



2016

Special Events

Manual

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Introduction

We at the City of Cambridge are excited that you have taken the initiative to plan this special event! Special events have a very positive impact on the community and we thank you for contributing to the spirit of the community.

This Special Events Logistics Manual has been produced to guide event organizers through the risk management items put in place by the City of Cambridge. It is specifically tailored to meet the needs of events planned in Cambridge and contains details from the City of Cambridge's Community Services Department, Corporate Services Department, Development & Infrastructure, as well as other agencies within the City. It does not contain all of the information that a special event may require but it provides the essential information to complete the risk management items required to host a special event on City of Cambridge property. It is intended to identify all of the planning issues that may relate to a City policies or procedural guidelines.

If you have any questions, please feel free to contact City of Cambridge Event Staff at 519-740-4681 ext. 4332 or ext. 4603, as well as SpecialEvents@cambridge.ca.

Good luck in planning your event!

Estimated Time to Complete Requirements

Item	Minimum Time Necessary Prior to Event					
	As Soon as Possible	Four Months	Three Months	Two Months	One Month	Two Weeks
Site Booking						
Special Event Permit (Road and Parking Lot Closure)						
Special Occasions Permit (Alcohol Licensing)						
Certificate of Insurance						
Food Vendor Permits (Business Licensing)						
SOCAN Music Licensing						
Amusement Ride Business License						
Raffle, 50/50, Games of Chance Licensing						
First Aid Services						
Security						
Noise Policy						
Portable Toilets						
Fireworks Permit						
Tent Permit						
Onsite Meeting						
Proof of certificates, licenses & bookings						
Locates						
ESA Electrical Inspection Booking						

Special Event Requirements' Contact List

City of Cambridge Departments

Department	Phone Number	E-mail / Website
Community Services - Special Events	519-740-4681	specialevents@cambridge.ca
Clerks and Licensing	519-740-4680	clerks@cambridge.ca
Building and Planning	519-740-4613	planning@cambridge.ca
Transportation and Public Works	519-621-0740	www.cambridge.ca/transportation_public_works
Fire Department	519-621-6001	www.cambridge.ca/fire_department

Region of Waterloo Departments

Department	Phone Number	E-mail / Website
Public Health – Cambridge Office	519-575-4400	publichealth@regionofwaterloo.ca
Police Department	519-653-7700	www.wrps.on.ca
Paramedic Services	519-650-8295	

Provincial Licensing Organizations

Organization	Phone Number	Website
Alcohol & Gaming Commission of Ontario	1-800-522-2876	www.agco.on.ca
Smart Serve Ontario	1-877-620-6082	www.smartserve.ca
SOCAN Licensing Department	1-800-557-6226	www.socan.ca
RE:SOUND	416-968-8870	www.resound.ca

Electrical Safety Organizations

Organization	Phone Number	Website
Ontario One Call (Locates)	1-800-400-2255	www.on1call.com
Electrical Safety Authority	1-877-372-7233	www.esasafe.com

First – Aid Providers

Organization	Phone Number	Website
St. John's Ambulance	519-740-8895	ont.sjatraining.ca
Waterloo Region REACT	519-658-7580	www.wrreact.com

1.0 Site Booking

Organization	Phone	E-mail / Website
City of Cambridge Community Services Department - Park, Field, Hall and Facility Rentals	519-740-4681 ext.4235	www.cambridge.ca/community_services
City of Cambridge Development & Infrastructure PO Box 669, 50 Dickson Street Cambridge, Ontario N1R 5W8	519-621-0740	www.cambridge.ca/transportation_public_works

Overview:

- Event Organizers can book their site on the following city property
 - Parks / parkettes
 - City facilities
 - Walkways / pathways / trails
 - Roads
 - Parking lots
 - Alleyways
- A booking is required for any special event that takes place in a park, parkette, city facility, pathway or trail which is City of Cambridge property. Booking can be made through contacting the Community Services Department.
- A Special Event Permit is required for any special event that takes place on any highway, road, sidewalk, alleyway or parking lot within the City of Cambridge. View the [Special Event Permit \(Road Closure\) Information](#) or contact the Development & Infrastructure Department for more details.
- Booking your event site early is essential to ensure the space is acceptable and available.
- It is expected that the site will be left as the event organizer found it. Fees for damages may apply.

1.1 Park and Facility Booking

Steps for Obtaining a Park or Facility Booking:

1. Contact the Community Services Department to inform them of your event. Be prepared to provide the following details of your event:
 - Name/Title of your event
 - Reason for your special event
 - Date and Time
 - Location
 - Estimated Attendance
 - Admission fee (if applicable)

- Contact Information
 - Schedule of Event Activities
2. If your site has been successfully booked, a *booking* contract will be sent to you. Sign and return the *booking* contract to the City of Cambridge for confirmation of your booking request.
 3. Sign and abide by certain Terms and Regulations and Release of Liability, Waiver of Claims and Indemnity Agreement outlined to you by the City of Cambridge.

