

Corporate Policy and Procedure



Policy No. 05-03-03

Page 1 of 12

Effective Date 2010 09 15

Supersedes

TAB: PROPERTY AND FACILITIES
SECTION: CIVIC CENTRE
SUBJECT: OUTDOOR EVENTS IN THE CIVIC DISTRICT

POLICY STATEMENT The Civic District provides a series of high-profile, premiere venues for outdoor Events which are unique to Mississauga.

PURPOSE The purposes of this policy are:

- to outline the Event booking process for venues in the Civic District that are available for Event use by City of Mississauga staff, elected officials and members of the public;
- to outline the conditions for approval and any restrictions on the use of the available venues;
- to outline the roles and responsibilities of specific City staff; and
- identify the outdoor Event venues and hours of operation.

While it is the City's wish that the Civic District be regarded as a "people place" — open and accessible to all members of the community — steps must be taken to ensure that both the venue and its patrons are protected. Procedures are required so that a uniform approach to permitting Events in Civic District venues, which are normally public areas, can be taken.

Detailed information on site amenities, permit requirements, and terms and conditions for use can be found in the annual Civic District Event Guidelines (the Guidelines), prepared by the Civic District Event Section and provided with the application when a booking request is made.

SCOPE This policy applies to all outdoor Event venues at the Civic District. For information on booking indoor facilities at the

Corporate Policy and Procedure



Policy No. 05-03-03

Page 2 of 12

Effective Date 2010 09 15

Supersedes

Civic Centre, such as the Council Chamber, Great Hall, meeting rooms, etc., refer to Corporate Policy and Procedure – Civic Centre – Booking Facilities in the Civic Centre.

DEFINITIONS

The “Civic District” includes the Mississauga Celebration Square (Celebration Square), the Living Arts Centre (LAC) Park, Community Common Park and Scholar’s Green.

The “Civic District Event Section”, means the Recreation and Parks Division, Community Services Department.

“Customer Service Centre (CSC)” means the Community Services Department, Recreation and Parks Division office.

“Event” means any pre-planned, organized activity that will be facilitated with the support and expertise of City staff.

“Event Liaison” is the Civic District Event Section employee assigned to coordinate a specific Civic District outdoor Event.

“Event Organizer” means any individual or organization booking an event.

“External Booking” means all requests by any Event Organizer to book any part of the Civic District for an Event. This includes bookings by City employees for non-work related Events.

“Internal Booking” means any request by City staff or Council to book any Civic District venue for a City Event. Bookings by City staff for Events that are not work related are considered External Bookings.

“Normal Business Hours” are 8:30 a.m. to 4:30 p.m., Monday to Friday, with the exception of Public Holidays.

“Public Holiday” means a non-working day that is legislated in

Corporate Policy and Procedure



Policy No. 05-03-03

Page 3 of 12

Effective Date 2010 09 15

Supersedes

Ontario in the *Employment Standards Act, 2000*. Ontario has nine public holidays: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Christmas Day; and Boxing Day.

“Weekend” means from 4:30 p.m. Friday to 6:00 a.m. Monday.

ACCOUNTABILITY

All Departmental Directors are accountable to:

- ensure all Managers/Supervisors are aware of this policy and of any subsequent revisions.

Managers/Supervisors with staff who are identified in the Roles and Responsibilities section of this policy are accountable to:

- ensure staff in their respective work units are aware of this policy and of any subsequent revisions;
- ensure applicable staff are trained on this policy with respect to their specific job function; and
- ensure applicable staff comply with this policy.

BOOKING PROCESS – ALL

The applicable Event application package, available on the City of Mississauga web site or by contacting the Civic District Event Section, must be signed and submitted to the Civic District Event Section by the applicable deadline for all bookings. The application outlines eligibility criteria, an overview of the Event process and the terms and conditions of use.

Incomplete Applications

An application will be considered incomplete if it is submitted without the requested information or accompanying documentation. Staff will provide sufficient time after the deadline for groups to fulfill the application requirements before declaring an application incomplete. Applications that are ultimately deemed incomplete by the Civic District Event Section will not be considered.

