

MISSISSAUGA **CELEBRATION SQUARE**

Event Guidelines



Contact Information

Mississauga Celebration Square Events
Community Services Department, Recreation & Parks Division
201 City Centre Drive, Suite 900
Mississauga, ON
L5B 2T4
Phone: 905-615-3200 ext. 3732
E-mail: celebrationsquare.bookings@mississauga.ca

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About the Venue

The newly renovated Mississauga Celebration Square will be host to a dynamic line-up of year-round events and festivals that showcase eclectic arts, cultural diversity, and the spirit of the city. Mississauga Celebration Square is a vibrant public square and state-of-the-art multi-media event destination.

State of the Art Facility

Mississauga Celebration Square is a 6.6 acre site with a 30,000 crowd capacity, gardens and green space, market trellis vendor area, bistro chairs with shaded tables, park benches, ample water and electrical access as well as full wi-fi access. Technical components include a 40' by 40' main stage with full sound and lighting capabilities, Mitsubishi "Diamond Vision" Screens, a 300-seat amphitheatre with its own sound and lighting system and a seasonal fountain/ice rink.

Proximity & Accessibility

Easily accessible by local and municipal public transit, it is close to major highways in downtown Mississauga. The venue provides an accessible environment for visitors.

Highly Visible Venue

Situated in the downtown core, Mississauga Celebration Square is surrounded by Mississauga Central Library, Square One Shopping Centre, and the new Sheridan College – Mississauga Campus.

Conditions for Approval

(As outlined in 'Outdoor Events in the Civic District' – Policy # 05-03-03)

1. The event must be open to the public and free of charge.
2. The minimum expected attendance for Public Holiday and Weekend Events is 1,000 people.
3. The event is deemed to raise the City's profile, support its arts and culture agenda as outlined in the Culture Master Plan, and/or add economic benefit to Mississauga from a tourism perspective.
4. The event does not endorse views and ideas that are likely to promote discrimination, contempt, or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status, or level of literacy.
5. The event does not breach or conflict with any existing City agreements and/or contracts.
6. The event does not have the potential to incite violence and hatred.
7. The event does not present demeaning or derogatory portrayals of individuals or groups.
8. The event does not have the potential to create adverse effects on public policy.
9. The event is not of questionable taste in style, substance or presentation method.
10. The event does not minimize and/or detract from the image of the City and/or its employees.
11. In light of generally prevailing community standards, the event is not likely to cause deep or widespread offence.
12. The event is consistent with the City's principle of respect for the dignity and worth of all persons.
13. The event does not conflict with the City's core values, vision, strategic goals, or does not adversely impact the City's identity.
14. The event does not interfere with normal business conducted by staff or with other activities in the Civic District.
15. Event participants and patrons of all venues are adequately safeguarded.
16. The event does not conflict with any applicable laws, City by-laws or policies.
17. All regulatory approvals are obtained (i.e. alcohol, lottery licence, etc.).
18. The event organizer ensures that any City signage, including sponsorship recognition, is not obscured, removed or altered.
12. The event adheres to all aspects of the application package, such as, but not limited to:
 - the organizer accepts financial responsibility for any damages to property or furnishings, or personal injury claims resulting from the activity
 - the organizer ensures that security services (police and/or security services) are available on-site
 - the organizer ensures that adequate event staff and/or volunteers are provided
 - the organizer ensures that alcoholic beverages are served only with specific approval to do so, and under permit from the LLBO (refer to Corporate Policy and Procedure "Property and Facilities - Serving Alcohol at City Facilities")
 - the organizer ensures that first aid services are available on-site.

Application Process

Submit a completed application for a festival or event by the following deadlines.

Summer Season (May 1 – September 30): Application deadline is May 1 of preceding year.

Winter Season (October 1 – April 30): Application deadline is October 1 of preceding year.

Note:

Incomplete or late applications will not be considered. Requests for exceptions may be submitted to the Mississauga Celebration Square Program Coordinator.

Submit via:

Mail Attn: Mississauga Celebration Square Program Coordinator Recreation & Parks Division, Community Services Dept. City of Mississauga 201 City Centre Drive, Ste#900 Mississauga, Ontario L5B 2T4	Fax Attn: Mississauga Celebration Square Program Coordinator Fax: 905-615-3554
	Email Celebrationsquare.bookings@mississauga.ca

1.1 - Applicant Information

- **“Applicant”** is the lead event organizer responsible for the decision making within the organization, has signing authority for the organization, and is the main contact.
- **“Secondary Contact”** supports the lead event organizer and should be available in the absence of the lead event organizer.
- **“Public Inquiry Contact”** is responsible for responding to public inquiries regarding the event.
- Details about your organization are required to determine the suitability of your event to Mississauga Celebration Square.

2.1 - Date, Time & Venue Request

The information in this section will be used to create your initial contract and book all of the facilities required upon acceptance. All venue requests are subject to availability.

- Please list all dates, times and venue choices to be able to secure all locations at the time of your initial booking.
- Permit fees apply to each day of the booking **including** days required to set up and tear down.
- Events with more than 1,000 attendees must book both the Upper and Lower Squares.

