



## Special Events Policy for City Parks and Recreational Facilities

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**Page No.** 1 of 10  
**Approval: City Council**

### 1.0 PURPOSE

The purpose of this policy is to establish guidelines for the allocation and management of Special Events and recreation facilities in City of Kingston Parks. The provisions of the policy do not apply to Springer Market Square, Confederation Basin, Memorial Hall or City operated events or programs or sport field bookings, which are managed by other policies.

#### 1.1 It is the goal of this policy to:

- a) provide a fair and transparent means for service delivery
- b) ensure equitable access to Parks and facilities
- c) to promote a diverse range of organized activities
- d) establish uniform criteria and procedures for the reservation and use of Parks for Special Events
- e) facilitate scheduling that will support proper maintenance of Parks
- f) permit the planning and implementation of Special Events and programs in which a large number of people are expected to participate
- g) ensure that the City's Parks are used for the benefit of the entire community
- h) balance the needs of Permit Holders, casual participants and the city as a whole

### 2.0 REVISION HISTORY

| Date            | Rev. No. | Change       | Ref. Section   |
|-----------------|----------|--------------|----------------|
| October 9, 2009 | 1.0      | New document | Not applicable |

### 3.0 DEFINITIONS

#### 3.1 Air Supported Structure

A structure that incorporates a structural or mechanical system and uses high-strength fabric or file that achieves its strength, shape and stability by pre-tensioning with internal air pressure (O.Reg.221/01, Amusement Devices). An Air Supported Structure **moves you** or **causes you to move** if any of the of the following are true:

- a) the device has an inflated floor or surface upon which patrons interact with, play on or jump upon
- b) the device uses bungee cords as a means to assist or inhibit the movement of a patron
- c) the device includes an inflated slide

#### 3.2 Amusement Device

A machine, contrivance, structure, vehicle or device, or component attached or to be attached hereto, used to entertain persons by moving them or causing them to be moved and includes the area peripheral thereto if such area is integral to the device (O.Reg.221/01, Amusement Devices)

### **3.3 Anchor Event**

A major event that attracts or generates significant numbers of people and enhances tourism

### **3.4 Central Booking Agent**

The City staff position that is responsible for positioning and coordinating programming for special events. The Central Booking Agent will act as liaison with all City departments including Public Works, Licensing and Enforcement, Engineering, Parking, Kingston Police, Kingston Fire & Rescue, KFL&A Public Health and other to ensure that all resources are properly coordinated to maximize event support and City efficiencies. A minimum of seven (7) days notice is required for any Public Works event related services.

### **3.5 City**

The Corporation of the City of Kingston

### **3.6 External Agencies**

An external agency with representation appointed by Council. See appendix A for list of Agencies included in this policy

#### **Niche Event**

An event that is of specific interest or on a specific topic.

### **3.7 Park**

Any land owned, leased or controlled by the City, designated or used as parkland or as a trail, including gardens, playgrounds, sports fields or beach areas.

### **3.8 Regional Event**

An event that attracts a large number of visitors may receive significant media attention and develop a provincial and/or national profile for the event and the region.

### **3.9 Permit Holder**

Any person or organization that holds a permit of any kind for use of Parks with the City.

### **3.10 Special Event**

Defined as, but not limited to, a festival, procession, march, drill, parade or other organized event that has any of the following components:

- a) rides/carnival activities;
- b) street closures;
- c) fireworks or lasers;
- d) traffic control;
- e) need for security;
- f) use of elevated stages or other temporary structures (i.e. bleachers, platforms) that are built on site;
- g) live entertainment;
- h) barbeques/open flames;
- i) generators/electrical distribution;
- j) food or beverage sales

## 4.0 APPLICATION GUIDELINES

### How To Apply

- 4.1 Complete the park booking form. The City may require additional information, forms, licenses or permits for events. These requirements will generally apply to events that may attract more than 500 participants.
- 4.2 Forward your application to the Central Booking Agent, by email to [centralbookingagent@cityofkingston.ca](mailto:centralbookingagent@cityofkingston.ca), by fax 613-384-3055 or in person to 1355 Gardiners Road.

