

CITY OF THOROLD

POLICY AND PROCEDURE MANUAL

POLICY NO.

DEPARTMENT: FINANCE	POLICY:
DATE:	USAGE OF MUNICIPAL FACILITIES

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1.0 INTRODUCTION

1.1 Purpose

To outline guidelines for any users of municipal facilities. The policy is meant to promote the usage of municipal facilities; to promote special events in the community; and to ensure that all users are treated fairly and equitably, and that the assets and citizens of the City of Thorold are protected.

1.2 Scope

The City operates facilities which are used for public activities and/or requested by the public for various activities. Municipal facilities usage can include recreational usage or events, meetings, cultural and social events, special events, and/or private rental functions.

This policy applies to any and all activities and events held on municipal facilities. Municipal facilities consist of any and all property owned and/or operated by the City of Thorold. This includes but is not limited to parks and facilities, bandshell, Lock 7 Tourism Centre, arenas, pools, community centres, seniors centres, fire stations, roads, sidewalks, parking lots.

This policy works in conjunction with the Insurance Policy, and Municipal Alcohol Policy to provide the established guidelines for the use of municipal facilities for any and all users, including events events hosted by Council Committees and City groups.

2.0 Usage

2.1 Special Events

Special events are open and available to the community at large and beyond. They are normally annual, one time or infrequent events, with a pre-determined opening and closing date/time.

They can include events such as parades, firework displays, art festivals, music festivals, various anniversary celebrations, fairs, cultural festivals.

For example, the following is a representative, but not exhaustive list of current events would be considered Special Events:

- Thorold Santa Claus Parade
- Mayor's Canada Day Picnic Celebration
- Niagara Italian Festival
- BIA Car Show
- Fire Station Street Dance
- Fire Station Pig Roasts and Turkey Raffle; Strawberry Social Events
- Thorold Arts & Crafts Show
- Thorold Reed Band Concerts in the Park
- Religious & Veteran Processions
- Bicycle Races
- Fund Raising Events -eg. Terry Fox Run; Volunteer Boot/Tag Drives
- Dog Show

2.2 Private Rental and Sports Functions

The public may also request the use of municipal facilities for private rental functions, and/or sports functions, including but not limited to:

- Community Centres- Meetings; Showers, Stag & Does; Weddings, Training or Fitness Classes; Social Evenings, etc.
- Seniors Centre - Meetings, Training/Exercise Classes
- Fire Halls - Meetings; Showers, Stag & Does; Weddings, Training or Fitness Classes; Social Evenings, etc for Volunteer Firefighters and Family.
- Parks - Picnics, Parties; Recreational Bookings; Organized Sports
- Arenas - Booking of Ice; Bookings of Lobby for Events; Organized Sports

3.0 Insurance Coverage

3.1 Insurance coverage is mandatory for the usage of any and all municipal facilities by any and all users, in accordance with the terms and conditions outlined in City Policy.

3.2 The City is pleased to offer liability insurance coverage, at a reasonable cost through All Sport Insurance to most organizations and individuals who book City facilities. All users have the option to decline this service, if they have their own insurance coverage, however, they must be able to provide the appropriate insurance certificate. Should a user opt to purchase insurance coverage through the City's provider, it must be noted that in the event of any claims the user shall have the sole responsibility and obligation to pay the insurance deductible.

3.3 Failure to provide an insurance certificate will result in cancellation of the event.

4.0 Events with Alcohol and/or Food

- 4.1 Regional Niagara Public Health approval is required before any person or organization intends to sell or give away food to the public. Adherence to the Region's current guidelines are mandatory for every event where the public is served. Any group serving its own members only, are exempt from Regional Public Health approval requirements.
- 4.2 For events that will involve alcohol, regardless of whether they are private or public events, the mandatory requirements are:
- Apply for a Special Occasion permit at any Liquor Control Board of Ontario
 - If requested by the LCBO, submit a letter of request in writing to the City Clerk's Department in order to obtain a letter of approval for the insurance of A.G.C.O (Alcohol and Gaming Commission of Ontario) Permit
 - Meet all requirements under the City's Alcohol Policy .
- 4.3 Failure to meet the requirements of Regional Public Health and/or the Alcohol Policy and related legislative requirements will result in the denial of City approval for that part of the event, and/or the offending booths being placarded closed, if the group proceeds in violation, and/or fines from AGCO and/or denial of approval from the City for future events.

