

GUIDE FOR ORGANIZING SPECIAL EVENTS

TOWN OF HAWKESBURY



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1. Special Events in Hawkesbury

1.1 Introduction

This *Guide for Organizing Special Events* is designed to help event organizers use the Town's resources effectively when planning events.

Most special events require a significant investment in time and funds. When events are carefully organized and planned, they can yield substantial benefits for both the organizers and the Town of Hawkesbury. But successful events don't just happen. They are the result of:

- responsible leadership;
- careful preliminary planning;
- sound organization;
- contingency planning; and

great attention to detail. The Town's Community Events Coordinator (CEC) is the primary contact for all event requests. The following information is intended to serve as a guide for event organizers and can be used to assess the type of support they could use.

1.2 Purpose

The *Guide for Organizing Special Events* aims to bring together in a single document policies and procedures that are used by the various organizations and departments of the Town of Hawkesbury when handling requests for special events. This Guide also outlines the Council of the Corporation of the Town of Hawkesbury's approved policy for organizing events on municipal roads and in public parks and municipal facilities, as well as fees and expenses for services provided by the Town.

1.3 Context

Each year, the Town of Hawkesbury receives numerous requests from individuals and groups to organize special events on municipal roads and in public parks and municipal facilities. These events vary in clientele, purpose, size, cost and complexity, and may require municipal staff to coordinate with event organizers to ensure that events are carried out safely and appropriately.

1.4 Goals

The Town of Hawkesbury will:

- be proactive in organizing special events in Hawkesbury.
- provide assistance with logistics for special events taking place on roads, in parks and at municipal facilities.
- ensure that event requests are handled in a fair and equitable manner.
- recover any reasonable costs associated with events.

1.5 Objectives

1. Work closely with community partners to promote the Town of Hawkesbury as a preferred location for special events.
2. Simplify the event planning process and support event organizers.
3. Review and update the *Guide for Organizing Special Events* on an annual basis.
4. Identify and recover applicable costs related to facilities and services provided by the Town of Hawkesbury.

1.6 Specific Characteristics of Special Events

A special event is defined as follows:

“A planned activity or series of activities intended to attract people for a specific purpose, with a schedule or calendar of events.”

The key characteristics of special events are as follows:

- they are open to the public;
- their primary objective is to celebrate or introduce a specific theme;
- they include predetermined opening and closing dates and times; and
- they feature a schedule that may consist of several different activities (celebrations, cultural activities, shows, sporting events, festivals, carnivals, etc.).

2. Definitions

Special Event

An annual or infrequent outdoor special event in the Town of Hawkesbury with more than 150 participants.

Not-for-Profit Community Event

A special event that generates no profit for an individual, group or for-profit organization.

For-Profit Community Event

An event held to generate profits, sell products or promote an individual, group or organization.

Town

Refers to the Corporation of the Town of Hawkesbury.

Parade

Two or more vehicles in a planned parade, or 25 or more people in a marching group.

Municipal Event

An event opens to the public and held in the Town of Hawkesbury.

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An event opens to the public and held in the Town of Hawkesbury.

Event of Municipal Significance

A one-time, annual or infrequent event open to the public that has local, regional, national or international historical or cultural significance, raises awareness of cultural diversity or benefits the community as a whole.

Event Organizer

The person who initiates the request for a special event.

Municipal Event

An event open to the public and held in the Town of Hawkesbury.

Park Supervisor

An employee of the Parks and Recreation Department who is on-site during the planning stages or on the day of the special event taking place in the park.

Special Events Review Team

The Special Events Review Team (SERT) is a committee comprised of various members of the municipal administration who are involved, in one way or another, with special events. The SERT includes the Community Events Coordinator (Communications Specialist or delegate), the Director of Parks and Recreation, the Director of Public Works, the Chief Building Official, the By-law Enforcement Officer, the Fire Chief and the Town Clerk, or their designates.

AGCO

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for regulating the alcohol, gaming and horse racing industries, and the sale of cannabis.

3. General Provisions

1. The event organizer must comply with all applicable laws and regulations.
2. An authorization is required for any special event in the Town of Hawkesbury that takes place on a road, road allowance, parking lot, open space, sidewalk or any other municipally owned area, when the event includes any of the following: sale or distribution of food to the general public, alcohol, fireworks, sound amplification, tents, amusement rides, use of electricity, fencing and expected participation of more than 150 people. For special events taking place in municipal facilities or parks, a recreational rental contract must be signed and approved by the Parks and Recreation Department. The event organizer must indicate what will be required on the Special Event Request Form.
3. Special event permits will not be issued for private functions and closed events, such as family and corporate reunions.
4. If items are sold or donations accepted, the event organizer must specify for what purpose the proceeds are collected.
5. Any damage to roads, parks or facilities will be the responsibility of the event organizer.
6. The event organizer is responsible for the clean-up of roads, parks and facilities, as well as for the clean-up and collection of all garbage promptly after the end of the event. If the clean-up is not completed within the prescribed time, the Town will assume responsibility and cost recovery fees will be assessed to the event organizer.
7. The Town may add to the authorization conditions deemed necessary to ensure public safety, protect Town property or ensure that users of roads, parks and facilities can use them without hassle.
8. If an event takes place in compliance with all conditions, event organizers will have priority to reserve the use of the road, park and facilities on the same date the following year. Requests must be made early in the new year through the usual post-event application process.
9. Any police officer, provincial offences officer or employee of the Town whose duties include the enforcement of municipal by-laws and other provincial laws and regulations is authorized to require any person who, in the opinion of such officer or employee, is contravening or has contravened any provision of this by-law to:
 - cease the activity that is causing the violation or contributing to it;
 - remove or arrange for the removal of that person from that area and the activity in question;
 - contribute to the violation;
 - have the person removed from the road, facility or park.