Extra Information:

Charges:

- Cost of extra labour, materials and/or supplies by Community Services Department staff may be charged to the event. Any fees owing to the Corporation of the City of Cambridge shall bear interest at the rate of 2% per month (26.85% per annum).

Cancellations:

- A booking for a special event is **tentative** until all risk management criteria is met. If proof of risk management measures is not received by city staff a minimum of two weeks before the event, the booking will be cancelled.
- You must provide the City of Cambridge with at least one weeks' notice for a special event cancellation and two weeks' notice for a tournament cancellation. Cancellations not received within this time will result in a 100% charge of the fee, including light charges. Please contact the Community Services Department to cancel booking.
- Your contract may be cancelled by the Community Services Department at any time without notice for the misuse of the facility or misuse of the agreement. In this case, all debts will be due immediately. On occasion, contracts may be cancelled in order to provide maintenance to the facility.

Cambridge Recreation Facilities and Parks (click below to follow hyperlink)

- [Cambridge Recreation Facilities](#)
- [Cambridge Parks](#)

1.2 Special Event Permit / Street Closures

Steps for Obtaining a Special Event Permit:

1. Complete the [Special Event Permit \(Road Closure\) Application](#).
2. Submit completed special event permit application, applicable fees and certificate of insurance to the Development and Infrastructure Department.
3. Be prepared to modify event site, if permit is not approved due to public safety.
4. Send proof of special event permit to city special event staff.
5. On event day, have the special event permit on the event site for regulators to review.

Extra Information:

Depending upon the nature of your event, your application might be subject to approval from the Waterloo Regional Police, City of Cambridge and if necessary from the Regional Municipality of Waterloo and any other affected area jurisdiction. If applicable, applicants must also comply with any requirements that may be imposed by Council.

Cancellation and Refusal of Events

- In an emergency situation, all events may be cancelled or rerouted for the preservation of public safety and the safety of the participants.
- The Development and Infrastructure Department may also refuse an application for a special event permit or grant a special event permit subject to conditions required for public safety and convenience. In some cases, the application may be referred to Regional Council or Municipal Committees for refusal or approval.

Appeal Process

- Any conditions of approval or a decision to refuse to issue a special event permit may be appealed to City of Cambridge and/or the Regional Council.

Special Event Permit Conditions

Anchoring of tents, canopies, fencing, midway rides and booths, stages, bouncy castles and other inflatables, etc. located within roadways or parking lots (on asphalt or concrete surfaces) must be done in a non-destructive manner (i.e. weight blocks, water barrels, etc.). Staking **into** the roadway or parking lot as an anchorage **is prohibited**.

2.0 Insurance

Overview:

- The City of Cambridge requires that all user groups obtain adequate insurance coverage for their event so they are covered for liability issues that may arise.
- Level of insurance coverage necessary is determined by the assessed risk of the event.
 - [Minimum insurance coverage](#) by type of special event is listed in extra information of this section
- The event organizers are responsible for acquiring an insurance policy for their event through their own source.
 - Insurance coverage is available to purchase through Pearson Dunn Insurance if booking an event site in a Cambridge facility or park space.
 - Neighbourhood Associations, BIAs, and Schedule A event groups receive insurance coverage through the City of Cambridge.

Steps for Obtaining a Certificate of Insurance:

1. Contact an insurance company and request a certificate of insurance which includes:
 - Commercial General Liability of \$5,000,000, \$2,000,000, or \$1,000,000
 - Please review [minimum insurance coverage](#) for amount required
 - The City of Cambridge listed as "additional insured"
Addressed: 50 Dickson St. Cambridge, On N1R 5W8
 - Date(s) and location(s) of your event
 - Name of Insurance Company and signature of authorized representative
 - Notice of cancellation clause indicating 30 days
2. Provide proof of certificate of insurance for event to city event staff.
 - a. Submitting early is recommended to allow for validation and revision if necessary.

