



# SPECIAL EVENTS GUIDE

## 2010

*PARKS, RECREATION AND LEISURE SERVICES*



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## THE CITY OF NORTH BAY GUIDELINES/DEFINITIONS FOR SPECIAL EVENTS

<b>Special Event</b>	Means an annual or infrequent occurring special activity that is held within the City of North Bay
<b>“Not for profit” Community Event</b>	A special event that does not profit an individual, group or a “For profit” company
<b>“For profit” Community Event</b>	An event that is held for the purpose of receiving profit, business or promotion of an individual group or organization
<b>City</b>	Refers to The Corporation of the City of North Bay
<b>Police Officer</b>	North Bay Police Services Officer
<b>Provincial Offences Officer</b>	By-law Officer
<b>Health Inspector</b>	An employee of the North Bay and District Health Unit
<b>Fireworks</b>	A pyrotechnics show requiring a Licensed Fireworks Supervisor
<b>AGCO</b>	Alcohol and Gaming Commission of Ontario
<b>Parade</b>	Two or more vehicles in a planned procession; 25 or more persons in a walking group

## 1. FORWARD

This Special Events Guide is designed to help you effectively use City resources to plan a successful event.

Most special events represent a major investment of time and money. When well conceived and planned they can bring rewarding dividends to the organizers and the City of North Bay. Successful events do not just happen. They are a result of:

- Responsible leadership
- Careful advance planning
- Good organization
- Provision against the unexpected, and
- Methodical “follow through” on details.

The City of North Bay is at your service to help ensure your event is a success.

The following is meant to serve as a guide and can be used in assessing the kind of support you might receive.

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## 2. PURPOSE

The purpose of the Special Events Guide is to incorporate into one manual all the policies and procedures used by the various agencies and departments within the City of North Bay to process applications for special events. It will also outline an approved policy regarding the operation of events on City owned parklands and municipal facilities and the associated fees and charges for related services provided by the City of North Bay.

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## 3. BACKGROUND

Each year, the City of North Bay receives many requests from individuals and groups to operate special events in public parks and municipal facilities. These events vary in scope, purpose, size, cost and complexity.

The management of special events in public parks, arenas and municipal buildings requires that municipal staff liaise with event planners to ensure safe and appropriate operation.

## 4. GOALS

### For the City of North Bay:

1. To be pro-active in bringing special events to the City.
  2. To provide logistical assistance to special events operated on City owned parklands and in municipally owned and operated facilities.
  3. To ensure that event applications are treated fairly and equitably.
  4. To recover appropriate costs incurred by the event.
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## 5. OBJECTIVES

1. To work closely with our community partners promoting North Bay as a premier location to hold special events, i.e. Chamber of Commerce, Sport Organizations, Arts, Culture and Heritage Groups, Service Clubs and Event Committees.
  2. To establish contracts between event operators and the City of North Bay for the use of City owned parklands and municipal facilities.
  3. To provide assistance to event operators.
  4. To annually review and update the Special Events Guide.
  5. To identify and recover applicable costs related to facilities and services provided by the City of North Bay.
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## 6. SUPPORT STATEMENT

The City of North Bay supports special events as an important part of North Bay's quality of life.

The City of North Bay recognizes that special events are an important part of living in North Bay and provide affordable entertainment to its citizens.

It is also recognized that special events enhance tourism, culture, recreation, and education and provide an economic benefit to businesses operating in the City of North Bay.

## 7. SPECIAL EVENTS CRITERIA

### **Special Events are defined as:**

“A pre-planned activity or series of activities meant to attract people for an intended purpose with a program or schedule of events.”

### **The primary characteristics of Special Events:**

- open to the public;
  - the main purpose is the celebration or display of a specific theme;
  - have pre-determined opening and closing dates/times; and, the program may consist of several separate activities, i.e. celebrations, cultural activities, performances, sporting events, festivals and carnivals.
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## 8. GENERAL POLICIES