3.1 *Smoke-Free Ontario Act, 2017*

Under the [Smoke-Free Ontario Act, 2017](#), smoking or vaping is prohibited in any enclosed workplace, enclosed public place and any other place designated as a place where smoking or vaping is prohibited, such as 20 metres from all public playgrounds, children’s pools, sports fields, tennis courts, basketball courts and skate parks, on the outdoor grounds of a community recreation facility and public areas within 20 metres of such grounds.

It is the event organizer’s responsibility to ensure that this Act is applied and respected by event participants. Failure to do so could result in the organizer being charged with an offence and fined (\$1,000 for a first offence, \$5,000 for any subsequent offence) if convicted. For more information on this Act, please refer to the [Smoke-Free Ontario Act, 2017](#).

3.2 Disclaimer

The Town of Hawkesbury is not responsible for any accidents or any damages to persons or property as a result of a special event permit.

A special event permit is not transferable and may only be used on the dates and at the times indicated.

The Town of Hawkesbury may amend the requirements as deemed appropriate for the special event.

The event organizer must ensure that the organization and all participants and spectators comply with all applicable terms, conditions, regulations, codes and requirements.

Where the event takes place on municipal property, a security deposit may be required, depending on the scale and nature of the event.

4. Application Process

1. Complete the Special Event Request Form, and send it along with all supporting documentation to info@hawkesbury.ca.
2. The CEC will contact you and process your request. The CEC will be your primary contact for processing your event request within the Town of Hawkesbury.
3. The following documents are required by the Town and must be submitted with the application request:
 - a copy of the insurance certificate;

- the site plan or event itinerary;
- the event schedule;
- an emergency plan.

Further supporting documentation may be required, depending on the nature of the event, such as:

- a facility rental contract;
- a list of all food and/or beverage trucks;
- permits for private parking areas;
- a special occasion permit;
- a tent permit (Section 3.14, Division B, and Section 1.2.1.2 (5) of Division C, *Ontario's Building Code*);
- an event parking plan;
- a fire permit (Town of Hawkesbury, Fire Department).

4. A meeting will take place with the SERT, if necessary.

5. An inspection before and during the event may also be required depending on the location of the event, as determined by the Town.

4.1 Recommended Timelines

TABLE 1—RECOMMENDED TIMELINES FOR SUBMITTING A REQUEST

Type of request	Number of days prior to the event
Special event request	120 days
Municipal road closure request	30 days
County road closure request	45 days
Provincial road closure request	60 days
Exemption request to the <i>Noise By-Law</i>	30 days

5. Accessibility

Accessibility means giving people of all abilities the opportunity to participate fully in everyday life. Incorporating accessibility when planning an event helps to ensure that everyone feels welcome, generally resulting in a greater increase and more enjoyable experience overall. The Town of Hawkesbury expects all events held on its grounds to be as accessible as possible and to comply with the [Accessibility for Ontarians with Disabilities Act, 2005](#).

An accessible event for visitors, participants and volunteers may include:

- well placed and clearly marked accessible parking spaces;
- viewing areas for entertainment products;
- washrooms located on paved walkways for easy access;
- directional signage clearly visible on the event site (to show the obstacle-free way) to:
 - the location of accessible washrooms;
 - accessible seating and other amenities; and
 - selected goods and services at the event.

For more information, event organizers are encouraged to consult the [Guide to Accessible Festivals & Outdoor Events](#), a free event planning resource made available by Service Ontario.

6. Alcohol and Food Services

6.1 Alcohol

Special Occasion Permits may be requested through the [Alcohol and Gaming Commission of Ontario \(AGCO\) website](#).

As the contact person for a Special Occasion Permit, you and your group may be held liable for injuries and damages resulting from a violation of regulations established by the [AGCO](#). These offences include serving a person until intoxicated, serving a person already intoxicated, serving a minor, and failing to prevent an intoxicated person from driving.

You must obtain a Special Occasion Permit from the AGCO and provide a copy to the Town.

You must provide written proof that all persons serving alcoholic beverages have received a SmartServe service-oriented intervention training approved by the Liquor Control Board of Ontario, as well as any other mandatory training.

If you operate as a registered charity, a not-for-profit association or an organization dedicated to charitable, educational, religious or community purposes, you may obtain a Special Occasion Permit from the AGCO for a public event without municipal designation.

If you don't fall into one of the categories above, you can apply for a Special Occasion Permit to the AGCO if the Municipality designates the event as being of **municipal significance**.

Such a designation may be in the form of a letter from the Town's representative (i.e., the Chief Administrative Officer) indicating that the Town considers the event to be of significance for the community. Although a particular event may receive such designation, it is the AGCO Registrar that ultimately decides whether the necessary criteria have been met for a Special Occasion Permit to be issued. The request for an event of municipal significance must be made in the "Comments" section of the Special Event Request Form.

The Town of Hawkesbury's *Municipal Alcohol Policy* must be applied to any event involving alcoholic beverages on municipal property.

A fence must surround the area where the liquor permit is applicable, where the alcohol will be sold or consumed. The location and size of this area must be indicated on the site plan.

For more information on risk management, please refer to the AGCO's [Responsible Service Tip Sheet: Planning Special Events, Concerts or Festivals](#).

6.2 Food Services

Under the *Health Protection and Promotion Act* (HPPA), event organizers and food vendors must notify the Health Unit of their intention to serve food to the public. They must submit a completed notification form to the Eastern Ontario Health Unit (EOHU) at least 30 days before the event. Only EOHU-approved food vendors may participate in the event.

When food is offered to the public, it must be prepared safely, meeting the requirements of the [Ontario Food Premises Regulation](#). As of July 1, 2018, this regulation requires all food premises to have a suitably trained food handler on site at all times. The [Special Events Organizer's Notification Form](#) must be completed by the event organizer and returned to the Eastern Ontario Health Unit (EOHU) at least 30 days before the event, and the EOHU must be notified if any significant changes are made to the information on the initial notification.

