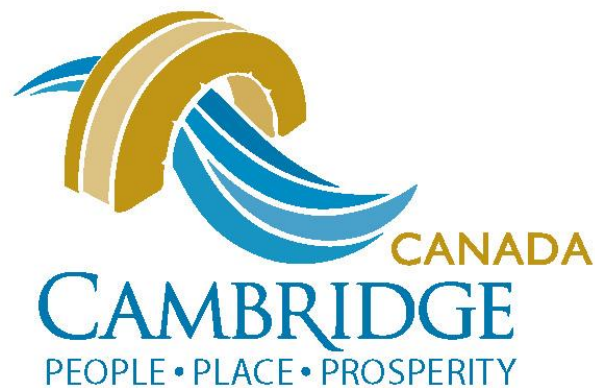
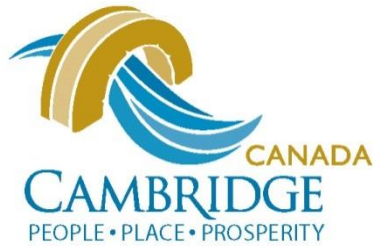


Special Events Manual 2019





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 Development Department, other City of Cambridge departments and 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.

The City of Cambridge has dedicated special events staff that will assist you throughout your event planning process. You will be assigned a staff to work with that will guide you through all the permits and requirements your event will require.

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!

Table of Contents

Introduction	i
Estimated Time to Complete Requirements	iii
Special Event Requirements Contact List	iv
1.0 Site Booking	5
2.0 Insurance	7
3.0 Food Vendors	9
4.0 Alcohol/Special Occasion Permit	11
5.0 Amusement Rides and Inflatables	12
6.0 Extreme Sports	13
7.0 Raffles, 50/50 and Games of Chance	13
8.0 Music – SOCAN and Re:Sound	14
9.0 First Aid Services	15
10.0 Security & Paid Duty Police	15
11.0 Noise Policy	16
12.0 Fireworks	17
13.0 Portable Toilets	18
14.0 Animals	19
15.0 Tents	19
16.0 Staging	20
17.0 Locates	20
18.0 Electrical Setup & Inspection	21
19.0 Inclusion & Access	21
20.0 On-Site Meeting	23
21.0 Emergency Plans & Risk Management	24

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/Division	Phone Number	E-mail / Website
Parks, Recreation & Culture Division	519-740-4681	specialevents@cambridge.ca
Clerks & Licensing	519-740-4680	clerkse@cambridge.ca
Building & Planning Division	519-740-4613	planning@cambridge.ca
Engineering & Transportation Services	519-621-0740	
Fire Department	519-621-6001	fire@cambridge.ca

Region of Waterloo Departments

Department	Phone Number	E-mail / Website
Public Health (Cambridge Office)	519-575-4400	www.regionofwaterloo.ca publichealth@regionofwaterloo.ca
Police Department	519-570-9777	www.wrps.on.ca

Provincial Licensing Organizations

Organization	Phone Number	Website
Alcohol & Gaming Commission of Ontario	1-800-522-2876	www.agco.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.sjatrainning.ca
Waterloo Region REACT	519-658-7580	www.wrreact.com
Waterloo Region Medical Venturers & Medical Rovers		www.waterloomedvents.ca

1.0 Site Booking

Organization	Phone	E-mail / Website
City of Cambridge Park, Field, Hall & Facility Rentals Parks, Recreation & Culture Division PO Box 669,50 Dickson Street Cambridge, Ontario N1R 5W8	519-740-4681 ext.4235	https://www.cambridge.ca/en/apply-register-pay/Facility-Park-or-Field-Rental.aspx
City of Cambridge Engineering & Transportation Services PO Box 669,50 Dickson Street Cambridge, Ontario N1R 5W8 * For road closure, parking prohibition, sidewalk use & closure of Municipal parking lots	519-621-0740 ext. 4324	http://www.cambridge.ca/en/parks-recreation-culture/Planning-or-Running-an-Event.aspx

Overview:

- Event Organizers can book their site on the following city property
 - Parks / parkettes
 - City facilities
 - Walkways / pathways / trails
 - Roads
 - Parking lots
 - Sidewalks
- 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 Parks, Recreation & Culture Division.
- A Special Event Permit is required for any special event that takes place on any highway road, sidewalk or parking lot within the City of Cambridge. View the [Special Event Permit \(Road Closure\)](#) Information or contact Engineering and Transportation Services 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 Parks, Recreation and Culture 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, return 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 Parks, Recreation and Culture 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 Parks, Recreation and Culture to cancel booking.
- Your contract may be cancelled by the City of Cambridge 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.

