



Special Event Guide

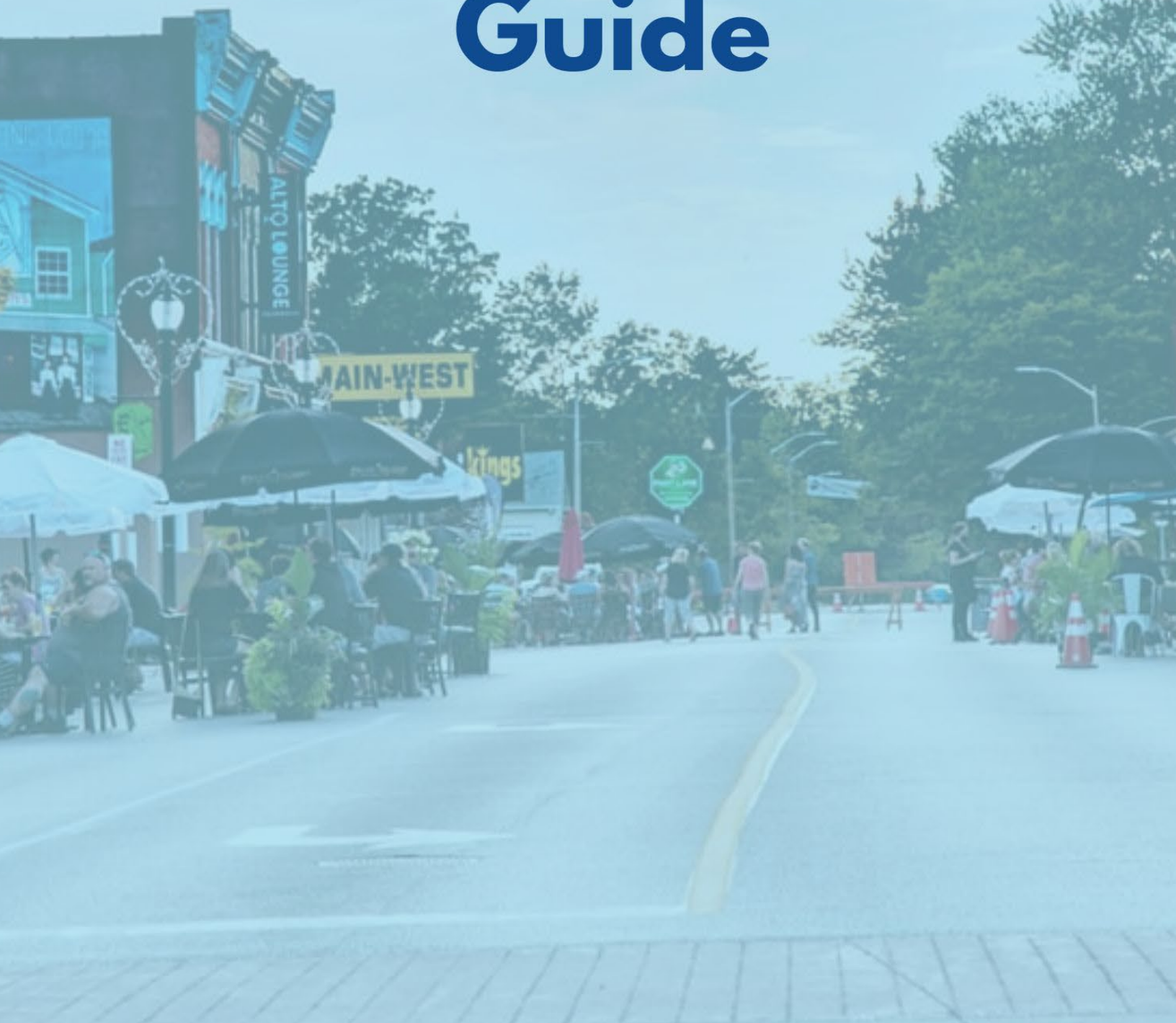


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General Information

This Special Events Guide was developed to help event organizers host special events in the Town of Kingsville. Town Staff will be available to assist event organizers in understanding these guidelines to obtain approval for a Special Event Permit from the Town of Kingsville.

A [Special Event Application Form](#) must be submitted if you are hosting a special event in the Town of Kingsville. The Application must be submitted a minimum of **90 days** prior to the proposed event.