Extra Information:

Minimum Insurance Coverage by Event Type	
Type of Special Event	Minimum Insurance Coverage
<ul style="list-style-type: none"> ▪ All outdoor events which include the consumption of alcohol ▪ Events with attendance exceeding 1,000 individuals, which include the consumption of alcohol ▪ High Risk Activities ❖ At the discretion of city event staff 	\$5,000,000
<ul style="list-style-type: none"> ▪ Walk-a-thons ▪ Fun Runs ▪ All Running Events ▪ Biathlons ▪ Triathlons ▪ Bike Races ▪ Parades ▪ Filming ▪ Dance ▪ Sport Tournaments with alcohol ▪ Other events not classified (i.e. bus pull) ▪ Street Parties ▪ Beer Gardens ▪ Toll Lanes ▪ Other events without consumption of alcohol 	\$2,000,000
<ul style="list-style-type: none"> ▪ Tournaments without alcohol ▪ Face painting 	\$1,000,000

3.0 Food Vendors

Organization	Phone	E-mail / Website
City of Cambridge Licensing Officer Office of the City Clerks PO Box 669, 50 Dickson St. Cambridge, Ontario N1R 5W8	519-740-4680 x.4581 Fax: 519-740-3011	clerks@cambridge.ca www.cambridge.ca
Region of Waterloo Public Health (Cambridge) On-Call Inspector 150 Main St. Cambridge, Ontario N1R 6P9	519-575-4400 x.5147 Fax: 519-622-1235	publichealth@regionofwaterloo.ca chd.region.waterloo.on.ca
City of Cambridge Fire Prevention Fire Department 1625 Bishop Street North Cambridge, Ontario N1R 7J4	519-621-6001 Fax: 519-621-4521	fire@cambridge.ca

Forms to Complete Business License Process	
City of Cambridge	Business License Application Form
Region of Waterloo Public Health	Event Organizer Requirements Form
	Food Vendor Requirements Form

Overview:

- If an event has any type of food available to the public (event organizer did not invite the guests specifically) the City of Cambridge business license process must be completed.
 - Each vendor or group serving food must obtain a Business License (food vendor / BBQ) from the City of Cambridge. This process should begin at least two months in advance of the event as there are several organizations (City, Fire Department, and Public Health) involved in the process.
- Any vendor that is serving/selling a product that can be consumed by mouth is considered a food vendor.
 - This includes food prepared at an event, as well as prepackaged food (such as chips, candy, pop and water).

Steps for Completing a Business License for food at an event:

1. The event organizer completes the [Event Organizer Requirements](#) form and submits to Region of Waterloo Public Health through the contact information on the form.
2. The food vendors (may also be the event organizer) contacts the City License Officer for a city [Business License Application](#).
3. Each food vendor completes a [Food Vendor Requirements](#) form and submits it to the Region of Waterloo Public Health with a copy of the Business License Application. Once the Region of Waterloo Public Health approves the vendor, a health inspector will sign the business license application and return to vendor. **Ensure food vendor's signature is on the Business License Application and the Food Vendor Requirements form before submitting.**
4. Each food vendor using any heating methods (bbq, fryers, electrical, etc.) is required to contact the fire department to ensure safe practice and have a fire inspector sign the Business License Application.
5. Once the Business License Application has all necessary signatures on the back and vendor information on the front, the food vendor submits the Business License Application to Clerks Office division at city hall for a business license to be processed.
6. Send city event staff proof of business licenses for food vendors on event site.
7. Food vendors must ensure business license is visible on the day of the event.

Note: If a Business License is not obtained, the Food Vendor will not be allowed at the event. Food Vendors are also subject to an electrical inspection on the day of the event and will not be allowed to operate if they fail that inspection.

3.1 Non-food Vendors

Overview:

- A business license is not required for non-food vendors
- Non-food vendors that involve animals, water, or aesthetics (including face painters) at an event should be noted in the [Event Organizer Requirements](#)
 - Region of Waterloo Public Health will ensure the vendors are using proper safety techniques

4.0 Alcohol / Special Occasion Permit (S.O.P.)

Organization	Phone	E-mail / Website
City of Cambridge Attn: Special Events Liaison Community Services Department PO Box 669, 50 Dickson Street Cambridge, Ontario N1R 5W8	519-740-4681 ext. 4332	specialevents@cambridge.ca
City of Cambridge Attn: City Clerk Corporate Services Department PO Box 669,50 Dickson Street Cambridge, Ontario N1R 5W8	519-740-4685 ext. 4079	clerks@cambridge.ca
Police Department Attn: Superintendent 176 Hespeler Road Cambridge, Ontario N1R 6V7	519-650-8500 ext. 2299	www.wrps.ca
Fire Department Attn: Fire Inspector 1625 Bishop Street North Cambridge, Ontario N1R 7J4	519-621-0754 519-621-6001 Fax: 519-621-4521	fire@cambridge.ca
Region of Waterloo, Public Health - Cambridge 150 Main Street Cambridge, Ontario N1R 7J4	519-883-2008 Fax: 519-622-5868	www.region.waterloo.on.ca
L.C.B.O. / Alcohol and Gaming Commission of Ontario (A.G.C.O.)	1-800-522-2876	licensing@agco.on.ca www.agco.on.ca