Corporate Policy and Procedure



Policy No. 05-03-03

Page 4 of 12

Effective Date 2010 09 15

Supersedes

Application Deadlines – Bookings With More Than 500 Attendees

Applications for bookings where the expected attendance is greater than 500 must be received by the applicable annual Event season deadline. Applications for subsequent years of an Event (e.g. annual Events) will not be accepted in advance.

Outdoor Event seasons and deadlines are defined as follows:

Summer Season – May 01 – September 30 → Deadline May 01 of the preceding year

Winter Season – October 01 – April 30 → Deadline October 01 of the preceding year.

Exceptions to the application deadline, based on the availability of the Event venue, may be approved by the Director, Recreation and Parks, Community Services Department.

Application Deadlines – Bookings With Less Than 500 Attendees

Applications for bookings where the expected attendance is less than 500 should be submitted a minimum of sixteen (16) weeks in advance or as far in advance as permitted (one year prior to the Event date). Applications may be submitted and will be accepted at any time, however will be subject to approval based on venue availability, the Event requirements and the ability of the applicant to meet all terms and conditions.

Approval Process

Once the deadline has passed, all external and internal applicants for the respective season will be evaluated by the Civic District Event Section, who will compile a list of recommended Events. All eligible applications will be fairly evaluated based on the Conditions for Approval outlined in this policy, with similar requests being reviewed together. Approval will vary based on the venue and size of the Event booking being requested.

The final recommendations will be reviewed by a staff committee comprised of:

- the Director, Culture Division, Community Services Department;

Corporate Policy and Procedure



Policy No. 05-03-03

Page 5 of 12

Effective Date 2010 09 15

Supersedes

-
- the Director, Recreation and Parks, Community Services Department;
 - the Director, FPM;
 - Director of Communications; and
 - the Civic District Events Manager, Recreation and Parks Civic District Events Section; and
 - the Manager, Celebration Square, Recreation and Parks, Civic District Events Section.

*Note: all members of the staff committee may appoint a designate to review the final recommendations.

All applicants will be notified once the recommendations are finalized. If agreement on approving an Event and/or the selection of an Event from competing applicants cannot be reached by the committee, the Commissioner of Community Services will be consulted and will make the final decision.

A request to appeal a committee decision may be made in writing to the Commissioner of Community Services.

EXTERNAL BOOKINGS

A letter of agreement confirming the date and outlining all requirements for approval will be sent to the applicant once the Event is approved. The letter must be signed by an individual within the group with authority to enter into a binding agreement with the City and returned to the Civic District Events Section as soon as possible.

The Event Liaison will assist the Event Organizer in meeting all conditions for approval. A final facility rental contract detailing all fees and charges and specific requirements (e.g. payment/cancellation terms, additional security, maintenance, technical support, furniture, etc.) will be issued by the CSC when all terms and conditions for approval are met. The contract must be signed and returned to the CSC at least thirty (30) days prior to the event.

Corporate Policy and Procedure



Policy No. 05-03-03

Page 6 of 12

Effective Date 2010 09 15

Supersedes

The Civic District Event Section may rescind approval for an Event at any time if the terms and conditions outlined in the application package are not met.

INTERNAL BOOKINGS

Once approved, the Event Liaison will provide the Internal Event Organizer with a detailed summary of requirements, including instruction on the steps needed to fulfill each. A final facility rental contract will be issued by the CSC when all terms and conditions for approval are met. The contract must be signed by an employee with budget authority for the Event and returned to the CSC at least thirty (30) days prior to the Event.