Event organizers are reminded that all municipal, provincial, and federal laws and regulations are in effect, and event organizers are responsible for following those requirements. Special Events taking place on property that does not comply with the rules and procedures outlined in this Special Events Guide or any other municipal By-law or provincial/federal law may be shut down.

If the event organizer is unsure whether an event requires a Special Event Permit, please contact licensing@kingsville.ca. Special events cannot be held without an approved Special Event Permit.



Special Event Application

You must submit a Special Event Application if:

If you wish to hold your event on a road that is Town property (street festival, parade, walkathon, race) **or**:

If you wish to hold your event on a road that is **not** Town property, and there will be any of the following:

- Food being given or sold at an event open to the public
- Sale or consumption of alcohol at an event open to the public
- Sound amplification
- Tents larger than 30m² (may require Fire Safety Plan and building permit)
- Stages that are more than 225m² in area (may require a building permit)
- Amusement rides or inflatables
- Projected attendance of over 250 people **or**:

If you wish to hold your event, in whole or in part, outdoors on private property, and there will be any of the following:

- Food being given or sold at an event open to the public
- Sale or consumption of alcohol at an event open to the public
- Sound amplification
- Tents larger than 30m² (may require Fire Safety Plan and building permit)
- Stages that are more than 225m² in area (may require a building permit)
- Amusement rides or inflatables
- Projected attendance of over 250 people **or**:

Application Exemptions

A Special Event Application is not required for sports tournaments or sporting events unless otherwise advised. A sports event or sporting event is defined as an event where an element of sport is the focus of the competition or celebration. Typically, the event involves competitors and spectators who have gathered to participate in, or watch, a sporting event.



Process Guide

Review

- Review the Special Events Guide.
- Determine what licences and/or permits your Special Event requires.
- Prepare all required documents.

Location

- Book your municipal location or facility through the [Kingsville Facility Rental webpage](#).
- Full payment is required before the approval of a Special Events Application.

Documents

- Fill out the Special Event Application Form and submit all the required documents, allowing sufficient time for review.

Approval

- If your Application is approved, staff will contact you and issue a Permit to authorize your Special Event.



Application Process

The Event Organizer shall read through this Special Events Guide and complete the online [Special Event Application](#) available below:

Special Event Application

Please note that, depending on the activities included in your Application, additional forms, including Certificates of Insurance and special operating permits, may be required with your Special Event Application. Additionally, Event Organizers may be required to meet with the Town of Kingsville’s Special Event Review Team (“SERT”), which may include third parties such as the Ontario Provincial Police (“OPP”) and/or Emergency Medical Services (“EMS”) to review the Special Event Application and discuss details of the event.

Special Event Permit Fee:

A non-refundable fee of **\$100.00** is required upon submission of the Special Event Application.

Timing of Application

Obtaining the necessary permits will help streamline your Application. It is essential to review the Special Events Guide, complete the Special Event Application, and submit it to the Town, together with all required forms and payment (if applicable):

- At least **120 days prior** to the event, for large events.
- At least **90 days prior** to the event, if the event is taking place for the first time or has significantly changed since the last time the event was held.
- At least **60 days prior** to the event, if the event is an annual event and has no significant changes from the previous year.

Failure to submit a complete Special Event Application on time could result in the event not receiving approval.



Event Description

When completing the Special Event Application, you will be asked to describe the event. Your event description should provide the Town with a summary of your event activities, including:

- The type of event;
- The location and date of the event;
- The organizer and participants of the event; and
- The activities and goals of the event.

The more information you can tell us about your event, the better prepared Town staff will be to aid you in running a successful event.

Event Description Definitions

The following definitions will assist you in describing your event:

Run, Walk, Bike, Triathlon, or Motorized Rides: Races, fundraisers, or awareness events where participants walk, run, bike, and, in a few cases, use motorcycles. Sometimes these events require full or partial road closures.

Festivals: A themed event or series of events. Typically, an event is held annually at the same time and place.

Fairs: A gathering of people for a variety of entertainment and commercial activities. Fairs usually include event elements, such as exhibitions and displays, children's rides and amusements, food, merchandise, and/or craft vendors.

Parades: A public procession, especially one celebrating a special day or event and possibly including marching bands and floats.

Public Gatherings, Information or Awareness Sessions, or Commemorative Services: Information, education, and awareness events or announcements are typically held at a hall.