### Due Dates

- 4.3 All applications must be received by the City no later than 15 working days prior to event date.

### Fees and Payment

- 4.4 All user fees, equipment and service fees are subject to the provisions of the City's fees and charges by-law 2005-10, as amended.
- 4.5 Payment must be received when the application is approved by the City, including permit fee, security deposit and any other applicable fee related to the application.
- 4.6 No permit shall be issued without the payment of the applicable fee(s) as well as acknowledgement of the requirements of by-law 2009-76 and all applicable policies of the City. An administration charge will be levied for any payments returned as non-sufficient funds.

### Site Plan

- 4.7 A proposed park site plan detailing event layout must be included in the application form for all special events and must be adhered to once the permit has been issued. Park maps are available on the [City website](#) or by request. The site plan must include location of any vehicles, accesses and routes, tents, animal operating areas, food operating areas additional washrooms or other amenities that will be on site during the event. All site plans are subject to approval by the City.

### Fee Waiver

- 4.8 A Local Board is eligible for a fee waiver on the Special Events park booking fee only if the Special Event is:
  - a) facilitated solely by a Local Board and is not a partnership event
  - b) deemed to be of significant municipal interest and the proceeds can be proven to benefit a recognized portion of the community

### Permits

- 4.9 The City may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect City property or maintain the enjoyment of the Park for the public, which shall include identification of:
  - a) Permit Holder whether an individual, individuals or corporation
  - b) permitted use
  - c) applicable fee (s)
  - d) confirmation of payment of applicable insurance
  - e) time and date of permitted use
  - f) place of permitted use

### **Additional Information Required**

**4.10** Before the final permit will be issued the following information must be submitted with the application:

- a) Contact name, including phone number and email (if available) of Permit Holder(s)
- b) Insurance Certificate: minimum \$2,000,000 of commercial general liability coverage naming the City as an additional insured
- c) Payment of applicable fee at the time of application approval/confirmation
- d) Payment of security deposit at the time of application approval/confirmation
- e) The full amount of any outstanding amounts owed to the City as a result of a previously permitted special event
- f) Applicable licenses/permits and related fee(s)
- g) Site plan

### **Cancellations and Refunds**

**4.11** The City reserves the right to cancel any scheduled Special Event and revoke any permit:

- a) when the Park or facility is needed for an event of municipal significance
- b) in order to ensure public safety
- c) if, in the sole opinion of the City, the Permit Holder fails to comply with the requirements of the permit or any other provision of by-law 2009-76 or for any other reason that the City deems appropriate

**4.12** Refunds will be provided when rescheduling is not possible.

**4.13** The Permit Holder must submit a request for refund within 48 hours of the date of the event in writing.

## **5.0 PROGRAMMING CRITERIA FOR ELIGIBILITY STATUS**

**5.1** A Special Event application submitted to the City for approval must meet certain criteria to be eligible for a permit, including compatibility with the provisions of municipal, provincial and federal laws as well as in accordance with rules and regulations administered by the Kingston Police, Kingston Fire & Rescue and KFL&A Public Health.

### **Promote a Range of Activities and Interests**

**5.2** Applications will be evaluated by the City to ensure a varied mix and range of activities which reflect the community.

### **Public Benefit Requirement**

**5.3** To be considered for a permit a Special Event must provide a meaningful public benefit and must have a direct impact on one or more of the following areas:

- a) arts and culture
- b) education
- c) health and wellness
- d) physical fitness
- e) enrich the character and identity of the city
- f) create unique or innovative experiences
- g) contribute to programming in slow seasons
- h) extend the overall range and mix of programming in the City

## 6.0 PROGRAMMING CRITERIA FOR PRIORITY STATUS

6.1 When prioritizing permits for Special Events the City will consider programming criteria:

- a) Regional Events
- b) City Events
- c) Niche Events
- d) non-profit events
- e) Anchor Events that attract people to City parks will be given preference over events that merely take advantage of the existing traffic downtown
- f) events that violate the law are restricted from use in City parks

## 7.0 FOOD SERVICE

7.1 Food service provisions must be administered, approved, monitored and inspected by [KFL&A Public Health](#).

7.2 An application to the KFL&A Public Health must be submitted and approved for the sale and distribution of any food items on municipal property in addition to the Special Events permit. The Permit Holder will ensure that the food vendor application is completed and sent to KFL&A Public Health four weeks prior to the event by each food vendor.