5.0 Procedures - Special Events

- 5.1 All organizers of Special Events to be held on/in a municipal facilities must apply in writing to book the municipal facility at least 6 months prior to the event to the attention of the Mayor and Council, and provide:
- An Outline of the event that the organization would like to hold.
 - Contact Information
 - Date and Time that the Event will take place
 - The Municipal Facility Being Requested
 - A comprehensive list of all activities planned for the event.
 - An outline of how this event will be supported and where revenues will be distributed
 - How the event benefits the City of Thorold.
- 5.2 The request shall be directed to the Mayor and Council, and included in the Council agenda, as a "3B" item and be referred to the appropriate staff to liaison with the user and ensure that the proper procedures and requirements are met, in accordance with established City Policies. Council retains the right to reject any event at this stage for any reason whatsoever.
- 5.3 The respective facility managers shall be responsible to liaise with the organizers and with other City staff members in advancing the event application, and will be responsible to ensure that all policy requirements are met.
- 5.4 At least one month prior to the Special Event, staff shall prepare report to Council which outlines and confirms that all requirements that the user must fulfill to proceed with the Special Event have been met and/or which are still outstanding and must be met for the Event to proceed.

- 5.5 All Special Event Organizers must be provided with a copy of the City of Thorold Special Event Manual, or the relevant section of the Special Event Manual, and must acknowledge receipt of the manual in writing on their Event Agreement.
- 5.6 All Special Event Organizers must follow mandatory guidelines set out in the City of Thorold Special Event Manual, and City policies on Municipal Facility Usage; Insurance Requirements for Municipal Facility Usage and Alcohol Policies. Non mandatory sections of the Special Events Manual are offered as suggestions to the organizers to manage the event; to manage their own liability; and to ensure the safety of all participants.
- 5.7 Mandatory requirements are:
- Insurance
 - Public Health Approval, where food is served to the Public
 - Rental Agreement
 - Waiver & Release Form
 - LCBO, ACGO permits and approvals; and adherence to the City's alcohol policy, if Alcohol is being served.
 - Security Detail in some cases
 - Road Closure By Law, where road closure is required
 - Adherence to established capacity limits for indoor venues and for tents.
- 5.8 All Special Event Organizers must enter into an Event Agreement with the City of Thorold.
- 5.9 At the conclusion of the Special Event, a detailed event financial statement must be provided to the City.
- 6.0 Procedures - Private Rental & Sports Functions**
- 6.1 For Private Rental and sports functions, a City of Thorold Rental Agreement form for the particular facility, must be completed. The City of Thorold retains the right to reject an application for any reason.
- 6.2 The organizer, who wishes to have a private rental function on/in a municipal facility, shall contact the following City representatives to arrange the booking:
- Arena - Arena Manager
 - Community Centres & Seniors Centre - Centre Board of Management
 - Fire Hall - Fire Chief
 - Parks - Parks Manager
- 5.3 A formal rental agreement must be entered into prior to the event, and all funds and deposits received in advance of the event.

- 5.4 Liability insurance is mandatory for all events held on/in a municipal facility. Please refer to section 3 herein, and to the City policy on Insurance Requirements for Municipal Facilities.
- 5.5 Conformity to the City's alcohol policy, and LCBO, ACGO permits and approvals is mandatory for all events held on/in a municipal facility, where alcohol is served.
- 5.6 Conformity to the capacity limits established by the Fire Department for all indoor facilities and tents for outdoor events, is mandatory.

REQUIREMENTS FOR THE USAGE OF MUNICIPAL FACILITIES

Rental/Usage of Any Municipal Facility

Rental Agreement
Waiver
Certificate of Insurance

