CITY OF BARRIE
SPECIAL EVENTS POLICY

1.0 BACKGROUND

Barrie is home to a variety of exciting community events and festivals throughout the year including fundraisers, parades, sporting events, music festivals, community events, and many more. They are vital to Barrie's ongoing development as a progressive, diverse, creative, healthy and vibrant community; however events and festivals require a great deal of planning, communication, cooperation, time, and resources. Successful events are the result of responsible leadership, organization, coordinated effort, preparing for the unexpected, and evaluation.

1.1 SUPPORT STATEMENT

The City of Barrie recognizes the significant role that festivals and events play in the community and the social and economic value they bring to residents and businesses. These events increase civic pride and celebrate the culture of the community, add to the wonderful quality of life, and provide opportunities for residents to participate in recreation activities. They also showcase the waterfront and downtown, enhance the city's profile, promote Barrie as a tourism destination, and provide economic benefits to local businesses and community organizations.

1.2 PURPOSE

As festivals and events flourish, it is important for the City of Barrie to establish standards for the safe and successful management of these events, as well as to streamline the application and approval process for event organizers and stakeholders. The City of Barrie's Special Events Policy describes the application and approval process, establishes priorities and conditions for approval, documents guidelines for operation, and provides details on the costs associated with hosting a Special Event on outdoor Municipal Property.

The Special Events Policy has been developed in alignment with:

- City of Barrie's Vision

  The City of Barrie is an exciting, caring, and progressive community we call home. We are committed to the growth and prosperity of Central Ontario's leading city and most dynamic waterfront community. Our community will be built on the diversity of its economy and vibrancy of its people.
- Council's Strategic Plan 2010-2014

  Vision: *The City of Barrie will be progressive, diverse, and prosperous with opportunities for all citizens to build a healthy and vibrant community.*

  Goals:
  - *Create a vibrant and healthy city centre*
  - *Improve and expand community involvement and city interactions*
  - *Direct and manage economic development*
  - *Strengthen Barrie's financial condition*
  - *Manage growth and protect the environment*
- Guiding documents, including *Building a Creative Future: A Plan for Culture, Creating Cultural Connections: Barrie Arts and Culture Strategic Marketing Plan 2012-2014, 20 Year Plan: Foundation for our Future 2003-2023, Downtown Commercial Master Plan, Downtown Barrie: The Next Wave,* and *Waterfront and Marina Strategic Plan*.

1.3 OBJECTIVES

The objectives of the City of Barrie's Special Events Policy are to:

a) Ensure that the City is host to a variety of events that add value and positively impact the community while meeting the needs and interests of a diverse audience;
b) Acknowledge events as part of the City of Barrie's core business and to ensure adequate resources are allocated to support the investment;
c) Support safe and sustainable events and ensure that all of the necessary permits and permissions are secured;
d) Provide clear guidelines and standards for operating events on Municipal Property and ensure that the responsibilities of all parties are agreed to and understood;
e) Create a standardized process and criteria to ensure that decisions are transparent, consistent, and equitable;
f) Improve the customer service experience by providing a centralized resource for Event Organizers, connecting Event Organizers to various stakeholders, and providing timely assistance;
g) Coordinate the efforts of many internal and external stakeholders involved in facilitating events and establish positive interdepartmental working relationships;
h) Communicate effectively to all stakeholders and ensure that all those affected and involved in events are included in the decision-making process;
i) Allow City departments and stakeholders to plan for events and ensure that City services and resources are not negatively impacted; and
j) Achieve a balance between use of Municipal Property for event programming and general public use.

2.0 DEFINITIONS

AGCO - *Refers to the Alcohol and Gaming Commission of Ontario; responsible for administering the Liquor License Act and ensuring the responsible sale and service of alcohol in the province.*

Applicant - *An individual or organization that has submitted an Application for Special Event Permit.*

Application for Special Event Permit (or Application) - *The form submitted to the Special Events Office to request use of Municipal Property for the purpose of holding a Special Event.*

Barrie's Event Action Team (BEAT) - *A working group of key City departments and external organizations involved in facilitating Special Events and the issuance of permits and approvals for Special Events; responsible for upholding the objectives of the Special Events Policy.*

Charitable/Non-Profit - *A registered non-profit or charitable organization; for the purpose of raising awareness and/or funds to benefit the goals of a registered non-profit or charitable organization, the general public, or the community.*

Checklist - *A detailed list of requirements necessary for an Event Organizer to obtain a Special Event Permit; provided as part of the Organizer Package.*

City - *Refers to the Corporation of the City of Barrie and includes the Barrie Police Service.*