Determining Event Times

Load in:

1. One (1) Load In Coordinator must be designated by the Event Organizer, and must remain visible on the event site for the entire duration of the event (including load-in and tear-down). Key responsibilities include: directing vehicles, equipment, cleanup staff, volunteers, and any external contractors.
2. The Load In Coordinator's onsite contact information must be provided to the Mississauga Celebration Square Program Coordinator prior to the event.
3. While primary responsibility for load in/tear down falls on the Load In Coordinator, the City's Program Coordinator, Facility Onsite Staff, and Corporate Security also have the authority to direct the load in and tear down of all vehicles on or off the Square. They can be called upon in the event that there is a problem with vendors, vehicles, or equipment.
4. Load In is only permitted during the dates and times outlined in the *Letter of Conditional Approval*.

Tear down:

1. Tear down is complete once the grounds have been restored to their original state. This entails all event equipment has been removed from site, all litter has been picked up, garbage bins have been emptied and bags have been placed in the dumpster.
2. Tear down is only permitted during the dates and times outlined in the *Letter of Conditional Approval*.

Post-Event Walkthrough:

Event Organizer must be onsite for Post-Event Walkthrough with the Mississauga Celebration Square Program Coordinator, Parks Supervisor, and Facility Supervisor.

Setting Main Stage Show Schedules:

Amplified sound on Mississauga Celebration Square is permitted from:

Monday-Thursday:	10:00 a.m. – 9:00 p.m.
Friday & Saturday:	10:00 a.m. – 11:00 p.m.
Sunday:	12:00 p.m. – 9:00 p.m.

Show Schedules must be approved by the Mississauga Celebration Square Program Coordinator and the Mississauga Celebration Square Technical Coordinator. There is a restriction on maximum decibel level, which will be enforced by the Mississauga Celebration Square Technical Coordinator.

2.2 – Event Information

This section will be used to determine what kinds of permits you may need for your event. Permits are not within the control of Mississauga Celebration Square and often take 8 – 12 weeks to process. It is extremely important to outline everything you may be bringing onto the Square as you may be asked to remove components that were not approved in advance.

3.0 – Event Planning (Vendors, Alcohol, Security, Permits, Washrooms, Waste Management)

3.1 - Vendor Information

The trellised Market Area on the Lower Square is the dedicated place for vendors and has forty-eight (48) electrical outlets and potable water hook-ups. See Rate List on Page 14 for applicable fees.

Vendor Participation Agreement(s) & Application Form

Found in the *Event Submission Package* the *Vendor Participation Agreement(s) & Application Form* must be submitted to the Mississauga Celebration Square Liaison a minimum of 2 months in advance of the event, and must be completed by each commercial vendor only in order to obtain an **Operating Licence that is to be displayed onsite. It is the Event Organizer's responsibility to ensure all vendors comply with the City of Mississauga vendor requirements and restrictions.**

Insurance

1. Only vendors carrying approved liability insurance will be able to obtain an Operating Licence.

Vendor Electrical Requirements

2. The Event Organizer is responsible for providing and ensuring the safety of any additional extension cords, hoses, and power bars. Only potable water hoses may be used with potable water sources.
3. The City of Mississauga reserves the right to refuse electrical/water hook-up if connections are deemed to be unsafe.

Vendor Load In

4. Weight load limits are in effect on the Mississauga Celebration Square. Vehicles are permitted only on local streets and the designated vendor/stage loading zones. **Vehicles are not permitted to drive on Mississauga Celebration Square at any time.**

5. Event vehicles are only permitted to unload from the designated load-in zone adjacent to the Trellised Market Area. All other vehicles are subject to parking and traffic regulations. Paid parking is available underground beneath the area booked, from start of load in to end of tear down.
6. Commercial vendors are classified as those who are selling items where any portions of the proceeds go toward personal/corporate gain.
7. Non-commercial vendors are registered as not-for-profit and have a registered charity number.
8. An Operating Licence specific to Mississauga Celebration Square must be purchased regardless if the commercial vendor already has a Mississauga Business Licence.
9. All vendors must carry their own liability insurance in accordance with City policy (05-03-03).

The Operating Licence must be paid for and picked up prior to the event from:

Mobile Licensing Enforcement Section
Enforcement Division
3235 Mavis Road
Mississauga, ON
L5C 1T7
Phone: 905-615-4311

It is the Event Organizer's responsibility to ensure that commercial vendors without an Operating Licence are removed from Mississauga Celebration Square. Event organizers will be asked to remove any vendors operating without an Operating Licence.

Food Vendor Requirements

Peel Health

The Event Organizer is responsible for advising the Peel Health Department of food storage and serving plans. The City of Mississauga provides an annual event calendar to the Region of Peel that includes all events that are planning on serving food.

Link to online form: <http://www.peelregion.ca/health/environ/htmlfiles/events-intro.htm>

Upon receipt of the form, a Public Health Inspector will contact the Event Organizer to obtain any further information regarding food vendors and other details.

It is the Event Organizer's responsibility to ensure that food vendors not operating in compliance with Peel Health Department regulations stop food service immediately. Food vendors contravening Peel Health regulations will be removed from Mississauga Celebration Square by the Peel Health Inspector, the Mississauga Celebration Square Liaison, Facility Onsite Staff, or City of Mississauga Corporate Security.