All food vendors must be approved by the EOHU to participate in the event, and must complete the [Temporary Food Vendor's Notification Form](#). Food vendors must follow the guidelines provided on the [Special Events Information for Temporary Food Vendors page](#).

Please note that under [By-law N° 27-2024](#) a business licence is required for any catering or refreshment vehicles. A copy of a valid business licence will be required during the application process.

The event organizer must plan for alternative solutions in the event of a power failure (i.e., back-up generators and ice supply), ensure access to drinking water in sufficient quantities for the event, provide a sufficient number of fixed or portable toilets and sinks, ensure that they are maintained in a sanitary condition, and provide or arrange for the sanitary disposal of garbage and liquid waste.

7. Rides and Inflatable Devices

Event organizers must comply with the policies and procedures set out by the Technical Standards and Safety Authority when renting and using rides or inflatables. For more information on inflatables that are considered amusement devices and require an operating permit, visit the [Technical Standards and Safety Authority website](#).

If the event takes place on municipal property, the Town of Hawkesbury will require a certificate of insurance naming the Town of Hawkesbury as an additional insured, which must be submitted at least 30 days prior to the event.

The event organizer must ensure that all rides:

- are supervised at all times by properly trained personnel;
- are free from tripping hazards (i.e., loose electrical cords);
- meet all safety requirements specified in the directives of the Technical Standards and Safety Authority; and
- are securely fastened with weights and stakes.

For more information on risk management, please refer to Intact Public Entities' [tip sheet on Risk Management Considerations for Inflatable Devices](#).

8. Petting Zoos and Animals for Entertainment Purposes

Animals for entertainment purposes include animal exhibits (including reptiles), animal rides, animal shows, birds, farms, petting zoos, ponies and pony rides.

Any event featuring a petting zoo or animals must include hand-washing stations.

If you would like to have a petting zoo or animal show at your event, you must complete and submit the [Special Events Information for Event Organizers Form](#) to the EOHU at least 30 days prior to the event. The EOHU has the right to reject late requests. This form is available on the EOHU [website](#).

The event organizer is responsible for the care of animals while they are on the property, in accordance with the *Animal Control By-Law* and any other applicable laws or regulations.

Where an event takes place on municipal property, the Town of Hawkesbury will require a copy of the EOHU approval and proof of insurance from the pet rental or petting zoo company.

9. Entertainment

Event organizers must ensure that the entertainment provided is of a positive nature for the enjoyment of the adults and children present. Coarse or vulgar language, nudity or any form of profanity will not be tolerated.

A [SOCAN](#) or [Re:Sound](#) license is required for any event involving music (background music, occasional music, groups playing their own music, musical shows and others). [Entandem](#) is a joint venture between Re:Sound and SOCAN, and will administer both Re:Sound's and SOCAN's recorded music and live music licenses. For more information, visit the [Entandem website](#).

10. Equipment and Accessories

10.1 Municipal Equipment

Any equipment or accessories required for the set-up, operation and clean-up of the event fall under the responsibility of the event organizer. The Town of Hawkesbury does not lend municipal equipment for outdoor events, with certain exceptions. If equipment is loaned, a rental agreement form must be completed and signed by both parties.

10.2 Electricity

Event organizers must provide their own source of electricity for the purposes of the event. The Town of Hawkesbury does not provide electrical services, except at the community centre and most parks. A qualified electrician is required for all electrical installations and connections to municipal electricity.

Event organizers may be required to complete certain inspection documents associated with the *Ontario Electrical Safety Code, Ontario Regulation 164/99: Electrical Safety Code*, prior to commencing work on a festival or event. It is very important to ensure that people working or attending a festival are protected from any risk of fire or electrical shock.

Event organizers are required to contact an inspector from the Electrical Safety Authority (ESA) at least four to six weeks prior to the event, to ensure that they have the required permits when proceeding with event installations. The inspector may examine the electrical work. There are specific electrical safety requirements for [carnivals, festivals and travelling shows](#). A notice of electrical work from the ESA is required for attractions, amusement devices and food vendors that use generators. As the event organizer, you must keep the ESA notice numbers of all vendors and operators on file at your event headquarters. You must also provide a copy of the ESA certificate to the Community Events Coordinator. Please download the [ESA's Notification Form](#). For more information, visit the [ESA's website](#).

10.3 Digging, Planting and Fencing

Many municipal properties have underground utilities. Before installing fences, tents, poles, posts or any digging, you must obtain authorization from the Town and a certificate of location from [Ontario One Call](#). Additional fees may apply. If ground markings are required for special events in municipal parks, they will be paid for by the Town of Hawkesbury and all costs will be billed to the event organizer.

10.4 Waste and Recycling

The event organizer is responsible for all waste produced, including the regular collection of garbage and recycling containers to ensure a clean and sanitary environment.

The Town of Hawkesbury can provide personnel for garbage pick-up and the placement of additional garbage and recycling garbage cans, upon request. Fees may apply for such services.

10.5 Toilets

The Town of Hawkesbury has a limited number of restrooms in public spaces. The event organizer is responsible for ensuring that a sufficient number of toilets and hand-washing stations are available for event participants. Event organizers are responsible for ensuring access to adequate washroom facilities during the event. The Town requires event organizers to comply with the following requirements:

TABLE 2—NUMBER OF TOILETS REQUIRED

Number of people	Number of toilets
Less than 100	2
100-200	3
200-400	4
400-600	6
600-1,900	10
More than 2,000	20 (then add one toilet for each additional 1,000 people)

Of these, at least 5% (and/or at least one) must be accessible toilets.

