

# 2018 SPECIAL EVENT ADVISORY TEAM (S.E.A.T)



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## S.E.A.T Requirements & Application Form Guideline

Town of Huntsville – Community Services Department  
Greg Pilling, Manager of Sales & Customer Service at:  
20 Park Drive, Huntsville ON, P1H 1P5  
(705)789-6421 ext. 3027  
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## TABLE OF CONTENTS

Welcome.....	3
What is S.E.A.T?.....	3
Why do I need to submit a S.E.A.T. application.....	3
Sports Tournaments.....	4
S.E.A.T. Application Deadlines.....	4
How do I fill in the S.E.A.T Application.....	5
How do I submit a site plan / road closure map.....	5
Step by breakdown of S.E.A.T.....	5
Contact information.....	5
Event description.....	6
Event Accessibility.....	6
Event Timing.....	6
Event Attendance.....	7
Event Volunteers.....	7
Event Security.....	7
Event Performers.....	7
Event Vehicles.....	7
Event Food Vendors.....	7
Event Merchandise Vendors.....	7
Type of Event.....	7
Location Request.....	7
Road Closures.....	8
Event Site Map Plan.....	10
Management Plans.....	10
Fire Safety and Approvals.....	11
Tents, Canopies, Temporary Structures, Inflatables and Signage.....	11
Event Components.....	12
Electrical Power Requirements.....	12
Noise / Amplification / Sound Amplification.....	12
Alcohol.....	13
Lottery / Raffle / 50-50 Draw / Bingo.....	13
Parks.....	14
Food / Non-Alcoholic Beverages.....	15
Liability Insurance.....	15
Waste Management.....	16
Final Authorizations.....	16
What happens after I submit my S.E.A.T. Application.....	16
Who is part of S.E.A.T.....	18
How much is this going to cost.....	18

## **WELCOME**

Welcome to the Town of Huntsville and thank you for selecting Huntsville as your location for your event. We are committed to assisting you in planning your event and look forward to being the host community.

This guideline is intended to help you through the Town of Huntsville's Special Event Advisory Team (S.E.A.T) process to seek approval to hold your event and to help you understand your responsibilities as an event organizer.

## **WHAT IS S.E.A.T?**

S.E.A.T is comprised of Town staff representing various municipal divisions and Emergency Services that facilitates and support events taking place on Municipal property and, in some cases, events on District of Muskoka and Ministry of Transportation roadways that have a significant impact on Town of Huntsville services.

The S.E.A.T Team ensures that these events have all of the necessary permits, permissions and insurance in place to ensure that the event is healthy, accessible and safe for the organizers, participants, and the corporation.

## **WHY DO I NEED TO SUBMIT A S.E.A.T APPLICATION?**

An Event application MUST be submitted if:

You wish to hold your event at any indoor facility or outdoor property owned by the Town of Huntsville;

This includes:

Roads / road allowances

Parks / parkettes /trails

Indoor facilities, including Canada Summit Centre, Active Living Centre, Civic Centre, Waterloo Summit Centre for the Environment

Parking lots

And, the event includes ANY of the following elements:

Food being given or sold to the GENERAL PUBLIC at an event open to the public

Full or Partial Road Closures

Alcohol

Fireworks

Sound amplification

The use of electricity (you are plugging into an outlet for power and / or using a generator)

Tents larger or multiple smaller tents joined together (less than 3m apart) that are greater than 60m<sup>2</sup>

Inflatable equipment (i.e. bouncy castles / bouncers) ; Climbing Walls etc.

Amusement rides

OR

You are requested to do so by the S.E.A.T Team because your event, even if it is held on District of Muskoka property, has the potential to significantly impact Town services such as Police, EMS, Fire, Public Works Department.

By submitting a S.E.A.T application, S.E.A.T can inform all of the affected Town divisions of your proposed event to ensure that all necessary permits, permissions, insurance and approvals are secured, that there are no scheduling conflicts with other events/activities and that Town services are not negatively impacted as a result of your event.

### **SPORTS TOURNAMENTS**

Sports Tournaments are not facilitated by S.E.A.T. They are facilitated directly by the Town of Huntsville, Customer Service Department. For more information on holding a sports tournament please contact:

Amanda Hill, Customer Service Coordinator  
20 Park Drive, Huntsville ON, P1H 1P5  
(705)789-6421 ext. 3030  
[amanda.hill@huntsville.ca](mailto:amanda.hill@huntsville.ca)

### **S.E.A.T, APPLICATION DEADLINES**

S.E.A.T has the following deadlines: You are strongly encouraged to submit earlier.

#### **SMALL SCALE EVENTS THAT DO NOT TAKE PLACE ON A ROAD / ROAD ALLOWANCE:**

Applications must be received 90 DAYS at minimum before your event is scheduled to start. This gives both you and the Town enough time to ensure that your event is safe and that all required approvals and applicable licenses (i.e. food service vehicles) are in place. The larger and more complex the event, the more time it will take to review and process your application. For example, if your event involves alcohol, the process to obtain approval may take upwards of 3 months. Please plan accordingly to avoid disappointment and do not leave your S.E.A.T application to the last minute.