Games or Leisure Activities: Includes events such as Easter egg hunts and physical activities or hobbies.



Compliance with Laws

A Special Event Application submitted to the Town must meet certain criteria to be eligible for approval, including compliance with the provisions of municipal, provincial, and federal laws, as well as in accordance with rules and regulations administered by outside agencies.

Every person has a right to equal treatment with respect to municipal services and facilities, without discrimination or harassment.

Approvals

After receiving a Special Event Application and all required supporting documentation (and fees, if applicable), the information will be circulated to applicable departments for review and input. The Event Organizer may be contacted to provide additional information or to fill out additional forms. Further, depending on the scale of the event, the Event Organizer may be required to meet with the Special Events Review Team (“SERT”). When all requirements have been met, a Special Event Permit will be issued to the Event Organizer. Event Organizers may be required to enter into a Special Event Agreement with The Corporation of the Town of Kingsville as part of the Special Event approval.

Cancellation and Refusal of Events

The Town reserves the right to refuse any application if:

- the Event Organizer fails to comply with the requirements of the Special Events Guide, Special Events By-law, or any other Town By-law;
- the event endorses views and ideas that are likely to promote discrimination, disdain or hatred for any person or group based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, religious expression or disability; and/or,
- the event conflicts with the Town of Kingsville’s Strategic Plan or adversely impacts the Town’s identity.



Event Layout Plan

As part of the Special Event Application, an Event Layout Plan is required to be submitted with your Application. The Event Layout Plan is a key document so that Town staff can review the Event Organizer's plans and ensure that the layout of the stages, licensed areas and other activities comply with approved uses for Town property. The Event Layout Plan should contain the information which is relevant to your Special Event. At the discretion of the Town, a SERT Meeting may be requested with the Event Organizer. The goal of this meeting will be to work through any additional details or requirements with the Event Organizer.

The Event Layout Plan must show the following, and any other applicable details:

- Directional compass (Direction of travel – if event is a parade, race, walk, etc.).
- Names of adjacent avenues, streets, and roads.
- Access and egress points (Fire/emergency response lane, pedestrian, vehicular, emergency access).
- Location(s) of fire extinguisher(s).
- Temporary and fixed event facilities, including stages, seating (bleachers and grandstand), bridges, platforms, trailers, tents, amusement rides, and vendor sites.
- Locations of waste diversion sites and permanent and/or temporary washroom facilities.
- Staging and holding areas.
- Locations of licensed areas, vendor(s), if applicable.
- Identification of any hazardous/combustible materials (fuel storage, propane, etc.)
- Generators and other electrical sources; and,
- Locations of fencing and security controls



Event Location

Booking Town Facilities

The Town has several facilities available that you may wish to rent for your event. To book Town facilities and see more details and photos of our rental facilities, visit the [Facility Rentals webpage](#). Full payment is required before the Special Event Application can be approved.

Access to Existing Infrastructure

Unless otherwise permitted, access to all public areas within an event site (play structures for children, splash pads, permanent washroom facilities, etc.) shall always remain available to the public during an event. Public access to parks, park walkways, and special thoroughfares, as well as parking lots, must be maintained at all times during events.

Events on Roads

If you are interested in temporarily occupying or closing a Town road to hold a special event, such as a run, walk, bike, or triathlon, you will be required to answer questions related to the proposed closure as part of the Special Event Application.

The Town requires adequate time to review the closure request, coordinate detour routes with emergency services, and request advance warning signage through the Town's Public Operations Department (when required). The Town needs to know which road(s) you wish to close for your event to determine availability and prevent scheduling conflicts with other events/activities. As the use of roadways is extended to all members of the public, the Town has an obligation to prioritize public safety when closing roads to ensure that the rest of the public can safely keep moving/operating even while various events are taking place.

The Town will make the final determination as to whether an event that takes place on the road is to be deemed either a full closure (no vehicular access is permitted on the roadway during the event), or a lane closure (occupying one lane of a roadway while maintaining traffic in all directions).

Road closure changes cannot be made to your closure/route without notification to the Town. If you would like your event to take place on a County Road, you must complete the County's [Sign/Events Permit Form](#) to request a road closure.



A to Z Guidelines

Accessibility

Event Organizers are required to comply with the Town of Kingsville's [Accessibility Customer Service Standards Policy](#).