A minimum of two hand-washing stations is required. One additional hand-washing station is required for every 10 toilets.

10.6 Mobile Chairs

If an event requires mobile seating in an assembly area (such as a show or conference), chairs in rows must be positioned as follows:

- aisles leading to exits must have fewer than seven chairs between a seat and the nearest aisle, when the event is set up for the purpose of a meeting;
- aisle widths must be at least 750 mm for events with 60 seats or less, and 1,100 mm for events with more than 61 seats;

- the distance to an exit through an aisle must be less than 30 m, except in areas equipped with sprinklers, where the distance must not be less than 45 m; and
- for an event with more than 200 seats, the chairs must be fixed in units of 4 to 12 seats, or each chair at the end of an aisle must be securely fixed to the floor OR the aisle width may be increased by 50% over the requirement and where the maximum number of occupants is based on at least 1.2 m² of floor space per person.

11. Advertising and Event Promotion

11.1 Advertising

You must obtain authorization to install a sign or banner on municipal property, including provincial or county roads. A letter explaining the nature and location of the signage you will be placing on or over the road must be attached to the event request and must be approved by the Community Events Coordinator. Signage requests can be made to the Town in accordance with *Signage Policy By-Law 2001-75*.

12. Municipal Facilities

The Town of Hawkesbury has many roads, parks and facilities that you can use or rent for your event (see the following sections of the Guide).

Park events add vitality to our communities. Not only do they create a neighbourhood atmosphere and bring people together in the great outdoors, they also get everyone more involved and invested in their community. Municipal authorization is required for any picnic, organized gathering or event of more than 25 people. For more information, please refer to the *Parks By-Law 23-2009*. Food and music events often require more detailed authorizations. The Parks and Recreation Department will review each request and work with you to determine the best location for your event.

12.1 Facility Rental Contract

Event organizers must contact the Parks and Recreation Department to confirm the availability of a park or facility before undertaking any preparations. Requests for facilities or parks should be made at least six months in advance of the proposed event date. In order for the event to take place at the desired location, a contract for installation services must be secured through the Parks and Recreation Department. Event organizers must sign the contract for installation services and pay applicable fees prior to the event.

12.2 Parks



Cadieux Park

454 Kitchener Street

- Outdoor skating rink
- Playground
- Water games
- Lodge
- Electricity
- Special Occasion Permit (AGCO) authorized



Confederation Park

2 John Street

- Maison de l'Île
- Boat ramp
- Nine pétanque lanes
- Richelieu Pavilion
- Picnic area
- Gazebo
- Electricity
- Special Occasion Permit (AGCO) authorized



Cyr-de-LaSalle Park

571 Main Street East

- Baseball field
- Boat ramp
- Dog park
- Electricity
- Special Occasion Permit (AGCO) authorized

Dog park regulations, etiquette and decorum  [Dog park.pdf](#)



Larocque Park

470 Abbott Street

- Basketball court
- Outdoor skating rink
- Playground
- Soccer field
- Water games
- Lodge
- Electricity
- Special Occasion Permit (AGCO) authorized



Old Mill Park

527 James Street

- Outdoor skating rink
- Playground
- Lodge
- Kiddie pool
- Electricity
- Special Occasion Permit (AGCO) authorized



Sidney Park

906 Sidney Street

- Playground



Pioneers' Park

351 Main Street East

- Playground
- Outdoor stage
- Bicycle repair station
- Electricity
- Special Occasion Permit (AGCO) authorized

12.3 Indoor Facilities

Facilities belonging to the Town of Hawkesbury are governed by a set of rules and regulations that must be respected. These are described in the recreational rental contract. To organize an event at a specific location, the event organizer must first obtain a facility rental contract from the Parks and Recreation Department. Note: No special event application is required for facility reservations.

Robert Hartley Sports Complex (425 Cartier Blvd., Hawkesbury)

Whether you would like to practise your favourite sport by renting one of our many indoor or outdoor sports facilities, or register for one of our many recreational, community and cultural activities, or even celebrate a loved one's birthday, we look forward to seeing you.

To rent our facilities or for more information, visit the [Room Rental](#) page, under the Living tab.

From September to April, the Hawkesbury Sports Complex arena offers ice time for a wide range of activities (field hockey, broomball, skating lessons and public skating). The surface area is also available for corporate events, conventions, trade shows, receptions and parties (from April to August).

- An NHL-size rink (ice surface 56 m x 26 m (185 ft. x 85 ft.), 476 seats)
- Nine changing rooms with toilets and showers, as well as a changing room for the referees
- A semi-Olympic swimming pool
- An athletics track
- An indoor tennis court
- Two badminton/pickleball courts
- A community hall for children's parties or activities
- Four outdoor tennis courts
- A skateboard park
- A sports equipment lending library (sports equipment loans)
- On-site catering services
- Free Wi-Fi and parking

The reception hall is located in the community centre. It is available year-round for meetings, weddings and other social events. It is on the second floor with access by elevator or stairs.

The hall includes a bar and can be rented with or without bar service.

The venue is equipped with a commercial kitchen to serve food during receptions. There is no additional charge to use the kitchen.

ANNEX 421 (421 Cartier Blvd., Hawkesbury)

This room is located in the building next to the Sports Complex, next to the room of Club 50. There's a kitchen on site for all your event needs. This community room can be used for meetings, bingos, board game nights, training sessions and community meals. There is no bar service available in the Annex. A

Special Occasion Permit is permitted in this facility.

13. Fire Prevention

13.1 Open Fire

All fire permits within the geographic limits of the Town of Hawkesbury are issued by the Hawkesbury Fire Department. The *Ontario Fire Code* (2.6.3.4.) stipulates that all open fires must be authorized in advance. Before burning materials on a property, the owner must apply for and obtain a fire permit. Certain criteria must be met to obtain such a permit. The Town's application form contains important information on how to burn materials safely.