7.3 The City shall notify KFL&A Public Health and Fire & Rescue of specific dates and locations for all events providing food service.

7.4 Any refreshment vehicles contracted for the provision of food must be licensed by the Licensing and By-law Services and inspected by KFL&A Public Health.

7.5 Permit Holders and/or agents must comply with any third party agreements in place at City of Kingston facilities.

## 8.0 ALCOHOL SALES/SERVICE

8.1 A special occasion permit must be obtained at any [Liquor Control Board of Ontario Outlet](#) and must be posted at the event and shall be provided with the City's permit application.

8.2 Permit Holders must comply with the City of Kingston [Municipal Alcohol Policy](#).

8.3 For security purposes, the City will notify Kingston Police of specific dates and locations for all events providing alcohol service or sales.

## 9.0 TEMPORARY STRUCTURE PERMITS

9.1 The Ontario Building Code requires building permit approval for all tents that exceed 60m<sup>2</sup> (646 sq. ft.)

9.2 A tent does not require a building permit under the Ontario Building Code Act provided that it is:

- a) not more than 60 m<sup>2</sup> in aggregate ground area
- b) not attached to a building and
- c) constructed more than 3 metres from other structures

9.3 Building permits can be obtained by application to the City's [licensing department](#).

9.4 Tents that are not used for personal camping or that are larger than 30 square metres must meet flame resistance requirements of the Ontario Fire Code.

## 10.0 AMUSEMENT DEVICES AND AIR SUPPORTED STRUCTURES

10.1 All Amusement Devices and Air Supported Structures must be in compliance with the provisions of the Technical Standards and Safety Act. An operating license issued by the Technical Standards & Safety Authority must be submitted to the City before a Special Events permit will be issued.

**10.2** Additional fees may apply for Special Events involving Amusement Devices and/or Air Supported Structures.

**10.3** Before a special events permit will be issued an exhibition license application must be submitted to the City with permit application:

- a) detailed list of rides to be provided
- b) copy of manufacturers details of the structure, including size, weight, support structure, safety straps, tie downs, where applicable
- c) TSA approvals for all rides, where applicable
- d) proof of WSIB certification, where applicable
- e) written confirmation that the applicable Zoning By-Law permits Amusement Devices and Air Supported Structures on the property for which the Special Events Permit is being requested.

**10.4** Amusement Devices and Air Supported Structures must:

- a) be appropriately staffed at all times
- b) not create trip hazards with any electrical cords
- c) meet all safety requirements as outlined in TSA guidelines
- d) be removed daily (Air Supported Structures only)
- e) must be anchored securely using weights/spikes to be approved by City staff prior to installation (Air Supported Structures only)

**10.5** A Special Events Permit will only be issued for properties on which Amusement Devices and Air Supported Structures are permitted by the City Zoning By-Law.

## 11.0 ANIMALS IN PARKS

**11.1** Special Events involving animals, including, but not limited to petting zoos, animal rides, animal exhibits and open farms must be in compliance with the policies established by KFL&A Public Health.

**11.2** The permit holder should follow the following provincial documents:

- a) KFL&A Public Health "Guidelines for Petting Zoos or Animal Exhibits, for Operators and the General Public"
- b) Ministry of Health and Long Term Care "[Recommendations to Prevent Disease and Injury Associated with Petting Zoos in Ontario](#)" (March 2009)

**11.3** Site plans submitted under section 4.7 of this policy must identify location of animal pens, shelters and operating areas.

**11.4** An animal exhibit management plan must be submitted to the City six weeks before the date of the special event. This plan will illustrate (in detail) how the applicant intends to contain and mitigate the potential for animal wastes to impact adjacent receptors. The plan must be reviewed and before a special events permit will be issued. A copy of the plan will be sent to [KFL&A Public Health](#) for their review and approval.