Commercial Event – *A Special Event held for the purpose of business, profit-making, or promotion of a commercial entity.*

Community Event – *A Special Event that benefits the community and/or is hosted by an organization that directly impacts or services the community and does not profit an individual, group of individuals, or a for profit company; typically open for the public to attend at no cost.*

Emerging Event - *A Special Event that is deemed as significant for the community according to the criteria defined in this Policy; may include, but is not limited to, an event that increases the city's profile, fulfills a specific Council Strategic Priority or City department objective that is not currently being met, and/or strengthens our local economy.*

Event Organizer - *The person responsible for the coordination and operation of a Special Event and the primary contact for the Special Event Permit process.*

Facility - *An indoor venue owned and/or operated by the City of Barrie, including but not limited to the Barrie Molson Centre, community centres, halls, and meeting rooms.*

Major Event - *A Special Event that:*

- *Is one day or more in duration;*
- *Has multiple activities with higher potential for risk including, but not limited to, a midway, inflatables, licensed areas or serving of alcohol, petting zoos, exotic animals, road closures, stages or large tents;*
- *Has over 1000 in anticipated attendance; and*
- *Has higher impact on City infrastructure and resources.*

Minor Event – *A Special Event that:*

- *Is one day or less in duration;*
- *Has one or more low risk activities;*
- *Has under 1000 in anticipated attendance; and*
- *Has low impact on City infrastructure and resources.*

Municipal/Municipality - *Refers to the Corporation of the City of Barrie.*

Municipal Property - *All outdoor property owned and/or operated by the City of Barrie, including but not limited to parks, sidewalks, boulevards, roads, public spaces, courtyards, parking lots, and open space (not environmental protection areas). For the purpose of this policy, Municipal Property does not include City owned and/or operated indoor facilities and the events held exclusively within these facilities.*

Neighbourhood Park - *A Municipal park located in proximity to a residential area with limited to no infrastructure for Special Events and typically not used for Special Events.*

Organizer Package - *Information sent to the Event Organizer upon approval to enter into the Special Event Permit process, including but not limited to the Special Event Planning Guide, confirmation of date and location, application forms, contact information, and a checklist of requirements to obtain a Special Event Permit.*

Private Function - *A gathering on Municipal Property that is not open to the public, including but not limited to wedding celebrations, reunions, birthday parties, receptions, and corporate picnics.*

ROWA Permit - *Refers to the Right of Way Activity Permit; required for all Special Events taking place on a Municipal road or parking lot.*

Shall - *Is mandatory and not directory; words in singular include plural, words in the plural include the singular, and words in the present tense include future or past tense.*

Special Event - *An organized gathering of people on Municipal Property that:*

- *Celebrates or displays a specific theme – community, culture, arts, heritage, recreation, sport, etc.;*
- *Has a predetermined opening and closing date/time;*
- *Occurs once a year, less frequently, or is an ongoing series of events;*
- *Requires coordination of multiple Municipal services;*
- *Is open to the general public and/or promoted to the general public;*
- *Is organized by City staff, a member of Council, the general public, a community organization or association, a charitable or non-profit organization, or a commercial enterprise; and*
- *Includes but is not limited to community festivals, walk-a-thons, running and cycling races, parades, and concerts. For the purpose of this Policy, filming is considered a Special Event until such a time that the City has a film policy.*

Special Event Permit - *A permit issued by the City of Barrie to demonstrate that requirements to operate a Special Event on Municipal Property have been met; required for all Special Events held on Municipal Property with the exception of those held inside Municipal Facilities.*

Special Event Planning Guide – *Is intended to complement the Special Events Policy; a comprehensive resource to guide Event Organizers through the Special Event Permit process; provides an overview of guidelines, requirements, permits, approvals, and contacts required for a safe and successful Special Event on Municipal Property.*

Special Events Office - *City of Barrie staff in the Department of Creative Economy responsible for facilitating the Special Event Permit process and working with BEAT to ensure the objectives of the Special Event Policy are upheld.*

Special Events Steering Committee - *A committee consisting of senior management from the City and key external stakeholders involved in the broader oversight of Special Events on Municipal Property.*

Special Occasion Permit – *Required in order to sell or serve alcohol at events held anywhere other than a licensed establishment or private place; regulated by the Alcohol and Gaming Commission of Ontario and issued through the Liquor Control Board of Ontario.*

Waterfront Park - *For the purpose of this document, includes the primary waterfront parks - Heritage Park, Spirit Catcher Park, Centennial Park (North and South), South Shore Park, and Allandale Station Park.*

3.0 CRITERIA

3.1 GUIDING PRINCIPLES

The City of Barrie values Special Events that:

- Are consistent with City values and strategic priorities;
- Strengthen social fabric by increasing civic pride and celebrating community culture;
- Provide a diverse range of enjoyable opportunities for residents;
- Contribute to the local economy and support community businesses and organizations;
- Enhance the City's profile, promote the City as a tourism destination, and support culture as an economic driver;
- Contribute to fostering increased vibrancy in our community, especially in the heart of the city – the downtown and waterfront;
- Maintain an open and accessible waterfront;
- Are respectful of City resources and remain in good standing with the City and other stakeholders;
- Are in keeping with the general intent of the City's by-laws and policies;
- Are sustainable, ethical, and accountable; and
- Operate in a safe manner, meet all City of Barrie requirements, and are suitable for the venue and infrastructure available.

3.2 PRIORITY SCALE

3.2.1 The following defines the priority scale by which the City of Barrie shall consider all Applications for Special Event Permit:

Applicant	Application Type
1 City of Barrie organized events	1 Recurring annual events in good standing
2 Downtown Barrie BIA organized events	2 Emerging Events
3 Community Events	3 New Applications
4 Charitable/Non-Profit Events	
5 Commercial Events	

3.2.2 The priority scale shall also be used in evaluating events should a scheduling conflict occur.

3.2.3 Commercial Events shall be considered on a case-by-case basis where the schedule permits and the particular event meets the City's criteria and conditions as defined in this Policy.

3.3 SCHEDULING

The City of Barrie has developed the following criteria for scheduling Special Events to ensure a balance between park uses, protect Municipal Property and infrastructure, and respect nearby residents and businesses:

3.3.1 One Special Event or one series of events may be held per Event Organizer or organization per year. Additional Applications from the same Event Organizer or organization may be considered at the discretion of BEAT.

3.3.2 Applications for a Special Event of a similar theme or purpose to an event that already occurs may not be considered.

3.3.3 Standalone Special Events shall not be added on the first weekend of February (Winterfest), the first Saturday in June (Celebrate Barrie), July 1st (Canada Day Celebration and Promenade Days), the Civic Holiday weekend in August (Kempenfest), December 31st (Downtown Countdown).

3.3.4 At least one Waterfront Park per day each weekend shall remain without programming and available solely for general public use.

3.3.5 No more than one Major Event shall be scheduled per day per weekend in the Waterfront Parks.

3.3.6 Major Events shall not take place in the same Waterfront Park on consecutive weekends.

3.3.7 Major Events shall not be scheduled in Memorial Square and Heritage Park simultaneously.

3.3.8 Parks in residential areas may be used for minor Special Events involving neighbourhood associations and community organizations on an infrequent basis. Commercial Events are not permitted in Neighbourhood Parks.

3.3.9 The use of Sunnidale Park is governed by the *Sunnidale Park Master Plan*, and the Park is designated for passive use. Applications requesting use of Sunnidale Park shall require additional approval.

4.0 MANAGEMENT

4.1 EVENT MANAGEMENT STRUCTURE

4.1.1 A Special Event Permit is required for all Special Events held on Municipal Property. Special Event Permits are issued through the Special Events Office in conjunction with BEAT.

4.1.2 A Special Event held exclusively in a City Facility and the Barrie Molson Centre parking lot shall book the venue through the appropriate City department (City Clerk's Office, Corporate Facilities, or Recreation Services) and meet the requirements as outlined in the applicable rental agreement or facility use permit.

4.1.3 Where a Special Event uses a City Facility as well as the Municipal Property surrounding the Facility, both the Special Events Office and the appropriate department (City Clerk's Office, Corporate Facilities, or Recreation Services) shall be engaged and the applicable procedures followed.

4.1.4 Sporting games and tournaments using a City field shall apply for a field use permit through Recreation Services and meet the requirements of the permit process. Sporting events that include activities beyond the designated use of the field or take place in a location other than a field shall require approval from other Municipal stakeholders and a Special Event Permit may be required.

4.1.5 Proclamations and flag raising ceremonies are coordinated through the Mayor's Office.

4.1.6 In order to ensure safe operation and proper communication amongst stakeholders, Special Events hosted by City departments and members of Council are required to notify the Special Events Office and meet all requirements of the Special Event Permit process.

4.1.7 Events on private property that may impact surrounding Municipal Property, emergency services, or the general public are advised to inform the City of Barrie's Special Events Office of their activities. This shall ensure that City services are notified of the potential impact and are able to prepare and/or coordinate as required.

4.1.8 Outdoor Municipal Property cannot be reserved for Private Functions. Parks and pavilions may be used for Private Functions should they be available (not booked for a Special Event); however the park and its amenities shall remain open for use by the

general public. The function shall adhere to all applicable by-laws, laws, regulations, policies, and legislation as amended from time to time.

