with all applicable Municipal by-laws (in addition to Provincial and Federal laws). The following is a summary of some of the most common by-laws applicable to Special Events but they may be amended or replaced by Council at any time. **It is the responsibility of Event Organizers to ensure they are in compliance with all applicable by-laws even where the by-law does not appear in this manual.**

### **Parks By-Law**

Parks By-Law 19-2016 is in effect when a Special Event takes place within a Municipal Park.

### **Traffic and Parking By-Law**

Parades or other procession is not permitted on any highway without a Parade Permit By-law 245-2004 Section 701.01

### **Promotional Signs**

The Chatham-Kent Sign By-law # 156-2004, prohibits any sign on or over any Municipal property.

### **Noise By-Law**

An event on municipal property may be exempt from Noise By-law # 41-2004 under Schedule 3 **ONLY** if you request this in your application and an exemption is approved. Through the Special Events Application process, appropriate departments retain the right to restrict or refuse any exemption.

### **Overnight Camping**

Your event on municipal property may include overnight camping (Parks By-Law 19-2016) **ONLY** if you request that camping be included in your event and overnight camping is approved. Through the Special Events Application process, appropriate departments retain the right to restrict or refuse overnight camping.

### **Recreational Fires, Campfires and Fire Pits**

Any Open Air Burns require completion and remittance of ***Recreational Fires, campfires and fire pits application***. Unless exempted from the Open Air Burn Bylaw # 107-2016, Event Organizers must not permit Open Air Burns unless approval has been provided by the Chatham-Kent Fire and Emergency Services.

### **No Smoking By-Law**

The Smoke-Free Ontario Act 2017 (SFOA) prohibits smoking in tents or covered picnic shelters. Entrances to tents and shelters must have “no smoking” signage. The Smoke-Free Chatham-Kent By-law #137-2014 enhances the SFOA to prohibit smoking on any Municipal Property except when a designated smoking area has been provided. Refer

to the “Designated Smoking Areas” section of this manual and the appendix for further information about the requirements to establish designated smoking areas.

**Failure to comply or to ensure compliance with the Smoke Free Ontario Act, or any By-Law can result in fines under the Provincial Offences Act or potential shut-down / closure of the Special Event.**

## Alcohol

**A Special Occasion Permit (SOP)** - issued by the Alcohol and Gaming Commission of Ontario (AGCO) - **is required by the province of Ontario** any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place. When alcohol is part of an event, public or private, on municipal property, **the Municipal Alcohol Policy (MAP)** – *a proactive policy to promote a safe, responsible, and enjoyable environment for all users* – **must be adhered to.**

- To permit both the sale and consumption of alcohol at your event, obtain a SOP application online at the Alcohol and Gaming Commission of Ontario (AGCO) website: [AGCO Services](#).
- Refer to the **MAP** for a complete listing of required Municipal controls and regulations
- Events held on Municipal property are not eligible for alcohol consumption when an event is targeted exclusively to youth under 19 years of age.

**You must complete and submit a Special Event Application to the Municipality before you apply for an SOP from the AGCO. The AGCO may require a letter of notification from the Municipality indicating the Municipality of Chatham-Kent has been advised of the event. The submitted Special Event Application permits you to request the required letter of notification from the Special Events Coordinator.**

- Check the box **Alcohol** on *The Special Event Application* form.
- Have the bottom portion of the Hold Harmless signed by the Organization obtaining SOP.
- Complete & submit the **MAP Appendix “C”**.
- If the SOP holder is different from the Event Organizer, a separate Certificate of Insurance is required from the permit holder.

If you expect less than 5,000 attendees at your event, the Municipality requires your completed paperwork **10 weeks in advance of your event**. You must apply for your SOP no less than **30 days** prior to the event.

If you expect 5,000 attendees or more at your event, the Municipality requires your completed Application **12 weeks in advance of your event**. You must apply for your SOP no less than **60 days** prior to the event.

### **Individuals cannot fundraise by selling liquor.**

An SOP holder that is not a registered charity or a non-profit organization may hold a public event only if the event is of provincial, national or international significance; or an event of municipal significance as designated by the Clerk’s Office.

Events of Municipal Significance are required to submit a letter to the Special Event Coordinator, which is then submitted to the Clerk's Office for approval. If you require this designation, please submit your Letter a minimum 3 months prior to the event. Given sufficient notice, the Special Event Coordinator will assist you in working through the process of applying for a Municipal Significance designation with our Clerk's Office.

## **Alcohol- Security Requirements**

CKPS work with Event Organizers to ensure appropriate security / police resources are dedicated to the event, ensuring the safety of all citizens attending events within the Municipality.

### **Public Open Events Security Requirements**

Minimum security / police personnel required at events open to the general public.

<b>Number of Attendees</b>	<b>Security Personnel</b>	<b>Police Officers</b>	
1-375	2	<u>or</u>	2
	In consultation with Municipal staff the permit holder may have police or a security firm.		
376-999	3	<u>or</u>	2
	Municipality of Chatham-Kent and Chatham-Kent Police Service determines whether police and / or a security firm will be hired.		
1,000 and above	Municipality of Chatham-Kent and Chatham-Kent Police Service determines whether police and / or a security firm will be hired. Alcohol and Gaming Commission of Ontario (AGCO) to review.		

- The Municipality of Chatham-Kent and AGCO may increase or decrease security / police requirements based on event history.
- Minimum security / police personnel required at special events will be dealt with on a per request basis.
- Minimum security / police personnel required at events with tiered seating will be dealt with on a per request basis as tiered seating poses site-specific factors for security. An onsite meeting will take place with the appropriate departments.

### **Closed (Private) Events Security Requirements**

Minimum security / police personnel required at closed and religious events such as weddings, christenings, anniversaries, funerals, showers, family reunions and birthday parties.

Number of Attendees	Security Personnel	Police Officers
1-375	0	0
376-999	To be determined by the Municipality of Chatham-Kent and Chatham-Kent Police Service.	
1,000 and above	Municipality of Chatham-Kent and Chatham-Kent Police Service determines whether police and / or security firm will be hired. Alcohol and Gaming Commission of Ontario to review.	

