



# City of Greater Sudbury Special Events Checklist

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

# SPECIAL EVENTS PERMITS –

PLEASE PLAN FOR SUFFICIENT TIME TO OBTAIN REQUIRED PERMITS:

Activity	Requirements	Time	Cost*	Contact
<a href="#">Alcohol - Serving/Selling (2004-179)</a>	<p><b>Special Occasion Permit</b></p> <ul style="list-style-type: none"> <li>Copies of notification letters to the police, fire, health (building if applicable) and municipal clerk's departments, residents; and</li> <li>A detailed sketch of site with dimensions and structures and</li> <li>Copy of Security Plan</li> <li>List of Servers with Smart Serve #</li> </ul> <p><b>Copy of Catering Endorsement</b></p> <ul style="list-style-type: none"> <li>Catering Notification Form and proof of insurance from service club</li> </ul>	6-8 weeks	Y	<b>Questions:</b> Alcohol and Gaming Commission of Ontario 1-800-522-2876
Amusement Rides (Carnival, Inflatables)	<ul style="list-style-type: none"> <li>Copy of Operating License from Technical Standards and Safety Authority (TSSA)</li> <li>Copy of all applicable Amusement Device Permits</li> <li>Company must provide proof of insurance with City of Greater Sudbury listed as an additional insured</li> </ul>	N/A	N	Technical Standards and Safety Authority Click <a href="#">here</a> for more information
Animal Exhibits (Petting Zoos)	<ul style="list-style-type: none"> <li>Copy of the approved Special Event Animal Exhibit Permit</li> </ul>	2 weeks	N	Questions: Sudbury District Health Unit @ 705-522-9200
Barbecue	<ul style="list-style-type: none"> <li>Pre-approval from Leisure Services</li> <li>Ground mat for under barbecue, drip tray and fire extinguisher</li> <li>Copy of the approved Special Event Food Service Permit</li> </ul>	2 weeks	N	Questions: Sudbury District Health Unit @ 705-522-9200 Ext. 464 Click <a href="#">here</a> for Special Event Food Service Permit
<a href="#">Bonfire(2009-228)</a>	<ul style="list-style-type: none"> <li>Written consent from land owner &amp; City of Greater Sudbury (CGS) Fire Services, Fire Chief</li> </ul>	2 weeks	N	Questions: Fire Services @ 705-674-4455
Crowd control / Security	<ul style="list-style-type: none"> <li>If alcohol is present, paid duty and/or licensed security guards will be required</li> <li>If no alcohol is present, licensed security and/or auxiliaries may be required</li> </ul>	2 weeks	Y	Questions: Greater Sudbury Police Service @ 705-675-9171
Electrical Modification (Additional Power Requirements or use of Generators)	<p>All work must be pre-arranged/pre-approved with City Staff and</p> <ul style="list-style-type: none"> <li>Be carried out by a licensed, insured electrician</li> <li>Must be inspected by ESA upon completion</li> </ul>	N/A	Y	Questions: Leisure Services @ 705-674-4455
<a href="#">Fireworks show (2011-100)</a>	<ul style="list-style-type: none"> <li>Letter of permission from;                             <ul style="list-style-type: none"> <li>-Land Owner (City of Greater Sudbury, Leisure Services)</li> <li>-Greater Sudbury Fire Department</li> <li>- Copy of valid pyrotechnician license</li> <li>- Additional insurance may be required</li> </ul> </li> </ul>	2-4 weeks	N	<b>Questions:</b> CGS, Leisure Services @ 705-674-4455 Ext. 2453 <b>Questions (Fire Services):</b> 674-4455
Fishing Derby	<ul style="list-style-type: none"> <li>Confirmation of Marine Unit notification/ Attendance (GSPS)</li> <li>Confirmation of Ministry of Natural Resources (MNR) notification/ Attendance</li> <li><a href="#">Fishing Licenses</a> (participants 18-65 years of age)</li> <li><a href="#">Pleasure Craft Operator Card</a> (participants with motors)</li> </ul>	1-2 weeks 2-3 weeks 1 hour 1 week	N N Y Y	Questions: Greater Sudbury Police Service (Marine Unit) @ 705-675-9171 Ministry of Natural Resources (Enforcement)@ 705-564-7824 Sudbury License Issuers: click <a href="#">here</a> National Boating Safety Info: 1-800-267-6687
First Aid	See First Aid Section below			
Food Service	<ul style="list-style-type: none"> <li>Copy of the approved Special Event Food Service Permit</li> </ul>	2 weeks	N	Sudbury & District Health Unit @ 705-522-9200