#### **LARGE SCALE EVENTS ON ROADS / ROAD ALLOWANCES (Festivals / Parades / Races)**

Applications must be received 90 DAYS at minimum before your event is scheduled to start as some road closures require Town Council approval. This gives both you and the Town enough time to ensure that your event is safe and that all required approvals and applicable licenses (i.e. food service vehicles) are in place. The larger and more complex the event, the more time it will take to review and process your application. For example, if your event involves alcohol, the process to obtain approval may take upwards of 3 months. Please plan accordingly to avoid disappointment and do not leave your S.E.A.T application to the last minute. S.E.A.T will make the final determination as to whether an event that takes place on the road is to be deemed a:

Full Closure (no vehicular access is permitted on the roadway during the event)  
or a

Partial Closure (occupying one lane of a roadway while maintaining traffic in all directions)

**IF YOUR EVENT TAKES PLACE AT THE Canada Summit Centre, Active Living Centre, Civic Centre or Waterloo Summit Centre for the Environment**

**Your S.E.A.T application must be submitted a minimum of: (90 DAYS) PRIOR TO YOUR EVENT!**

**IF YOUR EVENT TAKES PLACE IN A TOWN PARK**

**Your S.E.A.T application must be submitted a minimum of: (90 DAYS) PRIOR TO YOUR EVENT!**

## **HOW DO I FILL IN THE SEAT APPLICATION?**

Before you fill in your application, read these Guidelines as they will help you understand the S.E.A.T application process.

S.E.A.T applications can be filled in online at:

<https://www.huntsville.ca/en/living/facilities.asp>

Follow the online instructions and use this guide to assist you in the process. Any areas that are not applicable to your event can be left blank. Paper copies of the application may be obtained at the Canada Summit Centre and can be submitted in person at the Canada Summit Centre. If you require assistance accessing and using the form the staff at the Canada Summit Centre would be happy to assist you. If you have any questions regarding S.E.A.T and are not sure if you need to use this application please contact:

Greg Pilling, Manager of Sales & Customer Service at:

20 Park Drive, Huntsville ON, P1H 1P5

(705)789-6421 ext. 3027

[greg.pilling@huntsville.ca](mailto:greg.pilling@huntsville.ca)

## **HOW DO I SUBMIT A SITE / ROAD CLOSURE MAP?**

As part of the S.E.A.T application you are required to submit a legible map of your event site or road closure indicating your event layout. Take some time to draw your event site and/or your road closure map detailing what your road closure is.

These maps do not need to be to scale but they should provide a clear picture of how your event will be laid out. Please include as much information as you can on your site map such as where your vendors, washrooms, performance stages and other event activities will be placed.

If you are a parade, walk-a-thon or race your map must also indicate what the marshalling, starting / end points are as well as highlighting the route you want your event to follow. Google maps works well to create a map.

You can submit a site map / road closure map the following ways:

By e-mail to – [greg.pilling@huntsville.ca](mailto:greg.pilling@huntsville.ca)

By fax to - 705-789-8943 (ATTN: Greg Pilling, Manager of Sales & Customer Service)

By mail to – 20 Park Drive, Huntsville ON, P1H 1P5 (ATTN: Greg Pilling, Manager of Sales & Customer Service)

## **STEP BY STEP BREAKDOWN OF THE S.E.A.T APPLICATION QUESTIONS**

The following section provides additional information related to the questions asked on the S.E.A.T application and outlines additional steps to be taken based on what is involved in your event.

## **CONTACT INFORMATION**

Please provide the name of your organization, main contact person, complete address, and phone numbers including cellular phone if available. Please also include the website address if applicable and the main contact's email address.

Please describe your organization as this will help S.E.A.T. determine the rates that are applicable to your event. Rates may vary depending on the nature of your organization.

Please also provide an Alternative contact person who can speak on the event on behalf of the main contact.

Please provide the contact information for the on-site Emergency Contact including cellular phone number and email address.

## **EVENT DESCRIPTION**

Please provide a description of your event. This would include what you are doing at your event, what is your event about, what do you hope to achieve, why you feel the need to host this event and why the event is important.

Describe the activities planned and anticipated for your event, please include all details.

Please inform S.E.A.T if the event is private or open to the public. For public events please describe how you are going to advertise your event to the community to promote inclusiveness and participation. Also include any admission costs to the public for your event and how you will be selling tickets for the event.

## **EVENT ACCESSIBILITY**

The Town of Huntsville requires that all events held on Municipal property or within a Municipal building shall meet the requirements set out under the ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) S.O. 2005, CHAPTER 11 as amended.

To this end, S.E.A.T requires that all event organizers wishing to hold their event on Town property ensure that their event is as accessible as possible. This can include but is not limited to:

- Prominently displayed signage at events.
- Well placed and clearly signed accessible parking space (if possible).
- Designated wheelchair accessible entertainment viewing areas.
- Providing accessible washrooms near accessible pathways for people with disabilities.
- Volunteers trained on accessibility features and disability awareness.

By identifying whether or not your event is accessible, the Town can work with you to help address accessibility concerns. The event checklist is required to be submitted with you application which can be found on the last page of the SEAT application.

For More information please review the link to Planning Accessible Festivals & Outdoor/Indoor events at <https://accessontario.com/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf>.

Additional information can also be found at: <http://www.festivalsandeventsontario.ca>.

As well the Guide to Accessible Public Engagement and Guide to Conducting Accessible Meetings can be found at: <http://www.omssa.com/accessible-community-engagement/omssa-guides/>.