13.2 Fireworks and Pyrotechnics

The use of large fireworks requires permission from the Hawkesbury Fire Department. For fireworks, please refer to the [Fireworks and Firecrackers By-Law](#), the *Parks By-Law* and the *Noise By-Law*, and for open fires, please refer to the *Fire Permit By-Law*. The applicant must indicate that a certified pyrotechnician will be present at the event and provide a valid pyrotechnician's card and number with the expiry date, in accordance with Natural Resources Canada's Explosives Regulatory Division's *Display Fireworks Manual*.

14. Noise Restrictions

Noise is regulated under *By-Law 59-2010* issued by the Town of Hawkesbury and by the Ontario Provincial Police (OPP). Excessive noise levels for any special event are limited to the time period between 7 a.m. and 11 p.m.

The Town of Hawkesbury must approve any exemption to the *Noise By-Law*. To request an exemption, the event organizer must indicate in the special event application that the event will take place after 11 p.m. The Special Events Review Team (SERT) will review the application and grant or deny the exemption.

15. Protocol

If you would like to invite one or more of your elected officials, please email the details of your event to ltitley@hawkesbury.ca or send the invitation by mail to: Town of Hawkesbury, 600 Higginson Street, Hawkesbury, Ontario, K6A 1H1, Attn: Lucie L. Titley. Be sure to include all the details of your event, as well as your email address and phone number.

To invite your local MP or MPP, please contact the constituency offices directly.

16. Recognition and Support of Non-Profit Organizations

The Town of Hawkesbury has implemented a policy of recognition and support for organizations, which is managed and enforced by the Recreation and Tourism Department.

Recognition is an act by the Town of Hawkesbury that formalizes a relationship with an organization that provides services to the citizens and the Town of Hawkesbury, and provides it with support to do so. Thus, for the organization, recognition makes it eligible for services offered by the Town, such as promotional, financial, physical and administrative support.

The deadline for submitting a donation request is March 31.

For more information or to submit an application, visit the Town of Hawkesbury website at <https://www.hawkesbury.ca/en>. For information on provincial grants, visit the [Ontario](#) website.

17. Loteries, Raffles, Bazaars and Games

To sell raffle tickets (such as half-and-half tickets), or hold games of chance at a special event, a permit must be obtained from the Town Clerk. Eligible charitable and non-profit organizations may be authorized by the Alcohol and Gaming Commission of Ontario to raise funds through lottery events licensed by the Municipality. Your organization may be eligible for a lottery permit issued by the Municipality if:

- it is an eligible charitable or non-profit organization;
- it has been in existence for at least one year;
- it has provided charitable community services consistent with the organization's objectives and activities for at least one year in Ontario;
- proposes to use the proceeds of the sale for charitable programs and services that benefit the Town of Hawkesbury and its residents; and

- takes full responsibility for conducting and managing the lottery event.

Lottery permits are not issued for private functions or for individuals raising funds for personal use, even if the funds collected are intended for charity. Processing time is a minimum of 14 days for existing licensees and 21 days for new licensees.

Certain types of casinos and gaming (i.e., Monte Carlo events) require provincial permits. Applications for such permits must be submitted to the [Alcohol and Gaming Commission of Ontario](#) (AGCO) at least 45 days before the event.

To find out if your event or organization is eligible for a lottery permit, or to learn more about procedures and regulations, please visit the [AGCO website](#) and the Town of Hawkesbury website.

18. Insurances

Event organizers **are required to have insurance** for all events. This insurance must also be updated from time to time.

All special events must be covered by a valid general liability insurance policy:

- includes a provision designating the beneficiary in the interest of the Town of Hawkesbury on the policy;
- indicates the period covered by the insurance policy (policy start and expiry dates);
- is for a minimum amount of \$2,000,000 per occurrence;
- indemnifies the Town against all claims of any nature whatsoever arising from any negligent act on the part of the event organizer or its agents;
- includes the Town of Hawkesbury as an additional insured; and
- is in form and with an insurer satisfactory to the Town of Hawkesbury.

Event organizers are required to inform the Town of any material change or termination of their general liability insurance policy within 15 days of such change.

Event organizers must submit a certificate of insurance to the Town of Hawkesbury at least 30 days prior to the start date of the event.

The certificate of insurance must indicate the location and activity of the insured for which it is issued. The insurer must be licensed to do business in the province of Ontario.

All insurance policies must state that they cannot be cancelled or modified to reduce coverage unless the insurer has given 30 days written notice to the Town of Hawkesbury.

The Town may require additional types of insurance coverage and set higher amounts of coverage depending on the nature of the event and the type of activity or activities planned during the event (i.e., fireworks, inflatable devices, amusement rides, sale of alcoholic beverages). The City may also require waivers and risk inspections at the discretion of the Office of Risk Management and the Town's insurance carrier.

If your event includes vendors, each of them must take out their own insurance and provide you with a copy. You must ensure that they name you as an additional insured on their policy.

See [Appendix C—Insurance requirements](#) for more information.

19. Road Closures

Requests for road closures must be indicated on the special event request form and submitted at least 30 to 60 days before the event (i.e., for a cycling, running, marching, parade or festival event whose program includes road closures).

If the road closure affects a municipal road, details must be provided on the special event application form, along with a plan of the site requesting the road closure, including dates, times, routes and itineraries, as well as a list of the activities that will take place during the event. The plan should also request barricades for municipal streets if they are required, and confirm that the Ontario Provincial Police (OPP) has been informed of the planned road closure and who will control the intersection closure (the OPP).

If the road closure affects a county road (county roads 4, 7, 10, 11, 17, 20 or 24), a municipal resolution must be approved by the Council of the Corporation of the Town of Hawkesbury. Once the event is approved, an application form must be forwarded to the Public Works Department of the United Counties of Prescott and Russell, with a copy to the CEC.