The Town encourages Event Organizers to consider incorporating ways to make their Special Event more accessible. The Ontario government has created a [Guide to Accessible Events](#) that includes ideas to consider when planning your Special Event.

Alcohol

If you wish to serve alcohol at your event, you must adhere to both the provincial and Town guidelines to ensure that you are legally permitted to serve alcohol.

Visit our [website](#) for more information about municipal requirements when obtaining a liquor licence.

- **Alcohol and Gaming Commission of Ontario (AGCO)**

Provincially, alcohol sales, service, and consumption are overseen by the [Alcohol and Gaming Commission of Ontario](#) (AGCO).

The AGCO website provides information related to Special Occasion Permits (SOP) and Temporary Liquor Licence Extensions. You will not be permitted to serve alcohol on Town property without providing a copy of your Liquor Licence as issued by the AGCO.

For more information about AGCO liquor licenses, please contact:

Alcohol and Gaming Commission of Ontario (AGCO)

Toll Free: 1-800-522-2876

Email: customer.service@agco.ca

- **Municipal Alcohol Risk Management Policy**

The Town of Kingsville owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the



authority of a Special Occasion Permit. The Town of Kingsville has developed an [Alcohol Risk Management Policy](#) in order to prevent alcohol related problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities. Before a Special Events Permit can be issued, Event Organizers will be required to complete the Special Occasion Permit Holder Agreement and/or the Sports Activity Agreement.

- **Ontario Provincial Police (OPP)**

As part of your application process for a liquor licence with the AGCO, the OPP may require you to submit additional information about your event. You may contact the OPP at:

OPP Kingsville Detachment
41 Division Street South
Kingsville, Ontario N9Y 1P4
Tel: 519-733-2345

Amusement Devices and Inflatable Devices

All amusement devices and air-supported structures must comply with the provisions of the [Technical Standards and Safety Act](#). Additional paperwork is required to be submitted to the Town with the Special Event Application:

- For amusement devices, an Ontario Licence for the current year from the company is required. This includes a Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority under the [Amusement Devices Act](#) for the current year for each amusement device in operation;
- A certificate of insurance from the vendor in the minimum amount of **\$5 million in commercial liability insurance** with the Town of Kingsville named as additional insured on the policy for the days of the event. For more detailed information, please refer to the section on *Insurance* below.

To obtain the additional required documents, please contact the [Technical Standards and Safety Authority](#).



Animals

- **Animals for Entertainment**

Animals for entertainment include, but are not limited to, animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides. The maintenance and care of all animals used for entertainment must be in compliance in accordance with the standards of care prescribed in the [Provincial Animal Welfare Services Act](#).

The animal exhibit area must be shown on the *Event Layout*, illustrating how the animals with exhibits are safely barricaded from the public. In addition, the Event Layout Plan will illustrate (in detail) how the Event Organizer intends to contain and mitigate the potential for animal waste to impact neighbours.

The Event Organizer may be responsible for additional insurance if animals are part of the event.

- **Dogs**

To provide a safe and clean environment for all to enjoy, and to ensure compliance with the Town's [Regulation of Dogs By-law 103-2003](#), as amended, **dogs are not allowed to be off-leash on any Town property**. Stoop-and-scoop practices shall be followed at all times.

With the exception of service animals, dogs and all other animals are not permitted inside any Town facilities.

Barbeques and Cooking

Propane barbeques and personal barbeques are **not** allowed on Town property. **Open fires are not allowed on Town property.**

Clean Up

The Event Organizer is responsible for clean-up during and immediately following the Event, as well as clean-up and removal of all Event equipment and garbage upon completion of the event.



• Waste Collection/Recycling

The Organizer is responsible for waste control and disposal. Upon completion of a Special Event, all litter, garbage, and recycling collection must be completed by the Event Organizer, and the lands must be returned to their original condition.

The [Essex-Windsor Solid Waste Authority](#) (EWSWA) offers a free Special Event recycling service in order to make Special Events more environmentally friendly. If you are hosting a Special Event and require recycling services, please contact the EWSWA in order to organize a recycling program for your event.

This is a year-round, free service. For more information or to arrange for special event recycling, call 1-800-563-3377. You can fill in an online form if you would like to submit your event information electronically. One of the EWSWA staff will call to confirm recycling services at your event.