**11.5** In the event that an adverse effect is caused to City property or adjacent users, all costs to remediate the site(s) will be borne by the Permit Holder.

**11.6** In order to minimize risk all Permit Holders and participants are reminded that it is prohibited to:

- a) allow a pet to run free except in areas designated for such purposes or unless authorized
- b) foul or pollute any fountain or watercourse
- c) disturb, injure, kill or trap any animal in a Park, unless authorized
- d) discharge any material to the sanitary or storm sewer system without the express written permission of Utilities Kingston or the City of Kingston

**11.7** Every owner and other person who is in charge of a dog shall immediately remove any feces left by his or her dog.

**11.8** For purposes of the appropriate treatment and care of animals the City will inform the Kingston Humane Society of any Special Event involving animals. Animal care must be in compliance with the recommendations of the Kingston Humane Society.

## **12.0** PICNICS

**12.1** Picnic areas and shelters may be reserved by application at designated locations.

**12.2** Barbecues may not be brought onto any Park, unless authorized through the special event permit. Permanent barbecues are located at some picnic areas for use by the permit holder.

**12.3** A permit is required to obtain exclusive use of picnic areas and/or permanent barbecues.

**12.4** For safety purposes, the City will notify Kingston Fire & Rescue of specific dates and locations for all permits issued for barbecues.

## **13.0** LOTTERY LICENSES

**13.1** All lotteries, which include merchandise raffles, cash or 50/50 raffles, bingo and Nevada ticket sales, require a separate license from the [AGCO](#), which can be obtained by application to the City's [licensing department](#) to be provided with the Application.

**13.2** The City may attach terms and conditions, in addition to those established by the AGCO, provided that they do not conflict with provincial terms and conditions or policies.

## **14.0** OPEN FLAME /FIREWORKS

**14.1** By-law 97-54 prohibits setting off fireworks in City parks without prior approval from the Chief Fire Official.

**14.2** Display fireworks are permitted at various City locations, including the waterfront parks. These are the large scale fireworks that may only be purchased by licensed technicians. This type of display also requires liability insurance and on-site inspection from the fire department in accordance with the Ontario Fire Code.

## **15.0** CAMPING IN PARKS/OVERNIGHT STAYS

**15.1** In accordance with Parks By-Law 2009-76 camping in City parks is prohibited. However, permission may be temporarily granted by the City for the purpose of a Special Event in certain Parks. A letter requesting permission must be included with the Special Event application including location of the proposed site for the individuals to stay, number of people, duration of stay and purpose of stay. This information must also be included in the site plan and approved by the City.

**15.2** Additional fees will apply for Special Events involving camping.

## **16.0** FENCING, DIGGING OR STAKING

**16.1** All requests for installation of any object that penetrates the ground including fence posts, tent poles/pegs, and sign installation on municipal parkland must be pre-approved by the City. This information must be included in the site plan and approved by Utilities Kingston and the City.

**16.2** Locates shall be obtained prior to any excavation, or penetration of the ground for the purpose of installing posts etc. Locates must be obtained for gas, electric and all other services in or near the area to be excavated or in any areas where an object will penetrate the ground.

## **17.0** DAMAGE TO CITY PROPERTY

**17.1** A refundable security deposit will be required at the time of application and must be paid before the permit will be issued by the City. If the Park or recreation facility is left clean, undamaged and the Permit Holder does not conduct activities that have not been approved the deposit will be returned to the Permit Holder once a site inspection has been made by the City. If policies, procedures or rules are not followed the deposit may not be returned. Refunds may take up to 30 days to receive.

**17.2** City property is to be protected from vandalism, crowd damage or excessive use during events. All damage costs will be the sole responsibility of the Permit Holder. Security deposits will be used to pay for any related costs and an invoice will be sent to the Permit Holder for any outstanding balance.

**17.3** City staff will outline issues concerning environmental or cultural sensitivity and provide guidance to the Permit Holder if activities will impact such areas.