**If you are expecting more than 375 participants or more, you must contact the Special Event Coordinator to arrange a meeting with Police, Fire Service and AGCO representatives to determine Security Requirements.**

## **Food**

In accordance with the *Health Protection and Promotion Act*, if food and drink will be served at your event, you must notify the Special Event Coordinator who will correspond with CK Public Health. As the Event Organizer you must check the Food Box on the Special Event Application form, and complete and return the following:

The Special Event Organizer Notification Form. As the event organizer, it is your responsibility to:

- Provide each food vendor with a copy of the Special Event Food Guidelines and the Special Event Food Vendor Application Form a minimum of 30 days before the vendor attends the event.
- Notify CK Public Health of any significant changes to the original organizer application.
- Coordinate back-up plans with food vendors in the event of a power failure or water shortage.
- Provide a potable water supply to vendors (water that is safe to consume, free from bacteria).
- Provide an adequate number of sanitary facilities and maintain them in a functioning and sanitary manner throughout the event.
- Arrange for sanitary disposal of liquid waste.
- Arrange for proper sanitary disposal of garbage and provide leak-proof garbage containers with lids.
- Arrange for sanitary disposal of liquid waste.
- Use only food-grade hoses.

Have each food vendor complete and return the Special Event Food Vendor Notification Form. This form is to be distributed by the Event Organizer to each food vendor. The Food Vendor Notification Forms are to be completed and returned with the Special Event Package at least 30 days before the event.

All participating food vendors must review CK Public Health's **Special Event Food Vendor Guidelines**. This document is available from the Special Events Coordinator, any Municipal Customer Service Representative and on-line.

It is mandatory for each food vendor to have at least one certified food handler on site during operation. Information about certification can be found [on the Chatham-Kent Public Health Website](#).

A Public Health Inspector will contact you to review and / or inspect your event.

**Links for Reference:**

Special Event Food Vendor Guidelines: can be found on the Municipal Website-Special Event Food Section

Certified Food Handler: <https://ckphu.com/health-topics/food-safety/food-safety-courses/>



## **Designated Smoking Areas**

The special event organizer should consider whether or not it is necessary to have a smoking / vaping area at the event. Whether this is permitted will depend on location.

The Municipality of Chatham-Kent and The Chatham-Kent Public Health unit strive to make special events a smoke-free environment. For assistance in making your event smoke-free, please contact the Chatham-Kent Public Health Unit. If there will be smoking or vaping at your event, fill in the corresponding section on the Special Event Application Form.

Designated Smoking Areas are permitted at events as long as applicable guidelines are followed. There are specific guidelines pertaining to setbacks from playgrounds, park equipment, facilities and patios for the consumption of food and drink, this information can be found within the Appendix: Designated Smoking Areas. The event must remain smoke free if there is play equipment such as swings, slides, climbing apparatuses, sand boxes, splash pads etc. within 20 metres of the potential location.

### **No Smoking**

The Smoke-Free Ontario Act 2017 (SFOA) prohibits smoking in tents or covered picnic shelters. Entrances to tents and shelters must have “No Smoking” signage. The Smoke-Free Chatham-Kent By-law #137-2014 enhances the SFOA to prohibit smoking on any Municipal Property except when a designated smoking area has been provided. Refer to the “Designated Smoking Areas” appendix for the requirements to establish designated smoking area.

**Failure to comply or to ensure compliance with the Smoke Free Ontario Act or any By-law can result in fines under the Provincial Offences Act.**

## **Tents**

If there will be tents of any kind at your event, fill in the corresponding section on the Special Event Application Form.

If tents are present at your event, you may be required to contact both the Building Department and the Fire Department for specific requirements.

### **Building Permit Requirements for Tents**

The following describes building permits for tents:

- Tents require a building permit and must comply with the Building Code unless the tent or group of tents meets all three of the following criteria:
  - Are not more than 60 m<sup>2</sup> in combined ground area.
  - Are not attached to a building.
  - The tent is not constructed closer than 3m to other structures.

Tents that meet all three of the criteria above do not require a building permit and are not required to comply with the Building Code. Tents that **DO NOT** meet all three of the above criteria, will require a building permit. Please contact Building Development Services at [CKbes@chatham-kent.ca](mailto:CKbes@chatham-kent.ca) or call 519-360-1998 and ask for the Building Department.

### **A fire safety plan may be required:**

When tents of any kind are a part of your event, Event Organizers must know:

- Neither smoking nor the use of open flame devices is permitted unless approved by Chief Fire Official.
- Only approved heating and cooking equipment, being those that meet the requirements of NFPA 96, may be used at the Special Event.
- Notwithstanding any approved heating and cooking equipment for the Special Event, cooking in any enclosed tent, canopy or other similar structure is prohibited.
- All compressed gas cylinders must be stored in racks, chained or tied securely as a safety measure and stored outside the tent or air supported structure in a safe well-ventilated location.
- Portable Fire Extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. All fire extinguishers provided must be appropriate for the hazard.

- Exit Signs are required for each designated exit. Commercially available card type signs are acceptable.
- Emergency Lighting must be provided and maintained for all functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

### **Electrical Equipment**

**All electrical equipment used on site is to be CSA approved** or Electrical Safety Authority labeled and maintained in proper working order. All electrical installations and connections to existing distribution panels or services are to be done under permit from the Electrical Safety Authority.

### **Propane Devices**

**All propane devices** must meet the requirements of Technical Standards of Safety Authority (TSSA).

**Events on municipal property must comply with the conditions set out by the Fire Inspector, Fire Prevention or the shutdown of the event may result. Event Organizers are obligated to ensure all vendors using tents at their event comply with applicable rules & regulations.**

## **Parades / Walks / Runs / Relays (PWRR)**

If there will be a parade / walk / run or a relay during your event, fill in the corresponding section on the Special Event Application Form.

### **Parades / Walks/ Runs / Relays (PWRR)**

- Event Organizers must have read and understand the appendix :  
***Parades / Walks / Runs / Relays (PWRR) Policies & Guidelines***

The PWRR route shall be clearly defined with all road sections and direction of travel listed or shown on a map. **All maps must be legible and clear.** Do not use highlighter on the map as highlighting does not scan or print clearly.

The Chatham-Kent Police Service endeavours to provide traffic control for parades / walks / runs / relays free of charge; however, some events may be required to pay for police traffic control (paid duty).

If you are organizing a parade / walk / run / relay:

- Chances are you do NOT need to complete the section pertaining to a Street Closure / Parking Lot Closure. Minor staging area road closures are considered part of the parade application. For clarification, contact the Special Events Coordinator.
- Events using walkways / pathways will not be allowed during the winter months as walkways and pathways are seasonally maintained from April to the end of October.
- Events who wish to book outside of parks open & close dates will be subject to the Off-Season fees set out in the Municipality's User Fees By-Law. Open and close dates are determined annually by the Parks Supervisor.
- Walks / Runs will be encouraged to use our linear park spaces that are designed to host these activities in the various communities.