Propane Cooking/Heating

It is the Event Organizer's responsibility to ensure that all food vendors cooking onsite abide by the below requirements:

- 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.
- A ULC listed, 2A 10BC rated portable fire extinguisher shall be provided in an accessible location adjacent to all propane cooking appliances.
- Propane cooking appliances shall be supervised at all times when in operation.
- Propane or other fuel fired cooking appliances are to be positioned a minimum of 3 metres clear of any buildings or tents.
- Propane heaters shall not be used inside any tent enclosures used by the public due to potential carbon monoxide poisoning and risk of fire or burn injury.
- Prior to events where propane or other hydrocarbon fuels (such as gasoline, diesel, propane, and natural gas) are used for cooking and/or heating appliances, the Event Organizer must read the Technical Standards and Safety Authority (TSSA) documents. The TSSA work to protect the public, the environment, and property from fuel-related hazards such as fires and explosions.

For more information about the Technical Standards and Safety Authority (TSSA):

Phone: 416-734-3300

Website: <http://www.tssa.org>

3.2 - Liquor Licensed Event Requirements

To sell alcoholic beverages at Mississauga Celebration Square, the Event Organizer must:

- Obtain a Special Occasion Permit from the Liquor Control Board of Ontario (LCBO).
- Comply with the Municipal Alcohol Policy and Serving Alcohol at City Facilities. (Serving Alcohol at City Facilities – Policy # 05-01-03)
- Ensure the serving area permitted to serve alcohol is securely fenced; all fencing, set up, and tear down are the responsibility of the Event Organizer.
- Hire security coverage (mandatory with the presence of alcohol).

3.3 – Security Plan

Security coverage is mandatory for all events on Mississauga Celebration Square. There is a minimum recommended level of coverage, which is determined in consultation with City of Mississauga Corporate Security at the Event Plan Meeting in January. If Corporate Security deems the Event Organizer's security plan to be insufficient for the event activities, the Event Organizer must hire additional security (and Peel Police) coverage as recommended.

3.4 – Permits

Tent Requirements

Tent installations require approval and a Licence from the City of Mississauga Planning & Building Department.

1. Tents that are over 30' wide are not permitted on Mississauga Celebration Square.
2. Tents (one or more) erected on City property that have a total of more than 60 m² (645 ft²) require a building permit. Tents (one or more) over 225 m² require the designer to be registered and qualified under Small Building/Building Structural. The supporting framing structure and anchorage system for these tents (over 225 m²) shall be designed and field reviewed by a professional engineer. A dimensioned site plan showing the location of the tents(s) and clearances to other tents and structures shall be provided with each building permit application.
3. Tents must be rented privately.
4. It is the responsibility of the tent rental company to apply for the building permit and meet all requirements.
5. Fee per tent (See Rate List on Page 14) is to be paid for by the rental company if all tents combined are over 60 m².

The Event Organizer must contact the City of Mississauga's Planning & Building Department directly to obtain a tent permit:

Planning & Building Department
Permit Administration
300 City Centre Drive, 3rd Floor
Mississauga, ON
L5B 3C1
Phone: 905-615-3200 ext. 5619
Fax: 905-896-5638

Road Closure Requirements

A permit to close City Centre Drive for an event that is using both the upper and lower squares is not required during the summer season (May to September). A permit may be required to close the road during the winter season (October to April).

1. Road closures must be monitored at all entry points for the full duration of the road closure. It is the responsibility of the Event Organizer. Security Officers must be used at entry points.
2. The Event Organizer must maintain the road, cleaning it of all debris, rubbish, and other encumbrances immediately on completion of the closure.
3. Fires are prohibited on the road.

3.5 - Washroom Requirements

Onsite indoor washroom facilities are located at the following locations:

- Mississauga Central Library
- Mississauga Civic Centre
- Mississauga Celebration Square Amphitheatre

1. Hourly rates for custodial coverage of the indoor washrooms apply (see Rate List on Page 14).
2. The Event Organizer is responsible to provide adequate washroom facilities.
3. Events must privately rent portable washroom facilities (one (1) of which must be wheelchair accessible) and hand washing stations.
4. Location of these items onsite must be pre-approved by the Facility Supervisor at the Operations Meeting.
5. Any arrangements for non-City equipment (i.e. rental, delivery, pick up, security, and storage of portable toilets) are the responsibility of the organizing group.

3.6 - Waste Management & Disposal Requirements

1. The Event Organizer is responsible for outdoor event maintenance and post-event clean-up.
2. The Event Organizer must designate one of the following options for clean-up:
 - Volunteers/Event Staff:** The Event Organizer's maintenance staff must ensure all litter pick-up and disposal on venue and surrounding properties.
 - External Company:** The Event Organizer may hire (at their own cost) an external company to perform outdoor litter pick-up and disposal on venue and surrounding properties.
3. It is the responsibility of the Event Organizer and Load-in Coordinator to ensure that cleanup vehicles/equipment do not drive on Mississauga Celebration Square.
4. Any clean-up costs incurred by the City of Mississauga to restore the event venues to original state will be deducted from the Event Organizer's damage deposit.

Garbage Bins, Industrial Bins/Dumpsters, Power Washing, and Street Sweepers:

1. It is the Event Organizer's responsibility to provide adequate waste management for the expected event attendance.
2. The requirement for power washing and street sweepers is determined at the Post-event walk-through which is scheduled to take place after the event.

