

TOWN OF
GRIMSBY

Special Event Guidelines



March 2019

**Town of Grimsby
Parks, Recreation and Culture Department
162 Livingston Avenue
Grimsby, Ontario L3M 4G3
905-945-1288
recreation@grimsby.ca**

Table of Contents

Introduction	3
Special Event Application.....	3
Who needs to apply for a Special Event Permit with the Town of Grimsby?	3
Special Event Permit Application Process:	4
Notes:.....	4
Special Events – Aspects for consideration	4
A-Z Requirements.....	4
Accessibility.....	5
Advertising	5
Newspapers.....	5
Town of Grimsby.....	5
Community Resources.....	5
Mobile Signs	6
Road Signs	6
Alcohol at Events.....	6
Amusement Rides and Inflatables	6
Inflatables / Bouncers:.....	7
Amusement Rides:.....	7
Animals/Dogs/Pets	7
Electrical Connections	7
Emergency Procedures	7
Entertainment Standards	8
Event Layout Plan	8
First Aid	9
Fire Safety	9
Fire Extinguishers	9
Fireworks.....	9
Food Services	10
Food trucks/mobile vendors	10
Catering and externally prepared foods.	10
Private/in house food preparations.....	10
Insurance	10
Municipal Property Use	10
Noise.....	11
Open Air Burning.....	11
Parking.....	11
Petting Zoo/Animal Exhibits.....	12
Police/Security Services	12

Raffles, Gambling, Casinos & Lotteries12

Road Closures and Road Use12

Sanitary Facilities & Washrooms13

Smoking13

Supervision Measures13

Tents and Staging14

Waste Management15

Evaluation and Feedback15

Introduction

The Town of Grimsby supports Special Events as an important part of community development, tourism, business growth and citizen engagement. This guide provides you with a comprehensive review and checklist of items required to host a successful and safe Community Event.

This information is intended to serve as a resource for Community Event Organizers and it should be used as a support tool along with other research and awareness of other rules and regulations that might apply.

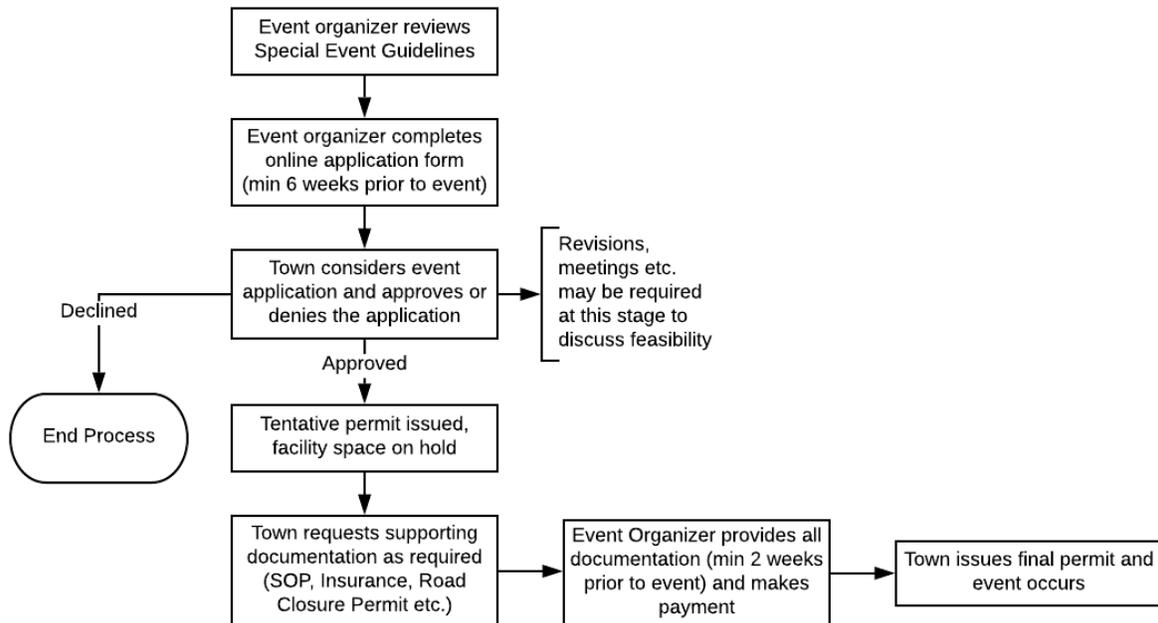
Special Event Application

Who needs to apply for a Special Event Permit with the Town of Grimsby?

