

# City of Toronto

## Special Event Guidelines for City Parklands

(Toronto/East York & North York District)

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Please be advised that the following time frames are in place when you are applying for a special event:

January 1 <sup>st</sup> to April 30 <sup>th</sup>	Minimum 4 weeks
May 1 <sup>st</sup> to September 30 <sup>th</sup>	Minimum 6 weeks
October 1 <sup>st</sup> to December 31 <sup>st</sup>	Minimum 3 weeks

Once your application is received and reviewed by City Staff, you will be sent a Conditional Letter of Approval within 30 days of your event date. This will outline all the details of your event and what requirements must be met before final approval is granted. Upon confirmation that you have met the necessary requirements you will be issued a signed permit which will also require your signature authorizing this event to take place.

**IMPORTANT:** *Please do not advertise for your event until conditional approval has been granted.*

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Please be advised that a Special Event permit is issued upon the understanding that the Corporation of the City of Toronto will not be held liable for any loss, costs, claims or damages to City Lands that may result by reason of the granting of same, including liability which may flow as a result of person(s) coming to or leaving the respective premises, that may result from or arise of granting such permission.

## **C R I T E R I A**

### **SPECIAL EVENT APPLICATION USE OF CITY OF TORONTO PARKLANDS**

#### **ELIGIBLE EVENT ORGANIZATIONS**

1. Permits may be issued by the General Manager of Parks, Forestry and Recreation to special event organizations to hold events in city parks, that meet one or more of the following criteria:
  - a) Events organized and conducted by Parks, Forestry and Recreation;
  - b) Recreation programs or events sponsored by community non-profit groups;
  - c) Community Service programs or events local in nature to the benefit of residents of the city of Toronto;
  - d) Local non-profit recreation activities conducted under the auspices of outside sponsorship of non-profit organizations;
  - e) Meetings or gatherings respecting community issues;
  - f) Non-profit, charitable entities which provide a service of benefit to residents of the City of Toronto;
2. Permits shall not be issued by the General Manager of Parks, Forestry and Recreation to special event organizations as follows:
  - i. Any for-profit organization
  - ii. Any non-resident, non-recreational group, which does not provide a service to the citizens of the City of Toronto
  - iii. Commercial groups or commercial business using facilities for any purpose.

**CITY OF TORONTO  
SPECIAL EVENT GUIDELINES  
(TORONTO/EAST YORK & NORTH YORK DISTRICT)**

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**Please be advised that applicants requesting permission to hold a Special Events in the City of Toronto may be required to meet the following criteria prior to the approval of their event by the Park Supervisor and Special Event Permit Officer.**

1. **INSURANCE** – Please be advised that a Certificate of Insurance naming the City of Toronto as an additional insured in the amount of \$2,000,000.00 is mandatory for all special events.
2. **PORTABLE WASHROOM FACILITIES** - Adequate portable washroom facilities - including a sufficient number for the physically challenged - must be provided for events involving the serving or selling of alcohol. For large events that do not include alcohol the Park Supervisor reserves the right to have groups provide portable toilets.

*\* Please be advised that the washroom facilities in outdoor City Parks are open from May 15 to October 15.*

3. **DAMAGE DEPOSIT /PERFORMANCE BOND** - For large events you may be required to provide a damage deposit prior to your event. This is to ensure that any damage to parklands will be satisfactorily repaired. You will be advised of the amount necessary by Parks Division staff prior to your event. The deposit amount falls in the range of \$1000 to \$5000. Payment will be accepted in the form of a certified cheque or money order payable to THE CITY OF TORONTO prior to you receiving a permit.
4. **LABOUR CHARGES** - It is the policy of Parks Forestry and Recreation, in certain cases, to assess Labour Charges which are incurred as a result of set-up or post event clean-up.
5. **a) INSTALLATION OF STRUCTURES** – Should you wish to install a tent or any other structure which exceed 646 square feet will require a permit from the *Urban Development Services Department*. You will also be required to provide this Department with a copy of the permit. You can apply for a permit in person through the *Urban Development Services Department*, for Toronto & East York Districts at Toronto City Hall, Main Floor and for North York District at North York Civic Centre, Main Floor.