Recycling:

1. Recycling bins are mandatory for all events at Mississauga Celebration Square.
2. Events with food vendors are responsible for ordering additional bins to accommodate their attendees. The Region of Peel Waste Management Division provides delivery and pick-up of ninety-five (95) gallon blue bins:
The Region of Peel Waste Management Division
Phone: 905-291-7800 ext. 7979

4.1 - Main Stage & Digital Program Screens Requirements

The Mississauga Celebration Square Technical Coordinator manages and approves all aspects of the Main Stage and Digital Program Screens.

Stage Technicians:

1. City of Mississauga Stage Technicians must be hired on an hourly basis, with the number of stage technicians and number of hours required to be determined by the Mississauga Celebration Square Technical Coordinator.
2. External stage technicians are not permitted.

Stage Liaison:

3. The Event Organizer must assign a member of the core organizing team to act as Stage Liaison with the Mississauga Celebration Square Production Coordinator. Key responsibilities include:
 - Mandatory attendance at Stage Production Meeting.
 - Provide Mississauga Celebration Square Technical Coordinator with all information required to run the stage on the day of the event (i.e. information on performers/band setups, backline, etc.).
 - Being available onsite, from set-up until the stage has been closed down.
 - Dedicated to the Main Stage for the duration of the event.

Backstage:

4. The Backstage area is limited to immediate performers and Event Organizers only.
5. City of Mississauga staff reserves the right to remove unapproved people from the backstage area.
6. Every person backstage or performing onstage must sign a Code of Conduct before entering the stage area. Forms can be found in the Mississauga Celebration Square Submission Package.

SOCAN, CMRRA & RE: SOUND:

Events at Mississauga Celebration Square must comply with the requirements of SOCAN (Society of Composers, Authors, and Music Publishers of Canada), CMRRA (Canadian Musical Reproduction Rights Agency Ltd.) and RE: Sound.

SOCAN is the copyright collective that administers the performing rights of more than one-hundred-thousand (100,000) composers, authors, and music publisher members by licensing the use of their music in Canada. They collect licence fees on behalf of their members and distribute royalties to them.

For more information please visit: <http://www.socan.ca>

CMRRA represents the vast majority of music publishers and the copyrighted musical works they own and administer.

For more information please visit: <http://www.cmrra.ca>

RE: Sound is the Canadian not-for-profit music licensing company that obtains compensation for artists and record companies for their performance rights.

5.1 - Rate List

Use the rate list to determine city costs for your event. The Rate List contains rates and fees for City Services available at Mississauga Celebration Square (pre-tax amount). All rental rates and fees are subject to an annual increase as approved by Council.

City of Mississauga Culture Division Grant Application:

Rates/fees for hard services marked with an (*) are eligible for funding under the Community Cultural Festivals and Celebrations (CCFC) Grant Program, to a maximum of 20% of approved total festival expenses using the 2009 actual audited figures.

For more information:

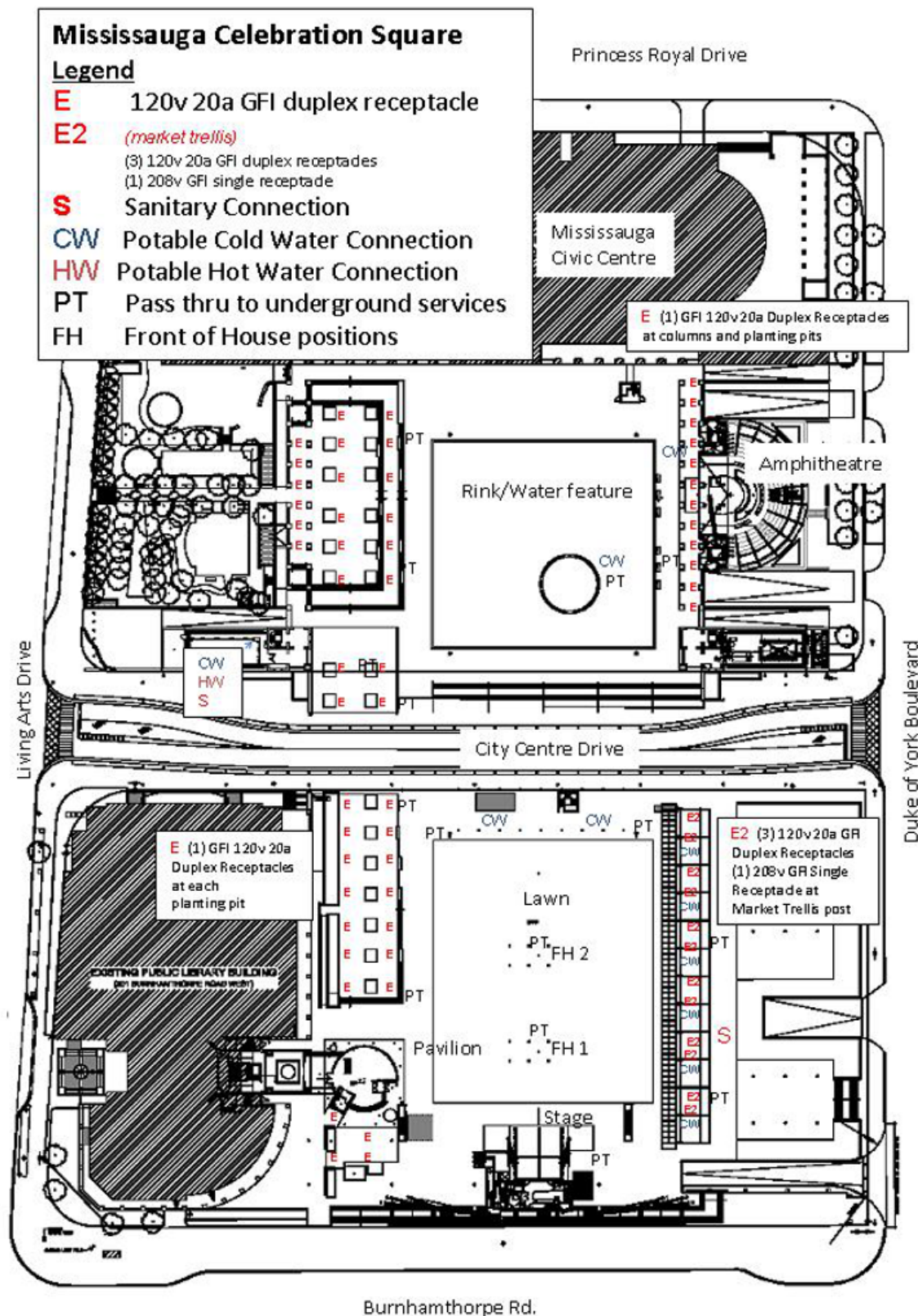
Phone: 905-615-3200, ext. 5476

E-mail: grantsinfo@mississauga.ca

Website: <http://www.mississauga.ca/portal/discover/grantinformation>

Rates for City Services	Rate	per day/hour	Total
Administration Fee*	\$67.71		
Park Permit (Weekends & Holidays)			
Upper Square Fee* (includes Amphitheatre)	\$71.53/day		
Lower Square Fee*	\$71.53/day		
Indoor Bookings (3 hour minimum, per room)			
Great Hall* (Weekends & Holidays)	\$295/hour		
Civic Centre 2nd Floor Committee Rooms A-E*	\$31.25/hour		
Central Library Classrooms 1-5*	\$20/hour		
Noel Ryan Auditorium* (Weekends & Holidays)	\$112/hour		
Main Stage Fees			
Main Stage set-up and tear-down* (Fixed Rate)	\$792.49		
Technical Support* (Minimum 4 hour call)	\$128.37/hour		
Stage Manager hourly rate* (Minimum 4 hour call)	\$43.00/hour		
Digital Program Screen Fees			
Content Scheduling and Set-Up	\$253.38		
Screen Technician (Board Operator) (Minimum 4 hour call)	\$42.23/hour		
Camera Operator (Minimum 4 hour call)	\$32.09/hour		
Amphitheatre Fees			
Amphitheatre Set-up & Tear-down* (Fixed Rate)	\$127.72		
Technical Support * (Minimum 4 hour call)	\$63.86/hour		
Maintenance Labour (Mandatory)			
Electrician and Mechanic*	\$120.00/hour		
Two (2) Custodians*	\$100.00/hour		
Equipment			
Picnic Tables*: Delivery & Pick-up per Load (9 tables per load)	\$247.92/load		
Garbage Cans*: Delivery & Pick-up per Load (Max. of 20 cans)	\$247.92/load		
Garbage Bags*	\$24.15/box		
Industrial Garbage Bin/Dumpster Delivery & Disposal*	\$40 per dumpster/\$55 per tonne		
Crowd Control Barriers* (Delivery & Pick-up)	\$247.92/load		
Crowd Control Barriers* (Set-up & Take-down)	\$123.96/load		
Permits			
Tent Permit* (Applicable if total area of tents exceeds 60 m ²)	\$125.00/permit		
Vendor Operating Licence*	\$46.00/each		
Road Closures			
Additional Road Closure(s) (Road Barricades & Signage)	\$125/permit		
Advanced Road Closure Sign* (Required by Transportation & Works Dept.)	\$300.00/sign		
Bag Parking Machine/Meter	\$5.00/machine		
Removal of Pay & Display Machine	\$80.00/machine		
Total			

Site Plan



Terms & Conditions of Acceptance

Observance of Law: The Requestor agrees to comply with any bylaws, policies or regulations imposed by the City of Mississauga governing the use of the Facility.

Liability Insurance: To avoid the financial risks associated with the Limited Liability and Release and Indemnity clauses, is the event organizer must have general liability insurance adding the City as an additional insured. The City reserves the right to demand that the Requestor procure, at its own expense, and to provide a certificate of insurance adding the City as an additional insured, liability insurance in such amounts as deemed reasonable and appropriate by the City's Risk Manager, in his/her discretion having regard to the nature and size of the event.