Community Impact Notification

Special Events present a unique opportunity that can benefit all residents and visitors to Kingsville. Event Organizers have an obligation to residents and businesses that may be impacted by a Special Event. Depending on the size and scope of the Special Event, the Event Organizer may be required to:

- Direct letters to residences and businesses;
- Erect temporary signage;
- Advertise in local media outlets; and,
- Contact the Kingsville Business Improvement Area (BIA).

Damages

The cost of repairing any damage to municipal property, including parks, streets, facilities, sidewalks, etc., will be the responsibility of the Event Organizer. Any repair costs will be assessed and communicated to the Event Organizer by the Town of Kingsville as soon as possible after the Special Event is completed.



Demonstrations or Rallies

Demonstrations, rallies, or actions that could incite violence of any kind are not allowed on all Town property, including sidewalks and roadways. Events occurring on Town property must not promote hatred or disdain of any group and shall not be permitted if likely or intended to cause unreasonable danger to the health and safety of any person. The desecration of flags or other national symbols is not allowed. Events appearing on Town property shall be consistent with the principle of respect for the dignity and worth of all persons.

Electrical Services

Some Town facilities have access to electrical plug-ins. Please advise the Town if you require access to power. As the Event Organizer, you are responsible for bringing all extension cords to plug into available sockets and mats to prevent cords from becoming tripping hazards.

Under the provisions of the [Ontario Electrical Safety Code](#), any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance, or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection is required and must be filed with the Electrical Safety Authority, Customer Service Centre, 1-877-ESA-SAFE (372-7233). For festivals, concerts, and/or live performances that need to be expedited, contact 1-800-667-4278.

Permit applications can be obtained from the [Electrical Safety Authority's website](#).

- **Generators**

If you are bringing your own generators, they must be safely set up at the Special Event site. If you do bring a generator, you must place it in a safe area free from obstruction and away from any trees or bushes. It must be vented to the outside, and a fire extinguisher should be readily available in case of fire. Town Staff may advise as to the best location for your generator. Include generator information on the [Event Layout Plan](#) to be submitted with your Special Event Application.



Emergencies

- **Emergency Access**

Emergency access to parks, driveways, walkways, and passages, as well as parking lots, must be maintained at all times during event operations at a minimum width of:

- **4 metres** for a single lane; or
- **8 metres** for two lane traffic.

- **First Aid / Medical Emergency**

Safety is the utmost concern for everyone involved in organizing Special Event. You may be required to provide information on the steps you are taking to ensure that your Special Event is safe for attendees, volunteers, and staff. It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency.

Essex-Windsor EMS provides dedicated coverage for Special Events, ranging from festivals to corporate events and Town functions. Coverage is often dependent on the availability of staff and ambulances (fees may apply).

If you would like to request medical coverage for your Special Event, please fill out and submit a [Medical Coverage Request Form](#), and a representative from Essex-Windsor EMS office will contact you. Please provide **at least four weeks'** advance notice for the Special Event.

- **Emergency Response Plan**

To be prepared for any emergency or disaster, Event Organizers should consider creating an emergency response plan. Emergency response plans may include:

- Hazard Identification and Risk Analysis
- List emergency equipment available on site, and provide resource lists from mutual aid or supporting agencies
- A communication plan to activate contact with the Police, Fire, and Ambulance
- Dedicated and mapped emergency access points
- Support for routing the responding resources within your event, as indicated
- Two event contact personnel, including their cell phone numbers and how they will be contacted in case of emergency
- An evacuation plan with dedicated evacuation areas and identified evacuation routes



- Procedures to be followed in the case of an emergency or disaster
- Details on how you will prepare your volunteers and organizational staff to handle a disaster or emergency; and,
- Weather monitoring details and responsibilities

These details may be sent to the respective department. Please see [Contact Information](#) below.

Event Promotion

Events may be promoted on the [Community Calendar](#) on the Town's website.

- **Banners**

The Town of Kingsville does not permit Over the Road Banners.

- **Signs**

A Sign Permit may be required to erect temporary signage in Kingsville. Portable signs are only permitted in designated areas throughout the Town. For more information about approved portable signage locations and conditions, please refer to the [Portable Sign Permit Application Form](#). The Town of Kingsville has a fee which must be paid at the Municipal Office, 2021 Division Road North, prior to the application being reviewed and a permit being issued.

Before you have signs made or put signs up, please refer to the [Portable Sign By-law 91-2015](#), which regulates the size, use, location, and maintenance of portable signs within the Town of Kingsville.

