

City of Greater Sudbury Special Events Resource Guide



Updated September 2023

As the organizer(s) of an event on municipal property, you are responsible for the health and safety of those who participate in your event and to ensure all terms and conditions of local by-laws and policies are followed.

SPECIAL EVENTS PERMITS:

Activity	Requirements	Time	Cost	Contact
Alcohol – serving/selling	<ul style="list-style-type: none"> • Copies of notification letters to Greater Sudbury Police Service (GSPS), City of Greater Sudbury (CGS) Fire Services, and Public Health Sudbury and Districts • A detailed sketch of site with dimensions and structures • Security plan • List of servers with Smart Serve and their certification numbers • Catering notification form and proof of insurance from service club • Copy of paid duty contract • Copy of security contract 	30-60 days	Yes	Questions: Alcohol and Gaming Commission of Ontario 1-800-522-2876
Amusement rides (carnival, inflatables)	<ul style="list-style-type: none"> • Copy of operating license from TSSA • Copy of all applicable amusement device permits • Proof of insurance with City of Greater Sudbury added as an additional insured 	14 days	No	Questions: Technical Standards and Safety Authority 1-877-682-8772
Animal exhibits (petting zoo)	<ul style="list-style-type: none"> • Copy of the approved special event animal exhibit permit 	14 days	No	Questions: Public Health Sudbury & Districts 705-522-9200

Barbeque	<ul style="list-style-type: none"> • Pre-approval from Leisure Services • Ground mat for under barbecue, drip tray, and fire extinguisher • Copy of the approved special event food services permit • Smoking, cooking equipment or open flame of any kind is not permitted in a tent. Cooking under canopies must be approved by the Fire Prevention Division. 	20 days	No	<p>Questions: Leisure Services 705-674-4455, extension 2446</p> <p>Public Health Sudbury & District 705-522-9200</p> <p>Fire Services 705-674-4455, extension 3743</p>
Bonfires	<ul style="list-style-type: none"> • Written consent from landowners, and CGS Fire Services Fire Chief 	14 days	No	<p>Questions: Fire Services 705-674-4455, extension 3743</p>
Crowd control/security	<ul style="list-style-type: none"> • If alcohol is present, paid duty and/or licensed security guards will be required • If no alcohol is present, licensed security and/or auxiliaries may be required 	2 weeks	Yes	<p>Questions: Greater Sudbury Police Service 705-675-9171</p>
Electrical modification (additional power requirements or the use of generators)	<p>All work must be pre-arranged/pre-approved with City staff</p> <ul style="list-style-type: none"> • Must be carried out by a licensed, insured electrician • Must be inspected by ESA upon completion 	20 days	Yes	<p>Questions: Leisure Services 705-674-4455, extension 2446</p>
Fireworks show	<ul style="list-style-type: none"> • A letter of permission is required from the landowner, CGS and Fire Services 	30 days	No	<p>Questions: Leisure Services 705-674-4455, extension 2446</p> <p>Fire Services</p>

	<ul style="list-style-type: none"> • Copy of valid pyrotechnician Certification/license • Additional insurance (if required) 			705-674-4455, extension 3743
Fishing derby	<ul style="list-style-type: none"> • Confirmation of Marine Unit notification/attendance (GSPS) • Confirmation of Ministry of Northern Development Mines, Natural Resources and Forestry notification/attendance • Fishing licenses (participants 18-65) 	From 30 days to 1 day	Yes	<p>Questions: Greater Sudbury Police Service 705-675-9171</p> <p>Ministry of Natural Resources and Forestry (MNRF) 1-800-667-1940</p> <p>National Boating Safety information 1-800-267-6687</p>
Food services	<ul style="list-style-type: none"> • Copy of approved Special Event Food Service permit 	20 days	No	<p>Questions: Public Health Sudbury & Districts 705-522-9200</p>
Lottery licenses (including 50/50 draws and ticket selling)	<ul style="list-style-type: none"> • Copy of approved lottery license • Must be a charitable organization 	30-60 days	Yes	<p>Questions: By-Law Licensing Enforcement Officer 705-674-4455, extension 2320</p>
Noise by-law exemption	<ul style="list-style-type: none"> • Submit CGS Special Intake form 	30 days	No	<p>Questions: By-Law Licensing Enforcement Officer 705-674-4455, extension 2320</p>
Parade/demonstration	<ul style="list-style-type: none"> • Parade permit 	60 days	Yes	<p>Questions: Greater Sudbury Police Service 705-675-9171</p>
Personal services (hair cutting)	<ul style="list-style-type: none"> • Copy of the approved Special Event Personal Services permit 	14 days	No	<p>Questions: Public Health Sudbury & Districts 705-522-9200</p>
Recycling/Composting	<ul style="list-style-type: none"> • Copy of completed Special Events 	21 days	No	<p>Questions: Environmental</p>