Extra Information on Cambridge Parks:

- For a listing of parks and more information on our parks please visit www.cambridge.ca/parks.
- Sporting areas, spectator areas, playgrounds, splash pads and any area within 20 metres of any sporting or spectator areas are smoke-free, in accordance with the [Smoke-Free Ontario Act](#).

1.2 Special Event Permit / Road 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 Engineering and Transportation Services 30 days before the event.
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.
- Engineering and Transportation Services 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 may be available to purchase through Pearson Dunn Insurance if booking an event site in a Cambridge facility or park space.

Steps for Obtaining a Certificate of Insurance:

1. Contact an insurance company and request a certificate of insurance which includes:
 - Commercial General Liability of 2,000,000 or \$5,000,000
 - 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.

Certificates of insurance must be approved by the City of Cambridge's Insurance Pool prior to the event day. Special Events without validated insurance will cause a cancellation of an event.

Extra Information:

- Minimum Insurance of \$5 million is required for the following events:
 - All outdoor events which include the consumption of alcohol
 - Events with attendance exceeding 100 individuals, which include the consumption of alcohol
 - Fireworks
 - High risk activities
 - Extreme sports (ie. axe throwing, rock climbing, archery etc.)
- Minimum insurance of \$2 million is required for the following events:
 - Walk-a-thons, fun runs and all running events
 - Biathlon, triathlons and bike races
 - Parades
 - Filming
 - Dance
 - Facepainting
 - Street parties
 - Sports tournaments
 - Toll lanes
 - Other events without consumption of alcohol
 - Other events not classified (ie. bus pull)

Please note ranking the level of risk of activities is at the discretion of City of Cambridge staff.

3.0 Food Vendors

Organization	Phone	E-mail / Website
City of Cambridge Business License Compliance Officer Office of the City Clerk PO Box 669,50 Dickson Street Cambridge, Ontario N1R 5W8	519-740-4680 ext 4581 Fax: 519-740-3011	clerksse@cambridge.ca www.cambridge.ca
Region of Waterloo Public Health (Cambridge) On-Call Inspector 150 Main St. Cambridge, Ontario N1R 6P9	519-575-4400 ext 5147 Fax: 519-622-1235	publichealth@regionofwaterloo.ca www.regionofwaterloo.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	Transient and Charitable Event Application Application to Serve Food to the Public at No Charge
Region of Waterloo Public Health	Special Events Coordinator Form Special Event Form for Food Vendors

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 licensing process must be completed.
 - Each vendor or group serving food must obtain a Transient and Charitable Event License 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.

o This includes food prepared at an event, as well as prepackaged food (such as chips, candy, pop and water).

Steps for Completing a License for food at an event:

1. The event organizer completes the online [Special Events Coordinator Form](#) for the Region of Waterloo Public Health.
2. The food vendors (may also be the event organizer) contacts the City's Business License Compliance Officer for a Transient and Charitable Event Application if food will be sold. If food will be provided free of charge, food vendors will complete a Application to Serve Food to the Public at No Charge
3. Each food vendor completes the online [Special Event Form for Vendors](#) for the Region of Waterloo Public Health with a copy of the Transient and Charitable Event Application. Once the Region of Waterloo Public Health approves the vendor, a health inspector will sign the Transient and Charitable Event Application and return to vendor. **Ensure food vendor's signature is on the Transient and Charitable Event 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 Transient and Charitable Event Application.
5. Once the Transient and Charitable Event Application has all necessary signatures and vendor information, the food vendor submits the Transient and Charitable Event Application to Clerks Office at City Hall.
6. Send city event staff proof of Transient and Charitable Event permit.
7. Food vendors must ensure Transient and Chartiable Event permit is visible on the day of the event.

Note: If a Transient and Chartiable Event permit is not obtained, the Food Vendor will not be allowed at the event. Food Vendors may be subject to an electrical inspection on the day of the event and will not be allowed to operate if they fail that inspection. Food Vendors may also be subject to an inspection onsite by a Public Health Inspector on the day of the event and will not be allowed to operate if they fail that inspection.

3.1 Food Trucks

Overview:

- According to the [Food Truck By-law](#), you need to contact the City's Business License Compliance Officer to complete [the Outdoor Business License Application](#) to operate a food truck in the city of Cambridge.

- Your business will also need to meet the Region of Waterloo Public Health's [Special Events Form for Food Vendors](#).