## **EVENT TIMING**

Please outline the Event start and end date including set up and tear down time. This section is very important to ensure no conflicts are created due to multiple events and will ensure appropriate permits are in place for your event.

Under the event description please outline the time the event is actually open to the public with both the start and end time of the event. Please also include on a separate line when the set up will begin and when the tear down will be complete and the location has been returned to its original state. This includes all removal of equipment, garbage, tents, vehicles, etc.

#### **EVENT ATTENDANCE**

Please include the estimated attendance for your event as this will affect permit fees and allow S.E.A.T to determine the impact of the event on Town Services such as EMS, Fire and OPP. To the best of your ability please estimate the total attendance for the event and the peak attendance for the event with the timing.

#### **EVENT VOLUNTEERS**

If your event is using volunteers for marshaling, information booths, set up and tear down etc. please indicate how many volunteers you are expecting to have onsite, how they will be identified and how they will be utilized.

#### **EVENT SECURITY**

Please indicate the type of security your event will have in place. Will they be volunteers or paid private security personal.

#### **EVENT PERFORMERS**

Please indicate the number and type of performers that will be at your event including buskers, bands, comedians, etc.

#### **EVENT VEHICLES**

Please indicate the type of vehicles that will be used for your event. Also include how many vehicles will be involved in the event.

#### **EVENT FOOD VENDORS**

Please list all the food and beverage vendors that will be at your event. Will the food and beverage be complimentary or will it be for sale to the event attendees. All food vendors will be required to ensure all Business licensing Bylaw requirements are met.

#### **EVENT MERCHANDISE VENDORS**

Please include all merchandise vendors that will be involved in your event and where they will be located.

#### **EVENT HISTORY**

Please indicate the type of event you are hosting. Also let us know if you grant the Town of Huntsville permission to give your organizations contact information to the general public.

Please indicate if this is a first time event or annual event. Please provide the event history including has the event been hosted in Huntsville previously including venue locations, past dates and names of past organizers. Please indicate if the event has been hosted in another municipality and include the previous venue, dates, locations and previous organizers. Also indicate if this year's event is expected to be the same as previous events. Include any past emergency incidents, issues or concerns. Was a debriefing help after your previous events to address past emergency incidents, issues or concerns.

## LOCATION REQUEST

S.E.A.T needs to know:

If your event takes place indoors, outdoors or a combination of both to determine if you need to proceed with S.E.A.T application. Also, certain permits are only applicable to events that take place outdoors and can vary depending on location.

The proposed location(s) for your event (Town Hall, Park, Road or Outdoor Recreation Facility) to verify availability and to prevent scheduling conflicts with other events / activities / day to day operations. Please include details if your event is also using private property.

S.E.A.T needs to alert other Town departments about potential road closures / parks use in the interest of public health and safety. For example, S.E.A.T requires involving Emergency Medical Services so that ambulances and fire trucks can avoid road closures and respond to emergencies faster.

In some cases, a site visit may be required to provide S.E.A.T with the opportunity to work with you to properly lay out your event and pro-actively address any event problems. If a site visit is required, this will be arranged with you through the Manager of Sales & Customer Service.

All event activity in parks is governed by:

TOWN BY-LAW NO. 01-219

## ROAD CLOSURES

IF YOUR EVENT TAKES PLACE ON A TOWN ROADWAY / ROAD ALLOWANCE

ALL road closure requests must be made a minimum of: 90 DAYS PRIOR TO YOUR EVENT! This is to ensure that we have adequate time to approach Council if additional approvals are needed, to coordinate with emergency services and the Town's traffic division. All Signage and Barricade requirements will be at the expense and set up by the event organizer.

*Note for first time full road closures requests:*

First time road closures MUST be approved by Town Council. This is done via a report that is written and submitted to Town Council by the **Event Organizer**. Even if your event with a road closure has taken place before, if there are any changes to the road closure boundaries a new report and approval from Town Council will be required. Please submit this request 180 days before your event to ensure time to go to council and have an event approved.

By submitting your S.E.A.T application, staff will be made aware that an approval report needs to be written. S.E.A.T will work with the **Event Organizer and Public Works** to put together the necessary paperwork required to obtain approval from Town Council. The event organizer may be required to attend the council meeting in case of complex events.

If Council approves your road closure, changes cannot be made to your closure/route without notification to S.E.A.T as a second Council approval must be sought.

We need to know which road you wish to close for your event in order to determine availability and prevent scheduling conflicts with other events / activities.



As the use of roadways is for use to ALL residents and visitors, S.E.A.T has an obligation to prioritize public safety when closing down roads to ensure that the rest of the community can safely keep moving and operating even while various events are taking place.

Paid-duty officers Police will also need to be hired by you at your expense for your road closures to ensure that your road is properly closed and safety maintained throughout the duration of the closure. Trained volunteers may be used with OPP approval for some closure locations.

**Where do you get supplies to close road?**

The Huntsville Lake of Bays Chamber of Commerce has some equipment that can assist with Road closures. For any additional equipment the event organizer will need to source and rent appropriate equipment that is Book 7 approved for road closures.

S.E.A.T will require a detailed Traffic Control Plan (TCP) indicating how you will close the road.

More information about these requirements will be communicated to you if your event is approved.