Indemnity: The Requestor shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors from and against any loss of, or damage to, property personal injury or death, or any other losses, actions, claims, causes of action, damages, both direct or indirect, and such other costs and expenses, howsoever and whatsoever incurred, suffered or sustained by the City, its elected officials, officers, employees, agents and contractors, during or otherwise in relation to or in connection with the Requestor's use of the City Facility and all activities relating to such use, including the use of the City Facility by anyone for whom in law the Requestor is responsible, or any other matters arising out of or in connection with this Agreement, including that which have been caused or contributed to by any negligence, breach of the Occupiers' Liability Act or breach of statutory duty on the part of the City or on the part of anyone for whom the City is in law responsible, by their presence on the Facility, or anyone else upon the Facility, the condition or state of repair of the Facility.

As is where is: The Requestor hereby confirms that the City has not provided any representation, warranty or other assurance regarding the suitability of the Facility for use by the Requestor and that the Requestor is using the Facility on an as is where is basis.

Waste and Nuisance: The Requestor agrees not to do or to suffer or to allow to be done any action which would damage, waste or disfigure or injure the Facility or any part thereof or otherwise cause a nuisance. Any such action to the City's property will be the financial responsibility of the Requestor and all costs and expenses required to repair such damage to the Facility shall be paid to the City on demand.

Use of Premises: The Requestor agrees to use the Facility only for the uses set out in this contract. Any breach of the terms or conditions of this contract and provision of false or incorrect information by the Requestor to the City in seeking this contract on any questionnaire or information sheet will result in the immediate cancellation of this contract. All monies paid by the Requestor to the City may be retained by the City and applied towards any losses or damages incurred by the City as result of the contract's cancellation. Gambling, betting for gain/reward or adult entertainment or any illegal activity is not permitted in any City facility.

Assigning or Subletting: The Requestor agrees not to assign, sublet or permit use and occupancy by any other person of the whole or any portion of the Facility unless prior written approval is given by the City.

Payment: The Facility Rental Contract must be signed, and returned with full payment to the CSC at least thirty (30) days prior to the event. Failure to return signed contracts or to comply with the terms and conditions of the contract may result in the City cancelling the booking (Payment of Facility Rental Fees Policy 04-01-05)

Rate Increase: The Requestor agrees that any Council approved rate increase during the term of the contract will be paid upon notice.

Termination: City may terminate this contract and all the Requestors rights hereunder immediately at any time in the event of any breach or default by the Requestor in the performance of any term or condition contained in this contract, including, without

limitation, failure by the Requestor to pay the required fees and amounts in accordance with the payment terms hereof, and the City shall be entitled to recover, and the Requestor shall be liable for, all damages and losses incurred by the City arising directly or indirectly or in consequence of or in relation to the breach or default by the Requestor.

Additional Charges: Any charges for extra clean-up required after an event ,as determined by the City shall be paid by the Requestor.

Interest Charge: The Requestor agrees that if they fail to make payment in accordance with the terms of this contract it will pay interest on all overdue accounts at the rate of 1.5 per cent per month or 18 per cent per annum commencing from the due date until payment in full is received.

Alcoholic Beverages: If alcohol is being served and/or auctioned, a Special Occasion Permit is required to be procured by the Requestor and its sole cost and expense. The Requestor agrees to adhere to the conditions on all Municipal Bylaws, policies and regulations and the provisions of the Liquor License Act of Ontario.

Cancellation: Event Organizer must provide a minimum of two months notice prior to the use of the Facility in order to cancel an event. A cancellation administration fee and park permit fee will apply to any events that are cancelled with less than two months notice.

The City of Mississauga reserves the right in its sole and unfettered discretion to immediately cancel an event if the venue is physically unfit for use due to inclement weather or emergency maintenance developments; and in the event of a labour disruption or unforeseen emergency situations or any other cause beyond the control of the parties. Such occurrence shall justify an immediate termination of the contract and neither party shall be subject to any liability, loss or damages or any kind and 100 per cent of the Damage Deposit amount will be returned to the Event Organizer. Notwithstanding the above, the City of Mississauga reserves the right to terminate any contract for an event at any time in order to use the Facility for another specific purpose. The Requestor waives any right to any claims for damages in the event of such termination.

Acceptance: Acceptance by the City of Mississauga does not guarantee acceptance in subsequent years.

By-laws and Policies Governing Mississauga Celebration Square

Before filling out your application, please review the following City of Mississauga bylaws and policies.

Accessibility “Accessibility for Ontarians with Disabilities Act”

(AODA - Provincially
 mandated and adopted by
 Council)

Event Organizer should provide an accessible environment for all visitors to the event, including:

- Clearly visible accessible parking signs.
- Designated entertainment viewing areas.
- Pathways to accommodate people with disabilities.

For more information contact:

City of Mississauga – Accessibility Coordinator

Phone: 905-615-3608

TTY: 905-615-3411

E-mail: accessibility.info@mississauga.ca

Advertising Policy #03-09-0 Alcoholic Beverages Policy #05-01-03

All advertising must comply with City Policy.

To sell alcoholic beverages on Mississauga Celebration Square, you must obtain a Special Occasion Permit from the Liquor Control Board of Ontario (LCBO) and comply with City Policy.

Animals By-law #98-04 and Parks Bylaw #186-05

No person shall keep, or cause to be kept, a reptile, insect, or amphibian permitted under this Bylaw outside a building or structure unless it is in an animal enclosure. No owner shall bring any animal other than a domesticated animal into a park unless authorized by a permit. Animals at events must be approved by the Mississauga Celebration Square Liaison and included in the final Facility Rental Contract. City Parks and Security staff are authorized to remove from Mississauga Celebration Square any animal or thing owned by or in the control of such person which is involved in contravention of these Bylaws.