PRIORITY EVENTS

While every attempt will be made to accommodate all requests, if there is more than one request to book all or part of the Civic District for the same date, the following will apply:

- First Priority:
 - City produced or co-produced Events, such as Canada Day celebrations, tree lighting, movie nights, summer music series, yoga on the lawn, etc.
- Second Priority:
 - new or existing Events deemed by the City to contribute to the City's cultural diversity, raise its arts and culture profile and/or add economic benefit to Mississauga from a tourism perspective
- Third Priority:
 - annual Events with proven experience who have met all previous requirements and conditions for approval

CONDITIONS FOR APPROVAL

All requests to book venues will be considered in light of the City's need to ensure that:

- 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, national or ethnic origin, citizenship,

Corporate Policy and Procedure



Policy No. 05-03-03

Page 7 of 12

Effective Date 2010 09 15

Supersedes

religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status or level of literacy;

- the Event is consistent with the City's principle of respect for the dignity and worth of all persons;
- the Event does not conflict with the City's core values, vision or strategic goals or does not adversely impact on the City's identity;
- the Event does not interfere with normal business conducted by staff or with other activities in the Civic District;
- Event participants and patrons of all venues are adequately safeguarded;
- the security and protection of all venues is adequately safeguarded;
- activities which are contrary to City policies or by-laws, or provincial or federal laws are not conducted or promoted;
- all regulatory approvals are obtained (i.e. alcohol, lottery licence, etc.);
- the Event will be open to the public and free of charge;
- the minimum expected attendance for Public Holiday and Weekend Events is 1,000 people; and
- 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.

In addition to the conditions outlined above, External Bookings are required, at a minimum, to secure third party liability insurance, in accordance with the Guidelines, as a condition of approval. In some cases, the risks related to the Event may require additional coverage or limits of insurance. The Event Liaison may consult with the Manager, Risk and Insurance, Finance Division, who may recommend additional coverage or limits.

Corporate Policy and Procedure



Policy No. 05-03-03

Page 8 of 12

Effective Date 2010 09 15

Supersedes

Requirements Once Approved

Once a request to book a Civic District venue has been approved, the Event Organizers, where applicable, will be required to:

- obey all federal and provincial laws and municipal by-laws and policies;
- adhere to any existing City contracts or agreements;
- ensure any City signage, including sponsorship recognition, is not obscured, removed or altered;
- adhere to all aspects of the application package, such as but not limited to:
 - accept financial responsibility for any damages to property or furnishings, or personal injury claims resulting from the activity (damage/security deposits may be required);
 - ensure that security services (police and/or security services) are available on-site, if required as a condition of approval;
 - ensure that adequate Event staff and/or volunteers are provided;
 - ensure 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); and
 - ensure that first aid services are available on-site.

RESTRICTIONS

The following activities will be restricted:

- fireworks that are not part of a City produced or co-produced Event (e.g. Canada Day);
- amusement rides (excluding inflatables) will not be permitted, with the exception of annual Events that have previously 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 Celebration Square that

Corporate Policy and Procedure



Policy No. 05-03-03

Page 9 of 12

Effective Date 2010 09 15

Supersedes

- will be designated by the Civic District Event Section;
- amplified sound will only be allowed in accordance with the Guidelines; and
- any other restrictions on activities addressed in the Guidelines.

POST-EVENT EVALUATION

A post-event walk-through(s) with the Event Organizer will be scheduled by the Civic District Events Section to take place after the Event to assess clean-up and/or damage and to ensure that all conditions and requirements outlined in the Event facility rental contract were adhered to. The evaluation(s) may be undertaken with applicable City staff (e.g. Facilities and Property Management and Recreation and Parks) and will be kept on file by the Civic District Events Section.

Event Organizers will be charged for any damage to City venues (e.g. damage to protective surfaces, broken fixtures, etc.) and for any cost for services that the City incurred as a result of the terms and conditions of their facility rental contract with the City (e.g. garbage clean up, additional security, etc.) not being met.

