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# CITY OF MISSISSAUGA

## REQUIREMENTS FOR OUTDOOR FESTIVALS/EVENTS

### INTRODUCTION

Thank you for considering to host your Outdoor Festival/Event (hereafter referred to as event) in the City of Mississauga. Due to the type of activities identified for your event at the time of your booking, you have been assigned a liaison. Event organizers are asked to complete the Outdoor Festivals/Events Request form, either on their own or with their liaison. The Request form must be submitted a minimum of **6 weeks** before the event.

For your convenience, a “one-stop shopping” approach has been developed. Should you wish to take advantage of this service, your liaison will provide you with the necessary applications and information to obtain approvals for your event activities. All applicants whose event request has been approved shall be responsible for meeting all requirements of the City of Mississauga, including fees, by-laws and policies as well as any regulatory approvals required by outside agencies, and assume responsibility for their actions, and any consequence thereof associated with the event. Your liaison will require all the completed and approved requirements at least than **6 weeks** prior to your event.

***\*\*\*It is important to note that approvals for the event or any of the event activities may not be granted and the event or those activities can only take place with the proper approvals and permits. The City retains the right to determine whether or not a particular applicant shall be entitled to hold an event on City property. \*\*\****

Applicants choosing not to use the one-stop shopping approach will be required to complete all necessary City applications and compile all relevant attachments and submit them directly to each individual department at least **30 days** prior to their event.

### CRITERIA FOR HOSTING/SPONSORING AN OUTDOOR FESTIVAL/EVENT

An OUTDOOR FESTIVAL/EVENT is one which:

- Is held on City property that is either open to the public or closed (e.g. church or association picnics) and includes activities that:



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- pose a level of risk such as alcohol, carnivals, inflatables etc., not normally expected with the use of the property; and/or
  - require City approval(s) in addition to the approval for the use of the property itself such as advertising, staging, tents etc; and/or
  - requires temporary closure of City streets; and/or
  - requires the approval of outside agencies such as the Peel Region Health Department, Peel Regional Police, Region of Peel, and the Alcohol and Gaming Commission of Ontario (AGCO.)

The City requires that community benefit must be derived from events held on City property for all events that have an expectation of revenues. Therefore, events organized or sponsored by a commercial entity will **only** be permitted when the City has received written confirmation that all or a portion of the proceeds from the event will be donated to a non profit group or registered charity in the City; or an event is deemed by the City to raise the City's profile; or the event adds economic benefit to Mississauga from a tourism perspective.

Events that do not meet the criteria for Outdoor Festivals/Events will continue to be permitted through normal procedures of the relevant department (i.e. events only on roads, park permits, picnic permits, and facility use contracts.)

Affiliated groups can reserve outdoor space one (1) year in advance; all other requesters may reserve 10 months in advance. This is arranged by calling the Customer Service Centre at **905-615-4100**.

All requests for outdoor facilities will be evaluated in accordance with the following established priorities:

- department programs;
- affiliated youth groups offering seasonal programs;
- affiliated adult groups offering seasonal programs;
- annual affiliated special events;
- affiliated group picnics and special events;
- general public residents;
- companies located in Mississauga;
- a first-come, first-serve basis.

Event contracts are **not** issued to non-residents or companies located outside of Mississauga.



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Outdoor sport fields are not included as part of your contract and are negotiated through the outdoor sport field allocation procedure.

Upon submission of the “Outdoor Festivals/Events Request” form, you will be provided with a package of information, applications and requirements specific to activities that you have identified.

It is your responsibility to meet all requirements of the City of Mississauga, including fees, by-laws and policies as well as any regulatory approvals required by outside agencies. You assume responsibility for your actions, and any consequence thereof associated with your event.

Only after all required information and approvals have been received by the liaison, will a signed contract be issued confirming approval of the event and all approved activities.

## **LIABILITY INSURANCE**

All Outdoor Festivals/Events require proof of liability insurance. You will be required to **provide a certificate of insurance evidencing coverage of a minimum of \$2,000,000 or \$5,000,000 liability insurance adding the City of Mississauga as an additional insured for the overall event.** You must provide the certificate of liability insurance a minimum of **six (6) weeks** prior to the event (**large events are expected to provide this much sooner, as advised by their liaison**). Further clarification and specifics concerning liability insurance will be provided during the meeting with your liaison.

## **CLEAN-UP**

You are responsible for the clean up of the park area immediately following the event. You will be charged for any clean-up costs incurred by the City of Mississauga to restore the location for regular use by the general public following the event. For a fee, large industrial garbage bins can be placed on site for **affiliated** groups. If you are not affiliated, you must arrange and pay for industrial garbage bins on your own.