Overview:

- A permit is needed any time liquor is sold or served anywhere other than in a licensed establishment or a private place. A private place is an indoor area usually not open to the public during the event (i.e. A residence or private office).
- Special Occasion Permits (SOP) are for occasional special events only, not for private profit. If you intend to serve liquor for private profit, you must obtain a liquor license. A permit may be revoked before the event if the AGCO has reason to believe the event is being used for personal gain.
- The holder of the Special Occasion Permit is ultimately responsible for the safety and sobriety of people attending the event. The permit holder or representative shall attend and be present throughout the SOP event. The permit (and levy receipt for Sale events) must be posted in a noticeable place during the event.

Steps for Obtaining Approval:

- Complete a Special Occasion Permit (S.O.P.) application and submit to the AGCO within the allowable time before the event for the specific type of S.O.P.
 - See [Special Occasion Permit \(S.O.P.\) Guide and Application](#) for permit types and submission time for the S.O.P. application.
- Abide by the regulations set forth by the Liquor License Act. Click the [Liquor License Act](#) for a copy.
- Abide by the regulations set forth in the [Cambridge Municipal Alcohol Policy](#).
- Send proof of the Special Occasion Permit to the city events staff.

Extra Information

(Click to follow hyperlink)

[Cambridge Municipal Alcohol Policy](#)

[Special Occasion Permit \(S.O.P.\) Guide and Application](#)

[Smart Serve Certification information and course registration](#)

5.0 Amusement Rides

Organization	Phone	E-mail / Website
City of Cambridge Attn: Pat Stager, Licensing Officer Office of the City Clerks PO Box 669, 50 Dickson St. Cambridge, Ontario N1R 5W8	519-740-4680 ext. 4581 Fax: 519-740-3011	stagerp@cambridge.ca www.cambridge.ca
Technical Standards & Safety Authority	1-877-682-8772	www.tssa.org

Overview:

- Amusement devices such as inflatables (i.e. bouncy castles), go-karts, roller coasters, Ferris wheels and water slides are regulated under the [Technical Standards & Safety Authority \(TSSA\) Act](#). Licensees (amusement ride business owners) are also licensed and monitored under this Act. It is a requirement that these devices are inspected before initial licensing to ensure compliance with safety standards and that its design is registered. For each individual amusement device, a permit is issued and must be renewed annually. More information can be found on the [TSSA Amusement Devices Website](#)
- Prior to operation in Ontario, all amusement rides require (in accordance with TSSA):
 - A valid TSSA (Technical Safety Standards Authority) Ontario Amusement Device License
 - A valid TSSA Ontario Device Permit (stamped permit)
 - Commercial General Liability insurance for \$2,000,000
 - Trained operating staff
- In order to obtain an Amusement Ride Approval in Cambridge, the following must be submitted to the Corporate Services Department:
 - Certificate of Insurance of Amusement Company
 - Copies of all Amusement Device Permits
 - Copy of Amusement Company's TSSA License
 - If using mechanical carnival rides, a Certified Mechanic Permit

Steps for Obtaining Approval:

1. Two months prior to your event, contact the Clerks Division to determine whether you need to obtain an Amusement Ride Approval for your event.
2. If necessary, contact the amusement ride company for necessary permits and licenses and submit to the Clerks Division for approval.
3. Send proof of amusement ride approval to city event staff.
4. Have the Amusement Ride Approval available at the venue on the day of the event.

6.0 Raffles, 50/50's and Games of Chance

Organization	Phone	E-mail / Website
City of Cambridge Attn: Pat Stager, Licensing Officer Office of the City Clerks PO Box 669, 50 Dickson Street, Cambridge, Ontario N1R 5W8	519-740-4680 ext. 4581 Fax: 519-740-3011	stagerp@cambridge.ca www.cambridge.ca

Overview:

- Only organizations with Charitable Status are allowed to hold raffles, 50/50s and other games of chance at events.
- If a charitable organization holds a raffle, 50/50 or other games of chance at your event, it must be the charitable organization that applies for the license.

Steps for Obtaining Approval:

1. Contact the Licensing Officer in the Clerks Division who will assess eligibility for a license.
2. If an eligible charity, representative of the charity must apply for the raffle license, not the event organizer.
3. Send proof of raffle license to city event staff.