4.1.9 Special Events found to be operating on Municipal Property without the appropriate permission or permits shall be required to cease operation immediately. The Event Organizer may be prohibited from hosting a Special Event on Municipal Property in subsequent years and may be subject to further legal action or fees.

4.2 BARRIE'S EVENT ACTION TEAM (BEAT)

4.2.1 The mandate of BEAT is to work with the Special Events Office to manage Special Events on Municipal Property by upholding the City's Special Events Policy, reviewing proposed and recurring Special Events, determining feasibility and resources required, discussing logistics and operational challenges, and providing guidance and recommendations to the Special Events Office.

4.2.2 The core members of BEAT include Creative Economy, Roads Operations, Parks Operations, By-Law Services, Facilities & Transit, and Police. Other departments and external stakeholders may attend as required, including but not limited to City Clerk's Office, Fire, Building, Environmental Services, Communications, Customer Service, Risk Management, Parks Planning, Recreation Services, Business Development, Simcoe Muskoka District Health Unit, AGCO, Downtown Barrie BIA, and Tourism Barrie.

4.2.3 BEAT shall meet monthly on the second Wednesday or the closest available date. BEAT may meet more frequently from April through September if required. A special BEAT meeting may be called as required to deal with a particular matter in a timely manner.

4.2.4 To ensure all stakeholders are involved in the decision-making process and are aware of potential impacts or requirements, representatives of the core membership shall attend each BEAT meeting. The designated representative shall remain consistent whenever possible; however a representative shall designate a replacement should they be unable to attend.

4.2.5 A minimum of one meeting shall be held per year with mandatory attendance for all internal and external stakeholders, and additional mandatory meetings may be called as required.

4.3 SPECIAL EVENTS STEERING COMMITTEE

4.3.1 The mandate of the Steering Committee is to provide guidance and oversight to the Special Event Permit process, review high level issues including appeals, and to ensure the Special Events Policy remains up-to-date.

4.3.2 The Steering Committee includes senior management from the City and external stakeholders involved in the broader oversight of Special Events on Municipal Property. Representatives may include, but are not limited to, Roads Parks & Fleet, Creative Economy, Engineering, Facilities & Transit, By-law Services, and Barrie Police.

4.3.3 The Steering Committee shall meet within one year of Council approval of the Special Events Policy, and then every other year after, to review the management process and update the Policy as needed.

4.3.4 The Steering Committee may meet otherwise as required or should an organizer appeal the cancellation or refusal of a Special Event Permit.

4.4 SPECIAL EVENTS OFFICE

4.4.1 The City of Barrie's Special Events Office is responsible for issuing Special Event Permits and is the central point of contact for hosting a Special Event on Municipal Property.

4.4.2 It is the mandate of the Special Events Office to:

- Facilitate the Special Event Permit process on a day-to-day basis;
- Act as the link between organizers, BEAT, Municipal departments, and external stakeholders;
- Work with BEAT to support Event Organizers in navigating the permit process;
- Provide event expertise and guidance to organizers, BEAT, Municipal departments, and Council;
- Contribute to Council's Strategic Plan and Barrie's Plan for Culture; and
- Uphold the City's Special Events Policy.

4.4.3 It is the responsibility of the Special Events Office to work with BEAT, internal and external stakeholders, and the Special Events Steering Committee to update the Special Event Planning Guide as required.

4.5 AUTHORITY

For the purpose of expediting the Special Event Permit process, the following staff has been designated the authority to execute the administrative tasks defined below on behalf of The Corporation of the City of Barrie:

4.5.1 The Manager of Culture, Community Events Coordinator, or Community Events Programmer shall execute Special Event Permits;

4.5.2 The City Clerk, Manager of By-law Services, or Supervisor of By-law Services shall provide exemptions to by-laws for matters related to Special Events, where such exemptions are temporary in nature and in keeping with the intent of the by-law;

4.5.3 The City Clerk, Director of Creative Economy, and Manager of Culture shall issue the required correspondence designating a Special Event as "Municipally significant" in response to receipt of notification of an application to the AGCO for a Special Occasion Permit(s) where the event requires the use of Municipal Property and/or facilities;

4.5.4 The City Clerk and Director of Creative Economy shall execute the Special Event Agreements; and

4.5.5 The Manager of Culture may make minor changes to the Special Events Policy (for example, to clarify the intent) with the approval of BEAT and the Director of Creative Economy.