1. All legislation, by-laws and regulations must be adhered to by the Special Event Operator.
2. Costs incurred by special events operating in City parks or in municipal facilities will be applied by the City of North Bay to the event operator. These costs include a fee for the use of the City of North Bay parklands and facilities. Current rate increases are estimated at 3% annually based on the municipal user fees by-law. Costs will be determined based on the individual requirements of the applicant.
3. The Event Operator is required to provide evidence of all necessary licenses, insurance or permits required to operate the event. The Event Operator must maintain public liability insurance valued between two million dollar (\$2,000,000.00) and five million dollars (\$5,000,000.00) depending on the event, naming The City of North Bay as an additional insured. (Five million dollar coverage may be required based on level of risk.) Evidence of insurance must be provided to the Parks, Recreation and Leisure Services Department no later than ten (10) working days before the event. The Special Event Operator must agree to indemnify and hold the Corporation of The City of North Bay and Parks, Recreation and Leisure Services Department, harmless from and against any liability, loss, claims, demands, costs and expenses, including legal fees, occasioned wholly or in part by any negligence or acts or omissions during the use of the facility.

4. The Event Operator agrees to prevent the operation of and the parking of all motorized vehicles in a park during the operation of an event unless prior approval is given by the Director of Parks, Recreation and Leisure Services Department or a designate.
5. The City of North Bay reserves the right to operate its concession services at venue specific events during any event, i.e. arenas, marina, athlete fields, parks, waterfront etc.
6. The Event Operator is responsible for the clean up of the park and facilities and removal of all garbage by noon the next day, except for hazardous substances or property, which must be removed promptly after completion of the event. If proper clean up is not done in a timely manner as outlined, removal will be completed by the City and a cost recovery fee will be levied.
7. The Event Operator agrees to follow City recycling programs during special events.
8. For facilities that comply with the Municipal Alcohol Policy and are deemed appropriate for serving alcohol, the Event Operator must meet and comply with the Municipal Alcohol Management Policy. The policy can be viewed on the city website at ([www.cityofnorthbay.ca](http://www.cityofnorthbay.ca))
- 9.a. If an event operates in compliance with all terms, the operators of the event will be given priority to reserve the use of the parkland and facilities on the same date the next year. Applications should be made at the beginning of the New year through the regular application process following the event.
- 9.b. Major events that have required a pre-approved bid process, i.e. Winter Games, national competition, etc., may be given priority on dates and venues.
10. We encourage all event operators to provide access and a viewing area for the disabled.
11. All Special Event Operators will ensure the public have access to washroom facilities and meet the health regulations as legislated (see Health Unit guide – section 18). Costs associated to providing this service will be borne by the operator.
12. All pyrotechnics (fireworks incl.) must comply with By-laws and legislate regulations, that include: approval to purchase, approval to ignite, approval of location and licensed personnel (see Local Fire Dept. for details).
13. When/where tents are being erected, the building code must be adhered to, and proper permits requested and received. Note: Underground service locates and proper site approval is required by the Parks Supervisor.

14. Under By-law No. 35-96, the Director of Parks, Recreation and Leisure Services or a designate has the authority to revoke or change a permit without prior notice based on conditions that may be deemed hazardous or unsafe.
  15. Under By-law No. 35-96, any Police Officer, Provincial Offences Officer or employee of the municipality whose duties include enforcement of municipal by-laws is authorized to request any person believed by such Officer or employee to be contravening or has contravened any provision of this by-law:
    - To desist from the activity causing or contributing to the contravention;
    - To remove or have that person removed from that area and the activity causing or contributing to the contravention;
    - To remove that person from the facility or park.
  16. Any damage to the park and/or facility will be borne by the operator.
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## **9. NOISE POLICY**

The amplification of sound and exemptions from the Noise By-Law for special events requires authorization by Resolution of City Council.

Event organizers must be aware of the Noise Control By-law No. 2007-083 (by-law amending By-law No. 142-76). Council must approve any exemptions to the Noise By-law.

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## **10. HOW TO SECURE A PERMIT/CONTRACT FOR A SPECIAL EVENT**

### **PARKS AND ATHLETIC FIELDS**

1. Apply in writing to The City of North Bay, Parks, Recreation and Leisure Services Department, P.O. Box 360, North Bay, Ontario, P1B 8H8 or complete a Facility Request/Permit form available through City Hall, 2<sup>nd</sup> Floor. This Permit is also available on the city website at [www.cityofnorthbay.ca](http://www.cityofnorthbay.ca)
2. Outline the type of event that your organization would like to hold. Include a contact name, phone number and email address.
3. Submit your preference of parkland or municipal facilities.
4. Give date(s) and time(s) that the event will take place and alternate dates, if applicable. A meeting may be scheduled to review your request and to help you make your event a success.