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

Organization	Phone	E-mail / Website
City of Cambridge Attn: Special Events Liaison Parks, Recreation and Culture 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. 4661	clerksse@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	519-621-6001 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	https://www.regionofwaterloo.ca/en/public-health-and-emergency-services.aspx
Alcohol and Gaming Commission of Ontario (A.G.C.O.)	1-800-522-2876	licensing@agco.ca www.agco.ca

Overview:

- A permit through the Alcohol and Gaming Commission of Ontario is needed any time liquor is sold or served anywhere other than in a licensed establishment or a private place.

Steps for Obtaining Approval:

- Complete a Special Occasion Permit (S.O.P.) online application through the [Alcohol and Gaming Commission of Ontario](#) and submit within the allowable time before the event for the specific type of S.O.P. you are applying for.
 - See [the Alcohol and Gaming Commission of Ontario website](#) for permit types and submission time for the S.O.P. application.
- Abide by the regulations set forth by the [Liquor License Act](#).
- A requirement of holding an SOP on City of Cambridge property is to abide by the regulations set forth in the [Cambridge Municipal Alcohol Policy](#) and complete the [Event Organizer Checklist for Liquor Licensed Events](#).
- Send proof of the Special Occasion Permit and Event Organizer Checklist for Liquor Licensed Events to the city events staff.

5.0 Amusement Rides & Inflatables

Organization	Phone	E-mail / Website
City of Cambridge Attn: Business License Compliance Officer Office of the City Clerk PO Box 669, 50 Dickson St. Cambridge, Ontario N1R 5W8	519-740-4680 ext. 4581 Fax: 519-740-3011	clerksse@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 City Clerk's Office or city event staff:

- Commercial General Liability of \$5,000,000 from amusement company with the City of Cambridge named as additionally insured
- Commercial General Liability of \$5,000,000 from event organizer with the City of Cambridge named as additionally insured
- Insurance coverage must include coverage for the use and operation of inflatables
- 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. A minimum of two months prior to your event, contact the City Clerks Office 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 City Clerks Office 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 Extreme Sports

Special event organizers are to let the special event staff know of any extreme sports (ie. rock climbing, axe throwing, archery etc.) at their event prior to booking for their event. The City of Cambridge deems extreme sports as a high risk activities and may require additional insurance and precautions at the event.

7.0 Raffles, 50/50’s and Games of Chance

Organization	Phone	E-mail / Website
City of Cambridge Attn: Business License Compliance Officer Office of the City Clerk PO Box 669, 50 Dickson St. Cambridge, Ontario N1R 5W8	519-740-4680 ext. 4581 Fax: 519-740-3011	clerksse@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 Business License Compliance Officer in the City Clerks Office 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.

8.0 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 http://www.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; 4) Public domain music is used/played 50 years after the year of the death of the last surviving composer/author of the work. 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](#) and [Re:Sound](#) through their websites.
 - a. If event site is a city facility or park, ask about eligibility to pay for Socan/Re:Sound Licensing when booking site.
2. If purchasing separately, proof of SOCAN/Re:Sound licensing must be sent to the city events staff.

9.0 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
Waterloo Region Medical Venturers & Medical Rovers PO Box 100 Plattsville, ON N0J 1S0		www.waterloomedvents.ca info@waterloomedvents.ca

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.

10.0 Security & Paid Duty Police

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 519-570-9777 ext. 8629 Auxiliary 519-570-9777 ext. 8884	paiddutycoordinator@wrps.on.ca www.wrps.on.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 paid duty police officer(s), 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.
 - For events over 600 guests, at least 50% of the required licensed security workers shall be paid duty police officers (see page 12 of the [Municipal Alcohol Policy](#)).

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.

11.0 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.

12.0 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 ext. 4661	clerksse@cambridge.ca www.cambridge.ca

Overview:

- According to [By-law No.159-15](#), 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 at the City of Cambridge.

Steps for Obtaining Approval:

1. A minimum of 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 \$5 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.

13.0 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 delivered and removed from city property within schedule time booked for event, unless approved by city staff.
- Depending on the scope of your event, the City of Cambridge reserves the right to make it mandatory that you make washrooms available for your event.

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.

14.0 Animals

Special event organizers are to let the special event staff know of any animals that will be coming onsite. The City of Cambridge may require additional insurance and precautions at the event.