5.0 SPECIAL EVENT PERMIT PROCESS

The Special Event Permit process ensures the operation of a Special Event on Municipal Property:

- Is organized in a safe and responsible manner,
- Meets all City standards and requirements,
- Is efficient and respectful of City resources,
- Engages and communicates with all stakeholders, and
- Has a positive impact on the community.

5.1 APPLICATION PROCESS

5.1.1 Recurring annual events shall have the first opportunity to apply for the same date and location should they remain in good standing with the City.

5.1.2 Applications for Special Event Permit shall be distributed before year end for the subsequent year, and Event Organizers shall be notified of the deadline.

5.1.3 If a recurring annual event does not submit an Application before the deadline, their same date and location shall not be reserved and may be made available for other bookings.

5.1.4 An Application to hold a Major Event shall be submitted to the Special Events Office a minimum of 140 business days in advance of the event date. It is recommended to submit an Application to hold a Major Event as far in advance as possible. Some Applications may require more than a year for approval.

5.1.5 An Application to hold a Minor Event shall be submitted to the Special Events Office a minimum of 80 business days in advance of the event date.

5.1.6 The Applicant is responsible for ensuring the Application is accurate, complete, and submitted with enough time to allow for the appropriate approvals.

5.1.7 Applications submitted after the minimum deadline shall be considered for the following year.

5.1.8 Submitting an Application for Special Event Permit does not constitute approval mean that a Special Event Permit shall be issued.

5.2 APPLICATION APPROVAL PROCESS

5.2.1 When an Application for Special Event Permit is submitted, it shall be evaluated based on the objectives, criteria, and conditions set out in this Policy.

5.2.2 Further consultation between the Event Organizer, the Special Events Office, and BEAT may be required before an Application can be approved to enter into the Special Event Permit process.

5.2.3 An Application to hold a Minor Event that clearly fulfills the Policy and does not significantly impact any City stakeholders may be approved solely through the Special Events Office.

5.2.4 Approval from BEAT and the Special Events Office is required for any Application that may significantly impact one or more of the City stakeholders or does not fulfill the Policy.

5.2.5 An Application to hold a Major Event requires the approval of BEAT and may also require approval from the Special Events Steering Committee and/or Council in order to enter into the Special Event Permit process.

5.2.6 A new Special Event that fulfills a specific mandate of Council's Strategic Plan, Barrie's Plan for Culture, or an objective of a City department shall be presented to BEAT along with a recommendation to be considered in the decision-making process.

5.2.7 Emerging Events, Special Events with a higher level of risk, and those that do not meet the objectives, criteria, and conditions of this Policy, but warrant consideration based on significant value to the community, require Council approval.

5.2.8 Commercial operators proposing a Special Event to benefit a non-profit or charitable organization shall submit written confirmation from the partner organization with the Application.

5.2.9 Applications requiring BEAT approval shall be presented at the next scheduled meeting with a recommendation from the Special Events Office.

5.2.10 Depending on the nature of the event, the Special Events Office may review the Application with affected stakeholders prior to the BEAT meeting.

5.2.11 BEAT shall review Applications operationally and provide guidance and recommendation to the Special Events Office.

5.2.12 The City reserves the right to alter the date, location, or format of a proposed Special Event to meet the objectives, criteria, and conditions of this Policy.

5.2.13 The Special Events Office shall notify the Applicant of the status of their Application in writing within 10 business days of the BEAT meeting at which it is presented.

5.2.14 The Event Organizer shall not promote the event prior to receiving approval to enter into the Special Event Permit process with a confirmed date and location.

5.3 SPECIAL EVENT PERMIT APPROVAL PROCESS

5.3.1 If an Applicant is approved to enter into the Special Event Permit process, the Special Events Office shall issue an organizer's package, including requirements and confirmation of date and location.

5.3.2 The Event Organizer shall submit each requirement to the appropriate City department or external organization prior to the deadlines provided in the Checklist and the Special Event Planning Guide.

5.3.3 Copies of all permits and approvals shall be filed with the Special Events Office and all requirements shall be completed to the satisfaction of the Special Events Office a minimum of 20 business days in advance of the event date in order for a Special Event Permit to be issued.

5.3.4 The City reserves the right to impose additional requirements or restrictions in order for a Special Event Permit to be issued.

5.3.5 The Special Events Office shall notify the Event Organizer when the Special Event Permit is issued. The Permit will be issued within 5 business days of receiving all requirements.

5.3.6 The Special Event Permit shall include the event name, the name of the Event Organizer or organization, the date of issue, the effective date and location, and the conditions of the permit.

5.3.7 The Event Organizer shall sign two copies of the permit thereby acknowledging and agreeing to the City's conditions. The Event Organizer shall retain an original copy of the permit and ensure that it remains on-site during the set-up, operation, and tear-down of the event as proof that all requirements have been met.