Note: No portable signs are allowed on Town property.

Fire Safety

A Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the tent and to minimize the possibility of fires. This plan outlines the actions to be taken by occupants in the event of a fire, including fire safety procedures, supervisory staff responsibilities, and other related matters. A Fire Safety Plan may be required when using a tent.



- **Fireworks**

The Town of Kingsville maintains [Fireworks By-law 102-2003](#), as amended, respecting the sale and setting off of fireworks. The By-law prescribes the restrictions and regulations surrounding both low-hazard fireworks (family fireworks) and Display and Theatrical Fireworks (event fireworks). Event Organizers are expected to be aware of the restrictions and regulations concerning the use of fireworks in the Town. A separate [Fireworks Permit Application](#) must be completed. Flying lanterns, sky lanterns, or wish lanterns are not permitted to be discharged in the Town of Kingsville.

- **Candle Burning at Events**

The burning of candles is prohibited during any event, as noted by [The Ontario Fire Code](#), Division B Subsection 2.4.4. Open Flames Article 2.4.4.1. (1) "Open flames shall not be permitted in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless approved by a Chief Fire Official."

Places of religious worship are exempt, but notification to the Fire Chief prior to the event is mandatory.

- **Open Air Burning**

If your event will have open-air burning, you must remain in compliance with the Town of Kingsville's [Open Air Burning By-law 57-2019](#). Organizers are required to obtain a [Burn Permit](#). Please contact the Fire Department to inquire whether a permit may be obtained for the type of fire they wish to have at their address.

Please contact the Kingsville Fire Department for further information at: 519-733-2314.

Food

Food vendors must ensure that food and beverage items are offered in a manner that is in compliance with the [Ontario Food Premises Regulation 493/17](#) and the [Health Protection and Promotion Act](#).

During the Special Event, Public Health Inspectors will inspect food vendors to ensure safe food handling is being implemented and to prevent any health hazards.

Event organizers and food vendors must submit their application forms to the Windsor-Essex County Health Unit (WECHU) **at least 30 days** prior to the start of the special event.



Application forms to submit are available from WECHU:

- [Special Event Organizer Application Form](#)
- [Food Vendor Application Form](#)

Event Organizers must provide the Town with a list of vendors serving food or beverages at the Event. While there is no additional permit required, it is recommended that Event Organizers ensure that vendors have proper insurance coverage and a valid licence from their local municipality.

Inspections

Site inspections may be required, including, but not limited to, Fire Inspections, Technical Safety Advisory Association, Windsor-Essex County Health Unit, Electrical Safety Authority, Ontario Provincial Police, By-law Enforcement Officers, and Public Operations Department. All required documentation must be available on site for review. If you are found to be in violation of any of the regulations, fines may be issued.

Insurance / Release and Indemnity

A signed Release and Indemnity is required to be submitted with your Special Event Application, stating that the Event Organizer releases, waives and forever discharges the Town from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and

The Event Organizer shall at all times indemnify and save harmless the Town from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Town as a result of the Event Organizer's Special Event.

The Event Organizer must take out and maintain commercial general liability insurance underwritten by an insurer licensed to conduct business in the province of Ontario, which insurance must include the following:

- a limit of liability of no less than \$5,000,000 per occurrence, including but not limited to bodily injury, including death, property damage, advertising injury, contractual liability, and non-owned automotive liability with volunteers added as additional insured;



- products and completed operation coverage (broad form) with a limit of \$5,000,000 per occurrence; and
- a provision for cross liability and severability of interest.

If alcohol is being served at the Special Event, host liquor liability with a limit of \$5,000,000 per occurrence must be included. Such insurance shall be named "The Corporation of the Town of Kingsville" as additional insured. A minimum of seven (7) business days prior to the Special Event, the Event Organizer must provide the Town with a Certificate of Insurance providing evidence of the required insurance policy. The Town reserves the right to request additional insurance if, in the opinion of the Town, the Special Event poses a higher level of risk.

Live Entertainment

The Event Organizer must ensure that the entertainment associated with the event that is open to the public will be of a positive nature for the enjoyment of both adults and/or children. Rude or foul language, nudity or any form of profanity will not be tolerated. The Event Organizer may be required to submit an entertainment and production contact list prior to the Special Event. You may require a Temporary Noise Permit. Please see "[Noise Permit](#)" below.