If you are requesting a road closure on your S.E.A.T application, a detailed map specifically outlining the requested road closure MUST be submitted in order for your SEAT application to be considered complete. Your application WILL NOT BE CONSIDERED without a map detailing your requested closure. This detailed map will assist the Town in the approval process and will help us work with, Public Works Department, Police, EMS & Fire to facilitate your request. Please refer to the section above HOW DO I SUBMIT A SITE MAP above for information on how to submit a map.

Please indicate the name of the street(s) you are proposing to close including the start and end time of the closure. Please indicate if you are using District or MTO roads.

For **District of Muskoka Road closures** please visit their website at [www.muskoka.on.ca](http://www.muskoka.on.ca). There is separate application form to be completed. They will also require a map. Deadlines for District of Muskoka Road Closures are 2 months for road closures of 2 hours or more as these must be approved by District Council. For closures less than 2 hours approval can be completed within 1 month. Contact for District of Muskoka Road Closures is:

Manager of Road Maintenance and Construction

Mark Misko

Telephone: 705-645-6764 or toll free in Ontario only 1-800-281-3483

Email: [publicworks@muskoka.on.ca](mailto:publicworks@muskoka.on.ca)

For **Ministry of Transportation (MTO) Road closures** please visit their website at

[www.mto.gov.on.ca/english/engineering/management/corridor/index.shtml](http://www.mto.gov.on.ca/english/engineering/management/corridor/index.shtml) . There is a separate application form required for any MTO road closures. An Encroachment Permit is required for any external requests for special events on the Ministry's right of way. The current fee is \$1560.00 (subject to change). The fee might be waived if the event is for charity. Contact for MTO Road Closures is:

Corridor Management Officer

Fran Hampel

Telephone: 705-789-2392 ext. 238 or 1-800-255-7814 ext. 238

Email: [Fran.Hampel@ontario.ca](mailto:Fran.Hampel@ontario.ca)

Please note for any sign placements approval is required from the MTO and One Call must provide locates if any staking is required. In addition please note the MTO requires at least 3 months' notice to approve the permit.

**Main Street Traffic lights** are also operated by the District of Muskoka. For any requirements to have these lights adjusted or set to flashing please contact:

Traffic division

Scott Clayton

Telephone: 705-645-6764 or toll free in Ontario only 1-800-281-3483

Email: [publicworks@muskoka.on.ca](mailto:publicworks@muskoka.on.ca)

### **SPECIAL REQUIEMENTS FOR KING STREET (Near River Mill Park)**

Please note that King Street must remain open to the public at all times. Barricades can be put in place however the location must be staffed with a person who is able to move the barricade for local traffic only. This is the street located in the River Mill parking lot that exits the lot on the north side. It is the main access point for the residents north of the park.

In your S.E.A.T application please include the reason for the closure, how you wish to use the road and will this require a full or partial closure. If you require municipal parking lots please indicate this as well as the duration of the closure and the reason the closure is required.

Please also include what advance notice is proposed to inform the public of the proposed closures and please be specific. Also include if barricades and if off duty police will be required.

### **RIVERS AND LAKES USE**

Please indicate which water ways you require for your event and how you intend to use them.

### **EVENT SITE MAP PLAN**

An Event site map provides a visual diagram of your event to S.E.A.T. Please include as much information as possible on your site map to show the locations of: vendors, washrooms, performances, tents, parking, information desks, sounds systems, fencing/barricades, ticket locations, Alcohol sale location(s), etc. For more complex events the S.E.A.T team will require a site map.

You can submit a site map the following ways:

By e-mail to – [greg.pilling@huntsville.ca](mailto:greg.pilling@huntsville.ca)

By fax to - 705-789-8943 (ATTN: Greg Pilling, Manager of Sales & Customer Service)

By mail to – 20 Park Drive, Huntsville ON, P1H 1P5 (ATTN: Greg Pilling, Manager of Sales & Customer Service)

Please note the following components on your application and site map plan and provide extra details where possible:

- Administration locations, marshaling/staging areas
- Emergency command/medical facilities/first aid locations

- Structures such as tents, staging, fencing, washrooms and accessible washrooms
- Public and accessible parking as well as event vehicle parking
- Restricted access areas / Hazardous areas IE generator locations
- Emergency exits
- Accessible seating and routes/paths

## **MANAGEMENT PLANS**

### **HAZARD IDENTIFICATION, RISK ASSESSMENT, PREVENTION AND RISK REDUCTION**

Please include hazard identification plans, risk assessment, prevention and risk reduction plans with your application. The following Management plans may be required:

- Community communication plan
- Security / risk management plan
- Severe weather plan
- Evacuation, Crowd management, missing person, lost child plans
- Traffic Flow management plan / detour route signage plan / truck route plan
- Event Medical Emergency plan
- AGCO licensed areas (show points of access and controlled areas/fencing plan)

## **FIRE SAFETY AND APPROVALS**

There are many components to consider when adding cooking, barbequing, generators or having fireworks/pyrotechnics. The S.E.A.T will assist you in obtaining the appropriate approvals from the Huntsville Fire Department. Please note if the Fire Department must go out for an inspection there may be a fee of you to \$75 for this service (subject to change).

Please visit the Town of Huntsville's website at <https://www.huntsville.ca/en/living/facilities.asp> and see Fire Approval forms at the bottom of the page or contact S.E.A.T. to obtain the appropriate form.