**An Event Organizer shall not conduct, manage, or participate in any PWRR in violation of, or in any manner contrary to the terms specified in the "Letter of Approval". Breach of any safety related legislation or policy may result in enforcement action by authorities. This could include termination of the event, charges and / or removal of the offending parties from the event. Any breach of policy or law will affect future PWRR applications.**

**Any municipal road must be restored to its pre-event condition within 12 hours after completion of the event. If the Event Organizer fails to restore the area, a cost recovery clean-up fee will be charged to them.**

### **Road Closure and Barricade Fees**

When requesting barricades through the Special Event Application Process, these fees are applied to all parades, walks, runs, relays, road closures, or parking lot closures that request barricades.

- \$150 Road Closure Fee
- \$10 per barricade requested

These fees are a direct cost recovery and will be collected to replace stolen or damaged barricades and signage which takes place during special events.

## **Street / Municipal Parking Lot Closure**

If your event is going to disrupt traffic flow and / or parking, you must fill in the corresponding section on the Special Event Application Form.

### **Street / Municipal Parking Lot Closures**

Be sure to describe in detail the events and activities that are to take place on a closed roadway or parking lot.

List or provide a map indicating all road sections or parking lots to be closed. **All maps must be legible and clear.** Do not use highlighters as they do not scan or print clearly.

**Police Services** shall review to determine whether it will be necessary to deploy an officer to facilitate the orderly movement of traffic or if other traffic management equipment could be utilized (e.g. barricades).

### **Events within Roadways are required that:**

- All hydrants remain visible and are not to be obstructed in any manner, leaving at least a 3m (10 ft) radius around each hydrant.
- A 3m (10 ft) wide emergency lane shall be provided within the parking lot/road closure. Access must be maintained for emergency vehicles at all times.
- All standpipe connections are visible and accessible.
- Upon approval, the Engineering and Transportation Division will notify the various departments, emergency services, media, etc. of the location, date, time, and detour route for the street closure. This information will be included in the approval permit.
- The Public Works Department will deliver the barricades & signs prior to the event. The Event Organizer will be responsible for placement of the barricades during the approved time period. Upon conclusion of the event, barricades must be removed by the Event Organizer and placed in the boulevard for pick up by the Public Works Department.
- All barricades must be assembled correctly and placed with all attached road closure signs facing oncoming traffic. It is the responsibility of the Event Organizer to ensure all barricades and signs are constructed and placed properly. In the event there are any concerns the Event Organizer should contact the After Hours Municipal Phone Line: 519-360-1998 and proceed through the required prompts for assistance.

**Any street or municipal property must be restored to its pre-event condition within 12 hours after completion of the event. If the Event Organizer fails to restore the area, a cost recovery clean up fee will be charged to them.**

## Lottery

If your event involves any variety of lottery you must comply with all Provincial and Municipal regulations, please contact the licensing department to inquire further. If you have received a lottery licence please provide that number on the application.

## Music / SOCAN / Re: Sound

To ensure that your organization pays the correct amount for your specific event type and venue – regardless of whether the facility or your organization maintains a full-time license – you must fill in the corresponding section on the Special Events Application Form.

Entandem is a joint venture between SOCAN - Society of Composers, Authors & Music Publishers of Canada and Re: Sound the Canadian not-for-profit music licensing company.

- SOCAN collects the fair compensation for Composers, Authors & Music Publishers of Canada and is the Canadian copyright collective for the public performance of musical works.
- Re: Sound is dedicated to obtaining fair compensation for artists and record companies for their performance rights.

Whether the music is live, recorded or broadcast, **every event is legally obligated by the Canadian Copyright Act to submit licensing fees** for the public performance of copyright-protected music (subject to exemptions under the Copyright Act and Regulations). Tariffs that are collected by the Municipality are paid directly to Entandem.

There is no municipal handling fee included in these tariffs.

**Any outstanding SOCAN / Re: Sound fees must be paid before a Letter of Approval is issued. In order to obtain the facility booking permit, all fees must be paid and the signed permit is to be submitted with the special event package.**



## **Amusement Devices and Rides**

If the event involves the use of:

- amusement devices and rides
- bouncy inflatables
- roller coasters
- revolving rides
- bungee rides
- go-karts
- Or anything that entertains people by moving them or causing them to be moved.

The Event Organizer must ensure compliance of the amusement device / ride operator with all applicable laws and related requirements.

**All amusement rides and devices in Ontario must be compliant with the Technical Standards and Safety Act and Amusement Device Regulation 221/01.**

The Event Organizer must fill in the corresponding section on the Application Form and provide the corresponding documents listed.

### **Amusement Devices and Rides**

Additionally, along with *The Special Event Application* form, you will need to work with the supplier to provide the Municipality:

- A copy of the Ontario Amusement Device Permit for the current year.
- A copy of the TSSA Permit for the current year for each amusement device or ride.
- **An additional certificate of insurance from the company providing the amusement rides** in an amount not less than five (5) million dollars naming the Municipality of Chatham-Kent as additional insured on the policy for the duration of the event.

**As the Event Organizer, you must ensure the amusement company complies with the Ontario Health & Safety Act and Regulations**

## **Display Fireworks on Public or Private Property**

Fireworks are a high risk activity and requires an insurance policy of five (5) million dollar liability coverage.

These are high hazard fireworks for recreation and include, but are not limited to: firecrackers, rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bambardos, waterfalls, fountains, batteries, illuminations, set pieces and pigeons.

The Event Organizer is responsible for the fireworks display and must check the box on *The Special Event Application* form and:

- Secure both a distributor who sells fireworks and a Supervisor / Technician who are authorized to discharge fireworks (i.e.: an individual who holds a fireworks card from Natural Resources Canada). Chatham-Kent Fire Services is the sole authority to approve the discharging and sale of fireworks.
  - Provide your distributor and / or technician with: *DISPLAY FIREWORKS / Operation of the Display.*
  - Fill out an application for a Display Fireworks Event Permit.
  - Pay the applicable User Fee set out in the User Fee By-Law.
- Obtain a Federal application form from the distributor. The distributor will need a copy of the Technician or Supervisor's qualifications.
- Adhere to the Municipality of Chatham-Kent By-Law # 56-2016.