The following events held in the Town of Grimsby require a Special Event Permit issued by the Parks, Recreation and Culture Department.

1. Any event that requires a temporary road closure or special road use.
2. Any event that uses a community park with attendance of over 250 people, and open to the community for attendance.
3. Any special event in a municipal facility with attendance over 400 people.
4. Any event that requires municipal approval (ie. a regional road closure)
5. Any other event that uses municipal grounds, has special circumstances to consider and that is deemed as necessary by the PRC department.

Special Event Permit Application Process:



Notes:

1. Applications can be completed at www.grimsby.ca/hostanevent
2. Facility permits will be “pending” until all conditions of the application process have been met. Failure to meet these requirements will result in cancellation of your facility permit, and the applicant will incur any fees related to the cancellation.

Special Events – Aspects for consideration

When planning your special event, the Event Organizer is responsible for making themselves familiar with the following:

- Any related legislation, by-laws, and/or affiliated governing documents for the events components.
- Food and Beverage service requirements.
- Accessibility considerations
- Financial standards

Please review all of the sections listed below that are pertinent to your event. If you have any questions or concerns – contact the PRC office at 905-945-1288 or recreation@grimsby.ca.

A-Z Requirements

The following is an alphabetical list of items that you may need to consider as part of your event. The list corresponds to the online Event Application and Checklist Form. The Event Organizer is defined as the person that applies for the permit and is responsible for overseeing the event operations and activities. The Event Organizer is responsible for sharing information to the other parties that are working with the event (this includes committee members, vendors, volunteers, officials and security personnel).

Accessibility

Public event organizers must take accessibility into consideration for all events. Under the Accessibility for Ontarians with Disabilities Act (AODA), you have responsibilities for creating inclusive environments that all citizens can enjoy. This includes providing accessible parking spaces, providing adequate signage for additional services provided and consideration of the needs for accessibility measures in all aspects of your event. All events should make efforts to ensure that there are barrier free washrooms, pathways and activities where possible, and that assistance is made available for those whom might request it. All Event Organizers should ensure that all staff and volunteers are aware of accessibility measures provided.

For information on how to make your event more accessible, consult Access Ontario's [Planning Accessible Events Guide](#) for ideas to consider in the planning of your event.

Advertising

Advertising will be a critical component to your event's success. This is an area that many groups do not devote enough time and resources. The following are suggestions for advertising to ensure that the word gets out about what you are planning.

Newspapers

The Town of Grimsby has two local newspapers, both of which are supportive of promoting local events, particularly new initiatives. Creating a plan for both paid advertising and possible news story coverage should be considered. The local newspapers are:

- [The Grimsby Lincoln News/Niagara this Week](#)
- [News Now](#)

There are also other surrounding newspapers that reach surrounding municipalities including the Hamilton Spectator and the St Catharines Standard.

Town of Grimsby

Community special events are encouraged to submit flyers and details to a variety of community resources to increase awareness including:

- All community events can be posted on the Town of Grimsby website calendar at no charge. To submit your event go to the [Grimsby Events Calendar](#) and select submit an event. Then fill in your details and it will be reviewed within two business days. For assistance with the calendar call the PRC Department at 905-945-1288
- Event flyers can be posted on community boards at the Peach King Centre, the Library/Art Gallery and the Museum.
- The Town of Grimsby will include social media posts regarding events held on municipal property as information is provided.

Community Resources

There are several other community resources that welcome your information, and will generally assist with promotions including:

- Grimsby Downtown Improvement Association (which manages the Friendly by Nature social media sites)
- Grimsby Chamber of Commerce, which regularly posts updates to community business members.
- Some local businesses have community boards such as coffee shops, other community based locations.

Mobile Signs

Mobile signs require permission from the property owner and a Sign Permit from the Town of Grimsby Building Dept. Sign application forms are on the [Town website](#) or available at Town Hall.

- Permission from the property owners should be obtained in writing prior to requesting a sign permit.
- Signs must be arranged with a reputable company and the dates permitted must be adhered to. Signs must be properly staked into the ground and take sight lines and pedestrian use into consideration. A fee is required for sign permits. We recommend that you secure your sign permit before obtaining the services of a sign company as there are limitations for sign placements in Grimsby.