The following components of your event will require additional approval from the Fire Department:

### **Major Outdoor Special Events – Vendor Fire Safety Requirements – Cooking Conditions**

There is a separate form major events with cooking activities. This deals with Fuel safety such as propane, natural gas, etc.

### **Major Outdoor Special Events – Vendor Fire Safety Requirements – General Non-Cooking**

There is a separate form major events to cover tent fire safety and electrical service and installations. As well as generators.

### **Small Scale Outdoor Special Events – Fire Safety Requirements**

There is a separate form small scale events that covers cooking activities, fuel safety, use of BBQ's and fire safety.

### **Display Fireworks Event Approval**

There is a separate form for Firework approvals.

### **Pyrotechnic Fireworks Event Approval Form**

There is a separate form for Pyrotechnic Firework approvals.

### **Fire Safety Plan for Tents and Temporary Tent Requirements Forms**

There is a separate form for Fire safety plan for tents

These forms are to be returned to:

Mike Vadjla  
Fire Prevention Officer  
705-789-5201 ext 3604  
[fire.inspector@huntsville.ca](mailto:fire.inspector@huntsville.ca)

or

Greg Pilling  
Manager of Sales and Customer Service  
705-789-6421 ext 3027  
[greg.pilling@huntsville.ca](mailto:greg.pilling@huntsville.ca)

## **TENTS, CANOPIES, TEMPORARY STRUCTURES, INFLATABLES AND SIGNAGE**

S.E.A.T will require the appropriate approvals for tents greater than 60m<sup>2</sup> from the Town of Huntsville Building Department. If you plan to group together multiple tents (3m or less apart) that are smaller than 60m<sup>2</sup> you will still require approval if the area the tents cover combined is greater than 60m<sup>2</sup>. They will also require your event permit prior to granting you approval for a temporary building permit. The event permit will be provided to you by Greg Pilling, Manager of Sales and Customer Service. In addition they will require the professional engineering stamp that you can obtain from your tent rental company. To obtain your temporary building permit please visit Town Hall located at 37 Main Street East or visit the town's website at <http://huntsville.ca/en/townHall/BuildingFormsApplicationsReports.asp> to obtain the form. There is also a checklist to ensure you have all the details covered at [https://www.huntsville.ca/en/townHall/resources/Building-Forms-Apps-Lic/Building-Permit-Checklist\\_Mar22\\_2018.pdf](https://www.huntsville.ca/en/townHall/resources/Building-Forms-Apps-Lic/Building-Permit-Checklist_Mar22_2018.pdf).

There is a \$10 permit for per \$1000 of construction.

For any questions regarding tent permits please contact:

The Town of Huntsville Building Department  
Phone: 705-789-1751 ext. 2233 Toll Free: 1-888-696-4255 ext. 2233

Signage approvals must be obtained from S.E.A.T. The Town of Huntsville's Municipal Bylaw Department must approval all outdoor signage involved with the event. For more information please contact Greg Pilling, Manager of Sales and Customer Service. The Banner for the town swing bridge is managed by the Huntsville/Lake of Bays Chamber of Commerce and can be organized with them by calling 705-789-4771.

Inflatables (IE Bouncy Castle)

The Town of Huntsville's needs to ensure the health and safety of the public if these types of elements are included in your event.

Each service provider requires proof of their license and insurance on hand for inspection at your event. Provide the name of your service provider, if known at this time, on the S.E.A.T application.

## **EVENT COMPONENTS**

There are various permits and approvals that must be obtained in order to incorporate specific elements into your event. Based on the information you provide in your S.E.A.T application, S.E.A.T will advise you of any additional paperwork that must be filled in to secure the applicable permits and approvals required for your event to safely take place on Town property.

## **ELECTRICAL POWER REQUIREMENTS**

S.E.A.T needs to know if your event has power requirements so that we can confirm that the Town site you wish to book has access to electrical plug-ins.

If you have access to power, we want to ensure that the generators you bring can be safely set up in the site you wish to use for your event. It must be vented to the outside and a fire extinguisher should be readily available in case of fire. Parks department may advise as to the best location for your generator and the Fire Department will require additional approvals, please see Fire Safety section above.

### **NOISE / AMPLIFICATION / SOUND AMPLIFICATION**

Although your event may be approved by S.E.A.T and you are allowed to have outside amplified live music / speakers you must remain in compliance with the Town of Huntsville "Noise By-law" (By-Law 2015-31). To see the complete By-Law please visit:

[http://huntsville.ca/en/DocumentUploads/Bylaws/doc\\_635693758840905270.pdf](http://huntsville.ca/en/DocumentUploads/Bylaws/doc_635693758840905270.pdf)

For Noise in excess of these limits approval by Town council will be required. The By-law office can assist with determining if you will need to seek Town council approval. They can be contacted at:

Andrew Stiller, Chief By-Law Officer

705-789-1751 ext. 3039

[Andrew.stiller@huntsville.ca](mailto:Andrew.stiller@huntsville.ca)

Please indicate on your application if you will be having live music or speakers and indicate the timing for the sound amplification.

### **ALCOHOL**

Events with alcohol service will require a Special Occasions Permit through the Alcohol and Gaming Commission of Ontario (AGCO). It may also require approval from the Town Council and/or Executive Management Team for designation of a significantly important event. Please contact Greg Pilling, Manager of Sales and Customer Service for more information.