The Event Organizer must be aware:

- The use of fireworks is not allowed into, in or on streets, lanes or other public places.
- Fully operational fire extinguishing equipment is to be provided and maintained at all times.
- A large display of fireworks may require a Pumper Crew on site during discharging. If there is a cost, the Event Organizer will be charged.
- For more information on fireworks, refer to the appendix: ***Display Fireworks & Operation of the Display for Distributor/Technician.***

### **Consumer (Family) Fireworks**

**Municipality of Chatham-Kent By-law # 56-2016: "The setting off of consumer [family] fireworks, except for display fireworks is hereby prohibited except on Victoria Day, Canada day, or such day as is proclaimed by the Council as suitable for patriotic celebration, and the preceding three days and the following three days in each case."**

## **Animal Attractions**

If your event involves a petting zoo or other animal attraction the organizer must fill in the corresponding section on the Special Event Application Form.

The Public Health Unit requires the following:

- Provide a hand washing station equipped with soap and paper towels in dispensers at the exit of the petting zoo.
- Animals need to be confined.
- Clearly mark out points of entry and exit from animal areas.
- No food or drink including baby bottles are allowed in animal areas.
- *No Food or Drink* signs must be posted at all entrances & exits of animal areas.
- Animals that are sick, injured, distressed or potentially dangerous shall not be included in the petting zoo.
- Animal waste must be removed and disposed of as soon as possible.
- Areas where animals are displayed must be thoroughly cleaned, rinsed and disinfected before those areas are used for public events.
- Any animal biting incidents must be reported to the Chatham-Kent Public Health Unit.
- Pursuant to *Ontario Regulation 567 Rabies Immunization 1990*, all cats, dogs, ferrets, horses, cows, bulls, steers, calves or sheep must be immunized against rabies and their certifications available for review by the Public Health Inspector.

**A Public Health Inspector will contact you to review and / or inspect your event.**

## **Temporary Electrical Services**

Temporary power is the responsibility of the Event Organizer and the use of power must be coordinated with the facility or parks supervisor to ensure adequate power is available for the type of use required.

The corresponding section on the application must be filled in on the Special Event Application Form.

- Fill in the **Temporary Electrical** section on *The Special Event Application* form so that appropriate internal staff is advised. Once staff is advised that temporary electrical services are required they will review the request and may require an ESA Permit.
  1. The Event Organizer must contact the Electrical Safety Authority (ESA) a minimum of 48 hours in advance at 1-877-372-7233 to make an application for inspection of all installations of the site so a permit can be issued. ESA may require further discussion regarding the event and site inspection.
  2. Once an ESA Permit has been filed, provide that number to Special Events Coordinator. The Coordinator will then contact ESA to verify that this Permit has been filed.

**Note:** An administration fee will be charged, in addition to the inspection fee, for all electrical installations inspected with no application on file with Electrical Safety Authority. All equipment must be CSA or Electrical Safety Authority approved, and if connected without approval may result in a fine of up to \$5 million.

**As an Event Organizer you are responsible for complying with Electrical Safety Requirements defined within the Ontario Electrical Safety Code. Please ensure you contact the Electrical Safety Authority (ESA) at 1-877-372-7233 to arrange an application for inspection. For more information you can visit:**

**<https://esasafe.com/business-and-property-owners/special-events/>**

## **Parks Operating Guidelines**

To ensure long-term sustainability of the green spaces in the community. The following guidelines balance general use of park areas with special events.

Event venues will be considered on an individual basis, focusing on the specific needs of each event.

The Parks Section may deem it necessary to provide **on-site supervision of a park facility**. The cost for this supervision, whether provided by Municipal staff or other professionals, will be charged to the Event Organizer.

### **To encourage good neighbour relations:**

- Between Victoria Day and Labour Day, the number of large special events with amplified sound will be limited to 8 events per year, in any given location.
- At the Director's / Supervisors discretion, the Special Event Operator may be required to do a mail-out to surrounding neighbours. The mail-out would include the following information:
  - A contact name and telephone number that the public can reach during each event so that the Operators can immediately address any neighbourhood concerns.
  - A synopsis of the history, purpose and not-for-profit/charitable and / or economic benefits of the event.

### **To maintain green space:**

- Based on the ground conditions, all vehicles must remain on hard surfaces and only non-vehicular booths, or tents set up on grassed areas.
- If an event requires vehicles to be set-up on grassed areas, a damage deposit of \$1500 will be held to ensure turf recovery after the event.
- Once event is set up, remove all vehicles from the event area. Parking of cars, trucks, food stock trailers, or sleeping quarters are not allowed in the park unless previously approved.
- All vehicular traffic must cease within the park one hour before start of any part of the event. Any vehicles in the park without permission of the Parks Supervisor will be towed at the owners' risk and expense.
- If possible, 7 days between large events is required for turf recovery and this factor will be considered in determining whether a Letter of Approval should be issued for a Special Event.

- Ensure that the event has a waste management plan that encourages recycling. All garbage generated as a result of the event is the responsibility of the Event Organizer.
- At the discretion of the Parks supervisor, a security deposit may be required. The rate of the deposit is related to the past history of the event, and is paid in full prior to submitting a Special Events Application:
  - A new event, or a previously held event with no major issues or bylaw violations in the past 3 events held - \$ 1000.
  - Violation or non-compliance in the previous event - \$ 1500.
  - Violation or non-compliance in both the previous two events - \$5000.
- Events using walkways / pathways will not be allowed during the winter months as walkways and pathways are seasonally maintained from April to the end of October).
- Events who wish to book outside of parks open & close dates will be subject to an **Out of Season Fee** which is set out in the User Fee By-Law. Open and close dates are determined annually by the Parks Supervisors.
- Walks / Runs will be encouraged to use our linear park spaces that are designed to host these activities in the various communities.

### **To be respectful to the community:**

Ensure the park is **returned to the condition in which it was found within 24 hours after completion of the event**. If the Event Organizer fails to restore the area, a cost recovery clean-up fee will be assessed to the Organizer.

Should the park not be returned to the original condition in which it was found within 24 hours after the completion of the event, a **\$1000 Liquidated Damages fine** will be administered to the event organizer for each day the set up remains on Municipal Property.

### **To accommodate the entire community:**

- Please review the appendix: **Barrier Free Suggestions** and keep these in mind when planning events.
- Please plan sufficient parking areas for motorized and non-motorized modes of transportation.
- Keep in mind some visitors to your event want to see healthy food choices.

### **To keep the community safe:**

**Power Requirements:**

Availability of power and outlets is specific to the location of the Special Event and may not meet with the needs of the proposed Special Event. Please meet with the facility / parks supervisor prior to the event to determine your power requirements and if the facility can accommodate your event needs. Failure to meet with the facility / parks supervisor prior to the event may result in insufficient power availability and the Municipality shall not be responsible for any such insufficiency.