## **COMMUNITY AND COMMERCIAL BOOTHS (SALE OR DISPLAY)**

All commercial vendors **must** have a Mississauga License. The Mobile Licensing Enforcement Section will determine if a license is required depending upon if the vendor already has a license or not and what type of license they have.



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Community Vendors do not require a license if they are selling/displaying/giving items (including food.) Community vendors do require the approval of the Manager of Mobile Licensing Enforcement Section and your liaison.

## FOOD DISTRIBUTION/SALES

If your event is open to the **general public**, the Peel Region Health Department requires information regarding your food sources and services. You must contact the Health Department with details concerning aspects of food preparation and distribution.

***\*\*\*Licensed vendors that have purchased a seasonal permit from the City for specific park locations will not be suspended from selling food during events\*\*\****

## ALCOHOL

Events serving alcohol must notify or apply for approvals from the following departments and agencies:

- You are required to provide a letter to the Peel Regional Police, Mississauga Fire & Emergency Services, Office of the City Clerk and the Peel Region Health Department, notifying them of your AGCO event.

The Alcohol and Gaming Commission (AGCO) requires that Fundraising & Community Festival applicants must be a registered charity under the Income Tax Act or a qualified non-profit corporation, organization or association organized to promote charitable, educational, religious or community objects. For detailed information on all the necessary requirements needed to obtain a special occasion permit, visit the AGCO web site at [www.agco.on.ca](http://www.agco.on.ca) .

## FIREWORKS & OPEN AIR BURNING FIRES

Provided these activities are approved by your liaison for the location you have requested, Mississauga Fire & Emergency Services approval is also required for open air burning fires (excluding self contained BBQ's) and for firework displays. (NOTE: For fireworks displays the operator is required to be licensed and may have to provide proof of \$5,000,000 Liability Insurance above and beyond the \$2,000,000 or \$5,000,000 provided by the event organiser.)

## TENTS

Tents erected on City property that has a total of 60 square metres or more (one or more tents) require a Building permit. It is your responsibility to ensure that all the



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necessary drawings, layout and fire requirements are met. There is a **30 day** minimum approval time. Cost will be \$125 per tent.

## **CARNIVALS/ CIRCUS & AUCTION**

Carnivals/circus may operate for a maximum of 3 days and require a license from the Compliance and Licensing Enforcement Unit. Extended operations will be determined on an individual basis and are subject to impact on the surrounding community and location of the carnival and any previous feedback documented concerning carnivals at specific locations. A \$5,000 advance damage deposit in the form of a certified cheque or letter of credit is also needed, along with a signed conditions & instructions letter. Proof of \$5,000,000 Liability Insurance may be required from the operator. Auctions also require a license.

## **GAMES OF CHANCE/ BINGO/ TICKET DRAWS**

Each activity requires a license from the Compliance and Licensing Enforcement Unit and has different applications, fees and regulations.

## **ADMISSION FEES**

Events charging admission in advance or on-site to the overall event or specific activities **must** obtain approval from their liaison.

## **PONY RIDES/ HAY RIDES/ PETTING ZOO/ INFLATABLES**

Recreation & Parks/liaison must approve locations of these activities due to the potential for damage.

## **SOUND SYSTEMS**

Permission from your liaison is required for use of loud speakers or sound amplifying equipment on City lands. **Operation of amplified sound may only occur between the hours of 7:00 a.m. and 5:00 p.m. (9:00 a.m. on Sundays), in accordance with City Noise By-law 360-79.** Only Council can grant an exemption to the Noise By-law.

## **OUTDOOR SPORTS FIELD PERMITS**

Sports fields are booked in accordance with the City's allocation policy/procedures, priority listing and fee structure. Detailed information pertaining to outdoor sport fields will be provided to you should you indicate your need on the Outdoor Festivals/Events Request form.



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## INDOOR FACILITY PERMITS

Indoor facilities can be booked through the Recreation and Parks Customer Service Centre by calling **905-615-4100** at the time of submission of the Outdoor Festivals/Events Request form. Indoor facilities book quickly on a first-come, first-serve basis. The Facility Manager must be contacted well in advance of your event to discuss all details of set up, deliveries and/or storage. If an indoor facility is booked in case of inclement weather but is not used; no refund will be issued. Outdoor Festivals/Events requiring use of adjacent indoor facilities only for washrooms or deliveries, etc. must have advance approval from the location's Facility Manager.

## USE OF CITY AND/OR REGIONAL ROADS FOR EVENT ACTIVITIES

For event activities, which take place on municipal roads, every applicant for a temporary road closure shall file an application with the Transportation and Works Department in a form satisfactory to the Commissioner. Peel Regional Police require notification and applications for temporary road closures not exceeding twenty-four (24) hours be filed **eight (8) weeks** in advance of the special event and applications for temporary road closures exceeding twenty-four (24) hours be filed **twelve (12) weeks** in advance of the special event. City roads have a permit fee of **\$133.75** (GST included.) There is also a fee of **\$300** per advanced road closure sign, which is required by Transportation and Works (they will fabricate, install and remove the sign/s.)