Activity	Requirement	Time	Cost*	Contact
Lottery Licenses (including 50/50 draws or ticket selling)	<ul style="list-style-type: none"> <li>• Copy of approved Lottery License</li> <li>• Must be charitable organization</li> </ul>	6-8 weeks	Y	Questions: By-law Licensing Enforcement Officer @ 705-674-4455
Noise by-law exemption		4-6 weeks	N	Questions: By-law Licensing Enforcement Officer @ 705-674-4455
Parade/ Demonstration	<ul style="list-style-type: none"> <li>• Parade Permit</li> </ul>	4-8 weeks	Y	Questions: Greater Sudbury Police Service @ 705-675-9171
Personal services (tattooing, hair cutting)	<ul style="list-style-type: none"> <li>• Copy of the approved Special Event Personal Services Permit</li> </ul>	2 weeks	N	Questions: Sudbury District Health Unit @ 705-522-9200 Ext. 464
Posters/ Flyers (hydro poles/ CGS property)	<ul style="list-style-type: none"> <li>• Copy of approved poster permit</li> </ul>	2-4 weeks	N	Questions: By-law Licensing Enforcement Officer @ 705-674-4455 ext. 2320
Recycling	<ul style="list-style-type: none"> <li>• Copy of Completed Special Events Recycling Request Form</li> </ul>	2-3 weeks	N	Questions: Environmental Services/Solid Waste @ 705-674-4455 ext.4241
Site – Reserving a Municipal Hall	<ul style="list-style-type: none"> <li>• Facility Agreement (min 50% deposit required to reserve)</li> <li>• Insurance coverage(min. \$2,000,000.00 liability)*</li> </ul>	4-8 weeks	Y	Questions: 3-1-1
Site – Reserving a Municipal Park (including Gazebos, Pavilions and the Grace Hartman Amphitheatre)	<ul style="list-style-type: none"> <li>• Facility Agreement (minimum 50% deposit required to reserve)</li> <li>• Insurance coverage(min. \$2,000,000.00 liability)*</li> </ul>	4-8 weeks	Y	Questions: Leisure Services @ 705-674-4455Ext. 2446
Site – Reserving the Municipal Courtyard or Foyer at Tom Davies Square	<ul style="list-style-type: none"> <li>• Completed Request to book Foyer or Courtyard form</li> <li>• Additional charges may apply for security</li> </ul>	4-8 weeks	N	Contact Leisure Services at 705-674-4455-2446
Site – Reserving a Municipal Sports Field	<ul style="list-style-type: none"> <li>• Facility Agreement (minimum 50% deposit required to reserve)</li> <li>• Insurance coverage(min. \$2,000,000.00 liability)*</li> </ul>	4-8 weeks	Y	Questions: 3-1-1
Special Event on or near Beach	<ul style="list-style-type: none"> <li>• Facility Agreement (min. 50% required to reserve)</li> <li>• Insurance coverage(min. \$2,000,000.00 liability)*</li> <li>• Proof of certified Lifeguarding staff on site</li> </ul>	4-8 weeks	Y	Questions: Leisure Services @ 705-674-4455Ext. 2453
Street Occupancy/Closure	<ul style="list-style-type: none"> <li>• Copy of approved Road Closure Permit or Road Occupancy Permit</li> <li>• Copy of approved Traffic Management Plan</li> </ul>	4-8 weeks	Y	Call Roads at 705-674-4455 extension 3620
Tents or Temporary structures (Stages)	<ul style="list-style-type: none"> <li>• Site plan with proposed size and location</li> <li>• Building permit may be required</li> <li>• Engineer inspection may be required</li> </ul>	4 weeks	N/Y	Contact: Angela Lanteigne with Building Services 705-674-4455 extension 4277
Vendors	<ul style="list-style-type: none"> <li>• Spreadsheet listing vendors with contact information</li> <li>• May require Hawkers &amp; Peddlers/Business Licenses</li> <li>• Proof of notification to fire services See Food Service section for additional requirements</li> </ul>	2-4 weeks	N/Y	Questions: Leisure Services @ 705-674-4455 Ext. 2453