**Locates:**

Calling for locates is required before you do any digging or pounding of stakes, tent poles or pegs in the park or green space. Contact Ontario One at 1-800-400-2255 for locates.

- Provide the Parks Supervisor proof of the underground locates 5 days prior to the event to prevent cancellation of the event.

**Please respect the Park by-laws and these Parks Operating Guidelines. Failure to adhere to the guidelines may include enforcement action, including fines, future permits being denied and / or the Municipality may seek to recover any financial losses arising out of any contravention.**

**Tecumseh Park Bandshell**

The Tecumseh Park Bandshell can be made available for your event but MUST be booked separately from Tecumseh Park. No later than one month in advance of your event:

- Email [chthmncrtband@gmail.com](mailto:chthmncrtband@gmail.com) or call 519.352-1265.
- Leave a message, including your name, proposed event date and contact information. *Someone from the Chatham Concert Band will contact you within 3- 5 business days.*
- Upon approval from the Chatham Concert Band Board, you may be required to:
  - Sign a contract.
  - Issue a refundable deposit cheque of \$300 (in case of damages).

## **Filming**

The Municipality of Chatham-Kent recognizes and acknowledges the direct and indirect economic benefits that film and television production can offer and welcomes commercial and non-commercial film companies to enjoy the many assets that Chatham-Kent has to offer.

Report all film and television production activity in Chatham-Kent to the Special Events Coordinator who is dedicated to serve as both your community resource and your internal municipal liaison. Please note that the use of drones requires the approval of CK Police Services.

- Fill out the corresponding section on the Application Form, all filming is to be approved by the Municipality.

**When film activity takes place on municipal property, The Application Process for Events on Municipal Property applies to – but may not be limited to – the following:**

- Feature films
- Television films
- Television Network Programs / Series
- Television Commercials
- Documentaries
- Educational Films
- Music Videos
- Commercial Photography
- Other projects approved by Council

The Municipality of Chatham-Kent reserves the right to refuse filming for any project, including but not limited to when:

- Projects break Municipal by-laws, provincial or federal laws.
- Projects are expected to be released with an X rating.
- Projects are distasteful to the general public or socially sensitive.

**For clarification on whether or not your filming project qualifies, and / or for assistance with filming in general, please contact the Special Events Coordinator at 519-360-1998.**



## **Filming with Drones**

Filming with drones is required to be approved by the appropriate departments due to restricted air spaces, privacy concerns and safety. Please indicate in the filming section of the Special Events Application Form if drones will be used for filming.

The purpose of documenting any Remotely-Piloted Aircraft System (RPAS) or more commonly referred to as drones, and any drone flights on or over Municipal property is to ensure the safety of the community who happen to be in and around the take off and landing area of the drone, and who maybe using public spaces below drone flight operations.

- All RPAS operations while in the air are governed by the relevant Transport Canada legislation. Currently those guidelines can be located on the Government of Canada website under - *Canadian Aviation Regulations (CARs)*. [Part IX – Remotely Piloted Aircraft Systems](#).
- Currently RPAS regulations are divided into two categories – above 250 grams in total weight and below 250 grams of total weight. Drones above 250 grams in total weight, inclusive of any camera, battery, gimble or other attachment, are subject to the requirements of this manual.

The following conditions are required to accompany the special event application when filming on Municipal Property with drones:

- All commercial filming RPAS flights that originate from a public space (take off and landing area) require a special event permit.
- All community members applying under the special events permit must be fully licenced under the Transport Canada rules and regulations.
  - As part of the S/E application a copy of the pilot's accreditations must be supplied as part of the application.
  - Identify any and all RPAS's to be used and provide the Transport Canada registration documents as part of the application
  - The RPAS pilot and RPAS will be required to produce evidence of insurance covering their drone operations to the current standard required by the Municipality.
  - A flight plan must be completed with all applications indicating when, where, and at altitudes the RPAS will be operated.
  - No RPAS take off or landing zones will be allowed from any public roadway or sidewalk unless a road closure application is included as part of the application.
  - No RPAS take off or landing zones will be permitted inside any restricted air space unless prior approval for the flight has been given by Transport Canada.
    - The Transport Canada prior flight approval documentation will be required as part of the special events application

when the take off and landing zones are located within the restricted area.

- Every precaution must be taken to avoid uninvolved participants being filmed during the commercial flights for privacy purposes.
- Emergency Services are excluded from the application of these policy provisions.

## **Appendix**

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## **Appendix: Safety Plan Template**

### **Introduction**

Include in this section a brief description of your event. Other items may include: Mission / Vision Statement, history of event, etc.

#### **Special Occasion Permit (SOP) Details**

Include the type of SOP and the expected number of people to attend the event (i.e. if fewer than 5000 or greater than 5000)

#### **Event Site Map**

Insert map

### **Event Details**

#### **Event Contacts**

Include the name and contact information for organizers responsible for the event. The first name on the list should be the person on the liquor license. Include details for communication during the event hours (i.e. radios, cell phones, pagers,)

#### **Hours of Operation**

Include the hours of operation for your event.

#### **Food Servicing**

Include in this section the details relating to food that will be available at your event. Things to consider when completing this section include: is it being catered, is food being prepared on site or being delivered.

#### **Portable Structures**

Is your event at a location that includes portable structure to be erected (i.e. tents, stages, etc.) If so, provide details as to installation.

#### **Seating**

Include your seating plan here. Will you be utilizing tiered seating?

#### **Lighting**

Include a description of the lighting that you will have in place for your event. Pay particular attention to the lighting locations you will have for event personnel such as ticket sellers, bartenders, floor supervisors, etc.

### **Safety & Security**

#### **Bar & Bartenders**

Include details for the set-up of the bar(s) and the number of bartenders; include responsibilities and required training. Refer to the Municipal Alcohol Risk Management Policy (MAP) for details.

**Door Supervisors**

Include details for the entrance and exit of the licensed area and the responsibilities of the door supervisors.

**Floor Supervisors**

Include details and responsibilities for floor supervisors.

**Ticket Sales**

Include details for tickets sales. Include price listing; maximum number of tickets that will be sold at one time, etc.

**Security Personnel**

Include details for security personnel. Include what behaviour will be tolerated and what must not be tolerated, when and how personnel will deal with escorting patrons out, etc.

**Police Services**

Include details as to how many paid duty officers will be present.

**Emergency Management Services**

Include details if EMS services will be present at the event.

**Fire Services**

Include details if Chatham-Kent Fire and Emergency Services will be present at the event.