Music


[SOCAN](#) "is the Canadian copyright collective for the right to communicate to the public and publicly perform musical works. SOCAN administers these rights on behalf of its members (composers, lyricists, songwriters, and their publishers) and those of affiliated international organizations by licensing the use of their music in Canada. The fees collected are distributed as royalties to SOCAN's members and to affiliated organizations throughout the world."

If you are planning to use live or recorded music of any kind, the Event Organizer is required to pay a licence fee to SOCAN.

Noise Permit

If your Special Event has amplified sound or live music, you must remain in compliance with the Town of Kingsville's [Noise By-law 69-2003](#), as amended. During these times, all





amplified sound shall remain at an acceptable level considering the type and location of the Special Event. Special Events requiring the presence of amplified sound outside of the hours prescribed in the Noise By-law require the granting of a [Temporary Noise Permit](#).

The OPP is responsible for enforcing the Noise By-law and may attend your Event to monitor or respond to a noise complaint.

Parking

To avoid parking problems related to the Event, the Event Organizer should be aware of how many parking spaces are available and where those spaces are located (i.e. on-site or off-site).

If parking will be off-site, consideration may be required on how traffic will be managed. Depending on the size of the Event and the expectation of a large number of vehicles that will be required to find parking, consideration should be given to hiring paid duty Police Officer(s) for traffic and parking control and/or providing on-site shuttle bus transportation from parking areas outside of the event location. Event parking should be arranged to ensure the safe flow of traffic before, during, and after the Event.

The Event Organizer must be aware of the [Traffic and Parking By-law](#) that will be enforced. Any deviation from the Traffic and Parking By-laws must be approved before the Special Event, and public notice provided (as required).

- **Parking on Street**

On-street parking in the Town of Kingsville is limited through By-laws, and various prohibitions are placed on street signage. Unless otherwise arranged, on-street parking regulations must be observed at all times. Contact By-law Enforcement for specific parking information at 519-733-2305.

Raffles/Lotteries/Bazaars or Games

If the Event involves raffles, lotteries, bazaars or games, the Event Organizer must comply with the Alcohol and Gaming Commission of Ontario (AGCO) legislation. Only approved charitable organizations are eligible for a lottery licence. For more information, visit the [Lottery Licences](#) webpage or contact the Clerk's Department at 519-733-2305.



Sales and Vendors

Event Organizers must provide the Town with a list of vendors selling merchandise or other goods at the Event. While there is no additional permit required, it is recommended that Event Organizers ensure that the vendors have proper insurance coverage and that any necessary inspections are completed.

Security

An integral component of the risk management program is a comprehensive security plan. Event Organizers should consider creating a security plan to help mitigate any risks to the public. If private security is contracted, it is recommended that these expectations become part of the service agreement with the security firm. The security plan should also describe what will be implemented, such as fencing, bag checks, entry, and exit headcounts etc.

Paid Duty Police officers are often required by the AGCO upon issuance of a liquor permit or as determined through the hazard identification and risk assessment process.

A Paid Duty is a work assignment arranged through the Ontario Provincial Police, where an off-duty officer performs policing duties for an individual or organization other than the Town and is paid by the third party. (Example: traffic, security, weddings, special events). Requests for Paid Duty officers must be received in writing using the prescribed form, stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty.

Police service for the Town of Kingsville is provided by the Essex County Ontario Provincial Police. Application for Paid Duty Officers may be made by contacting the Kingsville OPP, Contract Manager at 519-733-2345.

Smoke-Free Ontario Act (SFOA)

The Province of Ontario has made it illegal to smoke and vape in public outdoor spaces with the [Smoke-Free Ontario Act](#). This applies to all public events being staged on properties owned or leased by the Town of Kingsville, and includes all elements of Special Event, such as beer tents, midways, concessions, etc. In addition, the Town of Kingsville has enacted [By-law 96-2016](#) to prohibit smoking in public places.



The Windsor-Essex County Health Unit enforces the smoking and vaping ban. Failure to comply or to ensure compliance with the SFOA or By-law 96-2016 can result in fines of up to \$5,000 under the Provincial Offences Act.

For more information, please contact the [Windsor-Essex Health Unit](#) at 519-258-2146 ext. 3100.