7.0 Music - SOCAN & Re:Sound

Organization	Phone	E-mail / Website
SOCAN (Music Licensing) 41 Valleybrook Dr Toronto, ON M3B 2S6	Current Licensees 1-866-944-6223 New Licensees 1-866-944-6210 General Inquiries 1-800-557-6226	license@socan.ca info@socan.ca www.socan.ca
Re:Sound (Music Licensing) 1235 Bay Street, Suite 900 Toronto, Ontario M5R 3K4	416-968-8870	licensing@resound.ca

Overview:

- A [SOCAN](#) (Society of Composers, Authors and Music Publishers of Canada) license grants the right to perform in public, any of the musical works in SOCAN's repertoire as [Copyright Act, R.S.C. 1985 chapter C-42](#) requires. A SOCAN license is the simplest way to allow you access to virtually the world's entire repertoire of copyright protected music.
- [Re:Sound](#) is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses are for recorded music for public performance, broadcast and new media.
- SOCAN and Re:Sound licensing is not necessary when 1) the event is using music from a radio station; 2) music being performed is strictly written and produced by the performer; or 3) there is expressed consent (in writing) from the writers and producers of every song at the event. These are the only exceptions to using music at an event without SOCAN and Re:Sound licensing.

Steps for Obtaining Approval:

1. Purchase license through SOCAN through website.
 - a. If event site is a city facility or park, ask about eligibility to pay for Socan Licensing while booking site.
2. If purchasing separately, proof of SOCAN licensing must be sent to the city events staff.

8.0 First Aid Services

Organization	Phone	E-mail / Website
St. John's Ambulance 56 Jaffray Street Cambridge, Ontario N1R 3H9	519-740-8895	www.sja.ca cambridge@on.sja.ca
Waterloo Regional REACT 55 Northfield Dr. E., Suite 197 Waterloo, ON N2K 3T6	519-658-7580 Fax: 519-746-3781	www.wrreact.com

Overview:

- Event staff trained in first aid and/or a highly visible first aid station(s) should be part of your event. Event Organizers should also think about a safety plan so that you are prepared in an emergency situation
- Depending on the scope of your event, the City of Cambridge reserves the right to make it mandatory that you secure approved first aid services to ensure your event is safe.

Steps for Obtaining Approval:

1. Designate first aid services that are appropriate for your special event.
 - a. City event staff will assign a minimum standard of first-aid at your event. It is the event organizer's responsibility to ensure adequate first-aid coverage at their event.
2. Send proof of first-aid coverage to city events staff.

9.0 Security

Organization	Phone	E-mail / Website
Waterloo Regional Police Services P.O. Box 3070 200 Maple Grove Road Cambridge, Ontario N3H 5M1	Paid off duty / Extra Patrol 519-653-7700 ext. 2201 Auxiliary 519-653-7700 ext. 8880	Division2@wrps.on.ca www.wrps.on.ca
Yellow Pages Security Guard & Patrol – Cambridge Area		www.yellowpages.ca

Overview:

- The need for security depends upon the nature of your event.
- Events requiring security include:
 - Events involving alcohol. Please refer to the [Cambridge Municipal Alcohol Policy](#) for “Minimum Number of Security” chart.
 - Youth Events (ie. by youth for youth)
 - Events with large crowds and seen as a potential risk to public safety
- The more risk involved in an event, the higher the security needs.
 - It is the event organizer’s responsibility to ensure adequate security coverage at their event.
- Depending on the scope of your event, the City of Cambridge reserves the right to make it mandatory that you secure approved security services to ensure your event is safe.
- Security levels include:
 - 1) Hiring licensed security
 - 2) Hiring a police officer, and/or auxiliaries
 - A high-risk event (i.e. beer gardens, concert, or high capacity event site) may require police officers, a security team, and staff members on duty.

Steps for Obtaining Approval:

1. Designate Security Services that are appropriate for your special event.
 - a. [Cambridge Municipal Alcohol Policy](#), youth produced events and city events staff requirements must be taken into consideration when planning security services for an event.
2. Send proof of security coverage to city events staff.

10.0 Noise Policy

Organization	Phone	E-mail / Website
City of Cambridge Clerks Division - Corporate Services PO Box 669, 50 Dickson Street Cambridge, Ontario N1R 5W8	519-740-4680	clerks@cambridge.ca www.cambridge.ca

Overview:

- Any unusual noises, such as ringing bells, blowing horns and shouting that disturbs the residents of the City of Cambridge is in violation of By-Law No. 32-04.
- The Noise By-Law is monitored through complaints to By-Law division and is enforced by By-Law officers.
 - Event organizers can make considerations, such as ending events prior to evening hours and alerting residents of the event date and offering, to mitigate complaints to the By-Law division.
- Events considered to be “City Significant” by City Council can be exempt from the “Noise By-Law”.
- As many factors determine the approval of a noise exemption, a request needs to be submitted at least two months before the event.
 - City Council is out of office for a period in the summer, and will not be able to approve exemptions during that time. Event organizers should make Noise By-Law exemption requests in the spring for summer events.