Road Signs

- Event signs are not permitted on Regional road allowances or Town of Grimsby road allowances (municipal boulevards). Signs must be placed on private property (with owners consent) in a manner that does not obstruct traffic views or pose any other dangers.

Alcohol at Events

If alcohol is sold and/or consumed as part of the special event, the Event Organizer must review the Town of Grimsby – Municipal Alcohol Policy and complete the following:

1. Apply for and obtain a [Special Occasion Permit \(SOP\) online from the Alcohol and Gaming Commission of Ontario \(AGCO\)](#).
 - a. Please make sure that the SOP is in the same name as the facility/event permit.
 - b. A copy of the SOP must be submitted to the Town of Grimsby prior to your event and the SOP must be posted next to your serving station during all times of the event.
 - c. Applications must be submitted at least 14 days prior to an indoor event, and 40 days prior to an outdoor event.
 - d. For more information regarding SOPs visit the [Alcohol and Gaming Commission of Ontario's](#) website.
2. All alcohol events require Smart Serve trained bartenders to be present at all times of event operation. Servers must have their Smart Serve card on site with them. To learn more about [Smart Serve](#), or to inquire about certification visit their website. Some facilities and events require Town of Grimsby staff onsite.
3. Required signage, as part of the Municipal Alcohol Policy, must be present at all times of the event.
4. Outdoor events with alcohol require special Town Council approval. This process must be started at least 6 weeks in advance of the event and may take 30 days for approval. The Event Organizer must submit a letter to the PRC Department that outlines the event plan, alcohol service area, anticipated attendance, and the security plan in place. Fencing and other measures will also be required as part of the permit as well as notification to the Niagara Regional Police.
5. All beverages must be served in plastic or paper cups.
6. *Please refer to the Town of Grimsby Municipal Alcohol Policy for more information. You will be required to sign a copy of the MAP.*

Amusement Rides and Inflatables

Please ensure that all structures:

- Are set up according to manufacturers instructions
- Have clear pathways for emergency vehicles access and pedestrian foot traffic.
- Are securely fixed and that all ropes, cords, stakes etc. are properly fastened and any potential trip hazards are identified and addressed appropriately.
- shall be fire retardant treated

- Have clear entrance and exit points that are properly marked.
- Have measures in place for prohibited use such as heavy rain, thunder/lightning or high winds.
- Grounds stakes shouldn't be used without confirmation of ground locates.

Inflatables / Bouncers:

- Ensure that they are supervised by competent operators at all times.
- Ensure that the operators are familiar with the guidelines for that unit and that they adhere to the restrictions and rules of use (ie max number of people at one time, height/weight restrictions).
- Ensure that the operators know what to do if the inflatable begins to deflate.
- Ensure that power cords, generators, gas cans etc. are addressed to ensure safety and security.
- Have measures in place for prohibited use such as high winds, heavy rain, thunder and lightning.

Amusement Rides:

- A reputable company must be hired to deliver, set up and take down amusement ride devices. Training to operators must also be provided.
- The event layout must include details of amusement ride locations.
- Additional requirement may be required to ensure safe operation.
- Event Organizers must ensure that all amusement devices fully comply with [Technical Standards & Authority \(TSSA\)](#) Requirements.

Animals/Dogs/Pets

Event Organizers may prohibit dog or pet owners from bringing animals to a public park for the duration of their event if there is good reason to do so. If animals are prohibited during the event signs must be posted communicating this. This restriction should also be included in all promotional material to ensure advanced notice. Dogs and pets are not permitted at indoor facilities unless permission is granted by staff.

NOTE: Service animals and guide dogs must be permitted at all events.

Electrical Connections

Event Organizers must ensure that adequate electrical supply capacity is available to run their event. An adequate standard of electrical cords must be provided and all cords must be secured to the floor/ground to ensure that there are no trip hazards.

For events that are held outdoors – groups must ensure that they plan for rain / wet conditions and ensure that all electrical plug-ins are safe for all weather conditions or stop that activity accordingly.

Large events with detailed electrical needs or events wishing to install any special type of electrical equipment will require a licensed inspection to ensure compliance with Ontario Electrical Safety Code requirements. Such inspections and all related costs will be incurred by the event organizer.

Emergency Procedures

Event Organizers must prepare a written emergency plan as part of their event. The plan must include the following:

- Evacuation plans that cover all areas and aspects of the event.