Appliances

All electrical appliances must display a sticker indicating proof of inspection by the Electrical Standards Association (ESA) or the Canadian Standards Association (CSA). Requests for Inspection can be downloaded at: http://esasafe.com/B2B/iaf_001.php?s=4

Balloons Parks Bylaw #186-05

Helium-filled balloons are prohibited at Mississauga Celebration Square. Balloons for distribution to the public must be air-filled. Releasing balloons is prohibited.

Barbecues

Only propane barbecues will be permitted, provided that the Event Organizer/Applicant supplies one (1) fire extinguisher per barbecue unit. Barbecues must be enclosed within barricades. All concrete slabs in food service area must be covered to prevent staining. Fees may be charged for any clean up required following your event. Events with BBQ arrangements must comply with requirements set out by the Technical Standards & Safety Authority (TSSA). Further information can be found at:

<http://www.tssa.org/home/default.asp?loc1=home>

Beauty Pageants Policy # 05-03-03

An event does not endorse views and ideas that are likely to promote discrimination, contempt, or hatred for any person on the basis of race, nationality or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status, or level of literacy.

Carnival/Amusement Rides Policy # 05-03-03

Carnival and amusement rides (excluding inflatables) will not be permitted, with the exception of annual events that have previously taken place at Mississauga Celebration Square and met all requirements and conditions for approval. Amusement rides at these events will be grandfathered. All amusement activities, including games and inflatables, will be restricted to an area outside of Mississauga Celebration Square that will be designated by the Civic District Event Section.

Damages Policy #04-08-03	The Event Organizer/Applicant is responsible for any costs related to an event which has not been otherwise agreed to, in writing, prior to the event. The Event Organizer is liable for any loss or damage to City of Mississauga property or equipment. These costs are payable immediately upon receipt of an invoice and/or taken from the <i>Damage Deposit</i> .
Fencing Fence Bylaw #397-78 Parks Bylaw #186-05	Events must be free and open to the general public. No person shall erect any fence at Mississauga Celebration Square or any surrounding road allowance, opened or unopened, or in any City right-of-way, or City easement, without first having received the written authorization of Council. If approved by Council, the Mississauga Celebration Square Liaison must be advised of the exact location of temporary fencing structures, and details must be included on the Facility Rental Contract.
Fire Extinguisher	The Mississauga Fire Department requires that a portable fire extinguisher is on hand at all cooking activities and requires that barbecues be located at least three (3) metres from any structure (i.e. shelters, tents, buildings, etc.). Prior to events where propane or other hydrocarbon fuels (such as gasoline, diesel, propane, and natural gas) as used for cooking and/or heating appliances, the Event Organizer must comply with TSSA requirements.
Fireworks/Pyro Policy #05-03-03	Fireworks that are not part of a City produced or co-produced event are prohibited on Mississauga Celebration Square.
First Aid	Please be advised that a highly visible first aid station is a required part of every event at Mississauga Celebration Square. Emergency Medical Services (EMS) can be contacted to provide first aid at the event. St. John Ambulance can be contacted at: Phone: 905-568-1905 E-mail: mississauga@on.sja.ca
Flags	The desecration of flags or other national symbols is prohibited.
Flag Raisings Policy #06-04-03	Please address requests for flag raisings on the podium roof at Mississauga Celebration Square to: City of Mississauga Communications Department Phone: 905-896-5056 E-mail: public.info@mississauga.ca
Ice Rink Policy #05-03-03 Open Flame	The ice rink may not be booked, as exclusive use of the rink by outside groups is not permitted. Any use of open flame is subject to approval by the City of Mississauga Fire Chief. This includes hot plate warmers for food service. Safety light sticks are an acceptable alternative.
Parade Permit	If your event includes a parade on a street, please contact: Peel Regional Police Phone: 905-453-3311 ext. 1200
Parking	Paid parking is available in the Mississauga Civic Centre and Living Arts Centre. Reserved parking is not permitted and not guaranteed with an event contract. Organizers must provide an accessible environment for visitors to the event, including well placed and clearly marked accessible parking spaces.
Promotional Content	All events taking place at the Mississauga Celebration Square must submit drafts of any marketing materials to the Mississauga Celebration Square Liaison for approval prior to print and publication.
Raffles/Games of Chance/Bingo/Ticket Draws	Each activity requires a Licence from: Enforcement Division, Licensing Phone: 905-896-5643
Religious Rites & Ceremonies	Religious events are permitted at Mississauga Celebration Square. However, religious rites and ceremonies are not permitted.
Security	Security coverage is mandatory for all events on Mississauga Celebration Square. There is a minimum recommended level of coverage, which is determined in consultation with City of Mississauga Corporate Security at the Event Plan Meeting in January. If Corporate Security deems the Event Organizer's security plan to be insufficient for the event activities, the Event Organizer must hire additional security (and Peel Regional Police) coverage as recommended.