15.0 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: 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 fire@cambridge.ca

Overview:

- A Building Permit is required if the tent or group of tents are:
 - More than 60m² (646ft²) in aggregate ground area
 - Attached to a building, and
 - Constructed less than 3m (9'10") from other structures

Steps for Obtaining Approval:

1. Complete the [Application for a Permit to Construct or Demolish](#) and return to the Building Division. Be sure your submission includes the required items listed on the [Tent Permit Checklist](#). If your tent is larger than 225 m² (2400ft²) you will also need to complete and submit a [Commitment to General Review](#) form. Once your tent permit application has been approved, pick up the permit at the Building Division.
2. Send proof of the tent permit to city events staff.
3. Abide by all requirements stated by the Building Division and the approved tent permit

Extra Information

Tent Anchoring Conditions (see [16.0 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.

16.0 Staging

Stage permits are not issued by the City of Cambridge. Special event organizers are to let the special event staff know all details regarding any staging that will be onsite (ie. size, company providing stage, use of trussing etc.).

17.0 Locates

Organization	Phone	E-mail / Website
City of Cambridge Parks, Recreation & Culture	519-740-4681	
Down Under Pipe & Cable Locating	519-856-1409	www.downunderpipeandcablelocating.ca
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 may be 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 Development Department – Parks Operations staff will determine if locates are necessary for an event.

Steps for Obtaining Approval:

1. Contact the Community Development Department if staking on your event site is necessary.
2. If required by the Community Development 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.

18.0 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.

19.0 Inclusion and Access

Organization	Phone	E-mail / Website
City of Cambridge Accessibility and Diversity Services Clerks Department	519-740-4680 ext.4292	accessibility@cambridge.ca

Overview:

- In November of 1995, the City of Cambridge Council approved the Recreation Services Access Policy that states: "The Corporation of the City of Cambridge recognizes that

recreation is a fundamental human need of persons of all ages and is important to a person's physical and emotional well-being and to the overall quality of life."

- The City of Cambridge is seeking to model appropriate inclusion and access practices by systematically embracing inclusive values.
- Since 2001, the City of Cambridge has been working under Accessibility Legislation, requiring municipalities to focus on the delivery of accessible programs and services. The Accessibility for Ontarians with Disabilities Act received final proclamation in 2005, followed by the release of the Integrated Accessibility Standards regulation in 2011. The purpose of the AODA and the pieces of legislation that fall under the law is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the community.

Steps for Obtaining an Accessible Special Event:

Here are some guidelines to follow when planning your event:

- Promotional material for the event in large print (16pt type or larger)
- Accessible, prominently displayed directional and information signage at event
- Marked and reserved accessible parking spaces allocated for persons with disabilities that are within closest proximity to event location, entrance and exit.
- Pedestrian loading zones assigned
- Barrier Free Paths of Travel through the event
- Accessible washrooms places in an accessible location (1 female and 1 male accessible washroom)
- Accessible entrances to events (ticket counters, modified reception areas)
- Accessible seating in bleachers, parks and amphitheatres
- Accessible pay station, ticket booths or parking-lot operating stations
- Accessible public transportation close to the event and relevant information in accessible format
- Mobility device charging station for people with mobility devices
- Ramps to stages being used at event
- Larger print and/or illuminated and tactile signage for people with vision loss
- Access to assistive listening devices for those attending that may have a hearing loss
- Accessible seating in eating areas, picnic shelters and assigned holding areas
- Access to accessible drinking fountains
- Adequate lighting in performance areas, hallways, pathways and stairs
- Accommodation procedures in place and advertised so that residents can make arrangements for support in advance of the event, allowing for their planned participation
- Designated spot at event that persons attending with a disability can seek refuge in case of an emergency
- Emergency numbers posted in areas where persons with disabilities may be alone (ie. Washrooms)

Extra Information:

- All residents of the community should have full access to recreation programs within Cambridge...it’s a Human Right under the Ontario Human Rights Law and the AODA.
- Please refer to the [Guide to Accessible Festivals and Outdoor Events](#) during your event planning process to ensure full access to all patrons.

For assistance, support or for further information and resources on how to make your event accessible please contact the Accessibility and Diversity Services Division.

20.0 On-Site Meeting

Organization	Phone	E-mail / Website
City of Cambridge Special Event Liaison Community Services Department	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 may be 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.
- Depending upon risk level of event a site meeting may be mandatory in order for event to be approved.

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.

21.0 Emergency Plans & Risk Management

Overview:

- An emergency 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. City staff may require your event to produce an emergency plan to ensure safety.
2. 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.
3. 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.
4. 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

Produced by:
The Corporation of the City of Cambridge
Community Development Department
50 Dickson St, Cambridge, Ontario
N1R 5W8

Published:
February 2019 (Revised Annually)
Online Version with Resource Links available at:
www.cambridge.ca/specialevents