Steps for Obtaining Approval:

1. Prior to your event, write a letter to the Corporate Services Department requesting to be exempt from the Noise By-Law.
2. Upon receipt, the Clerks Division will review your request.
3. The results of the noise exemption request will be sent to you by mail or e-mail.
4. Send proof of Noise By-Law exemption to city events staff.

Extra Information:

- According to [By-law No. 32-04](#) of the City of Cambridge passed in 1989:
 - No person shall ring bells; blow horns, shout, make or permit unusual noises, or noises likely to disturb inhabitants.
 - Sound or noise arising from the use of material handling equipment is prohibited between the hours of 8:00 p.m. Saturday and 7:00 a.m. Monday, except in the case of an emergency.
 - Any person convicted of a breach of any of the provisions of this by-law shall forfeit and pay at the discretion of the convicting judge, a penalty not exceeding (exclusive of costs) the sum of Two Thousand Dollars (\$2,000) for each offense; and every penalty shall be recoverable under the Provincial Offenses Act.

11.0 Fireworks

Organization	Phone	E-mail / Website
City of Cambridge Clerks Division - Corporate Services PO Box 669, 50 Dickson Street Cambridge, Ontario N1R 5W8	519-740-4680	clerks@cambridge.ca www.cambridge.ca

Overview:

- A Fireworks Permit must be obtained anytime fireworks will be displayed on park property and any other public property. It can be obtained from Corporate Services Department, Clerks Division at the City of Cambridge.

Steps for Obtaining Approval:

1. Two months prior to your event contact the Clerks Division and obtain a Fireworks Display Application.
2. Complete and obtain Fire Department approval as indicated on the back of the application form, return the application form (in person) to the Clerks Division for the balance of approvals (City Clerk) and to have the form commissioned by the City Clerk/Deputy Clerk/Commissioner. Along with your application, be sure to include a certificate of insurance from the company who is displaying the fireworks. The certificate of insurance must include:
 - The City of Cambridge & the Regional Municipality of Waterloo listed as “additional insured”
 - Commercial General Liability of \$2 Million
 - The date(s) and location(s) of your special event
 - The name of Insurance Company & an authorized representative’s signature
3. The Clerks Division will then return the signed application form which doubles as the permit.
4. Send proof of the fireworks permit to city events staff.

12.0 Portable Toilets

Overview:

- Parks owned by the City of Cambridge have enough washrooms to accommodate normal use. However, when special events occur in a park, portable toilets must be rented to accommodate the additional number of people.
- The number of washrooms depends upon the size and nature of your event.
- There are government regulations which have requirements for washrooms at events.
 - Accessibility for Ontarians with Disabilities Act (AODA) outlines the need for accessible washrooms.
 - The Alcohol and Gaming Commission of Ontario require washrooms when there is alcohol at an event. This is outlined in the Special Occasion Permit process.
- Depending on the scope of your event, the City of Cambridge reserves the right to make it mandatory that you secure portable toilet and sanitation services to ensure your event is safe.
- It is the event organizer's responsibility to ensure the maintenance of portable toilets on their event site.
- Portable toilets must be removed from city property within schedule time booked for event, unless approved by city staff.

Steps for Obtaining Approval:

1. Ensure that there are an appropriate amount of washrooms for your special event.
 - a. City event staff may assign a minimum amount of washrooms at your event to ensure compliance with government regulations.
 - b. It is the event organizer's responsibility to ensure there is an adequate amount of washrooms (including accessible washrooms and sanitation) at their event.
2. Send proof of portable toilet rental to city event staff prior.

Extra Information

Number of Washrooms Located in Each Park	
Riverside Park:	15 male, 12 female
Dickson Park:	6 male, 6 female
Victoria Park	4 male, 6 female
Churchill Park	6 male, 6 female
Soper Park	2 male, 2 female
Riverbluffs Park	2 male, 2 female
Mill Race Park	1 male/female
Forbes Park	2 male, 2 female

13.0 Animals

Organization	Phone	E-mail / Website
Region of Waterloo Public Health (Cambridge) On-Call Inspector 150 Main St. Cambridge, Ontario N1R 6P9	519-575-4400 x.5147 Fax: 519-622-1235	publichealth@regionofwaterloo.ca chd.region.waterloo.on.ca

Overview:

- Petting zoos, pony rides or any feature that involves live animals have increased risk of injury and sickness due to the inherent nature of animals. Extra steps need to be followed by individuals supplying these animals to special events.
- All animal operators are required to post signage at all entrances/exits of their station as well as provide hand sanitizer to all individuals in contact with the animals; which are provided by the Ontario Ministry of Health.
- There is a risk of E.coli and related diseases at events that include contact with animals and food. It is prudent to include animal operator contact information on the Region of Waterloo Public Health [Event Organizer Requirements Form](#)

Steps for Obtaining Approval:

1. When completing the Region of Waterloo Public Health's [Event Organizer Requirements Form](#), include the contact information of any animal operators at the event.
2. Ensure Ontario Ministry of Health petting zoo signage is posted at all entrances/exits and provide hand sanitizer for participants.
3. Send proof of animal safety measures to city events staff.

14.0 Tents

Organization	Phone	E-mail / Website
City of Cambridge Building Division Development & Infrastructure Department PO Box 669, 50 Dickson Street Cambridge, Ontario N1R 5W8	519-740-4650	planning@cambridge.ca www.cambridge.ca
City of Cambridge Attn: Mark Yantha, Chief Fire Prevention Officer Fire Department 1625 Bishop Street North Cambridge, Ontario N1R 7J4	519-621-6001 ext 2225 Fax: 519-621-4521	www.cambridge.ca/fire_department yantham@cambridge.ca

Overview:

- No Building Permit is required if the tent or group of tents are:
 - Not more than 60m² (646ft²) in aggregate ground area
 - Not attached to a building, and
 - Constructed more than 3m (9'10") from other structures
- A tent permit and forms can be obtained from the Planning Services Department.

Steps for Obtaining Approval:

1. At minimum two months prior to your event, obtain a tent permit package from the Building Division.
2. Complete and submit your tent permit package to the Building Division. Be sure your submission includes the required items listed on the [Tent Permit Checklist](#).
3. Once your tent permit application has been approved, pick up the permit at the Building Division.
4. Send proof of the tent permit to city events staff.
5. Abide by all requirements stated by the Building Division and the approved tent permit

Extra Information

Tent Anchoring Conditions (see [15.0 Locates](#)):

1. Anchoring of tents, canopies, fencing, midway rides and booths, stages, bouncy castles and other inflatables, etc. located within roadways or parking lots (on asphalt or concrete surfaces) must be done in a non-destructive manner (i.e. weight blocks, water barrels, etc.). Staking into the roadway or parking lot as an anchorage is prohibited.
2. Tents, canopies, fencing, midway rides and booths, stages, bouncy castles and other inflatables, etc. located within grassed areas may be staked in the usual manner. However, permit holder must call Ontario One-Call at 1-800-400-2255 to obtain locates to ensure no conflict with existing underground utility plant.

15.0 Locates

Organization	Phone	E-mail / Website
City of Cambridge Community Services Department - Park, Field, Hall and Facility Rentals	519-740-4681 ext.4235	www.cambridge.ca/community_services
Ontario One-Call 104 Cooper Dr, Suite 1 Guelph, Ontario N1C 0A4	1-800-400-2255	www.on1call.com

Overview:

- Locates ensure there is no conflict with existing underground utilities while staking and digging at an event.
- Depending upon the nature and location of your event, locates maybe required. Note: staking in asphalt and concrete is prohibited
- Staking tents, canopies, fencing, midway rides and booths, stages, bouncy castles and other inflatables, etc. located within grassed areas may require locates.
 - Community Services Department – Parks staff will determine if locates are necessary for an event.

Steps for Obtaining Approval:

1. Contact the Community Service Department if staking on your event site is necessary.
2. If required by the Community Services Department to have locates completed, contact [Ontario One-Call](http://www.on1call.com) at 1-800-400-2255 a minimum of two weeks prior to your event to schedule locates.
3. Submit proof of locate request to city events staff.
4. Once locates are completed and event setup begins, ensure to respect the locate marks while staking and digging.

16.0 Electrical Setup & Inspection

Organization	Phone	E-mail / Website
Electrical Safety Authority Electrical Safety Authority 400 Sheldon Drive, Unit 1 Cambridge, Ontario N1T 2H9	1-877-ESA-SAFE (1-877-372-7233) Fax: 1-800-667-4278	esa.cambridge@electricalsafety.on.ca www.esasafe.com/business/special-events

Overview:

- Electrical Inspections are a provincial requirement through the Electrical Safety Authority (ESA).
 - ESA provides information for events on their website listed in [Special Events and Celebrations](#) and [ESA permit and inspection application](#).
- It is the event organizer's responsibility to ensure that electrical use at their event is handled in a safe manner which follows the ESA regulations.
 - If an incident related to poor management of electricity on an event site, ESA has the ability to lay fines against the event organizer.
- Electrical inspections take place after event setup has been completed and before event begins.