**Please note:**

The above chart is provided for informational purposes only and timelines, fees and contacts 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 and it is therefore important that you discuss any scheduled activities with the appropriate City staff person.

# SPECIAL EVENT CHECKLIST

## Administrative:

- Signed Facility Agreement
- Contract paid in full
- Certificate of Insurance (min. \$2,000,000 liability coverage with the CGS listed as an Additional Insurer)

## Alcohol Sales:

- Provide Copy of Special Occasion Permit or Caterer's Endorsement
- Provide Copy of Notification Letters
- Review of 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 Numbers

## Emergency Management Plan:

- Provide copy of First Aid/ Emergency Services Contract
- Provide copy of Notification to EMS
- Review Fire and Evacuation Plan, Pre-show announcements
- Review Inclement Weather Plan
- Provide List of Organizers and Primary Volunteers with Contact Information
- Provide copy of Site Plan

## Food Service/ Vendors:

- Provide Copy of Special Occasion Food Permit - SDHU
- Provide List of Vendors including:
  - Full Business Name
  - Primary Contact with address and phone numbers
  - Size Requirements and shelter type (tent, trailer, bus etc.)
  - Electrical Requirements
  - Licensing and Insurance
  - Equipment Requirements
  - Menu or Product Information
- Review Fire Code Regulations
- Review Vendor Location

## Live Entertainment/ Stage Production:

- Provide Copy of Itinerary including:
  - Concert Times
  - Load-In Times
  - Sound-Check Times
  - Back of House Set-Up/ Production Vehicle Parking
  - Man Lift Requirements
  - Technical Requirements – Additional Lights – follow spot, special effects
  - Artist Rider Requirements
- Provide Copy of Notification Letter and Noise By-Law Exemption Letter (if applicable)
- Review Sound Technician Role and Schedule
- ESA Inspection (if applicable), Electrician on stand-by
- Provide Copy of Fall Arrest Certificates (if applicable)

## Security:

- Provide Copy of Greater Sudbury Police Service Paid Duty Contract
- Provide Copy of Paid Security Contract
- Review Security Plan/ Event Controls
  - Coverage of main gate, entry and exit points
  - Egress (EMS Routes)
  - Front of Stage and Back of House (if applicable)
  - Parking (if applicable)
  - Duties (volunteers, security, police)
- Security Orientation (Pre-Show)

### **Staff Schedule:**

- Review Staff Schedule and Contact Information

### **Tickets:**

- Review Will Call Location and Procedures
- Assigned Seating / General Admission
- Review Re-Entry Policies
- Review Refund/ Cancellation Policies
- Review Accessible Seating

### **Waste Management:**

- Recycling
- Additional Washrooms (if required)
- Site Clean-up

### **Additional Resources Available:**

- Municipal Alcohol Policy
- Amended Parks By-Law
- Sample Notification Letter
- Sample Request Letter (By-Law exemption, Request from landowner etc.)

Note: Event organizers should fill out the Event Intake form with all available information so that City staff can then assist you in determining what permits may be required. The Event Intake Form should then be emailed to [events@greatersudbury.ca](mailto:events@greatersudbury.ca)