5. For renewals of annual events, an application should be submitted at the beginning of the New Year through the regular event application process. If an event operates in compliance, the operators of the event will be given priority to reserve the use of the parkland or facilities for the same date the next year (see General Policies – section 8 for exemptions). Provincial/National events could supersede other event applications.

## **HOW TO SECURE A PERMIT/CONTRACT FOR A SPECIAL EVENT**

### **ARENA**

1. Apply, in writing, to:  
  
Memorial Gardens Sports Arena, 100 Chippewa Street West, North Bay, ON, P1B 6G2, complete a facility request/permit form as attached or fill out web-based application.
  2. Outline the type of event that your organization would like to hold. Include a contact name, phone number and email address.
  3. Submit your preference for the appropriate arena and related facilities.
  4. Give date(s) and time(s) that the event will take place and alternate dates, if applicable. A meeting may be scheduled to review your request and to help you make your event a success.
  5. For renewals of annual events, an application should be submitted at the beginning of the New Year through the regular event application process. If an event operates in compliance, the operators of the event will be given priority to reserve the use of the parkland or facilities for the same date the next year (see General Policies – section 8, article 10 for exemptions). Provincial/National events may take precedence.
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## **10. PATHWAYS, PARKS, PICNIC SHELTERS, BAND SHELLS**

### **MUNICIPAL PATHWAYS**

The City of North Bay allows the use of the Kate Pace Way and other municipal pathways for organized events for non-profit groups under the following conditions (see attached map for Kate Pace Way):

1. A permit must be issued for the event and related permit fees paid. This must be done at the Parks, Recreation and Leisure Services Department, 2nd Floor, City Hall.
2. Event participants must keep to the right of all pathways, to allow for opposite direction traffic.

3. During events, public access must be permitted by the event organizers. For some events, additional parks staff may be required to do checks (administrative fee will be charged). This will be determined at the time of issuing the permit.
4. Organizers must follow all regulations of the City of North Bay Parks By-law.
5. Signage must be posted at each end of pathway being used, stating the name of the organizing group, event start time and end time, nature of the event, and name of a contact person with phone number. Signage must be portable, sandwich board type with a maximum size of .84m<sup>2</sup> or 9 sq.ft. Generic signs may be available through the Parks, Recreation and Leisure Services Department for a deposit fee.
6. Organizers will place safety personnel at regular intervals along the section of pathway to be used for information and safety purposes of the participants and the general public.
7. The use of pathways must be in accordance to the designated use, i.e. walking only, wheels only, shared pathway (see attached map for designated use).
8. The organizing group may not place anything on the pathway as this could cause a trip hazard to all users.
9. Event organizers must provide proof of insurance naming the City of North Bay as an additional insured with a minimum of two million dollars (\$2,000,000.00) liability.

### **MUNICIPAL PARKS, SHELTERS, BANDSHELLS**

Permit fees apply for parks, picnic shelters and band shells. Charges are based on the full-day or half-day use. A minimum charge is required for all half-day rentals.

1. Depending on the type of event and the facilities being used, service charges may apply. These may include: utility charges - hydro, garbage cans, picnic tables, barricades, concession/beer tent, clean up, snow fencing.
2. A Facility Request Form must be completed by each person/group making a booking request.

Note that the following requests must be directed to the Manager of Recreation and Leisure Services or a designate in charge of the facility bookings before a permit is issued:

- tournament requests
- special occasions with beer tents
- requests with special needs. i.e. fireworks, power, bonfires

3. Facility bookings may be completed on the 2<sup>nd</sup> Floor, Parks, Recreation and Leisure Services Department, City Hall.
4. Permit fees apply to:
  - Parks
  - Picnic Shelters
  - Band Shells
  - Athletic Fields
  - Arenas
  - Marinas

FOR FURTHER INFORMATION ON THIS SECTION, PLEASE CALL THE  
**PARKS, RECREATION AND LEISURE SERVICES DEPARTMENT AT**  
(705) 474-0626, x 2329 or 2335

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## **11. ALCOHOL AND GAMING COMMISSION RELATED EVENTS**

### **POLICIES AND PROCEDURES**

As the contact person for a Special Occasion Permit, you and your group will be held liable for injuries and damages arising from failure to adhere to the Alcohol and Gaming Commission of Ontario. These infractions include but not limited to serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving.