Steps for Obtaining Approval:

1. Determine the electrical needs for the event.
2. Arrange an ESA inspection if required due to level of electrical use at event.
 - a. City event staff may require an ESA inspection to ensure the compliance with ESA regulation and ensure public safety.
 - b. For general guidelines on when a ESA inspection is necessary, visit the ESA [Special Events and Celebrations](#) webpage
3. Send proof of booked ESA inspection to city events staff.
4. Abide by all applicable ESA regulations and ESA inspector's requirements.

17.0 On-Site Meeting

Organization	Phone	E-mail / Website
City of Cambridge Special Event Assistant Community Services Department PO Box 669, 50 Dickson Street Cambridge, Ontario N1R 5W8	519-740-4681 ext. 4332	specialevents@cambridge.ca

Overview:

- Depending on the scope of the event, city staff may need to book a site meeting with the event organizer to discuss the event logistics while on the site.
 - New events, annual events with a site change, or large scale events are most suitable for a site meeting
 - Site meetings will include city event staff and may also include parks and transportation division staff.
- The Parks Department has park equipment that is available for special events. The site meeting will help determine what specific equipment is required (picnic tables, garbage cans, etc.), if it can be provided and where it should be dropped off and left for pick-up.
- Majority of site meetings will be booked Monday – Friday between 8:30am – 3:30pm.

Steps for Booking a Site Meeting:

1. Contact city event staff to determine need for a site meeting
 - a. The city event staff will coordinate the date, time and other city staff that will attend the meeting.

Extra Information:

Available Park Equipment:

- | | | |
|-----------------|-----------------------|---------------------------|
| ▪ Picnic Tables | ▪ Fence ties | ▪ Post leavers |
| ▪ Garbage cans | ▪ Stakes from ground | ▪ Recycling Bins |
| ▪ Pylons | ▪ Free standing posts | ▪ Stakes for snow fencing |
| ▪ Garbage bags | ▪ Barricades | ▪ Post pounders |
| ▪ T-bars | ▪ Metal barriers | ▪ Snow fencing |

18.0 Emergency Plans

Overview:

- An emergency plan (also known as a fire plan) is an essential document that is to be used as a guide in the case of different emergency situations.
- An emergency plan guideline is in Extra Information
- Depending on the scope of your event, the City of Cambridge reserves the right to make it mandatory that an event organizer produces an emergency plan for their event to ensure public safety.
 - An emergency plan is required by the Alcohol and Gaming Commission of Ontario (AGCO) for any event with a public special occasion permit (SOP) on site
- It is recommended that your event has an “information” area where participants can ask questions and report issues at the event. This can also be beneficial as a meeting spot in case of emergency situations (i.e. lost person waiting area)

Steps for Obtaining Approval:

1. Determine the level of emergency plan necessary for the event
 - a. City staff may require your event to produce an emergency plan to ensure safety.
 - b. It is the event organizer’s responsibility to ensure there are appropriate emergency procedures at their event to ensure the safety of the event participants.
2. Create an emergency plan that addresses the risks of the event.
 - a. A list of emergency plan required items have been provided in the extra information as a guideline.
3. Send proof of emergency plan to city events staff

Extra Information

Emergency Plan Guideline	
Emergency Plan Item	Required Details
On-site Decision Maker(s)	Name, Position and Time on Site
On-site emergency control Centre	Location
On-site and off-site Communication	Method of communication (i.e. radio, cell phone), Chain of communication
First-Aid	Location, Procedure
Fire	Procedure
Unsafe indoor or outdoor facilities	Procedure
Lost Person	Location, Procedure
Theft / Vandalism	Procedure
Electrical Emergency / Power Outage	Procedure
Sanitation and Food Poisoning	Procedure
Inclement Weather (i.e. thunder, lightning, heat, etc.)	Guidelines (i.e. 30 -30 rule for lightning and thunder), Communication, Procedure
Evacuation	Procedure, Evacuation Spokespeople with Site Area and Communication Method
Important Contact	Contact name and number of all individuals or companies on event site who are a source of risk (carnival rides) or mitigate risk (first-aid services)
Event Specific Risk	Items at event which are a potential risk, and a procedure to mitigate risk
Site Map	Clearly indicates: <ul style="list-style-type: none"> • Primary and secondary access and egress points • Location of emergency personnel • Location of emergency services (i.e. emergency control centre) • First-aid area • Location of flammable or dangerous materials • Location of fire hydrants • Location of safety equipment (i.e. first aid kits, fire extinguishers, spinal boards) • Safe assembly location

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