The Special occasions Permit must be obtained through the AGCO. More information can be found at their website at: [http://www.agco.on.ca/en/services/permit\\_special\\_GPB.aspx](http://www.agco.on.ca/en/services/permit_special_GPB.aspx)

Please allow at least 10 days for private events and 30 days for public events for the AGCO to approve and supply your Special Occasions Permit. The fee for the permit is \$25 for private events and \$75 for public events (subject to change). Approvals must be obtained through the local LCBO.

Please contact the Manager of Sales and Customer Service for information regarding the Town of Huntsville's Municipal Alcohol Policy that was adopted by the Council of the Town of Huntsville on March 17, 1997.

### **LOTTERY / RAFFLE / 50-50 DRAW / BINGO**

The Town of Huntsville's Municipal Bylaw Department must follow provincial regulations that are set out by the Alcohol and Gaming Commission of Ontario (AGCO) when it comes to allowing these activities to take place. Additional permits will be required.

For more information call Municipal Bylaw Department:

Andrew Stiller, Chief By-Law Officer

705-789-1751 ext. 3039

[Andrew.stiller@huntsville.ca](mailto:Andrew.stiller@huntsville.ca)

The cost for the permit is 3% of the prize value (subject to change).

## **PARKS**

Please do not assume that vehicles belonging to your event suppliers, vendors etc. can drive onto the turf. There are limitations on the size/weight of vehicles permitted on the grass within Municipal Parks as certain vehicles may damage the turf Parks staff will make a final determination as to whether or not vehicles are permitted to drive on the grass. Please indicate on your Event application in the description fields, the types of vehicles you wish to use so that we can work together to discuss options.

Municipal Parks are available: Victoria Day weekend to Thanksgiving Weekend. Approval outside this time frame will require approval by the Manager of Parks & Cemeteries. This approval will be included in the SEAT application process and facilitated by the Manager of Sales & Customer Service. You do not need to contact the Manager of Parks and Cemeteries.

Washroom facilities are open May – October. Events that take place outside of this time frame will need to make arrangements to rent port-a-potties (including accessible washrooms) at your own expense, to provide washrooms for event attendees. Also, depending on the size of the event, you may be required to provide adequate washroom facilities (porta-potties) at your expense if the S.E.A.T determines that existing facilities cannot handle the amount of people expected at your event.

For River Mill Park there are accessible washroom facilities located in the Chamber of Commerce building. If you require the use of these please contact the Manager of Sales and Customer Service.

In some parks, potable (drinkable) water is not available. Event organizers will need to make arrangements to rent a potable water truck at your own expense to provide water to event attendees.

In some parks, hydro is not available. Event organizers requiring power or power greater than a standard 110V outlet will need to rent a generator at your own expense. S.E.A.T will advise as to where the generator is to be placed.

All Town of Huntsville parks and playgrounds are SMOKE-FREE as per Town BY-LAW 2010-45. You are required to ensure that your event is smoke-free if it is being held in a park or outdoor facility area. You must ensure that vendors and the general public attending your event are aware of and comply with this By-law during your event.

You are expected to leave the park or facility in the same condition in which you found it. Cleaning /Garbage Removal / repair costs will be billed back to your event if the Town of Huntsville Departments determines that condition of the facility or park you used for your event is in need of cleaning and/or repair to return to normal operation. Please be respectful of the space and ensure that you have a clean-up strategy in place. It is the events responsibility to cover the costs for their event garbage removal.

Please note outdoor facilities require locates if heavy equipment is going to be used to ensure no damage to underground infrastructure such as irrigation systems or natural gas lines. Prior to accessing the outdoor facility with heavy equipment 2 contacts for the locates must be made as follows:

Ontario One Call

<http://www.on1call.com/>

1-800-400-2255

Note you will be required to provide S.E.A.T your locate map from Ontario One Call. Please note Ontario One Call requires 5 business days' notice in order to provide the map. It is the organizers responsibility to ensure this is completed prior to accessing the outdoor facility. The Event is responsible for any damage they create.

&

Greg Pilling, Manager of Sales & Customer Service at:

20 Park Drive, Huntsville ON, P1H 1P5

(705)789-6421 ext. 3027

[greg.pilling@huntsville.ca](mailto:greg.pilling@huntsville.ca)

Note this is for Park irrigation locates. This requires 30 days' notice.

### **FOOD / NON – ALCOHOLIC BEVERAGES**

Please list all food requirements and services on your S.E.A.T application form. This includes food for sale and give aways to the general public. Approvals may be required by the Simcoe Muskoka District Health unit in most circumstances and will require permits to be present at the event and secured in advance to ensure safe food handling, preparation and storage.

The Simcoe Muskoka District Health unit requires at least 10 business days' notice prior to the start of the event. The application can be found at

<http://www.simcoemuskokahealth.org/JFY/Businesses/foodoperators/specialevents.aspx> . For any questions please contact them at: 705-721-7520 or 1-877-721-7520 ext. 8811.

Please note at the Canada Summit Centre, Oliver's Coffee has the exclusive rights of all sales of food and beverages. Please contact the Manager of Sales and Customer Service for more information.

On your S.E.A.T application please indicate all food vendors, type off food they are serving/selling, where the food will be prepared and details of how the food will be prepared.

Additional forms will be required by the Fire Department – please see Fire Safety above.

### **LIABILITY INSURANCE**

The organization that is listed on the S.E.A.T application must also be the entity that is listed as the "Named Insured" on any insurance certificates required by the Corporation of the Town of Huntsville.