All policies and regulations within the Municipal Alcohol Policy (MAP) must be strictly adhered to.

Full Municipal Alcohol Policy document is available through the Parks, Recreation and Leisure Services Department, 2<sup>nd</sup> Floor, City Hall or visit:  
[www.cityofnorthbay.ca](http://www.cityofnorthbay.ca)

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## **12. FIRE PREVENTION BUREAU POLICIES AND PROCEDURES**

All Burning Permits within the geographical boundaries of the City of North Bay will be issued from the North Bay Fire Department - Fire Prevention Division at 119 Princess Street West, North Bay, ON P1B 6C2.

The following permits are available:

- Weekly Permits (7 days)
- Monthly Permits (30 days)
- Annual Permits (12 months)

All Open Burning Permit applications require an inspection, following which burning may or may not be allowed as per article 2.6.3.4. of the Ontario Regulation 67/87 O.F.C. concerning open burning, which states that open burning is not permitted unless approved or unless such burning consists of a small, contained fire, supervised at all times and used to cook food (on a grill or barbeque). If permission is given to conduct open burning, guidelines outlined by the Ministry of the Environment must be observed.

No burning is permitted in North Bay municipal parks and pathways, unless approved through the permitting process.

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### 13. FIREWORKS POLICIES AND PROCEDURES

Any time you wish to discharge HIGH POWERED fireworks, you must obtain permission and an application from the North Bay's Fire Prevention Office.

The applicant must indicate that a certified pyro-technician will be on site for your event and provide a valid supervisors card and number with expiry date in compliance with the Fireworks Manual of the Explosive Division, Department of Energy, Mines and Resources.

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### 14. TENTS AND AIR SUPPORTED STRUCTURES

The following requirements apply to all large tents and, in part, smaller commercial tents where cooking and/or heating is to take place therein.

- BUILDING PERMITS:** Tents over 25' x 25' (625 sq.ft.) must meet Building Code requirements and require a Building Permit. The Permit can be obtained from the Building Department second floor, City Hall.
- FIRE SAFETY PLAN:** A Fire Safety Plan is required for tents in excess of 625 sq. ft. This Plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention Office will provide a generic safety plan form, appropriate to the tent structure for your convenience.
- EMERGENCY LIGHTING:** Emergency lighting must be provided for any function being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

<b>SMOKING:</b>	Smoking is not permitted under By-law No. 2003-005.
<b>OPEN FLAME:</b>	The use of open flame devices are not permitted unless provisions have been made for such activities under the Fire Safety Plan.
<b>HEATING &amp; COOKING:</b>	Only approved heating and cooking equipment may be used. This equipment must not be located adjacent to exits or access to exits.
<b>COMPRESSED CYLINDERS:</b>	ALL compressed gas cylinders must be stored in racks, chained or tied securely as a safety measure. ALL propane cylinders must be secured and stored. outside the tent or air supported structure in a safe, well ventilated location.

**15. STREET CLOSURES POLICIES AND PROCEDURES**

1. A request for the temporary closure of a street, an arterial, primary collector or secondary collector must be approved by City Council after consultation with the North Bay Police Services.
2. The applicant, or designate, must be present on site during the entire duration of the street closure.
3. Possession and/or consumption of alcoholic beverages on the closed portion of the street are prohibited unless it is authorized by the issuance of an Alcohol and Gaming Commission Permit. Please refer to the Municipal Alcohol Management Policy for reference to the proper procedures.
4. Fire hydrants must not be obstructed and must be in clear view from all directions.
5. No bonfires of any kind, barbeques or similar types of cooking devices shall be operated on the closed portion of the street without the consent of the North Bay Fire Department.
6. The applicant shall complete the attached "Agreement" and provide the necessary insurance to protect the City's interest during the period of the event.
7. There may be fees levied for support services relating to road closures by any of the following services:
  - North Bay Police Services – traffic control
  - Transportation and Public Works Department – street closure barricades

## 16. NORTH BAY POLICE POLICIES AND PROCEDURES

### PARADES, MARCH, WALK, ROAD RACE

For any march, parade, walk, road race or similar event in conjunction with a special event you must:

1. Apply for a Special Event Permit (authority under Police Services Board By-law) through the North Bay Police Services, 135 Princess Street West, North Bay, Ontario – (see attached).
2. If accepted, you will work with the Traffic Division of the North Bay Police Services to ensure a safe and effective plan is in place for your event.
3. There may be fees levied for support services relating to a parade, march, walk or road race.
4. Parade marshals are required.