	<p>Recycling/Composting Request form</p> <p>https://www.greatersudbury.ca/play/events/plan-a-special-event/composting-and-recycling-at-special-events/</p>			<p>Services/Solid Waste</p> <p>705-674-4455, extension 4241</p>
<p>Site – reserving a municipal hall</p>	<ul style="list-style-type: none"> • Facility agreement (payment due upon booking) • Insurance coverage (minimum \$2,000,000 liability) 	60 days	Yes	<p>Questions: 311</p>
<p>Site – reserving a municipal park (including gazebos, pavilions, and the Grace Hartman Amphitheatre)</p>	<ul style="list-style-type: none"> • Facility agreement (payment due upon booking) • Insurance coverage (minimum \$2,000,000 liability) 	60 days	Yes	<p>Questions: Leisure Services</p> <p>705-674-4455, extension 2446</p>
<p>Site – reserving a municipal courtyard or foyer at Tom Davies Square</p>	<ul style="list-style-type: none"> • Completed request to book foyer or courtyard form • Additional charges may apply for security 	60 days	No	<p>Questions: 311</p>
<p>Site – reserving a municipal sports field</p>	<ul style="list-style-type: none"> • Facility agreement (payment due upon booking) • Insurance coverage (minimum \$2,000,000 liability) 	60 days	Yes	<p>Questions: Leisure Services</p> <p>705-674-4455, extension 4570</p>
<p>Special events at or near a beach</p>	<ul style="list-style-type: none"> • Facility agreement (payment due upon booking) • Insurance coverage (minimum \$2,000,000 liability) • Proof of certified lifeguarding staff on site 	60 days	Yes	<p>Questions: Leisure Services</p> <p>705-674-4455, extension 2446</p>

Street occupancy/closure	<ul style="list-style-type: none"> • Copy of approved road closure permit • Copy of approved traffic management plan 	60 days	Yes	Questions: robert.james@greatersudbury.ca
Tents or temporary structures (stages)	<ul style="list-style-type: none"> • Site plan with proposed size and location • Building permit may be required • Engineer inspection may be required 	30 days	Yes	Questions Building Services 705-674-4455, extension 4281
Vendors	<ul style="list-style-type: none"> • Spreadsheet listing vendors with contact information • Vendors must provide a certificate of insurance for a minimum of \$2 million dollars naming the City of Greater Sudbury as additionally insured. <p>***See food services section for additional requirements</p>	60 days	Yes	Questions: Leisure Services 705-674-4455, extension 2446

NOTE:

The above chart is provided for information only – timelines, fees and contracts are subject to change without notice.

It is also possible that activities not listed on the above chart will require permits or other forms to be completed. It is therefore important that you discuss any scheduled activities with your Recreation Coordinator or Special Events Officer.

ADDITIONAL RESOURCES AVAILABLE

- Municipal Alcohol Policy
- Amended parks by-law
- Sample notification letter
- Sample request letter (by-law exemption, request from landowner, etc.)

ADMINISTRATIVE

- Signed facility agreement
- Contract paid in full
- Certificate of insurance (minimum \$2,000,000 liability coverage with the CGS listed as an Additional Insurer)
- Completed and returned Event Equipment form

ALCOHOL SALES

- Provide copy of Special Occasion permit or Caterer's Endorsement
- Provide copy of notification letters
- Review Alcohol Risk Management Policy
- License area review:
 - Fencing
 - Signage
 - Location
 - Hours of service
 - Security
 - ID – acceptable forms and verification
 - Alcohol being served – alcohol content and method of service (cups only)
 - Power/utilities requirements
 - Tent review
 - Equipment requirements
 - Provide list of servers and Smart Serve Certification numbers

CANCELLATIONS:

- Requests to cancel must be received, in writing, no less than **60 days** prior to the first scheduled use. If 60 days' notice is provided, a full refund, less an administration fee as stipulated in the City's User Fee Bylaw, will be issued.
- When the Permit Holder is not able to utilize the facility due to inclement weather, the Permit Holder must notify their city liaison within 24 hours.
- Refunds will not be issued for cancellations that are not in adherence to the above. All "No Shows" will be charged the full rental rate.