When event activities take place on regional roads, the Region of Peel requires a letter from the organizing group requesting use and proof of \$2,000,000 Liability Insurance. The City requires a copy of your request letter.

## EQUIPMENT

Recreation and Parks equipment can be booked in advance on a first-come, first-served basis by affiliated groups (up to 12 months in advance) or other requesters (10 months in advance) with various rental fees where applicable. A list of equipment is available on request. Delivery and pick up of large equipment can be arranged for a fee, (i.e.: picnic tables, choral risers etc.) All equipment requests should be indicated on the Outdoor Special Event/Festival Request form. Advance deposits are required and are recoverable upon the safe return of equipment. You must pay for damaged or lost equipment. You must provide overnight security for equipment left in the event location.



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## ACTIVITIES

A complete list of activities and critical path is required on the Outdoor Festivals/Events Request form (see page 4 of request form.) Your liaison will provide you with some applications, advise you of the necessary approvals, specific requirements and contacts to obtain those approvals, unless you chose not to take advantage of the “one-stop shopping” service and/or applied less than 6 weeks before your event.

## SITE PLAN

Event organizers are required to submit an overall event site plan. You will arrange a meeting at least one month (preferably earlier) in advance of your event with the Parks Supervisor and/or your liaison to review exact locations for all activities, equipment, tents, snow fence etc., only then can your site plan be approved.

## WASHROOM FACILITIES

It is your responsibility to make all arrangements for portable washroom facilities if required. Accessible washrooms should be available and clearly marked. Event organizers should not rely solely on adjacent community centres for washroom facilities. Arrangements must be made in advance for use of indoor washroom facilities with the Facility Manager.

## FIRST AID/SAFETY PLANS

A highly visible first aid station(s) should be part of your event. St. John Ambulance is a charitable, non-denominational organization that specializes in the provision of first aid services in the community. For information on how you can request their assistance for your event, please call 905-568-1905 or e-mail [mississauga@on.sja.ca](mailto:mississauga@on.sja.ca) . When water events are part of your planned activities, contact Michael Shane at The Lifesaving Society at 416-490-8844 for direction and assistance.

## PARKING

Parking is NOT GUARANTEED OR PROVIDED as part of a contract. Event participants should use designated areas only. Illegally parked vehicles on grassed areas, roadways, etc. will be tagged or towed away at the owner’s expense. If you and your liaison do not expect parking areas will meet your event needs, **YOU ARE RESPONSIBLE TO MAKE ALTERNATE ARRANGEMENTS FOR YOUR PARTICIPANTS AND THESE SHOULD BE IDENTIFIED ON YOUR SITE PLAN. TRAFFIC CONTROL BY POLICE AND PARKING ATTENDANTS, IF REQUIRED, ARE TO BE PROVIDED YOU.** You should have accessible parking areas on firm ground, that are clearly marked and as close to the event as possible. A contract does



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not include exclusive use of parking lots particularly when adjacent to community centres. You may want to encourage participants to take the bus to the event.

## **DAMAGE TO PROPERTY CITY/GROUPS**

A damage/security deposit may be required based on the potential for repair costs and fees for services resulting from the event. A maximum of \$5,000 may be required. The District Manager in consultation with the Parks Manager and your liaison will determine the deposit. The deposit needs to be in the form of a certified cheque or money order given at least **6 weeks** prior to your event. The City of Mississauga will not be liable or responsible for any loss of, damage or injury to any property belonging to you or your invitees, agents or other persons while such property is on the premises of the City, whether such property has been entrusted to an employee of the City or not.

## **USE OF PROPANE**

When using propane tanks over 20 lbs, all tanks are required to be properly labelled according to content by suppliers. All tanks must be chained to a stable support, which will secure the tanks vertically. Also, Fuel Safety Inspectors with the Technical Safety Standards Association (T.S.S.A.) must check propane fuelled cooking and/or heating appliances and tank storage areas where commercial appliances with multiple tanks or cylinders in excess of 20 lbs are utilized (Certificates of inspection to be obtained.)

## **ADVERTISING/ SIGNS**

All advertising signs in parks and along roadways may require approval from the City and may require a permit in accordance with City Sign By-law # 0054-2002. Copies of all advertising **must** be reviewed by your liaison for approval of activity content.

## **ACCESSIBILITY**

You should provide an accessible environment for visitors to the event. This would include well placed and clearly signed accessible parking spaces, entertainment viewing areas and washrooms that are located on pathways for ease of access for people with disabilities. In addition, prominently displayed signage at events helps to inform visitors in need of these facilities.