- Ensure that fire safety routes of at least 18 ft clearance are maintained to allow emergency vehicles access to all areas of the event if an emergency took place.
- A communication system to address the public and inform them of emergency issues.
- A communication system among event personnel and easy, direct contact to the Event Organizer or designate at all times of the event.
- A plan to address onsite fires and a fire evacuation plan.
- A plan for any first aid or medical issues that arise.
- A plan to address children who are lost or separated from their caregivers.
- A plan to address any violent persons or other security issues.
- A plan to address severe weather, power failures and any other identified risks.

This plan, in its entirety, must be communicated to all event personnel that are acting in a supervisory capacity. The plan must also be communicated to other event participants such as vendors, entertainers and concession operators.

Weather considerations must be planned for in advance that address risks to participants, risks to event personnel and damages to property. Please consider rain, lightning, snow and high winds as potential factors in your event.

Entertainment Standards

All general public events approved by the Town of Grimsby must be family friendly and must:

- Be suitable for all ages
- Refrain from the use of inappropriate language, nudity or offensive gestures.
- Refrain from the promotion of alcohol consumption, smoking, drug use, gambling or other like activities.

Events that are intended for adult audiences only must:

- Be held in a location that can easily restrict access to adults only.
- Clearly state an adult only audience on all advertising and media related to the event.
- Clearly identify any additional security needs.
- Maintain a standard of public forum acceptable to a municipal property (for example adult entertainers are not permitted regardless of age restrictions).

Event Layout Plan

Completion of an event layout plan is required for all events.

The event layout plan must include:

- Location orientation for reference purposes (street names, north direction etc.)
- An approved emergency services access plan which may include an unobstructed fire safety lane.
- Approximate width and length of streets and spaces being used.
- Fire hydrant locations (clearance from fire hydrants must be a minimum of 2 metres, if hydrant is at the curb, clearance must be 3 metres).
- Current obstructions or traffic calming devices.
- Locations of any vendors, temporary structures, fixed or moveable objects that are part of the event.
- Locations of fire extinguishers.
- Location of washrooms, waste diversion sites, first aid area (if applicable), and event communications area.
- Location of any other regulated, permitted or heightened risk activity.

Once approved the layout plan must be adhered to and posted at the event. Changes to the plan must be communicated to and approved by the PRC Office. The event layout plan may also require review and approval from the Grimsby Fire Department, the Public Works Department and the Niagara Regional Police Service.

For examples of existing facility and park layout plans please see the PRC Department.

First Aid

It is recommended that the Event Organizer provides certified first-aid service on site during the operating hours of the event in a clearly designated area that is highly visible and near emergency routes. If certified personnel will not be on site the Event Organizer must have a clear emergency plan to add first aid matters that is available to all event personnel.

All staff, volunteer personnel and event vendors/activity providers must be aware of the closest phone, the address of their current location and what the emergency protocol is.

Fire Safety

It is the organizers responsibility to ensure that all vendors are in conformance with the Ontario Fire Code and to undertake all reasonable precautions to ensure that the fire safety of the event is maintained.

Fire Extinguishers

- All vendors with cooking applicants, heat producing appliances or other possible fire safety risks must have a fire extinguisher that has been inspected by a qualified person within a 12 month period and has a tag securely attached. The fire extinguisher must be a 40BC or Type K extinguisher.

Fireworks

If the event involves a fireworks display, the Event Organizer must make a formal request to Grimsby Fire Department. The Fire Chief will need pertinent documentation a minimum of 30 days prior to the event to approve and issue a permit.

The Event Organizer is fully responsible for the fireworks display. The Event Organizer must adhere to the Town Of Grimsby by-laws as well as Federal regulations for an event involving the discharge of “high-powered fireworks for display”.

An insurance certificate from the fireworks provider will be required that names the Town of Grimsby as additionally insured.

The Event Organizer must also be aware that:

- There are special guidelines stating who is permitted to both purchase and set off fireworks displays as part of the Explosives Act (Canada).
- The use of fireworks is not allowed in or on streets, lanes or other public places.
- Fully operational fire extinguishing equipment must be on site and available for immediate use by trained personnel.
- A large display of fireworks should have a pumper crew on site during discharging.
- Weather considerations, including fire bans and high winds, may lead to a fireworks permit being revoked. This is at the discretion of the Grimsby Fire Department, fireworks provider and the land owner (Town of Grimsby).

Please contact the Grimsby Fire Department at 905-945-2113 for more details.

Food Services

All food and beverages served as part of a special event must be disclosed in the application.