5.3.8 The City may request a post-event evaluation meeting with the Event Organizer and the affected members of BEAT. The evaluation may include a review of logistical issues, damage, compliance, and complaints and will determine recommendations for operation of the event in the future.

6.0 CONDITIONS

6.1 GENERAL CONDITIONS FOR APPROVAL

6.1.1 All Special Events on Municipal Property shall adhere to applicable by-laws, laws, regulations, policies, and legislation as amended from time to time or acquire the necessary permissions or exemptions in writing.

6.1.2 The Event Organizer is responsible for fulfilling requirements of the City by the deadlines provided including any and all permits, inspections, approvals, and documentation.

6.1.3 Special Events on Municipal Property shall operate in a manner that is suitable to the venue, infrastructure, and services available.

6.1.4 All Special Events on Municipal Property shall 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.

6.1.5 Full closure of Municipal Property or its amenities is not permitted. This includes but is not limited to beaches, playgrounds, concessions, washrooms, and splash pads.

6.1.6 A Special Event on Municipal Property shall not charge a general admission fee or solicit the general public for funds or membership.

6.1.7 The Event Organizer shall provide accurate and complete information to the City and shall communicate all changes in event plans immediately.

6.1.8 Significant additions or alterations to event plans shall not be made within 20 business days of the event to ensure the Special Event Permit can be issued; however additional notice may be required by other City departments in order to accommodate changes. The City reserves the right to refuse any additions or alterations.

6.1.9 In the interest of public safety, failure to comply with the City of Barrie's conditions shall result in closure of the event, forfeit of security deposit, and/or a ban from hosting an event on Municipal Property in subsequent years.

6.1.10 Exceptions to the City of Barrie's conditions may be made upon approval from BEAT, Special Events Steering Committee, and/or Council.

6.2 GENERAL OPERATING CONDITIONS

6.2.1 The Event Organizer shall be present on-site during set-up, operation, and tear-down, and shall be easily contacted and available through a central point such as an information tent or registration. A designate shall be appointed and available in the event the Event Organizer is temporarily unavailable.

6.2.2 The Event Organizer is responsible for the conduct of the event participants.

6.2.3 The Event Organizer is responsible for managing the impact that the event and its participants may have on surrounding property and ensuring safe crowd management controls are in place prior to, during, and following event operation.

6.2.4 The Event Organizer is responsible for ensuring the safe operation and conduct of all vendors, suppliers, staff and volunteers.

6.2.5 The Event Organizer is responsible for ensuring quality entertainment and vendors suitable for families and a general audience.

6.2.6 Walking and biking paths shall be shared and accessibility maintained for the general public.

6.2.7 At least one boat launch shall remain open and available for public use.

6.2.8 All City-permitted concessions shall be allowed to operate as defined in their operating agreement. The Event Organizer shall ensure similar type vendors are set-up a reasonable distance from the concession as agreed upon between the Event Organizer, concessionaire, and City staff.

6.2.9 Amplified sound shall not exceed 85 dbs at 100 feet (30 meters) from the source during operation and shall cease at 10:00pm.

6.2.10 Special Events shall cease operation by 11:00pm.

6.2.11 Dogs shall not be permitted to run at large in Waterfront Parks; leashed dogs are permitted on waterfront trails only with the exception of service dogs. The organizer of a dog-friendly event shall ensure that owners clean-up after their pets and dispose of waste in the appropriate receptacle.

6.2.12 The Event Organizer shall ensure that signage and promotion is erected and maintained in accordance with the City's by-laws, including any limitations on advertising in advance of the event and the location of the advertising.

6.2.13 Special Events may be inspected by City staff during set-up, operation, and tear-down to ensure compliance with conditions.

6.3 RISK MANAGEMENT

6.3.1 All Special Events shall enter into a legal agreement with the City. The agreement shall be signed by an individual authorized to bind both parties and a copy retained on file with the City.

6.3.2 The Event Organizer shall agree to indemnify and hold the City of Barrie harmless from and against any liability, loss, claims, demands, costs, and expenses including legal fees occasioned wholly or in part by negligence or acts of omissions during use of Municipal Property.

6.3.3 Special Events on Municipal Property are required to have public liability insurance of no less than $2 million per occurrence and the City of Barrie shall be named as additional insured. Special Events with licensed areas, midways, and other high risk activities are required to have public liability insurance of no less than $5 million per occurrence naming the City of Barrie as additional insured. The City reserves the right to request higher amounts and/or require additional coverage based on the activities offered at the event. The City's insurance shall not afford any protection to the Event Organizer.