**b) STAKEOUTS** – If you wish to install a tent or snow fencing or any non-freestanding structure, which requires staking of the grounds, you will be required to contact *Ontario One*, 30 days prior to your event at, 1 (800) 400-2255, to arrange for a stakeout of the line grounds (i.e. underground cables, gas lines). This will ensure that no damage will occur as a result of any installation. Once stakeouts have been approved you will then need to contact Mr. Dan Macleod, Parks Forestry and Recreations, Senior Electrician, at (416) 392-7294 for Toronto and East York District and Mr. Wayne Moore, Parks forestry and Recreations, Senior Electrician, at (416) 395-1227 to arrange this Department's stakeouts and final stakeout clearance. You will also be required to provide this Department with a copy of the stakeouts. This must be done a minimum of 10 days prior to your event

6. **a) SALE OR SERVING OF FOOD & NON-ALCOHOLIC BEVERAGES** – If you plan to sell or serve food or non-alcoholic beverages at your event, this Department will notify the *Toronto Public Health Department* on your behalf. We will also provide you with a contact Region and Telephone Number. For additional information please call *Toronto Health Connection* at (416) 338-7600 or access their website at [www.toronto.ca/health](http://www.toronto.ca/health)

**b) SALE OR SERVING OF ALCOHOLIC BEVERAGES** – In addition to the sale of food, the serving or selling of alcoholic beverages in a City Park, is referred to both the *Toronto Public Health Department* and *Alcohol and Gaming Commission of Ontario*. Permission to serve or sell alcohol is given subject to your organization applying and receiving the necessary *Special Occasion Permit (S.O.P.)* from the *Alcohol and Gaming Commission of Ontario*. S.O.P. applications can be obtained from your local L.C.B.O Store. Prior to receiving the necessary permit from this Department authorizing this activity, it will be necessary for you to show proof that the required *Liquor License* has been obtained

Please be advised that any person(s) serving alcohol at your event must be certified in Smart Serve Training and you will be required to provide this Department with proof of their Certification.

In addition you will be required in consultation with the Park Supervisor to provide an adequate number of portable washroom facilities on site including a minimum of one unit for the physically challenged.

Please note that barricades or snow fencing are mandatory to enclose all beer gardens/tents.

Please be advised that the last call for serving or selling of alcohol is one hour prior to the conclusion of your permit.

Please be advised that it is mandatory for your group to make arrangements with the *Local Toronto Police Division* to hire Paid Duty Police Officers to monitor access to your beer garden/tent.

- 7. USE OF SOUND AMPLIFICATION** - Sound amplification of any kind (including sound checks) can not exceed the maximum level for sound of 85 decibels. In addition for large events a representative from this department or the *Municipal Licensing Standards Department* may monitor the volume of sound. The monitoring will be done by City By-Law enforcement officers at the organizers expense. The cost for Noise Monitoring is \$60.00 per hour with a minimum charge of \$240.00. The Department reserves the right to determine the number of Officers required to provide this service.

Speakers used for sound amplification must face into the park and are not to be directed on to the street.

- 8. ELECTRICAL ACCESS** – We strongly recommend that all groups provide their own portable generator as all parks do not have access to electrical power. It is the responsibility of the organization to contact the Park Supervisor, prior to the event, to confirm if electrical access is available.
- 9. LOAN OF EQUIPMENT** – with respect to borrow equipment from this Department please be advised that all such requests are subject to availability. We may not be able to supply the quantities that you have requested. You will find attached cost recovery fees for the delivery and pick-up of equipment.
- 10. LOTTERY LICENSE** - If you wish to hold a draw or auction in connection with your event please contact the Lottery License Office of the City Clerks Department for Toronto/East York District at (416) 392-7036 and for North York District at (416) 395-7302. You will also be required to provide this Department with a copy of the license.
- 11. WASTE REMOVAL** – all waste and recyclables must be placed in appropriate containers if such containers are not available the permit holder must remove any waste and recyclable materials at their own cost.