EVENT SPECIFIC CANCELLATION POLICY:

The event organizer and city liaison should create a policy for the cancellation of the event and/or the disassembly of the tents, including specific criteria for implementing one of the planned contingency measures. The plan should outline, but should not be limited to:

- The circumstances under which an event is suspended or cancelled and/or tents are dismantled (lightning, rain, wind, weather watch, weather warning, weather alert, etc.)
- Who has the authority to make such a decision?
- How long you continue in severe weather
- A notification process for staff and patrons

The cancellation policy should be posted in a designated area that is available to all patrons/volunteers.

EMERGENCY RESPONSE GUIDELINES – DIAL 911

Prior to the start of the event, the primary event organizer must:

- Know the exact address of the location of the event.
- Obtain an overview of the on-site fire safety plan (if applicable) and become familiar with it.
- Become familiar with the building/area and be aware of all exits/access points.
- Hold an emergency response meeting with all Emergency Personnel whereby the primary (authorized) event contactor designate will familiarize Emergency Personnel with the following:
 - The Emergency Response Guidelines for a special event
 - The location of all exits/access points of the event site
 - The location of a central “command post” where emergency personnel can report if an emergency occurs (a central location on the event premises)

When You Make an Emergency Call:

- Know the address of your venue.
- Provide directions if necessary.
- Provide your name and telephone number.
- Describe what has happened.
- Do not hang up until asked to do so.
- Plan to meet and escort emergency personnel to the location of the problem.

FOOD VENDOR/VENDORS:

- The Permit Holder must ensure all vendors and concessions have the proper licenses, permits and insurance.
- All vendors are subject to approval by the Director of Leisure Services or designate.
- Vendors may be subject to an ESA inspection before or during the event.
- All vendors must provide a certificate of insurance for a minimum of \$2 million dollars naming the City of Greater Sudbury as additionally insured.

Fuel and Power Source Checklist

- Verify that fuel tanks are filled to capacity for uninterrupted operation during normal operating hours.
- Ensure that refueling is conducted only during non-operating hours.
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures.
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container.
- Check that surfaces of engine-driven sources of power are cool to the touch prior to refueling from a portable container.
- Make sure that exhaust from engine-driven sources of power complies with the following:
 - At least 10 ft in all directions from opening intakes
 - At least 10 ft from every means of egress
 - Directed away from all buildings
 - Directed away from all other cooking vehicles and operations
- Ensure that all electrical appliances, fixtures, equipment and wiring comply with the NFTA 70

Food Service/Vendors

- Provide copy of Special Occasion Food permit – SDHU
- Provide list of vendors' needs
 - Provide size requirements and shelter type (tent, trailer, bus, etc.).
 - Provide electrical requirements.
 - Collect licensing and insurance information.
 - Provide potable water requirements.
- Review Fire Code Regulations.

Food Truck Safety General Checklist

- Obtain license or permits from local authorities.
- Ensure there is no public seating within the mobile food truck.
- Check that there is a clearance of 10 ft away from buildings, structures, vehicles and any combustible materials.
- Verify fire department vehicle access is provided for fire lanes and access roads.
- Ensure clearance is provided for the fire department to access fire hydrants and connections.
- Check that appliances using combustible media are protected by an approved fire extinguisher system.

- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10.
- Where solid fuel cooking appliances produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishers equipment.
- Ensure that workers are trained in the following:
 - Proper use of portable fire extinguishers and extinguishing equipment
 - Proper method of shutting off fuel sources
 - Proper procedure for notifying the local fire department
 - Proper procedure to perform simple leak test on gas connections

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot.
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened.
- Close gas supply piping valves and gas container valves when equipment is not in use.
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease.

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible.
- Ensure that the portable gas containers are in an upright position and secured to prevent tripping over.
- Inspect gas systems prior to each use.
- Perform leak testing on all new gas connections affected by replacement of an exchangeable container.
- Document leak testing and make documentation available for review by the authorized official.
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system.
- Where a gas detection system is installed, ensure it has been tested in accordance with the manufacturers' instructions.

