



Title: Special Events Policy	Internal/ External
Department: Recreation and Leisure	Policy Number: RL- 004
Approval Date: December 17 th 2013	Implementation Date: December 18 th , 2013

BACKGROUND

The Town’s Recreation and Leisure Services Department is committed to delivering quality programs and services for residents that promote healthy, active lifestyles and provide opportunities to socialize and celebrate with family and friends through community events.

Encouraging the planning and implementation of special events, provides the Town with the opportunity to strengthen community life and support economic activity. These events add to the quality of life and provide affordable entertainment to citizens and visitors. Municipal involvement may be required to ensure each event is successful and to ensure public safety and adequate operation.

This policy was approved by Council on Tuesday December 17th, 2013.

PURPOSE/OBJECTIVE

The purpose of this policy is to provide those wishing to hold a special event in the Town of Paradise, with the necessary guidelines and mechanisms with which to conduct their event.

DEFINITION

n/a

POLICY STATEMENT

The Town of Paradise is committed to promoting and encouraging special events within the Town. This policy outlines application requirements and the ongoing responsibilities of special event organizers. The Town reserves the right to give priority to Town hosted events, and choose carefully which events not hosted by the Town are approved. Further, the Town reserves the right to cancel an approved event for any reason they deem necessary.

GUIDELINES/PROCEDURE

1. **Town Hosted Special Events**

Town hosted special events will be given priority scheduling over community, non-profit or commercial events. Town hosted events must adhere to all terms and conditions outlined for non-town hosted events as well as the terms outline in section 1.1 outlined below.

1.1 Gate/Entrance Guidelines

- (i) Only staff will operate the entrance gate for a special event.
- (ii) Volunteers are not permitted to operate entrance due to the requirement to handle money at the gate.
- (iii) Adequate security and lighting will be provided at the entrance gate as well as lockable cash can. Security and safety of the staff is crucial at the entrance gate.

1.2 Outside Beer for Events

- (i) Provider of alcohol will apply for the permit
- (ii) Free beverages will be available for sale that have been donated by sponsor (Molson). The Town will provide the liquor licensee with a portion of donated beverages based on the total number of participants. This donation will be at the Recreation Departments discretion.
- (iii) All expenses paid out will be covered by the gross profits
- (iv) A 50/50 split comes from Net profit
- (v) If an outside organizer does not make over \$1000 there will be a service charge based on Town discretion rather than a 50/50.

2. **Non-Town Hosted Special Events**

1.3 Application:

- (i) Civic groups, non-profit groups or commercial groups wishing to hold a Special Event (circus, large public picnics) on Town owned property will submit a Special event Application form to the Recreation and Leisure Services Department at least four weeks in advance of the requested event. Any inquiry made less than four weeks in advance will be considered based on facility availability.
- (ii) The activity will be safe, orderly and restricted to assigned areas. The event organizer is responsible for ensuring the requested site is suitable for the event.
- (iii) When applying, the applicant must designate a specific individual as the liaison between the Recreation and Leisure Services Division applicant organization.

This individual will work with the Town of Paradise Recreation and Leisure Services Department or other designated Town Departments and event personnel/volunteers to ensure compliance with all special event guidelines and to prevent damage of the chosen site.

1.4 Profits:

- (i) Town will require financial breakdown (revenues) within 30 days of event.
- (ii) A portion of the gross profits made at a commercially driven event within the Town of Paradise will go to the Town.
- (iii) The Town will take 10% of the organizers gross profits.
- (iv) If an event makes less than \$500 the applicant will be billed a one- time fee based on size and location of the event.

1.5 Property Damage

- (i) Property damage resulting from event set up, activities and/or take down, is the responsibility of the Event Organizer. Damage to Town property will be reported to the Recreation and Leisure Services Department immediately. Repair and/or replacement cost will be billed to the Event Organizer.

1.6 Organizer Responsibilities

The event organizer must;

- (i) have adequate monitoring and supervision systems in place for the duration of the special event to ensure compliance with all Terms and Conditions of this policy (this includes set up time and take down time).
- (ii) provide and maintain the appropriate number and placement of portable toilets for event patrons. Portable toilets will be located in hardscape and will not impede pedestrian traffic flow or accessibility of the site by emergency vehicles.
- (iii) Arrange for and restrictive traffic flow or the closure of any Town thoroughfare in their event application form.
- (iv) Ensure only paper/plastic cups will be used for beverages. Glass containers are prohibited for safety reasons.
- (v) Ensure the registration and payment of SOCAN (Society of Composers, Authors & Music Publisher of Canada) fees as legislated by the Government of Canada.
- (vi) Ensure compliance with all Federal and Provincial Laws, Statues and Regulations in implementation of special event, including Municipal By-Laws.

1.7 Waste and Clean up

- (i) The organizer must leave the event/activity area(s) clean and litter free and may be billed for subsequent cleanup costs,

- (ii) Barrels for garbage AND recycling are required throughout the use area. However, dumpsters are restricted to hard surfaces and are prohibited from grasses and other high use sections of the site.

1.8 Event Logistics

- (iii) Barbeques may be used provided they are in safe working condition and are not positioned as to cause damage to grassed/treed areas, asphalt, concrete, picnic tables or other site amenities. The use of Barbeques may be restricted or disallowed depending on the site and/or planned activity.
- (iv) Any use of Town owned sports fields will have to be covered with a material approved by the Town.
- (v) If a large vehicle or tractor trailer is required for the delivery of materials or stage set up, the event organizers will provide adequate turf protection. In the same manner, trees and their roots must be protected from any damage.
- (vi) Electrical services beyond what is currently available at the event site, is the responsibility of the Event Organizer.
- (vii) No personal tents or canopies are permitted in under-designated Public Parks, open spaces or playgrounds. Overnight camping is prohibited.
- (viii) Roller blades, skateboards, bicycles and other like modes of transportation are not permitted in special event areas with the exception of RNC/Security bikes.

1.9 Rental Cancellation

- (i) The Town of Paradise reserves the right to make cancellations to a reservation at any time due to staffing availability or other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees will be returned in full if the cancellation is initiated by the Town of Paradise. The Town will not be liable for any costs incurred by the Renter due to cancellations made by the Town of Paradise.
- (ii) Cancellations initiated by the Renter will only result in refund of money due to extenuating circumstance that can be confirmed with appropriate documentation.

REVIEW

This policy will be subject to review one year following implementation.

Chief Administrative Officer: *Perdrey Cunniff* Date: *Jan 7/1/14*