At the time of application for a Parade Permit, we encourage event organizers to discuss their event with the Police Department – Traffic Division.

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## 17. VENDOR POLICIES AND PROCEDURES

Event organizers must request permission to contract vendors as part of the event organization.

All vendors must abide by the municipal park vendor policies and by-laws for Hawkers and Peddlers, and Refreshment Vehicles. Information is available through the Parks, Recreation & Leisure Services Department.

All event vendors (food & product) must contact The City of North Bay's Licensing Department at 474-0626 ext. 2417 for further instructions. A business license may be required for vendors.

All food vendors must meet the standards for vending and food preparation as defined by the Nipissing Parry Sound Health Unit.

All food vendors must meet the standards for vending and food preparation as defined by North Bay Fire Prevention.

In order for any vendor to be hooked up to hydro, C.S.A. approval on concession equipment is required.

The City of North Bay reserves the right to operate its concession services at venue specific events during any event, i.e. arenas, marina, athlete fields, parks, waterfront etc.

## 18. HEALTH UNIT POLICIES AND PROCEDURES

All organizers of Special Events must complete and submit a **Special Event Permit Application** to the North Bay and District Health Unit a minimum of ten (10) days prior to an event.

- \* Health Unit Jurisdiction or support services are available in the following areas:  
- Food preparation, storage and serving.

### WASHROOM REQUIREMENTS FOR LARGE GROUPS

#### Where seating is available:

	<u>Toilets per sex</u>	<u>Wash basins per sex</u>
1 - 40 persons	1	1
41 - 140 persons	2	1
141-600 persons	3	2
601 – 1200 persons	3	4
For each additional 160 persons	2	1

#### Non-seating events:

	<u>Toilets per sex</u>	<u>Wash basins per sex</u>
1 – 40 persons	1	1
41 – 140 persons	2	1
141 – 600 persons	3	2
601 – 1200 persons	3	4
For each additional 600 persons	2	1

#### \* SEATING IS BASED ON 1.12 SQUARE METRES (12 SQUARE FEET) PER PERSON

Where portable toilets (privies) are utilized for washroom requirements, they shall:

- be constructed to ensure privacy, protection from the elements, supplied with a toilet seat and vented to the outside;
- be supplied with toilet paper, garbage receptacle and deodorizer;
- be cleaned and disinfected daily or as necessary;
- hand wash facilities should be provided for public use in conjunction with sanitary facilities. Packaged, moist hand towelettes or sanitizer should be provided in the privies without running water and at all food concession;
- be designated for male and female use; and
- have adequate lighting and directional signs provided.

**NOTE: Events with an expected attendance of over 140 persons shall have at least 1 toilet facility for wheelchair patrons.**

It is the responsibility of the Event Operator to ensure that food services and public health risk management has been addressed. Be sure to provide direction on proper food preparation, food storage, food service, and hand washing.

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## **19. FIRST-AID POLICIES AND PROCEDURES**

If you are holding a special event or gathering, you are expected to provide adequate medical/first-aid services.

1. Contact St. John Ambulance Services, Red Cross (or similar) and inform them of your event and what will be involved.
2. They will then contact you and tell you what will best suit your needs.

Contract services may be available through these agencies – see attached form.

### **EMERGENCY SERVICES**

Recommend:

- Establish a plan
  - Be aware of municipal services available
  - An evacuation plan should be in place for patrons of your event
  - Be sure your committee and volunteers are aware of your plan
  - Designate a spokesperson
  - Provide the necessary leadership for the management of the situation
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## **THE CORPORATION OF THE CITY OF NORTH BAY**

### **20. MUNICIPAL ALCOHOL POLICY**

#### **GOAL OF THE ALCOHOL MANAGEMENT POLICY**

The Parks, Recreation and Leisure Services Department of the City of North Bay wishes to manage the use of alcohol in all facilities owned and operated by the City in a manner that insures the health and safety of all participants and the protection of the facilities.

In order to meet the leisure needs of this community and the requirements of the City, a policy for the management of alcohol during events and functions is recommended. The following information outlines these regulations.