Event organizers are required to provide proof of general liability insurance naming the Corporation of the Town of Huntsville as an additional insured. The coverage must be for a minimum of 5 million per occurrence, or as determine by the Risk Management Coordinator and coverage shall include bodily injury including death, personal injury, property damage including loss of use thereof, blanket contractual liability, non-owned automobile, contain a cross liability/severability of insure clause and confirm coverage applies to both employees and volunteers. For any higher risk activities such as serving alcohol, the use of amusement rides including an inflatable apparatus, any form of racing motorized or otherwise or a derby the certificate of insurance must confirm that coverage applies to these activities up to the full policy limits. The policy shall be endorsed to provide the Town with 30 days written notice of cancellation.

In this case, you will be required to add the Corporation of the Town of Huntsville to your insurance as an “Additional Insured” if your event on District of Muskoka property involves the use Town services/staff and provide a copy of this insurance to S.E.A.T.

For a fee, the Town of Huntsville offers general liability insurance to eligible events that take place on Municipal facilities and Parks through its Facility User Insurance program. The coverage is \$5,000,000 per occurrence. An additional application form is required for this. Please apply a minimum of 90 days prior to your event for the insurance. This can be arranged through the Manager of Sales and Customer Service.

Please note some events are not eligible through the Town’s Facility User Insurance program and will require the event organizer to purchase through an outside provider.

If you are interested in purchasing your liability insurance through the Town’s Insurance program please check the box so that we can book this insurance for you. For more information about the Facility User Insurance program including current rates, please contact the Manager of Sales and Customer Service.

### **WASTE MANAGEMENT**

All events within the Town of Huntsville require a waste management plan. Event organizers are responsible to ensure they leave the area they are using as they found it. All garbage must be removed and proper recycling and disposals methods must be used. Huntsville promotes Green events and if you would like additional please contact Manager of Sales and Customer Service.

The Town of Huntsville is committed to doing business under a sustainable business model. All events hosted in town parks are required to use a two stream recycling system, paper products and containers. It is the responsibility of the permit holder to ensure this commitment is met. The Chamber of Commerce has recycling bins that can be used by calling 705-789-4771. It is the responsibility of the permit holder to ensure all recycling and garbage is removed from the park at the conclusion on the event or charges may be applied.

### **FINAL AUTHORIZATIONS**

Final approval will be communicated to you by the Manager of Sales and Customer Service. During the process additional information may be required and S.E.A.T will work with you to ensure all compliances and approvals are in place. Final proof by the event organizer will be required for all permits and insurance before the event date. S.E.A.T reserves the right to remove approval if proper proof is not provided before the event.

### **WHAT HAPPENS AFTER I SUBMIT MY S.E.A.T APPLICATION?**

#### **Step 1**

Please ensure you fully complete the application form and have provided as much event detail as you can, failure to do so may result in delays for reviewing and approving your application.

You will also want to ensure that you have submitted the required road closure map and / or event site map so that your application can be reviewed.

Once you have submitted your S.E.A.T application and map(s), it will be reviewed by the Manager of Sales & Customer Service that serves on S.E.A.T. If there are any immediate problems / concerns with your application you will be contacted by the Manager of Sales & Customer Service to review / discuss before your event can be considered for approval. If staff do not receive a response from you, S.E.A.T reserves the right to remove your application from consideration until the requested information is submitted.



If your event/organization has any outstanding fees owing to the Town of Huntsville, your S.E.A.T application will not be considered until owing amounts are paid in full.

If your event is complex and/or involves road closures or police presence; your application may be reviewed by a small team consisting of representatives from Police, Fire, EMS, Public Works Department and the MTO. The event organizer may be required to attend this meeting.

This is to ensure that what you are asking to do is feasible and safe.

You will also be asked at this point to provide S.E.A.T with a copy of:

- A Traffic Control Plan
- A copy of the Road Closure notification letter you will be responsible for distributing to local businesses / residents notifying them of your planned road closure.
- A Certificate of Insurance naming the Corporation of the Town of Huntsville as an “additional insured”.

You may also be asked at this point to provide S.E.A.T with a safety and / or staffing plan for your event.

### **Step 2**

Once it is determined that your S.E.A.T application is complete it will then be reviewed by all the members of the Special Events Advisory Team at its next meeting. Based on the information you provided in your S.E.A.T application each Town department represented on S.E.A.T will be asked to review your application and to “approve” the event. Event organizers will be required to attend this meeting.

### **Step 3**

Depending on the outcome of Step 2, you may be required to provide more detail before completing Step 2. Once Step 2 is completed to the satisfaction of the S.E.A.T team you will proceed to Step 3.

Once all S.E.A.T department representatives have “approved” your event, you will receive written notification of your approval via e-mail from the Manager of Sales & Customer Service.

If there are any changes made to your application after it has been approved (i.e. date, time, location etc.), S.E.A.T requires written notice at least 30 days prior to the commencement of your event.

Such changes may affect and/or revoke your approval and could result in your event being unable to take place on Town property. S.E.A.T reserves the right to revoke any event approvals if the event organizer does not fulfill their obligations.

If any S.E.A.T department representatives have concerns with your application, S.E.A.T will review these concerns with you to try and get your event to the point where it can be approved.