Please note that closing provincial highways (routes 34 and 417) is a lengthy and complex process. If your event will only cross a provincial highway (i.e., for a parade), the OPP must be notified.

You must also indicate in your letter to the CEC and UCPR who will control the closing of the intersection (i.e., the OPP).

The applicant, or their representative, must be present on site for the duration of the road closure.

The possession or consumption of alcoholic beverages on the closed portion of the street is prohibited unless authorized through a permit issued by the AGCO. Please consult the municipal [Alcohol Management Policy](#) for procedures to be followed.

Fire hydrants must not be obstructed and must be clearly visible from all directions.

No bonfires of any kind, barbecues or other cooking appliances may be used in the enclosed part of the street without the consent of the Hawkesbury Fire Department.

Event organizers must complete the special event application form and obtain the insurance required to protect the interests of the Town and the Province for the duration of the event.

The “event in progress” signs required for a special event must be installed by Town employees only.

Sidewalks will remain open to the public for the duration of the closure, except for safety reasons.

If a road closure will impact local businesses or residents, the applicant may be required to inform all local residents or businesses, by letter or hand-delivered note at least 14 days prior to the event, of the details of the approved temporary road closure and any detour routes available to them.

Requests for road closures may be subject to event- or site-specific conditions or detours, at the discretion of the Town.

If barricades or traffic cones are required, event organizers must complete the equipment loan form (Appendix E). These items will be loaned according to availability. Any item loaned and not returned or returned damaged will be charged appropriately to event organizers.

For more information on risk management, please refer to Intact Public Entities’ tip sheet on [Risk Management Considerations for Street Fair Organizers](#).

20. Security and Emergency

20.1 Emergency Plan

Public safety is an important part of planning a special event. Planning and preparation for such events are essential to making your special event a success. To be prepared for any emergency or disaster, you must include an emergency plan with your application form.

For any type of event, fire prevention measures are necessary to avoid injury and property damage. If the event involves the use of tents where people will gather, specific fire safety plans and measures are required.

If the event requires the closure of one or more roads or closed or fenced areas, an unobstructed emergency route must be left open for access by emergency vehicles.

Emergency plans and site safety rules must be submitted to the Town of Hawkesbury for approval or site inspection prior to the event.

20.2 Parking

Event organizers must ensure that there are enough parking spaces for attendees. Generally speaking, there should be one space for every 2 to 2.5 people attending. Please ensure that:

- the number of parking spaces available is assessed and compared with the expected number of vehicles to be parked;
- arrangements are made in advance to accommodate additional vehicles (for most events, on-site parking should be organized so as to minimize disruptions for the public);
- there are streets and parking lots near the event where parking is permitted;
- designated event staff or volunteers are on hand in parking and non-parking areas to provide event participants with appropriate parking information and directions; and
- if parking spaces are far from the event, a shuttle service is available.

Event organizers must provide a minimum number of parking spaces for people with disabilities, consistent with the following requirements:

TABLE 3—MINIMUM NUMBER OF PARKING SPACES FOR PEOPLE WITH DISABILITIES

Total number of parking spaces	Minimum number of accessible parking spaces
Less than 12	1 accessible parking space
13-100	4% of total number of parking spaces
101-200	1 accessible parking space + 3% of the total number of spaces
201-1,000	2 accessible parking spaces + 2% of the total number of spaces
More than 1,000	11 accessible parking spaces + 1% of the total number of spaces

20.3 First Aid

Event organizers are responsible for having certified first-aid attendants on site for the duration of the event. These services must be provided by a qualified agency, such as the Emergency Medical Service (EMS) or a private first-aid company.

For any special or sporting event, event organizers must consider the possibility of a guest becoming ill or injured. They have a duty of care to their guests. The Emergency Services of the United Counties of Prescott and Russell must be informed of a special event so that they have sufficient resources to intervene, if necessary, and to be ready in the event of an emergency. (Refer to [Appendix A – Contact Information](#)).

21. Site Plans and Route Maps

A proposed site plan detailing the desired layout of the event must be included in the event application and is mandatory to benefit from the Town’s support for special events.

The site plan or route map must be legible. Street names, itinerary and event details must be clearly indicated (name, date and location of the event). Please include the following, if relevant, on the site plan or route map, with as much detail as possible:

- location of all tents, temporary or permanent structures, including stages, podiums, fences, etc.;
- tent sizes must be clearly indicated on the site plan;
- roads and parks must all be appropriately identified;
- location of barricades and road closures marked on a map;
- accessible parking, bicycle parking, parking lots;
- event entrances, perimeter measurements and emergency exits;
- fire extinguishers, propane storage;

- location of the command post or information office, medical post and first-aid station;
- emergency vehicle access points and all exits and entrances (both emergency and public);
- site access points for vehicles, including access and routes for golf carts;
- location of event activity and programming areas (vendors, petting zoos, inflatable devices);
- route map - start and finish points, rest areas and routes clearly marked;
- hand-washing and disinfection stations;
- vendor placement indicating physical distance requirements;
- traffic signs - directional arrows;
- seating for social circles;
- entry and exit points.

22. Tents and Inflatable Devices

A tent is considered a building according to the definitions and specifications set out in the *Ontario's Building Code*, Section 3.14 of Division B, and Section 1.2.1.2 (5) of Division C, and therefore requires a building permit.

A building permit is required if the tent or set of tents:

- exceed 60 m² (645 ft²) in total floor area;
- are set up at least 3 metres (9' 10") from other devices and any property line. Hay, shavings and straw are permitted under tents only if they have been wetted prior to the event.