## **Appendix: Barrier Free Suggestions for Events**

As Event Organizers in Chatham-Kent, it is imperative that we strive to be barrier-free and inclusive of persons with disabilities at our community events. If you would like more information please inquire about the [Guide to Accessible Festivals and Outdoor Events](#).

The following information offers suggestions to help ensure that your event is welcoming and inclusive of all citizens in our community.

### **Location**

- Accessible bus route or other transportation to the event
- Suitable parking for wheelchair users and over-height vehicles
- Site is accessible for people with mobility impairments
- Seating positions are appropriate for use by wheelchair users
- Stage is accessible to people with mobility impairments
- Basic building access through entrances, doorways and into wheelchair accessible washrooms
- Aisles at events should be at least 72 inches and clear of debris
- Include one wheelchair accessible portable washroom at your event (available for rent locally)
- Availability of water and relief stations for assistance dogs

### **Communication**

- Videos utilize closed captioning, and where possible have Descriptive Video Service (DVS)
- Recordings or online availability of detailed information
- Availability of sign language interpreters for stage presentations

### **Stage Set-up**

- Accessible and standard podiums
- Ramps should have non-slip surfaces and edge protection, with a maximum slope of 8% (5% is preferred)
- Option of using a lapel microphone for stage presentations

### **Awareness**

- Accessible features of the event should be well-communicated for potential guests, speakers, spectators, staff and volunteers
- Awareness of emergency evacuation plans

## **Appendix: Parades / Walks / Runs / Relays (PWRR)**

### **POLICIES AND GUIDELINES**

The purpose of this Policy and Guidelines is to promote safety for PWRR participants and audience during the PWRR and assist PWRR organizers in developing safe and organized PWRRs.

#### **PWRR Management Plan**

The PWRR application form will comprise part of the PWRR Management Plan and will include the following information:

- The date the PWRR is to be conducted and the time the PWRR is to begin and approximately end.
- Staging area and staging start time.
- The complete route to be traveled including direction of travel. This information may be clearly presented on a map or listed in detail.
- Where PWRR will be terminating or dispersing.
- Approximate number and location of barricades required.
- Number of people participating in the PWRR.
- The types of and number of vehicles or floats participating in the PWRR.
- Any other relevant information.

PWRRs taking place on a municipal road during peak traffic hours should be avoided. These hours are 7:00 AM to 9:00 AM and 3:30 PM to 5:30 PM from Monday to Friday (statutory holidays excluded). A PWRR may not take place between the hours of 11:00 PM to 6:00 AM.

The railway authorities must be contacted by the PWRR applicant if the PWRR route crosses any at-grade railway crossing. Train traffic times should be obtained and listed in the PWRR Management Plan. PWRRs should be scheduled around these train traffic times if possible.

Parade routes shall be designed to ensure that any Parade does not double back on its route or reverse its direction. The Parade route shall not intersect itself without sufficient roadway distance to clear the length of all participants, vehicles, floats, etc. in the Parade formation.

Adequate provision for transit service should be taken into account when developing a PWRR route. A municipal roadway that is a public transit service route shall not be closed for a PWRR unless there exists an acceptable parallel route that can be used as an alternate public transit service route.

Engineering and Transportation Division staff shall review, modify and approve the PWRR Management Plan in consultation with the Chatham-Kent Police Service. Any changes required shall be discussed with the PWRR applicant.

### **Traffic Control Procedures**

All events that take place on municipal roadways shall be escorted by the Chatham-Kent Police Service. Upon review of the event by internal staff, if there are additional costs associated with resourcing the event, these costs will be passed along to Event Organizers.

Access must be maintained for emergency vehicles at all times within the staging area and along the PWRR route.

All barricades required for the PWRR shall be supplied by the Municipality of Chatham-Kent.

Temporary regulatory signs, alterations to existing warning and regulatory signs and changes to traffic control signal displays or timing phases may be required to facilitate the PWRR. If required, these services shall be performed by municipal staff. All signing will conform to the Ontario Traffic Manual.

If special detour signing or an extraordinary amount of signing is required, the Municipality will supply and erect such signing and the cost of such work may be charged to the PWRR applicant. The cost of repairing or replacing damaged or missing barriers may also be charged to the PWRR applicant.

All roadways that intersect with an approved PWRR route shall be barricaded unless your event approval letter states otherwise. It is the responsibility of the PWRR applicant to ensure that each barricaded street is staffed by a courteous and trained volunteer to assist emergency vehicles through the barricades.

Trained volunteers shall also be positioned where barricades are supported by “Road Closed” signs to assist any person having legitimate business between such barricades and the approved PWRR route, unless the Municipality or Chatham-Kent Police Service indicate otherwise.

All vehicles and floats forming a Parade must comply with the maximum height restrictions (4.15 m) prescribed in the Highway Traffic Act. Any vehicle and/or float which exceed the maximum width restrictions of 2.6 m prescribed in the Highway Traffic Act must be identified separately on the PWRR application. Oversize vehicles / floats may require a moving permit.

### **Conduct During PWRR**

Highway Traffic Act Regulations for Safety still apply during a PWRR.



All motor vehicles must be operated by licensed drivers.

No participant in a Parade shall throw any object or item, including candies, from vehicles, floats or animals. Handouts and items exchanged between participants in a Parade and spectators shall be done in a safe and orderly manner well clear of vehicles, floats or animals.

It is the responsibility of the PWRR applicant to ensure that an approved PWRR begins and ends on time. The PWRR applicant is responsible for additional policing costs incurred as a result of delays. This does not apply if the event is delayed for reasons beyond the PWRR applicant's control (i.e. weather, natural disaster, etc.)

Each person or organization entering a float or vehicle in a Parade is responsible to maintain each float or vehicle in a safe operating condition and to be insured for public liability and property damage.

The PWRR applicant will provide for the services of a sufficient number of monitors/trained volunteers to control the orderly flow and conduct of the PWRR.

No motor vehicle operator shall drive a vehicle between the vehicles, floats, persons or animals comprising a PWRR while the PWRR is in motion except when otherwise directed by a Police Officer or Parade monitor/volunteer.

It is the PWRR applicant's responsibility to ensure that each volunteer understands that traffic, except emergency vehicles, is not permitted to cross a PWRR route unless under police authority or the PWRR has passed.

The Parade will continue to move from the point of origin to the point of termination expeditiously at a fixed rate of speed and without stopping unless required for the safe and orderly conduct of the Parade and its participants. The Parade and all participants shall not depart or deviate from the route set forth in the Parade Permit.

All Parade participants shall follow in line as close as is practical and safe.

The PWRR applicant shall provide medical and first-aid services at strategic locations along the PWRR route and assembly point, if required.