## **FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS**

- West Ferris Centennial Community Centre Hall
- West Ferris Centennial Community Centre Arena Floor
- West Ferris Arena Board Room
- Pete Palangio Arena Lounge and Board Room
- Thomson Park Shelter Area
- Lee Park

## **FACILITIES AND PARKS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

- The dressing rooms in the following facilities:
  - West Ferris Centennial Community Centre
  - Pete Palangio Arena
  - Memorial Gardens
- Veterans Park, Ball and Soccer Fields
- All other buildings, parks, ball fields, playgrounds, beaches and green spaces.

## **RATIONALE**

While these areas have never been eligible for Special Occasion Permit events, there is a history of alcohol consumption in dressing rooms. This specific regulation is to serve notice to all that this illegal consumption is not acceptable.

## **EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

All youth events and all minor sports events are not eligible for Special Occasion Permits.

## **WEDDINGS**

At least one Smart Serve/S.I.P trained server and one ticket seller, as well as volunteer security available, if required.

## **YOUTH ADMITTANCE TO ADULT EVENTS**

Persons under the legal drinking age are not to be admitted to licensed social events held after 8:30 p.m., except in the case of a family occasion such as a wedding or anniversary celebration. In the case of daytime licensed events such as adult tournaments and special community events, underage youth have permission to enter outdoor licensed areas as long as they are accompanied by a parent or guardian.

## **SMART SERVE/S.I.P. TRAINING**

All event supervisors, servers, floor and door monitors must have been trained in the Smart Serve Program.

## **LOW ALCOHOL DRINKS**

Low alcohol drinks must be available throughout the duration of the event. Non-alcohol drinks must be offered at a substantially lower cost than alcohol drinks.

## **SIGNAGE**

Signage may be required depending on location of event. Clarification will be provided by departmental staff at time of booking.

## **SAFE TRANSPORTATION**

Event sponsors must provide safe transportation strategies like the Designated Driver program and other alternate transportation options and must promote the Sober Driver program.

## **CONTROLS**

A special occasion permit event must have controls which will prevent underage, intoxicated or troublesome people from entering, prevent participants from becoming intoxicated, refuse service to intoxicated participants and remove them safely from the event.

In order to be eligible to rent a municipal facility for a special occasion permit event, the sponsor must demonstrate to the satisfaction of the Department that the Alcohol Management Policy is understood, that the regulations will be strictly observed and that sufficient controls are in place which will assist in ensuring compliance to the policy.

The event sponsor will provide the Department with the following information ten (10) days prior to the event:

- A list of event workers with each worker's S.I.P. or Smart Serve registration number.
- A Special Occasion Permit obtained from the Alcohol and Gaming Commission of Ontario.
- The name(s), if any, of the permit holder's designate(s).
- The person who signs the Special Occasion Permit Application and rental agreement or designate must attend the event and be responsible for making decisions regarding the operation of the event.
- All event workers, including the sponsor, must refrain from consuming alcohol while on duty at the event. A worker who is impaired or intoxicated will not be allowed to be on duty at the event.
- The event sponsor and Department staff must ensure that the physical setting and activities are safe for both drinkers and non-drinkers.
- The only acceptable form of identification will be an age of majority card or driver's license with photo.
- All exits must be supervised.
- A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
- All bottles must be retained within the bar area and all drinks must be served in paper/ plastic cups.

- The event sponsor must abide by the rules of the Municipal Alcohol Policy as outlined by the municipal representative. This representative will monitor all S.O.P. events and will have authority to demand correction and/or shut down an event on behalf of the City.
- Marketing practices which encourage increased consumption such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted. Sale of tickets will be controlled as to number of tickets sold per purchase, price of the tickets as well as reimbursement for un used tickets.
- Food items must be available.
- Event workers must be clearly identifiable and this policy provides recommended ratios for the number of workers versus the number of participants.
- Tickets must be purchased no later than 12:30 a.m.
- The bar area will be closed at 12:45 a.m.
- All entertainment must be completed by 1:15 a.m. for indoor events or 11:00 p.m. for outdoor events.
- All tables must be cleared by 1:30 a.m.
- Facilities must be vacated by 2:00 a.m.

### **ADVERTISING**

Advertising which promotes the use of alcohol is prohibited in all municipal facilities.

### **FAILURE TO COMPLY**

Individuals and groups failing to comply with the regulations shall be subject to the consequences described in the Policy document.