Food trucks

For information on Food Trucks, please see the “Vendor” section below.

Catering and externally prepared foods.

Hired catering services must prepare all foods in an inspected kitchen. The Peach King Centre, Southward Park and the Livingston Activity Centre have inspected kitchen facilities. Other foods prepared in a commercial establishment or pre-packaged foods are generally fine for public consumption, however if the foods require heating or refrigeration then the Event Organizer must ensure that these measures are properly carried out.

Private/in house food preparations

Food preparations that are not part of a licensed entity must follow The Niagara Region Public Health “[Requirements for Special Event Food Vendors](#)”. This includes reviewing food handling and preparation requirements, and submitting an application to the Niagara Region from both the Event Organizer and for each food vendor. The guidelines provide simple, manageable requirements to help ensure food safety at your event. This not only protects visitors, but also Event Coordinators from potentially dangerous situations.

We require confirmation that the [Public Health Department](#) has been notified of your food preparation plans if applicable.

Insurance

Commercial General Liability Insurance is required for all public events. The Event Organizer must submit an insurance certificate that covers all aspects of the event / facility rental. The certificate must be a minimum \$2,000,000 (2 million) dollar Commercial General Liability Policy. The policy must also name the Corporation of the Town of Grimsby as additionally insured. Events with heightened risk activities, large volumes of people and large areas with alcohol may be required to have insurance at a higher value.

These insurance policies usually provide coverage for event organizers and volunteers from third party liability claims resulting from injury or damage to property. These policies usually do not cover personal property of event staff or expenses related to an accident during the event.

It is the responsibility of the organizer to meet the requirements put in place by their insurance company.

Municipal Property Use

- Not all parks and municipal land are permitted for Special Event use. To clarify suitability of facilities we recommend that you contact the PRC Office to discuss your intentions prior to beginning any planning. All Town owned facilities and parks have a rental fee for use (indoor and outdoor). These fees will be communicated upon review of the application (note: additional fees may apply for any staffing or equipment needs).
- The Department has a variety of equipment and resources that may be available to you for your special event (eg. Picnic tables, safety vests, snow fencing etc.). These items must be requested in writing a minimum of 3 weeks in advance, and there may be a fee associated with the rental and delivery of these items. Any damages incurred to these items will result in damage charges for repair or replacement to the Event Organizer. A damage deposit may be required prior to the

use of these items. Resources are limited and we cannot guarantee the supply of any items that are not reserved in advance.

- The Event Organizer will be responsible for all clean up during and following the event, including the removal of all equipment, recycling and garbage. The facility, road or right-of-way must be restored to its pre-event condition within your event permit time. If the Event Organizer fails to restore the area in a timely and adequate manner, a cost recovery clean up fee will be charged to the organizer. No alterations may be made to municipal property without prior, written approval, this includes any digging, staking or moving of equipment. All groups must minimize the disturbance of the natural environment when hosting an outdoor event and park use. Park amenities (eg. Playgrounds) may not be exclusive to the special event without the express written permission of such.
- The PRC Office may deem it necessary to provide on-site supervision of the municipal facility. The cost for this supervision, whether it is municipal staff or other professionals, will be charged to the Event Organizer.
- Vehicles driven and/or parked within municipal parks require written consent. Damages related to vehicular use will be charged to the Event Organizer. Weather considerations must be used before allowing vehicles onto fields and parklands.
- Overnight stays in public parks or on roads is not generally permitted. If this is a required component for your event, special permission is required and locations for overnight stays will be limited. Generally overnight stays consideration would be limited to security personnel or full weekend event vendors in RV's.

Noise

Consideration of local residential areas and neighbouring buildings must be used during all public events. Sound levels must remain at an acceptable level giving consideration to type and location of event, time of day and intended audience. Music and entertainment is generally not permitted after 11:00 pm.

By-law officers and/or Niagara Regional Police will respond to noise complaints and may require you to modify the sound amplification or type of entertainment being used. For further details please see the Noise By-Law:

[Respecting Noise By-Law](#) No. 11-22

Open Air Burning

Open air burning (bonfires, fire pits, chimineas, fires contained in a non-combustible barrel, etc.) is not permitted unless approved by the Grimsby Fire Department. To request open air burning, the Event Organizer must complete an application/permit with a site plan that must be filed with Grimsby Fire Department.