ROLES AND RESPONSIBILITIES

Civic District Events Section

The Civic District Events Section is responsible to:

- adhere to the Booking Process as outlined in this policy;
- assist in the selection and approval of Events for the Civic District, in accordance with this policy;
- ensure all conditions of approval and requirements are outlined in the Event facility rental contract and are met prior to the Event;
- once notified, take appropriate action as required to ensure all aspects of the facility rental contract are adhered to (e.g. hire additional cleaning or security staff);
- ensure a signed copy of the facility rental contract is obtained from the CSC prior to the Event and kept on file;

Corporate Policy and Procedure



Policy No. 05-03-03

Page 10 of 12

Effective Date 2010 09 15

Supersedes

- advise appropriate City staff of all bookings and of all subsequent changes;
- ensure a physical pre-event venue inspection(s) is completed in consultation with the Event Organizer and that a copy is kept on file;
- ensure a physical post-event venue inspection(s) is completed in consultation with the Event Organizer for each Event and that a copy is kept on file; and
- evaluate the overall Event following the post-event venue inspection(s) and document any issues and/or concerns.

EVENT VENUES AVAILABLE FOR BOOKING

Amphitheatre

The Amphitheatre is an open air venue situated in Celebration Square that is suitable for theatrical, musical or other artistic/cultural Events. The Amphitheatre has a seating capacity of 300. Consideration will be given to other outdoor Events booked at Celebration Square prior to approving use of the Amphitheatre to ensure the two Events are compatible.

Celebration Square

Celebration Square is suitable for large public Events such as festivals. If use of the stage and/or media screen is required, the City's sound and lighting equipment must be booked in conjunction with the Event. The use of City technicians and/or crews to operate the equipment is mandatory.

Jubilee Garden

The Jubilee Garden area, situated in Celebration Square, is open for the enjoyment of the general public, at no charge, from 8:30 a.m. to sunset. While exclusive use is not permitted, this area may be booked for film projects, wedding photography and/or marriage ceremonies.

OTHER VENUES

In order to ensure the Civic District remains open and accessible to all members of the community, including those times when scheduled Events are in progress, the use of the following venues within the Civic Centre District will be limited.

Corporate Policy and Procedure



Policy No. 05-03-03

Page 11 of 12

Effective Date 2010 09 15

Supersedes

Community Common	Community Common is not a bookable space, but may be utilized by the Civic District Events Section as required for City produced or co-produced Events.
Glass Pavilion	The Glass Pavilion, located in Celebration Square, is open for the enjoyment of the general public, at no charge. While exclusive use is not permitted, this area may be booked for City-produced events or film projects.
Ice Rink	The ice rink may not be booked, as exclusive use of the rink by outside groups is not permitted. (The City may, on occasion, reserve the ice for a major outdoor Event.) The rink is available for use by the general public, at no charge, from 8:30 a.m. to 10:00 p.m. daily. To ensure the ice is maintained at an optimal level, groups of twenty five or more, such as schools and clubs, planning to utilize the ice rink will be required to notify the Civic District Events Section in advance. The use of amplified sound must conform to the City's Noise Control By-law (By-law 360-79, as amended).
Living Arts Centre (LAC) Park	LAC Park is not a bookable space, but may be utilized by the Civic District Events Section, as required, for City produced or co-produced Events. Consideration will be given to the indoor entertainment and arts programming already scheduled for the LAC to ensure the indoor and outdoor Events are compatible. An exception may be made for indoor events booked at the Living Arts Centre who wish to expand the event into LAC Park.
Scholar's Green	Scholar's Green, in consultation with the Civic Centre Events Section, may be available for Sheridan College events. The space may also be utilized by the Civic District Events Section as required for City produced or co-produced Events.

Corporate Policy and Procedure



Policy No. 05-03-03

Page 12 of 12

Effective Date 2010 09 15

Supersedes

FEES/RENTAL RATES

Rental fees for Civic District venues, and additional expenses for labour and amenities outside of normal day-to-day City operations, are established annually through a report to Council. Refer to the applicable Rental Rates and/or Fees and Charges By-law(s), as amended from time to time, for current rates.

REFERENCE:

GC-0590-2010 2010 09 15

LAST REVIEW DATE:

CONTACT:

For more information on booking outdoor venues contact the Civic District Event Section, Recreation and Parks Division, Community Services Department.