### **INSURANCE**

A minimum of two million dollars in primary, comprehensive general liability insurance must be purchased by the sponsor and must include the Corporation of the City of North Bay as a named insured.

### **COMPLETE POLICY STATEMENT**

This brochure represents a summary of the policy. If you wish to review the complete Policy document, please contact:

#### **Parks, Recreation and Leisure Services**

**P.O. Box 360  
200 McIntyre Street East  
North Bay, ON P1B 8H8**

**Telephone #: (705) 474-0400, ext. 2329**

## 21. ACCESSIBILITY

### Compliance with the Accessibility for Ontarians with Disabilities Act, 2005

Event organizers shall ensure that all its employees, agents, volunteers, or others for whom the event is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended the "Act"). For further information visit <http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/ComplyingStandards/toolsToHelpYouComply.aspx>

## 22. RENTAL FEES FOR SPECIAL EVENTS OPERATORS

### 2010 ARENA RATES & SPECIAL EVENT – EXTRA FEES

ITEMS	COST
<b>FEE DESCRIPTION</b>	<b>FEE (PLUS APPLICABLE TAXES)</b>
<b>Ice Rates &amp; Building Rentals</b>	
<b>Memorial Gardens</b>	
Prime Time Adult (MG)	\$140.35
Prime Time Youth (MG)	\$125.44
Non Prime Adult (MG)	\$110.11
Non Prime Youth (MG)	\$104.80
Daytime Adult (MG)	\$65.68
Daytime Youth (MG)	\$53.74
Reduced Adult (MG)	\$93.97
Reduced Youth (MG)	\$93.97
<b>West Ferris / Pete Palangio</b>	
Prime Time Adult (WF/PP)	\$127.74
Prime Time Youth (WF/PP)	\$99.67
Non Prime Adult (WF/PP)	\$100.16
Non Prime Youth (WF/PP)	\$86.07
Daytime Adult (WF/PP)	\$65.68
Daytime Youth (WF/PP)	\$53.74
Reduced Adult (WF/PP)	\$89.52
Cancellation Fees per hour	\$25.00

<b>Building Rentals</b>	
Concert Bldg (Memorial Gardens)	\$2,500.00 plus %
Bldg. Community (Memorial Gardens)	\$1,135.58
Bldg. Private w/o Alcohol (Memorial Gardens)	\$1,362.69
Bldg. Private w Alcohol (Memorial Gardens)	\$1,589.81
Bldg. No Charge	N/C
<b>Floor Rates</b>	
Adult	\$53.05
Youth	\$47.74
<b>Meeting Rooms</b>	
Hall Fame/Super Suite Full Day	\$67.65
Hall Fame/Super Suite Half Day	\$40.62
Hall Fame/Super Suite < 3 hrs	\$18.99
Auditorium	\$67.65
Auditorium (non lic)	\$193.71
Auditorium (Lic)	\$258.27
Boardrooms (WF/PP) day	\$67.65
Boardrooms (WF/PP) 1/2 day	\$40.62
Boardrooms (WF/PP)< 3 hrs.	\$18.99
Lounge (PP) Event rate	\$106.09
Office Space Lease Agreements	\$100.00/month
<b>Marina Fees 2010</b>	
< 16 ft. Seasonal	\$565.50
< 16 ft. Monthly	\$145.34
< 16 ft. Weekly	\$39.25
17-20 ft. Seasonal	\$689.60
17-20 ft. Monthly	\$171.86
17-20 ft. Weekly	\$45.62
21-24 ft. Seasonal	\$795.68
21-24 ft. Monthly	\$201.57
21-24 ft. Weekly	\$53.05
25-28 ft. Seasonal	\$908.13

<b>Marina Fees 2010 - continued</b>	
25-28 ft. Monthly	\$231.28
25-28 ft. Weekly	\$60.47
29-32 ft. Seasonal	\$1,029.07
29-32 ft. Monthly	\$256.74
29-32 ft. Weekly	\$67.90
33-36 ft. Seasonal	\$1,129.86
33-36 ft. Monthly	\$286.44
33-36 ft. Weekly	\$74.26
37-42 ft. Seasonal	\$1,248.68
37-42 ft. Monthly	\$318.27
37-42 ft. Weekly	\$82.75
Daily Rate per foot	\$0.87
Pump out per pump	\$17.00
Pump out seasonal	\$56.00
Shore power per week	\$13.50
Shore Power per month	\$49.50
Shore Power per season	\$170.00
Launch fee per launch	\$12.50
Launch fee per season	\$57.00
Worms/doz.	\$2.75
Ice/bag	\$2.50
Key deposits	\$20.00
<b>Program Fees</b>	
Family Skate admission/pp	\$3.00
Family Skate admission/family	\$5.50
Family Skate admission/child	\$1.50
Noon Hr. Adult Skate/pp	\$2.00
Tots and Seniors/pp	\$1.00