Parking

If an event is going to impact Town parking facilities (both on and off Town streets) the organizer must prepare a "Parking Plan" that reviews how these impacts will be managed. The plan must include:

- identification of all emergency access routes and designated disabled parking spaces.
- identification of surrounding streets and lots where parking may be allowed, and any related restrictions.
- staff or volunteers that will be responsible for designating people to appropriate parking locations.

- any signage required or recommended related to parking
- depending on the size and location of the event, the hiring of paid duty police officers should be considered to provide vehicle / pedestrian direction.
- the event organizer must be aware of any parking by-laws that will be enforced.

Please note on and off street parking restrictions and other municipal signs are to be complied with and cannot be covered nor modified during an event without express written permission from the Town of Grimsby.

Petting Zoo/Animal Exhibits

The health and safety of event participants and also of the animals must be considered for a petting zoo or if animals are present at an event. If the event involves a petting zoo or an animal exhibit, the Event Organizer must first consult with the Regional Public Health Dept. to receive approval. Part of the approval process is to submit a written statement from the local municipality indicating that the proposed animal exhibit does not violate any municipal bylaws. It is the responsibility of the Event Organizer to ensure that all guidelines are met with such activities. Please contact [Niagara Region Public Health](#) for their up to date Guidelines for Animal Exhibits.

All facilities used must be returned to the state in which they were found or better. If petting zoos or animal areas result in required maintenance to restore the park or facility, the Event Organizer will be invoiced for those fees.

Police/Security Services

The following events require notification of the Niagara Regional Police before the event can proceed:

- Events with approved temporary road closures or special road use permits.
- Outdoor events with crowds exceeding 300 people.
- Outdoor events with alcohol.
- Indoor events with alcohol service and over 400 people.
- Other events as identified by the PRC Department or the Niagara Regional Police.

If approval is required the Event Organizer must arrange to meet with the local police Staff Sergeant, and proof of approval to proceed must be provided to the Town of Grimsby.

The event may require Paid Duty Police officers or hired security services at the discretion of the NRPS or the Town of Grimsby. All costs associated with police or security services will be the responsibility of the Event Organizer.

To arrange for police services contact the Niagara Regional Police – Grimsby office at 905-945-2211.

Raffles, Gambling, Casinos & Lotteries

Lotteries, raffles and games of chance require licensing as per the Alcohol and Gaming Commission of Ontario. Licenses can be obtained from the Town of Grimsby Town Hall – Administration Department or directly from the [AGCO](#).

To obtain a license contact the Administration Department at Town Hall (905-945-9634)

Road Closures and Road Use

If a road closure is required for a special event, a detailed road management plan must be created and special approvals/permits must be obtained. Road closures require both municipal approval and approval from the Niagara Regional Police. Please note road closures are not approved without careful consideration, and will generally be avoided if possible.

For regional roads (an online permit application must be completed on the Niagara Region website. Regional roads include Livingston Ave, Main St (E and W), Christie St, Mountain Rd, South Service Road and Mud St.

For all other municipal roads a letter must be sent to the Public Works Department detailing the request and a Traffic Control Plan.

The Traffic Control Plan must include:

- a detailed map of the closure area showing locations of barricades, staff/volunteers, security measures and emergency access points.
- any necessary detour routes for traffic.
- methods for closing and then re-opening the roadway.

Other requirements include:

- confirmation that barricades and other related equipment have been reserved.
- adequate signage of the road closure posted at minimum in the closure area for at least 2 weeks prior to the event.
- residential homes and business units must be notified by event organizers of a road closure that impacts their driveway / roadside access.
- Notification to emergency services and other affected transportation services.

The PRC Department has safety vests that can be borrowed for community events to assist with road safety measures.

Sanitary Facilities & Washrooms

Event Organizers will be responsible for providing portable washrooms and hand sinks if the location of the event does not have sufficient facilities to accommodate the anticipated volumes of people. The outdoor food guidelines package on the Niagara Region website states required ratios of washrooms to participants.

If your event is a multi-day event we recommend that you arrange for servicing each day.

Locations for portable washrooms must be pre-approved by Town of Grimsby staff and must be located in an area that minimizes impact to area residents. Washrooms may arrive up to 2 days prior to the event start and must be removed within at least 2 days after the event has ended.

Smoking

The [Niagara Region](#), and therefore the Town of Grimsby, has a by-law in place that prohibits smoking in all outdoor public spaces. As an Event Organizer you not only must comply with this requirement, but you also must be prepared to address smoking complaints. Smoking is also prohibited on all school board property, and on municipal property (aside from parking lots and roadways).