Signage Sign Bylaw #54-02	No signs can be posted at any time on the pillars, building, walkways, or trees. No signs of any kind are permitted in the Jubilee Garden. Signage is permitted on a limited amount of barricades. The display of any tobacco company or product identification is strictly prohibited on Mississauga Celebration Square. Signage must not obscure any City sponsor logos. Locations and sizes for event signs are limited and must be approved by The City of Mississauga.						
Sound Amplification	<p>Amplified sound on Mississauga Celebration Square is permitted from:</p> <table><tr><td>Monday-Thursday:</td><td>10:00 a.m. – 9:00 p.m.</td></tr><tr><td>Friday & Saturday:</td><td>10:00 a.m. – 11:00 p.m.</td></tr><tr><td>Sunday:</td><td>12:00 p.m. – 9:00 p.m.</td></tr></table> <p>There is a restriction on maximum decibel level, which will be enforced by the Mississauga Celebration Square Production Coordinator.</p>	Monday-Thursday:	10:00 a.m. – 9:00 p.m.	Friday & Saturday:	10:00 a.m. – 11:00 p.m.	Sunday:	12:00 p.m. – 9:00 p.m.
Monday-Thursday:	10:00 a.m. – 9:00 p.m.						
Friday & Saturday:	10:00 a.m. – 11:00 p.m.						
Sunday:	12:00 p.m. – 9:00 p.m.						
Staking	Staking of pegs or equipment in the grass or concrete is not permitted.						
Tents	Heating and cooking equipment are not permitted in a tent. Smoking and open flame devices (candles, cooking/heating devices) are not permitted within a tent or air supported structure. The ground enclosed by a tent, and extending a distance of 3 metres beyond the tent, must be free of combustible material and vegetation that will allow fire to spread. Sawdust and shavings may be used if kept damp.						
Vehicles	<p>Driving is not permitted on the Lawn or Upper Square.</p> <p>Event vehicles are only permitted to unload from the designated load-in zone adjacent to the Trellised Market Area. All other vehicles are subject to parking and traffic regulations.</p>						
Other	<p>Contravention of these regulations will result in immediate termination of event activities. This will also jeopardize future requests.</p> <p>Any action which could incite violence is prohibited.</p>						

Next Steps

Upon approval, you will receive a **Letter of Conditional Approval** and an **Event Submission Package** in accordance with the City of Mississauga's Terms & Conditions. The Event Submission Package will outline due dates for permits, forms and mandatory meetings with City staff to make your event a success.

Letter of Conditional Approval

1. Return signed *Letter of Conditional Approval*, *Proof of Insurance Coverage* (filled out by your insurance broker or provider) and *Damage Deposit* by the deadline designated in your *Letter of Conditional Approval*.
2. The letter must be signed by an individual within the group with authority to enter into a binding agreement with the City and return to the Mississauga Celebration Square Events Section within 2 weeks of receiving the *Letter of Conditional Approval*.
3. A request to appeal a committee decision may be made in writing to the Mississauga Celebration Square Program Coordinator.

Certificate of Insurance

4. The City of Mississauga will provide the Event Organizer with an *Event Submission Package*, which contains a *Proof of Insurance Coverage* form. The form must be completed by the event insurance provider and submitted to the Mississauga Celebration Square Liaison within two weeks of receiving the *Letter of Conditional Approval*.
5. The *Proof of Insurance Coverage* form must confirm, as required by the City, minimum coverage adding the City of Mississauga as an additional insured for the overall event in the amount of \$5,000,000.
6. If the Event Organizer does not have adequate insurance coverage for the event, the Event Organizer can request to be covered through the City of Mississauga's Facility Rental and User Insurance Program. Further information can be obtained through the City of Mississauga's Program Coordinator.

Damage Deposit

7. A \$2,000 *Damage Deposit* (in the form of a certified cheque/money order) can be submitted to the Mississauga Celebration Square Program Coordinator with the signed *Letter of Conditional Approval*.
8. The amount is based on the potential for repair costs and fees for services resulting from the event.
9. All additional repair and clean-up costs will be deducted from the Event Organizer's deposit. If the *Damage Deposit* does not cover the above noted cost, the Event Organizer will be invoiced for additional charges.
10. Make all cheques payable to: The Corporation of the City of Mississauga.

Payment of Permit

11. The Event Organizer must submit payment for the non-refundable park permit and administration fee at the Customer Service Centre on the ground floor of the Mississauga Central Library.

Mandatory Meetings

12. The Event Organizer must attend the mandatory meetings, as outlined in the *Event Submission Package*. The Event Organizer must bring the *Event Submission Package* and *Event Guidelines* to all meetings. Incomplete or late forms will result in cancellation of the associated event components.

Facility Rental Contract

13. A *Facility Rental Contract* detailing all fees, charges, and conditions of use will be issued by the Customer Service Centre (CSC) when all event details are confirmed by the Event Organizer.
14. Failure to return signed contracts or to comply with the terms and conditions of the contract may result in the City cancelling the booking. (Payment of Facility Rental Fees – Policy #04-01-05)
15. Interest will accrue on overdue accounts at a rate of 1.25% per month and compounded every thirty (30) days (for an effective rate of 16.08% per annum). (Financial Controls and Budget Monitoring – Policy #04-04-02)
16. All rental rates and fees are subject to annual increases as approved by Council.