A detailed site plan showing the following is required:

- all buildings on the property and distances from other buildings;
- parking area(s);
- food preparation area(s);
- placement of fire extinguishers;
- construction details and specifications for tent materials, the device and its anchoring;
- CAN/ULC-S109 and NFPA 701 standards (fire rating), fabrics and films used; and
- sanitary requirements (if applicable).

The following requirements apply to ALL large tents and, in part, to small commercial tents that will be used for cooking or that will be heated:

- **emergency lighting** must be provided for all events taking place at night. Such lighting must be positioned so as to illuminate all exits and access to exits in the event of a power failure;
- a **fire safety plan** is required for tents over 645 square feet. This plan must address the above points and be displayed in a visible place;
- **no-smoking or vaping** signs must be clearly identified in the device;
- the use of **open-flame** appliances is prohibited;
- only approved **heating and cooking equipment** may be used. Such equipment must not be located near exits or access to exits; and
- all **compressed gas cylinders** must be stored in racks and chained or securely fastened for safety. All propane cylinders must be secured and stored outside the tent or inflatable device in a safe, well-ventilated area.

23. Temporary Structures and Inspection of Existing Facilities

If you're planning to install bleachers, screens, raised platforms or other temporary structures at a special event, you may need a permit from the Building Department, as some structures are regulated by [Ontario's Building Code](#).

If you're organizing an event where a stage is required, consider the following criteria to reduce the risk of stage failure:

- verify references with the supplier you are renting the stage from, and ask about their safety history, policies and procedures;
- installers must have proper training and experience in setting up stages;
- check that the concrete blocks that hold the stage in place and prevent it from being lifted are correctly positioned;
- verify the stage's maximum load-bearing capacity. This load can be quickly exceeded when members of the crowd are invited or decide to climb onto the stage. Someone needs to monitor this situation and be ready to take appropriate action;
- establish decision-making criteria based on weather warnings issued by Environment Canada; and
- don't forget to ensure that all wires crossing the ground are secured and protected.

Keep in mind that a qualified electrician may be required for all electrical installations and connections, and that event organizers may be required to complete inspection documents associated with the [Ontario Electrical Safety Code, Ontario Regulation 164/99](#), prior to commencing work at a festival or event.

Once you've received a building permit, you'll need to make an appointment for a site inspection. The building department will carry out inspections after the structures have been erected.

Event organizers must ensure that existing permanent installations used for their event are safe and inspected regularly to ensure the safety of participants. Whether it's a stage, bleachers or building, proof of the last inspection may be required.

APPENDIX A

CONTACT INFORMATION

When you request information from the Town of Hawkesbury and submit your request, your first contact will be the Community Events Coordinator. You may then need to contact other municipal departments or businesses.

Community Events Coordinator

Town of Hawkesbury

infofec@Hawkesbury.ca | 613-632-0106

Road Closures

Municipal Roads – Town of Hawkesbury

tp-pw@hawkesbury.ca | 613-632-0106

Provincial Roads – [Ministry of Transportation of Ontario \(MTO\)](#)

<https://www.ontario.ca/page/get-permit-close-highway-special-event> | traffic.office@ontario.ca

Security and Provincial Police (Paid Duty Officers)

[Ontario Provincial Police \(OPP\)](#)

opp.hawkesbury@opp.ca | 613-632-2729

Emergency Services (Paramedics)

United Counties of Prescott and Russell (UCPR) – Emergency Services

Serviceurgence@prescott-russell.on.ca | 1-866-311-9711

Special Occasion Permit (Alcohol) and Games

Alcohol and Gaming Commission of Ontario (AGCO)

[Special Occasion Permits: Public Event | Alcohol and Gaming Commission of Ontario \(agco.ca\)](#) |

customer.service@agco.ca | 1-800-522-2876

Music Licenses

Entandem ([ReSound](#) and [SOCAN](#))

www.entandemlicensing.com | license@entandemlicensing.com | 1-866-944-6223

Food and Beverage Services, Pets and Petting Zoos

Eastern Ontario Health Unit ([EOHU](#))

info@eohu.ca | eohu.ca/en | 1-800-267-7120

Rides and Inflatable Devices

[Technical Standards and Safety Authority](#) (TSSA)

customerservices@tssa.org | www.tssa.org | 1-877-682-8772

Electricity

Electrical Safety Authority

esasafe.com | esa.cambridge@electricalsafety.on.ca | 1-877-ESA-SAFE (372-7233)

Ground Marking (Digging and Fencing)

Ontario One Call

ontarioonecall.ca/en | 1-800-400-2255

APPENDIX B

SAMPLE LETTER TO REQUEST THE DESIGNATION OF AN EVENT AS MUNICIPALLY SIGNIFICANT

LOGO

Letter to Request the Designation of an Event as Municipally Significant Special Occasion Permit

To: Town Clerk's Office – Town of Hawkesbury

Subject: To Request the Designation of an Event as Municipally Significant for *name of event* – *Date of event*

To Whom This May Concern,

Organization or event organizer is organizing an event entitled *Name of event* to be held on *date and time* at *location and address*. *Organization* requests a permit to operate *a bar, an outdoor brewery or a beer tent*. *Organization* requests the Town's support by designating this event as a "Community Municipal Event," which facilitates the issuance of a Special Occasion Permit by the Alcohol and Gaming Commission of Ontario.

Detailed description of the event, including:

- *public;*
- *admission;*
- *programming;*
- *event location;*
- *date and time of event;*
- *when and where alcohol will be served;*
- *security;*
- *fundraising;*
- *purpose of the event and how it benefits the residents of the Town of Hawkesbury;*
- *description of the organization's objectives, mission and services.*

On behalf of the *Organization*.