<b>Additional Fees &amp; Charges</b>	
Additional floods	\$50.00
Beer	\$3.75
Liquor	\$4.00
Box Office Admin charge/concerts	\$1.00/ticket
Bldg hold charge	\$1,000.00
Bldg. hold charge per day	\$142.00
Capital Reserve (ticket)<20	0.50/ticket
Capital Reserve (ticket)>20	\$1.00/ticket
Chair rentals	\$1.25/chair
Corkage fees	\$15.00
Electrical Cable rental	\$750.00
Electrical Panel board rental	\$250.00
Electrician	\$100.00/hr
ESA inspection fees	\$100.00/hr.
Event holds	\$250.00
First aid	\$100.00
Forklift	\$190.00
Garbage	\$250.00
Glass removal/panel	\$26.00
Hourly CRF	\$2.00
Hydro consumption	\$265.74
Lock Change	\$61.80
Visa/Master Card fees	\$1.00/ticket
Mat Rental	\$100.00
Merchandise fees %	\$100.00
Move in fees	\$319.30
Phone lines	\$128.75
Pipe and Drape	\$50.00
Players Bench removal	\$309.00
Production	\$100.00
Risers	\$26.78
Sky Jack Rental	\$463.50
Socan fees	\$60.96
Bartenders	\$11.02/hr.
Office	\$12.32/hr.

<b>Additional Fees &amp; Charges Continued</b>	
Rink Staff	\$11.02/hr.
P.A. Tech	\$11.02/hr.
Staff O.T.	
Security	\$11.02/hr.
Security Supervisor	\$15.43/hr.
Timekeepers	\$11.02/hr.
Door staff	\$11.02/hr.
SOP checks	\$11.02/hr.
Stage Rental	
Table tops	\$3.09
Tables	\$1.25/table
Tech invoice	\$100.00
Ticket cost	.05/per ticket
Towels	\$5.15
Wood Floor	\$1,060.90
Kitchen use	\$103.00
Megaphone (3 day rental only)	\$10.00 rental fee plus \$50.00 refundable deposit
Safety Vest(s)	\$15.00/ea refundable deposit
Race in Progress Sign	\$5.00/ea refundable deposit
PA/Karaoke Machine (3 day rental only)	\$10.00 rental fee plus \$50.00 refundable deposit
Fisher Field Scoreboard Controller	\$150.00 refundable deposit
<i>**1/2 day consists of a 4 hour booking or less</i>	
<i>**Full day consists of a 5 hour booking or more</i>	

## 2010 FEES FOR ATHLETIC FIELDS & PARKS

NORTH BAY APPROVED RENTAL INCREASES	2010
Fields/hourly – no lights	\$16.13
Fields/hourly – lights	\$17.62
Special Event (Community Group)	Reg. Rates
Special Event (Corporate Group)	Reg. Rates
Beer Garden in Park Area	\$33.76
Parks/shelter – half day < 200 people **	
Parks/shelter – half day > 200 people **	
Parks/shelter – full day < 200 people **	
Parks/shelter – full day > 200 people **	
Buildings – half day **	
Buildings – full day **	
(Snow) Fencing 500'	\$50.00
Key Deposit per key	\$30/key – max \$60
<i>** ½ day consists of a 4 hour booking or less</i>	
<i>** full day consists of a 5 hour booking or more</i>	
Athletic Field Surcharge	\$2.00 per hour
Applicable taxes to be added to above fees	

Effective July 1<sup>st</sup>, 2010, fees may be subject to change with the implementation of the Harmonized Sales Tax (HST).



**City of North Bay**  
Parks, Recreation & Leisure Services  
200 McIntyre Street East  
North Bay, ON P1B 8H8

705.474.0400  
info@cityofnorthbay.ca  
www.cityofnorthbay.ca