Supervision Measures

An Event Organizer can be held liable for failing to use reasonable care in the coordination or the supervision of an event. As the Event Organizer you assume full responsibility of the event, its staff and volunteers and all related activities. A person in charge must be identified at all times during the event; this person must be familiar with all information related to the event logistics.

Supervision measures should be based upon anticipated attendance, type of clientele attracted to the event and associated risks with the location and event activities.

The Event Organizer is required to:

- ensure security measures have been established before, during and after the event as applicable.
- identify potential safety and security risks.
- ensure that all staff persons and volunteers that are in a supervisory capacity are competent persons for these roles and have received information with regards to their role while on duty, and the emergency plans in place.

Please see the Police / Security Services section with regards to requirements of these services.

Tents and Staging

Please ensure that all structures:

- Are set up according to manufacturers instructions.
- Have clear pathways for emergency vehicles and pedestrian traffic are maintained.
- Are securely fixed and that all ropes, cords, stakes etc. are properly fastened and any potential trip hazards are identified and addressed appropriately.
- shall be fire retardant treated.
- Have clear entrance and exit points that are properly marked.
- Have measures in place for prohibited use such as heavy rain or high winds.
- Grounds stakes shouldn't be used without confirmation of ground locates.
- Hay, straw, shavings or other similar combustible materials may not be permitted within a tent used for general assembly occupancy.

For larger tents intended to be occupied by more than 30 people:

- All stalls/booths/tents used by the public as a place of assembly (e.g beer or food tents) are to be equipped with multi-purpose portable fire extinguishers rated at 2A 10BC.
- No cooking, no smoking and no open flame devices are permitted in a tent or air-supported structure occupied by the public.
- A copy of the Fire Safety Permit shall be posted at the entrance to the tent structure.
- Occupancy of the tent or structure must be kept within the permitted occupant load.
- Ensure that adequate lighting is arranged if these structures will be used after daylight hours.

A building permit is required for:

- A tent that is more than 60 m² (646 sq ft) in ground area.
- A tent that is attached to a building.
- A tent that is constructed less than 3m from other structures.
- A stage that is more than 10m² (108 sq ft) in area and more than 24 inches above finished grade.

Vendors

Any event that is planning to have Food Trucks and/or Vendors on site must first obtain permission from the PRC department. Events that are determined to be of Municipal Significance by the PRC department for their contribution to tourism, economic development, and have a strong community benefit are permitted to have vendors on site at no cost for up to three consecutive days, given they meet the following conditions:

- All food vendors comply with [Niagara Region Public Health Department regulations](#).
- The Event Organizer completes the [Niagara Region Public Health Event Coordinator Application](#)
- The Event Organizer and vendor comply with existing Town of Grimsby by-laws

- The Event Organizer has all vendors complete an individual form when deemed necessary by Niagara Region Public Health
- Vendors have a valid insurance certificate for both their business or association and vehicle (if a food truck) unless covered by a blanket event insurance policy from the event organizer.
- Food vendors must dispose of all grease waste off site.
- Food vendors using propane must provide TSSA certification to the Festival organizers. Regulations can be seen at www.tssa.org or call 1-877-682-8772.
- All vendors may be subject to on-site inspections by the Grimsby Fire Department, TSSA and Niagara Region Public Health. All required documentation should be available on site for review. Vendors found to be in violation of any of will be closed and required to leave the event. Fines may also apply.

Waste Management

The Event Organizer must make arrangements for litter control and this plan must include recycling. Regular pick up of garbage is expected in order to ensure a sanitary environment. The event organizer must make arrangements to remove and properly dispose of all garbage and recycling the day of the event.

Large events may require the rental and use of a garbage dumpster – location and pick up / drop off will need to be approved by Town staff.

The event organizer is responsible for ensuring that the park/facility is returned to its pre-event condition. Any costs attributed to the cleanup of the permitted area in order to return the park/facility to its original pre-event condition, will be charged to the permit holder.

Evaluation and Feedback

We strongly recommend that you complete thorough evaluation of your event once it is finished, particularly for annual events. This is an excellent tool for ensuring that you build upon the successes and lessons learnt from your event. The Town of Grimsby also welcomes your feedback towards any information that can be added or modified in this package to assist future event planners

Date of Origin: March 2015
Last Revision: March 2019
Maintained by: Town of Grimsby – Parks, Recreation and Culture Department