### **Step 4**

Read your approval letter and make note of what your responsibilities are DO NOT LEAVE THINGS TO THE LAST MINUTE!

S.E.A.T members will provide you with the necessary instructions and department specific applications you need to fill in and submit back to the S.E.A.T in order to properly secure the various permits and licenses needed to facilitate your event and ensure public health and safety. You will also be advised of any associated costs (i.e. park rental cost, road closure permit fee etc.).

If you are unsure of anything please contact the Manager of Sales & Customer Service and we will assist you with your query and/or direct you those at the Town who can. S.E.A.T representatives will continue to be in contact with you to ensure that the proper paperwork / permits are secured right up until your event gets underway. You may be asked to attend meetings and/or visit your event site if Town staff feel that such meetings are pertinent to the safe operation of your event.

### **WHO IS A PART OF S.E.A.T?**

The Town divisions represented on S.E.A.T are:

Community Service Department

Ontario Provincial Police

Emergency Medical Services

Huntsville Fire Department

Municipal Bylaw Law

Building Services

Parks

Public Works (ROADS)

Additional guidance is provided by:

Risk Management & Purchasing Coordinator

And other departments and agencies as needed such as the MTO, AGCO, District of Muskoka, Simcoe Muskoka District Health Unit, Township of Lake of Bays.

### **HOW MUCH IS THIS GOING TO COST?**

#### **TOWN PERMIT / RENTAL FEES**

Vary depending on location and event. Please contact the Manager of Sales & Customer Service for rates - or consult the Fees and Charges By-Law 2013-115. This can be viewed online at

[https://www.huntsville.ca/en/DocumentUploads/Bylaws/doc\\_636558634114764126.pdf](https://www.huntsville.ca/en/DocumentUploads/Bylaws/doc_636558634114764126.pdf)

Road Closure Supplies (i.e. Barricades, Pylons, "Road Closed" signs Traffic Control Plans)

Events involving a full road closure are required to hire a third party (non-Town) company to rent the required road closure supplies, signs, hire staff to set up and tear down the actual closure and create the Traffic Control Plan needed to close the road. Prices vary based on the size of the closure and the company used but it can be quite expensive undertaking starting in the neighborhood of \$1000+. You will also be required to notify residents and businesses about your closure and are required to provide S.E.A.T with a copy of the notification letter you will be issuing.

#### **Park Rental Fee**

Rental fees vary based on the type of park you are using and the duration you're using it for. Most of the popular event parks (Rivermill, Avery, Town Docks) have a daily rate of around \$70-140. Rental costs for other parks can be obtained from the Manager of Sales & Customer Service or by using the Fees and Charges By-Law 2013-115.

Based on the size of your event, S.E.A.T may determine that parks staff need to be present onsite to ensure that the event is healthy and safe and that access to certain amenities (i.e. washroom facilities / electrical boxes). Staffing rates are in alignment with user fee by-law and can start anywhere from \$51 per hour and up.

Other costs that you may need to factor in include bringing in potable water (via a water truck) or ensuring that potable-grade hoses (not green garden hoses) are used to transport water from water sources on-site to vendors and the public.

The Town does not cover the cost of renting porta-potties to augment washroom facilities for your event. Please plan accordingly.

A representative from Parks is a member of S.E.A.T and will advise accordingly.

#### Insurance Fees

For a fee, the Town of Huntsville offers third party liability insurance to eligible events that take place on Town parks through its BFL insurance program. Please note that if your event includes alcohol, fireworks, horse-related activities, inflatables (i.e. bouncy castles) or skateboarding activities you are ineligible for this insurance and you must arrange insurance through another provider.

BFL insurance rates vary by the size of your event and range anywhere between \$35 - \$350 + tax and are subject to a \$500 deductible if claimed against.

#### Paid Duty Police

Many events will require Paid Duty Police assistance. Please contact Theresa Hone at the Huntsville OPP detachment for assistance and the Paid Duty request form. You can reach her at:

[theresa.hone@opp.ca](mailto:theresa.hone@opp.ca)

705-789-5551

Please allow at least 60 days' notice to the OPP when requesting Paid Duty Police assistance. Current rates are \$65.13/hour for an Officer and \$73.60/hour for a Supervisor. Minimum 4 hour charge (subject to change). A police vehicle has a rate of \$25/hour (subject to change). There is also a \$60.62 administration fee per contract (subject to change). All rates are plus HST.

#### Waste Management

Waste Management costs vary based on the size of your event. It is your responsibility to ensure removal of all waste from the event.

TIP: Utilize volunteers to help pick up waste and place it into appropriate waste receptacles.

#### Emergency Medical Services (EMS)

To ensure health and safety, larger events may be required to secure the medical services of EMS.

Overall, it is good event planning practice to have certified first-aid service on site during your event.

#### Municipal Bylaw

There are various permits and fees associated with event activity.

A list of Town of Huntsville By-Laws can be found at: <http://huntsville.ca/en/documents/bylaws.aspx>

These include but are not limited to:

Food Truck Licensing

Vendor Fees

Raffle / Bingo / 50-50 Draws

Signage

Tents

Special Event

Please don't hesitate to contact us if you have any questions.

Sincerely,

The Special Event Advisory Team - Town of Huntsville  
Greg Pilling, Manager of Sales and Customer Service  
[greg.pilling@huntsville.ca](mailto:greg.pilling@huntsville.ca), 705-789-6421 ext. 3027