Solid Fuel Safety Checklist (where wood, charcoal or other solid fuel is used)

- Fuel is not stored above any heat-producing appliances or vents.
- Fuel is not stored closer than 3 ft to any cooking appliance.
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods.
- Fuel is not stored in the path of the ash removal or near removed ashes.

- Ash cinders and other fire debris should be removed from the firebox at regular intervals and at least once a day.
- Removed ashes, cinders and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliances.

FEES:

The balance of the rental fee is due at the time of booking and **must** be paid in full before the event is allowed to proceed.

If for some reason payment was not made at the time of booking, interest will be charged at the rate of 1.25 per cent, per month on all overdue accounts, beginning after 30 days.

A completed special event application, proof of insurance and your rental fee paid in full must be provided to finalize your booking contract. Without ALL THREE, your event will not be permitted to proceed.

FIRE:

- No bonfires of any kind, barbecues or similar cooking devices shall be operated onsite without a Letter of Approval from the City of Greater Sudbury and a Fire Permit issued by Fire Services. If permission is granted, an approved, certified and tagged fire extinguisher(s) must be available and accessible at all times.
- All tents and structures must comply with Greater Sudbury Fire Services regulations.

FIRST AID:

- The City of Greater Sudbury reserves the right to require the presence of first aid/medical support at the permit holder's expense.
- The permit holder is responsible for giving emergency vehicles access to the park at any given time.

INCLEMENT WEATHER PLANNING GUIDELINES

Always Pay Attention to Weather Reports:

Check the weather reports prior to your event. Extra anchoring for your tents may be required when strong winds are forecast. If severe winds are expected, you may have to postpone your event for everyone's safety. The effects of wind at various velocities are listed below:

Monitoring Weather Conditions:

WARNING ZONE	
20 to 28 km/h	Dust and loose paper are raised. Small branches begin to move.
29 to 38 km/h	Branches of a moderate size move. Small trees begin to sway.

DANGER ZONE	
39 to 49 km/h	Large branches begin to move. Whistling is heard in overhead wires. Umbrella use becomes difficult. Empty plastic garbage cans tip over.
50 to 61 km/h	Whole trees are in motion. Effort is needed to walk against the wind.

EXTREME DANGER ZONE	
62 km/h and above	Some branches break off trees. Construction/temporary signs and barricades blow over.

INSURANCE REQUIREMENTS:

The Permit Holder agrees to be bound by all rules and regulations established by the City of Greater Sudbury and the permit holder's affiliated organizations to govern the usage of the facility and all activities conducted therein. The permit holder will have insurance with a minimum liability of \$2,000,000, with the City of Greater Sudbury added as an additional insured. The City of Greater Sudbury may require a higher limit of insurance depending on the scope and nature of the event. **Proof of insurance must be provided to the City of Greater Sudbury at least two weeks prior to the event.**

LIVE ENTERTAINMENT/PRODUCTIONS

- Provide Copy of itinerary, including:
 - Concert times
 - Load-in times
 - Sound-check times
- Provide copy of notification letter (distribute)
- Provide copy of Noise By-law Exemption letter (if applicable)
- Review sound technician role and schedule
- ESA inspection (if applicable), electrician on stand-by

ROAD CLOSURES:

The permit holder is responsible for contacting the Greater Sudbury Police Service and the City of Greater Sudbury Traffic Division if road/lane closures or restrictions are necessary. The permit holder will be responsible for any costs related to traffic control and security incurred beyond the costs outlined in their Facility Agreement.

SECURITY

- Provide copy of Paid Security contract
- Create a security plan
 - Coverage of main gate, entry and all exit points

- Egress (EMS routes)
- Front of stage and back of house (if applicable)
- Parking (if applicable)
- Duties (volunteers, security, police)
- Security orientation
- The City of Greater Sudbury reserves the right to require the presence of an approved security firm or organization at the permit holder's expense. Security will be hired adhering to the Greater Sudbury Police Service ratio recommendations and will be stationed at appropriate locations at the event, focusing on the special occasion permit area, registration and event entrances.

SMOKING, CANNABIS & VAPING

By-law #2013-54, a By-law of the City of Greater Sudbury to regulate parks, prohibits smoking in any City park.

WASTE MANAGEMENT

- Recycling/Composting
- Additional washrooms (if required)
- Grey water collection
- Grease disposal container
- Site clean-up