Temporary Structures

The [Ontario Ministry of Labour \(MOL\)](#) has issued guidelines to help event organizers understand their obligations under the [Occupational Health and Safety Act](#) and its regulations related to the design, erection, use, dismantling and maintenance of temporary performance/event structures that are used either indoors or outdoors. The guidelines cover design and materials, positioning, planning and control of work, inspections, and operations management plans.

If you are planning to erect a temporary structure as part of your Special Event, you will need to notify the Ministry of Labour (MOL), especially if the temporary structure:

- Will be used for multi-day events;
 - Require larger equipment, such as cranes, to assemble the temporary structure; or
 - Require separate temporary structures for sound, lighting, pyrotechnics, video equipment, etc.
- **Tents, Canopies or Temporary Shelters**

Depending on the size and/or configuration of your tents, you may be required to obtain a building permit. According to the Ontario Building Code, a tent or group of tents is exempt from the requirement to obtain a building permit if the tents are:

- not more than 10 sq ft (60 m²) in aggregate ground area;
- not attached to a building; and
- constructed more than 3 m from other structures.

For tents that are larger than 323 sq ft (30 m²), a Fire Safety Plan may be required. For tents larger than 654 sq ft (60 m²), a building permit is required.

Contact the Building Department by email at building@kingsville.ca or by phone at 519-733-2305, to determine whether building permits are required.



Contact the Fire Department at 519-733-2314 to determine whether a Fire Safety Plan is required for your tent(s) and/or group of tents. All vendors under a tent are required to have on-site access to a 2A-10BC-rated fire extinguisher.

Volunteers

Volunteers are integral to the success of any Special Event. Spending time on planning a 'Volunteer Management Model' can be beneficial for the volunteers. It is important that your volunteers are provided with any pre-event training, including clarifying roles and responsibilities and any communication, emergency, and security procedures that are in place. More information about the management of volunteers may be found at [Volunteer Canada](#).

Washrooms

Event Organizers are responsible for providing sufficient portable washrooms and may be required to provide wheelchair accessible portable washrooms and hand-wash sinks, depending on the event and location. You may wish to consider the nature of your Special Event, the length of time and guest requirements when determining the need for this service. As a rule, you will need no less than three regular units for every 100 attendees for a six-hour event.

The [Windsor-Essex County Health Unit](#) may have specific requirements for the number of washrooms based on expected attendance and/or activity (e.g. Food service). The AGCO may also have specific requirements if alcohol is being sold at the Special Event.



Contact Information

Special Events – Application Process

Clerk's Department
 2021 Division Road North
 Kingsville, Ontario N9Y 2Y9
 Tel: 519-733-2305 ext. 246
 Email: specialevents@kingsville.ca

<p>Alcohol and Gaming Commission of Ontario (AGCO) 90 Sheppard Avenue East Suite 200-300 Toronto, Ontario M2N 0A4 Tel: 1-800-522-2876</p>	<p>Ontario Provincial Police (OPP) Kingsville Detachment 41 Division Street South Kingsville, Ontario N9Y 1P4 Tel: 519-733-2345</p>
<p>Booking Facilities Parks and Recreation Department 1741 Jasperson Lane Kingsville, Ontario N9Y 3J4 Tel: 519-733-2123 Email: recreation@kingsville.ca</p>	<p>Planning – Zoning Compliance Planning Department 2021 Division Road North Kingsville, Ontario N9Y 2Y9 Tel: 519-733-2305 Email: planning@kingsville.ca</p>
<p>Building Permits for Tents & Stages Building Department 2021 Division Road North Kingsville, Ontario N9Y 2Y9 Tel: 519-733-2305 Email: building@kingsville.ca</p>	<p>Road Closures Public Operations Department 2021 Division Road North Kingsville, Ontario N9Y 2Y9 Tel: 519-733-2305 Email: operations@kingsville.ca</p>
<p>Food Handling Requirements Windsor-Essex County Health Unit Inspection Department 1005 Ouellette Avenue Windsor, Ontario N9A 4J8 Tel: 519-258-2146 ext. 4475</p>	<p>Safety Plan (Fireworks, Tents & Fire) Kingsville Fire Department 1720 Division Road North Kingsville, Ontario N9Y 3S2 Tel: 519-733-2314 fire@kingsville.ca</p>



Noise & By-law Enforcement
Supervisor of By-law Enforcement
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Tel: 519-733-2305

Vendors, Lottery, and Concessions
Clerk's Department
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Tel: 519-733-2305
Email: licensing@kingsville.ca