### **Conduct After PWRR**

The PWRR applicant shall be responsible for the removal of barricades used for road closures during the PWRR. The barricades are to be removed from the roadway shortly after the passing of the entire PWRR formation. The barricades are to be stored on the boulevard for municipal staff to retrieve.

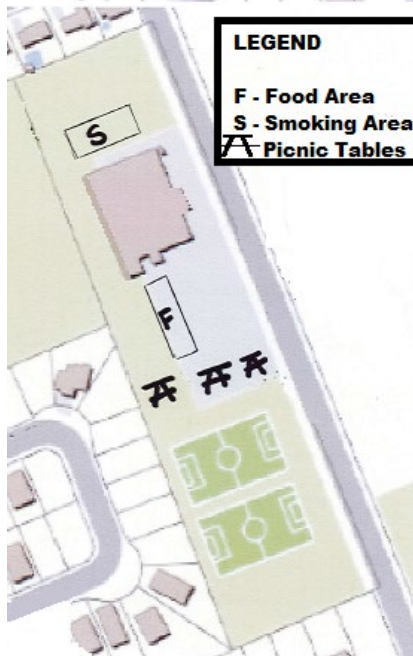
The PWRR applicant shall be responsible for the removal of equipment and garbage after the PWRR. All municipal roadways and facilities used are restored to same or better condition, as existed prior to the holding of the PWRR.

## Appendix: Designated Smoking Area: Example Mapping Locations



### Not Allowed

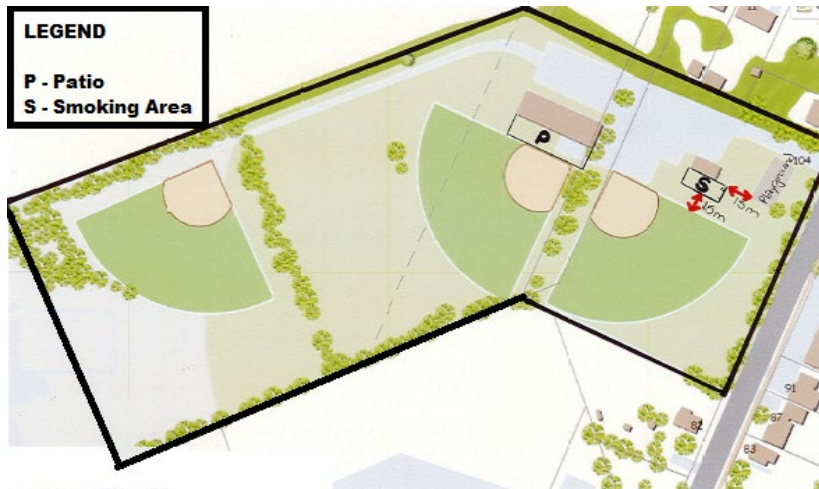
Rationale: The smoking area is operated in conjunction with an area where food or drink is served, sold, or offered for consumption.



### Allowed

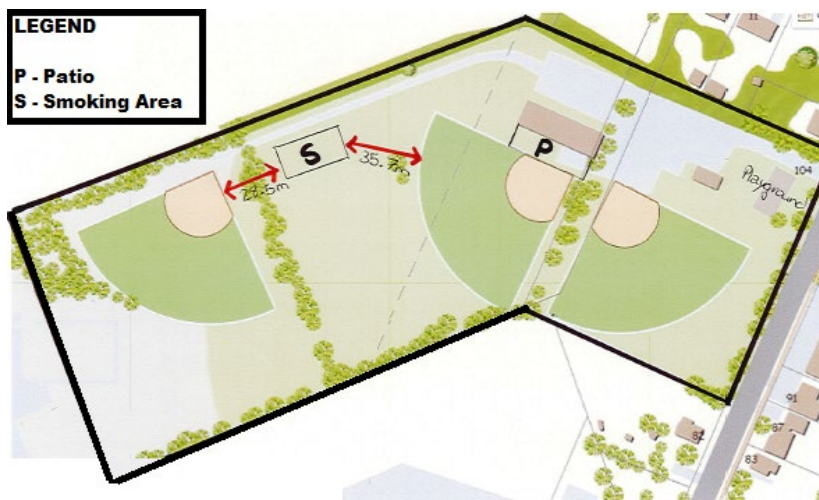
Rationale: The smoking area is not operated in conjunction with an area where food or drink is served, sold, or offered for consumption. Also, the smoking area is more than 20m away from the sports field.

## Special Outdoor Event at Community Park with Food



### Not Allowed:

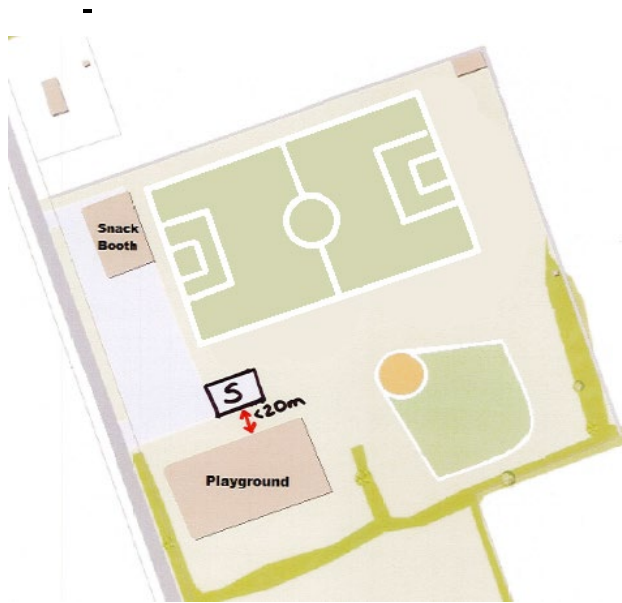
**Rationale:** The smoking area is within 15m away from a playground and 15m away from a sports field. The smoking area must not be within 20m of a playground or sports field.



### Allowed:

**Rationale:** The smoking area is located between 2 sports fields but it is at least 20m away (28.7m and 35.7m). The smoking area is also greater than 20m away from the playground and is not located within the patio.

## Outdoor Sporting Event – No Food



### Not Allowed:

Rationale: The smoking area is within 20m of a playground and sports field. The smoking area must not be within 20m of a playground or sports field.