Sincerely,

Event organizer, organization, name of event

Email address:

Telephone number:

APPENDIX C

INSURANCE REQUIREMENTS

When the event organizer is a company or an organization

Corporate Liability Insurance

The commercial liability insurance must be to the satisfaction of the owner from an insurer licensed in the Province of Ontario. The insurance policy must cover bodily injury, property damage and personal injury and must include, but not be limited to, the following:

- an amount of coverage of at least \$2 million or \$5 million per occurrence, with an amount of coverage per policy period of at least \$2 million or \$5 million (see below for insurance requirements by activity);
- the Town of Hawkesbury must be added as an additional insured in respect of the Named Insured's activities;
- a co-insured recourse clause and a named insured individuality clause;
- non-owned automobile insurance with a policy limit of at least \$2 million, including contractual non-owned insurance (S.E.F. 96);
- rental liability insurance;
- products and completed work insurance;
- Property damage insurance, extended form;
- contractual liability insurance;
- the policy must provide 30 days' notice of cancellation; and
- liability insurance for the sale of alcoholic beverages.

When the tenant is an individual

Landlord Liability Insurance

Homeowners' liability insurance must be satisfactory to the owner and must be underwritten by an insurer licensed to do business in the province of Ontario. The policy must cover bodily injury, property damage and personal injury, and must have a minimum limit of \$2 million. The Town of Hawkesbury must be added as an additional insured.

Liability Insurance for Events With Alcohol Service

A liability insurance for events with alcohol service of at least \$5 million must be underwritten by an insurer authorized to practise in the province of Ontario. The Town must be added as an additional insured.

All-Risk Property Insurance

All-risk property insurance (including damage caused by sewer back-up, floods and earthquakes) in an amount equal to the full replacement value of all property belonging to the user or for which the user is liable and located on or near the premises must be obtained.

Primary Insurance

The applicant's insurance must be primary and not supplementary or contributory to any other insurance carried by the Municipality.

Certificate of Insurance

The applicant must provide proof of insurance coverage at least 10 days prior to the start of the contract.

Insurance Requirements by Type of Activity

Sales

Commercial Liability Insurance: minimum of \$2 million

Automobile Liability Insurance: \$2 million

Notes: Depending on the type of service provided, additional types of insurance coverage or higher coverage amounts may be required. For more information on risk management, please refer to Intact Public Entities' [tip sheet on Risk Management Considerations for Street Fair Organizers](#).

Horse, Buggy, Wagon and Pony Rides

Commercial Liability Insurance: minimum of \$5 million

Automobile Liability Insurance: \$2 million

Notes: The insurance certificate must specify that the insurer has been informed of the fact that the horses will be off the premises.

Artists, Community Groups and Exhibitors

Commercial Liability Insurance: minimum of \$2 million

Food Trucks

Commercial Liability Insurance: minimum of \$2 million

Automobile Liability Insurance: \$2 million

Notes: See the regulation on mobile food services (food trucks and French fry stands).

Caterers and Food Vendors

Commercial Liability Insurance: \$2 million or \$5 million

Automobile Liability Insurance: \$2 million

Notes: 5 million when raw food is served.

Alcohol

Commercial Liability Insurance: \$5 million

Notes: With an alcoholic beverage liability endorsement. A fenced middle area with Smart Serve certified servers to better regulate alcohol consumption who can ensure better safety measures and easily prevent underage drinking. For more information on risk management, please refer to the AGCO's tip sheet on [Planning Special Events, Concerts or Festivals](#).

Stage

Commercial Liability Insurance: \$2 million or \$5 million

Notes: \$5 million if the stage is large and requires rigging. For more information on risk management, please refer to Intact Public Entities' tip sheet on [Risk Management Considerations for Outdoor Entertainment Stages](#).

DJ, Photographer, Clowns and Makeup

Commercial Liability Insurance: \$2 million

Automobile Liability Insurance: \$2 million

Fireworks

Commercial Liability Insurance: \$5 million

Automobile Liability Insurance: \$2 million

Notes: Professionals must be called in to set off the fireworks. The certificates of insurance must be provided by insurers licensed in the Province of Ontario and must cover the Town as an additional insured. For more information on risk management, please refer to Intact Public Entities' tip sheet on [Risk Management Considerations for Fireworks](#).

- they will have to perform.

Petting Zoos and Animals for Entertainment Purposes

Commercial Liability Insurance: \$5 million

Automobile Liability Insurance: \$2 million

Inflatable Devices, Waterfall Game, Climbing and Zipline

Commercial Liability Insurance: \$5 million

Automobile Liability Insurance: \$2 million

Notes: Waivers are required for each participant.

- If participants are involved, a waiver naming the Town must be submitted for review.
- Proof of Ontario Technical Standards and Safety Authority attraction license and permit for inflatable devices. The certificate of insurance must indicate that there are no restrictions under the policy regarding inflatables or attractions. Written confirmation from the supplier that the vendor is responsible for the delivery, installation, operation, supervision and dismantling of the inflatables or attractions, and that at no time shall a volunteer operate an inflatable or attraction.
- Inflatable devices must be installed by professionals. Certificates of insurance must be provided by insurers licensed in the Province of Ontario and must cover the Town as an additional insured.
- The water tank must never be left unattended by an adult when filled, and work logs must be completed to confirm constant attendance. The water tank must be kept away from any source of electricity.
- The area around the water tank must be marked off with a cord and supervised to prevent the presence of children (no children are allowed in the marked-off area).
- The person going into the water tank must be in good health.
- The water tank will be very heavy when filled with water. It should therefore be installed on the ground, preferably away from buildings that could be damaged if it overflows.
- The water tank should not be used in bad weather, especially in the event of lightning.
- We recommend that water tanks be installed by professionals. The Town requires proof of insurance and must be named as additional insured on the policy.

For more information on risk management, please refer to Intact Public Entities' tip sheet on [Risk Management Considerations for Inflatable Devices](#) and on [Risk Management Considerations for Climbing Walls](#).