6.3.4 The Event Organizer shall provide certified first aid services on-site during event operation.

6.3.5 The City reserves the right to require an Event Organizer to provide an operations plan depending on the size and nature of the event. The City may request the operations plan to include, but not limited to, any of the following components – contingency plan, emergency access, lost child protocol, communication, security, and volunteer management. The plan shall be to the satisfaction of the City in order for a Special Event Permit to be issued.

6.3.6 An operations plan is required for all Major Events as deemed by the City including, but not limited to, concerts, parades, road races, and events with alcohol service or previous security issues. The plan shall be to the satisfaction of the Barrie Police Service and the City in order for a Special Event Permit to be issued.

6.3.7 The Event Organizer shall ensure that emergency access is established and maintained at all times during operation.

6.4 SITE

6.4.1 A Special Event shall not have or cause to have an environmental impact on the water, land, or air.

6.4.2 The Event Organizer shall maintain a clean and hazard free site and/or route, including the general maintenance of garbage and recycling.

6.4.3 The City reserves the right to require a waste management plan for Major Events, events with vendors, events with a high potential for generating waste, or events that have had past issues with waste management. This may include a managed approach to monitoring proper use of receptacles, having additional clean-up volunteers and/or staff, and providing additional bins, grease removal service, and roll-off containers where required. The plan shall be to the satisfaction of the City in order for a Special Event Permit to be issued.

6.4.4 Confetti, streamers, and helium balloons are prohibited, and the Event Organizer shall remove and dispose of all cable ties in the appropriate waste receptacle.

6.4.5 A Special Event shall not cause any damage to Municipal Property or infrastructure during set-up, operation, or tear-down.

6.4.6 Vehicles are prohibited from operating within City parks without prior approval. Permission may be revoked at any time due to weather, turf conditions or at the City's discretion.

6.4.7 Staking, digging, painting, or attaching/affixing to Municipal Property, including but not limited to buildings, trees, signs, light standards, asphalt, and ground, is prohibited. Staking for the purpose of securing tents may be permitted with prior approval.

6.4.8 The Event Organizer shall provide adequate facilities and services for the safety and comfort of event attendees, which includes but is not limited to washrooms, hand wash stations, food vendors, parking, shuttles, accessibility, waste management, and security.

6.4.9 If roads and parking lots are impacted, the Event Organizer shall provide and/or communicate alternate methods of public access, including but not limited to active transportation alternatives, shuttles, GO Transit, public transit, and parking lots.

6.4.10 The Event Organizer shall ensure that accessible parking is provided within the vicinity of the event. If a parking lot is closed for the event, alternative accessible parking shall be provided.

6.4.11 A comprehensive site plan shall be provided to the City, including but not limited to the location of all tents, stages, portable washrooms, licensed areas, activities, run/walk route, parking, and access routes. The plan shall be to the satisfaction of the City in order for a Special Event Permit to be issued.

6.4.12 The organizer is responsible for maintaining and returning the site and/or route to original condition within 24 hours of completion of the event and satisfactory to inspection by the City.

6.4.13 Pre- and post-event site inspections by City staff and/or the Event Organizer may be required for Minor Events. Pre- and post-event site inspection meetings with the Event Organizer and City staff shall be required for all Major Events. These inspections shall serve to review the site plan and assess site conditions.

6.5 ROAD CLOSURES

6.5.1 Special Events operating on a road or in a parking lot shall obtain a ROWA Permit.

6.5.2 All road or lane closures are the responsibility of the Event Organizer and shall be operated and maintained according to Book 7 of the Ontario Highway Traffic Act.

6.5.3 The Event Organizer is responsible for supplying, erecting, and maintaining the barricades and signs required for a road, lane or parking lot closure, and the Event Organizer shall bear all costs. A City-approved supplier must be used.

6.6 ALCOHOL SERVICE

6.6.1 Alcohol consumption at Special Events on Municipal Property shall be confined to a licensed area under a Special Occasion Permit issued by the AGCO.

6.6.2 Licensed areas shall have paid duty police officers and/or licensed security, and the Event Organizer is responsible for providing and carrying out a security plan to the satisfaction of the Barrie Police Service, the City, and the AGCO.

6.6.3 Outdoor public events on private property with alcohol service are required by the AGCO to notify the Municipality in order to obtain a Special Occasion Permit. The AGCO may require confirmation in writing that the Municipality has no objection.