**17.4** Rice, glitter, confetti, artificial flower petals or any other substance that litters the ground is prohibited in City Parks and recreation facilities.

## 18.0 ROAD CLOSURES

**18.1** Road closure requests can be made by [application](#) to the City's traffic department. A fee will apply. Any events involving alcohol should submit their request at least 8 weeks prior to the date of the event. Events not involving alcohol should submit their requests 2 weeks prior to the date of the event.

## 19.0 PARKING DURING SPECIAL EVENTS

**19.1** The Permit Holder is responsible for:

- a) ensuring there is sufficient parking for event attendees
- b) arranging off-site parking if there is no available parking on site
- c) arranging shuttle service for off-site parking if required
- d) advising attendees of parking arrangements and enforcement for the event

## 20.0 PARKING DURING A ROAD CLOSURE

**20.1** If the event requires a road closure, all vehicles will be required to be off the road before the event starts. This may result in vehicles being ticketed and towed from the road, at the vehicle owner's expense. Parking on a closed road will be enforced as follows:

- a) Signage shall be posted on all parking meters in advance of the road closure advising when the closure will take effect that no parking will be allowed after the road is closed, and that vehicles may be ticketed and/or towed. Road barricades will be placed at the access point to the road in accordance with the road closure permit.
- b) Parking control officers will enforce (ticket/towing) the closed road one hour before the event starts

## 21.0 SIGNAGE/BANNERS

**21.1** Permission is required to erect any sign or banner on municipal property.

- a) An application must be submitted to the [licensing department](#) for signage that is to be placed on or over roads
- b) An application must be submitted to the Central Booking Agent for signage that is to be placed in Parks
- c) Signs posted in Parks must comply with the specifications of the City's sign by-law, and with the provisions City's [Advertising Revenue Generation Policy](#) and all municipal, provincial and federal legislation.
- d) An additional fee may apply

## 22.0 EMERGENCY/PUBLIC ACCESS

**22.1** Emergency access to parks, driveways, walkways and thoroughfares as well as parking lots must be maintained at all times during event operations at a minimum width of 6 metres.

**22.2** Play structures and splash pads must be made available to the public at all times unless special permission has been granted by the City for exclusive use of these amenities.

## 23.0 ACCESSIBILITY

Event organizers will be provided with and encouraged to implement any City of Kingston Accessible Event Guidelines approved by Council. Event organizers will also be required to implement the City of Kingston's accessible customer service policy.

## 24.0 FIRST AID

**24.1** It is strongly recommended that the Permit Holder provide certified first aid service on site during the operating hours of the event through a qualified agency. All first aid stations should be clearly marked with appropriate signage.

**25.0** GARBAGE AND WASTE DISPOSAL

**25.1** The Permit Holder is responsible for litter control and waste disposal. The City can assist in providing resources in this regard. Additional fees may apply.

**25.2** Upon completion of a Special Event, all litter and garbage collection must be completed by the Permit Holder and the Park must be left in its original condition. The City may impose additional fees to clean up the Park if it is not left in a state that is satisfactory to the City.

**25.3** The City reserves the right to impose additional restrictions and fees for waste removal depending on the size and nature of the Special Event.

**25.4** The Permit Holder is responsible for any additional fee related to waste removal or clean up in the Park.

**26.0** ADDITIONAL SERVICES/EQUIPMENT

The City may provide additional services and equipment to support special events. These services and events are listed in the City's Fees and Charges By-law.

## Appendix A – External Committees with Council Appointees

1. Cataraqui Region Conservation Authority
2. Downtown Kingston BIA
3. Kingston Access Bus
4. Kingston Economic Development Corporation
5. Kingston Electricity Distribution Limited
6. Kingston Frontenac Housing Corporation
7. Kingston, Frontenac, Lennox & Addington Health Unit
8. Kingston Frontenac Public Library Board
9. Kingston Non-Profit Housing Corporation
10. Kingston Police Services Board
11. Pittsburg Community Benefit Fund
12. Rural Advisory Committee