### Allowed off property:

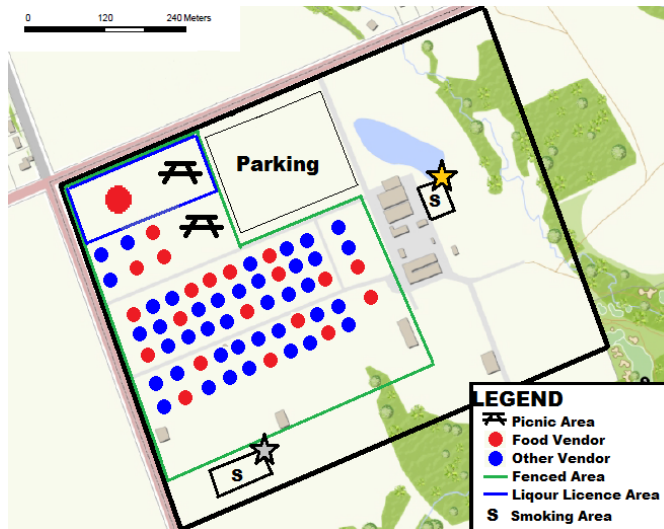
#### (No smoking area allowed)

Rationale: There is no area on the property that is greater than 20m away from a sports field or playground. Therefore, there is nowhere on the property that smoking will be permitted. Patrons attending the event who smoke must leave the property to do so.



## Large Outdoor Exhibition with Food Vendors

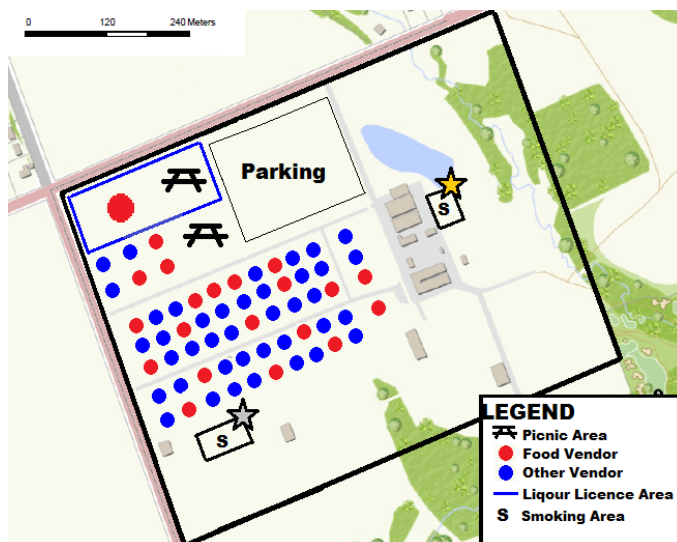
### Example 1: Fence



**Rationale:** The fenced area is considered a place where food or drink is served, sold, or offered for consumption. A smoking area cannot be located within the fenced area.

The smoking area marked by the gold star is on the opposite side of the buildings from the event. This smoking area is not being operated in conjunction with an area where food or drink is served, sold, or offered for consumption. This is the best place to

locate the smoking area. Located between the greatest amount of patrons at the event and the smoking area, the buildings act as a barrier to drifting second hand smoke. It is important to note that the smoking area should be located far enough from the building to avoid second hand smoke from drifting into the building. The smoking area marked with the Silver Star would also be an acceptable location for the smoking area. The area is not located in an area where food or drink is being served, sold or offered for consumption. This area, however, is not the best option as there is no barrier between the smoking area and the area where food or drink is served.



### Example 2: No Fence

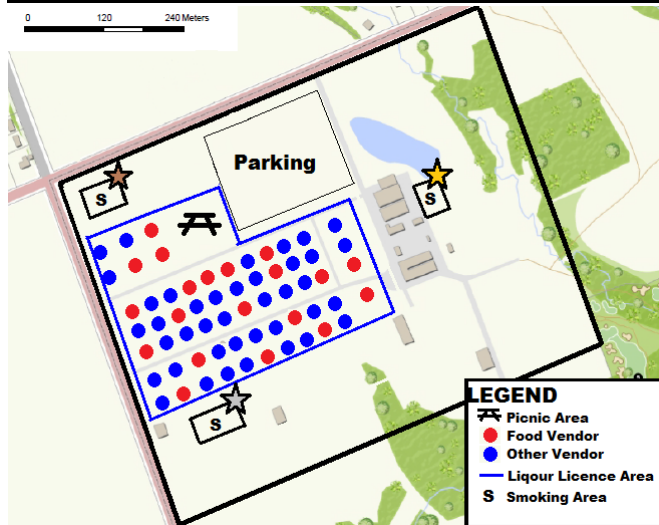
**Rationale:** The liquor license area is considered an area where food or drink is served, sold, or offered for consumption. A smoking area cannot be located within the fenced area. As well, the area where the vendors are located is considered an area where food or drink is served, sold, or offered for consumption. A smoking area cannot be located within this area.

The smoking area marked by the gold star is on the opposite side of the buildings from the event. This smoking area is not being operated in conjunction with an area where food or drink is served, sold, or offered for consumption. This is the best place to locate the smoking area. Located between the greatest amount of patrons at the event and the smoking area, the

buildings act as a barrier to drifting second hand smoke. It is important to note that the smoking area should be located far enough from the building to avoid second hand smoke from drifting into the building.

The smoking area marked by the Silver Star would also be an acceptable location for the smoking area. The area is not located in an area where food or drink is being served, sold or offered for consumption. This area, however, must be far away from the last row of vendors- this diagram doesn't reflect this very well, but there must be a large distance between this area as to reasonably assume people attending this event would not have to walk near this area on their way to or from the event.

### **Example 3: fully fenced liquor licensed area**



**Rationale:** The liquor license area is considered an area where food or drink is served, sold, or offered for consumption. A smoking area cannot be located within the fenced area.

The smoking area marked by the gold star is on the opposite side of the buildings from the event. This smoking area is not being operated in conjunction with an area where food or drink is served, sold, or offered for consumption. This is the best place to

locate the smoking area. Located between the greatest amount of patrons at the event and the smoking area, the buildings act as a barrier to drifting second hand smoke. It is important to note that the smoking area should be located far enough from the building to avoid second hand smoke from drifting into the building.

The smoking area marked by the Silver Star would also be an acceptable location for the smoking area. The area is not located in an area where food or drink is being served, sold or offered for consumption. This area, however, is not the ideal option as drifting second hand smoke could still affect the edge of the fenced area. Ensure the smoking area is as far away from the fence as possible is ideal.

The smoking area marked by the bronze star is an acceptable location for the smoking area. The area is not located in an area where food or drink is being served, sold or offered for consumption. This area, however, is the least desirable location for the smoking area as the area is located nearby a picnic area. Picnic areas are typically frequented by young children who are especially susceptible to second hand smoke.