6.6.4 Use of glass containers for alcohol consumption in licensed areas on Municipal Property is prohibited.

7.0 REFUSAL, CANCELLATION, AND APPEAL

7.1 REFUSAL OR CANCELLATION

7.1.1 A Special Event may be refused or cancelled if:

- The Special Event does not meet the criteria and conditions as defined in the City of Barrie's Special Events Policy;
- The Event Organizer is not in good standing with the City of Barrie or any of its stakeholders;
- The Event Organizer has proven that they are not financially or organizationally capable of hosting the event;
- The City is not able to facilitate the event operationally due to logistics or resources required; or
- Requirements are not completed to the satisfaction of the City by a minimum of 20 business days prior to an event.

7.1.2 The City reserves the right to refuse a Special Event Permit or cancel an event up to and including the day of the event or at any time during the event.

7.1.3 A Special Event Permit may be revoked by a representative of the City or the Barrie Police Service for breach of conditions as outlined in the Special Events Policy, Special Event Permit, or signed agreement with the City.

7.1.4 When a Permit is refused or revoked, the Event Organizer shall be notified by the Special Events Office in writing and rationale shall be provided.

7.1.5 In the event that a Permit is revoked on the day of the event, the Event Organizer shall immediately cease operation, vacate the premises, and ensure the site is without damage and returned to a condition satisfactory to the City.

7.1.6 If an Event Organizer cancels the event, they shall immediately provide written notice to the Special Events Office.

7.1.7 A Special Event that has been refused or cancelled in the past may be considered should the Event Organizer prove beyond doubt that the issues have been resolved and they can meet all requirements of the City.

7.2 APPEAL

7.2.1 If an appeal is requested at least 20 business days prior to the event date, the Event Organizer shall present a plan for meeting City requirements in writing or in person at a BEAT meeting.

7.2.2 A reversal may be granted should BEAT be satisfied with the organizer's plan for addressing the issues.

7.1.1 Should further resolution be required, the appeal may be presented to the Special Events Steering Committee for consideration and final decision.

7.1.2 Should a Special Event be refused or cancelled less than 20 business days prior to the event date or a matter unresolved by 20 business days prior to the event date, the Event Organizer may submit an Application the following year along with a plan for meeting City requirements.

8.0 FEES AND DEPOSITS

8.1 FEES

8.1.1 Fees and any associated subsidies shall be in accordance with the City's Fees By-law as amended from time to time.

8.2 SECURITY DEPOSIT

8.2.1 Every Special Event on Municipal Property is required to provide the City with a security deposit by cash, certified cheque, or money order. The amount is determined by the City based on the size, attendance, and risk associated with the Special Event.

8.2.2 The following are the standard amounts:

Attendance	Minor Events	Major Events
Under 250	$250	N/A
251 to 1,000	$500	N/A
1,001 to 5,000	N/A	$1,000
Over 5,000	N/A	$2,000

8.2.3 The security deposit required for a Special Event with activities presenting a higher risk for damage shall be determined on a case-by-case basis. The City reserves the right to request a security deposit of any amount based on the risk associated with the Special Event.

8.3 DAMAGE

8.3.1 If the event site or route is not maintained or returned to a condition satisfactory to the City within 24 hours of completion, City staff shall perform the clean-up and the cost of staff time shall be charged against the Event Organizer's security deposit.

8.3.2 Any damage caused to Municipal Property or infrastructure during event set-up, operation, or tear-down shall be charged against the Event Organizer's security deposit.

8.3.3 Where the clean-up or damage repair costs exceed the security deposit, the Event Organizer shall be responsible for paying the difference. The City shall provide the Event Organizer with an invoice that includes a detailed summary of costs.

8.4 REFUSAL OR CANCELLATION

8.4.1 If a Special Event is cancelled by the organizer and notice is provided to the Special Events Office more than 20 business days in advance of the event date, the Event Organizer is in good standing with the City, and there have been no costs incurred by the City, the security deposit shall be refunded.

8.4.2 If notice of cancellation by the organizer is given less than 20 business days in advance of the event date, the security deposit shall not be refunded. Exceptions may be made at the City's discretion for circumstances beyond the control of the Event Organizer, including but not limited to force majeure.

8.4.3 If a Permit is refused or revoked more than 20 business days in advance of the event date, the Event Organizer is in good standing with the City, and there have been no costs incurred by the City, the security deposit shall be refunded.

8.4.4 If the Event Organizer is not in good standing with the City or the City has incurred costs, the amount owed shall be deducted from the security deposit and the remainder refunded. Where the costs exceed the security deposit, the Event Organizer shall be responsible for paying the difference. The City shall provide the Event Organizer with an invoice that includes a detailed summary of costs.

8.4.5 If a Permit is refused or revoked less than 20 business days in advance of the event date, the security deposit shall not be refunded.