## **TORONTO SPECIAL EVENTS VEHICLE POLICY**

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For the purpose of delivering and picking up equipment, a maximum of three vehicles at a time is permitted at each site. This limit is applicable only to those sites where this number of vehicles may be reasonably accommodated.

Permission for these vehicles to enter the parks is given with the following understanding:

- That at the speed of the vehicle(s) is not to exceed 10 km/hour while driving through the park;
- That the vehicle(s), while driving through the park, will be escorted by a pedestrian preceding the vehicle(s) on foot;
- While in the park the vehicle(s) must have on it's four-way flashers;
- Permission for vehicles to park at a site is given on the condition that the area is in suitable condition for such use. In the event of poor or wet conditions, vehicle(s), under any circumstances, are not permitted in the park; and
- Once parked at the designated site, the vehicles are not to be moved elsewhere in the park, other than to leave the park, subject to the conditions noted above.

Drivers of those vehicles entering the parks are reminded that they are to adhere to the directions of Department staff with respect to appropriate routes or parking sites at each location.

**CITY GUIDELINES FOR SPECIAL EVENTS  
HELD IN  
KEW GARDENS**

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1. No amplified sound/music before 11:00 AM or after 7:00 PM.
2. The maximum decibel level for amplified sound/music at all events is 85.
3. City by-law enforcement officers are to be present at events to ensure city noise levels are enforced
4. Charges in connection with the provision of officers for noise monitoring purposes is \$60.00 per hour per officer with a minimum charge of \$240.00. For the purposes of vending enforcement the hourly rate is \$55.40 per officer per hour. The Division reserves the right to determine the number of officers required to provide the service.
5. After an event, the clean-up of the park must occur promptly. Should this fail to happen, event organizers are held responsible and are to be billed for any clean-up undertaken by City of Toronto Staff.
6. When permit application for events are under review, the possible ecological impact on the park is to be taken into consideration.
7. Adequate portable toilets must be available at all special events. Event organizers must be on-site and available at all special events.
8. Event organizers must submit a damage deposit/performance bond to the City of Toronto before a permit will be issued.

**Please contact Mr. Scott Attwood, at (416) 392-1981, for any questions or concerns regarding these guidelines.**

**CITY GUIDELINES FOR SPECIAL EVENTS  
HELD IN  
TRINITY BELLWOODS PARK**

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1. No amplified sound/music before 11:00 AM or after 7:00 PM.
2. The maximum decibel level for amplified sound/music at all events is 85.
3. City by-law enforcement officers are to be present at events to ensure city noise levels are enforced
4. Charges in connection with the provision of officers for noise monitoring purposes is \$60.00 per hour per officer with a minimum charge of \$240.00. For the purposes of vending enforcement the hourly rate is \$55.40 per officer per hour. The Division reserves the right to determine the number of officers required to provide the service.
5. After an event, the clean-up of the park must occur promptly. Should this fail to happen, event organizers are held responsible and are to be billed for any clean-up undertaken by City of Toronto Staff.
6. The possible impact of events on the adjacent community is to be taken into consideration when permit applications for events are submitted to the City of Toronto.
7. When permit application for events are under review, the possible ecological impact on the park is to be taken into consideration.
8. All permit applications for events will be reviewed by Councillor Joe Pantalone's Office and the Friends of Trinity-Bellwoods Park to ensure community input and support.
9. Adequate portable toilets must be available at all special events.
10. Event organizers must be on-site and available at all special events.
11. Event organizers must submit a damage deposit/performance bond to the City of Toronto before a permit will be issued.

**Please contact Mr. Tino DeCastro, at (416) 392-0041, for any questions or concerns regarding these guidelines.**