

THE CORPORATION OF THE CITY OF NORTH BAY

Municipal Alcohol Policy	PARKS, RECREATION AND LEISURE SERVICES POLICIES AND PROCEDURES
Date of Council Approval	August 14, 2001
By-law Reference	
Client/Customer Groups Affected	Customers Renting or Using Municipal Parks, Arenas and Buildings
Scheduled Date for Review	October, 2009

PURPOSE:

To provide a policy that supports the management of alcohol services in municipal facilities.

SCOPE:

MANDATE:

The City of North Bay and the Parks, Recreation and Leisure Services Department is required to manage the use of alcohol in all facilities owned and operated by the City in a manner that ensures the health and safety of all participants and the protection of 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 necessary. The following pages outline these regulations.

Any group or individual wishing to serve alcohol in a facility that is not identified in this policy as being eligible for licensing, must request and be granted an exemption from the policy through North Bay City Council.

POLICY OBJECTIVES:

1. To provide appropriate procedures and education to ensure that all Alcohol and Gaming Commission of Ontario legislation pertaining to licenses is properly understood and is strictly adhered to.
2. To provide management procedures and education to protect the participating public, volunteers, the Corporation and its staff from legal liabilities that could result from lack of proper supervision and knowledge of the operation of licensed functions.
3. To encourage and reinforce responsible moderate/low risk drinking practices through the development of appropriate operational procedures, controls, training

and education.

4. To provide for a balanced use of alcohol through Special Occasion Permits (SOP) so that alcohol becomes a responsible part of a social function rather than the reason for the function.
5. To provide a balance of wet and dry facilities and programs so that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

REGULATION NO. 1: POLICY REVIEW

This Policy will be reviewed on an annual basis or as required based on changes to AGCO regulations and /or municipal facility modifications that may impact eligibility for licensing. Changes to the policy regulations will be sent to City Council for approval.

REGULATION NO. 2: FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS

The following lists facilities that are considered eligible for licensing under a Special Occasion Permit. Granting permission for an SOP function is at the discretion of the Facility Manager depending on the nature of the function, other activities occurring in the facility and a demonstration that the sponsoring organization can manage the function effectively.

REGULATION NO. 3: MUNICIPAL FACILITIES ELIGIBLE FOR LICENSING

SECTION A: WEST FERRIS CENTENNIAL COMMUNITY CENTRE (WFCCC)

- A. That the hall of the West Ferris Community centre (WFCCC) be designated as a suitable facility for licensed functions.
- B. That the arena floor surface of the WFCCC is designated as a suitable facility for licensed functions when the ice surface is covered or removed.
- C. That the boardroom of the West Ferris Arena is designated as a suitable area for licensed functions.

SECTION B: PETE PALANGIO ARENA

- A. That the lounge of the Pete Palangio arena be designated as a suitable area for licensed functions only when both ice surfaces have been rented by adult groups.
- B. That the boardroom of the Pete Palangio arena is designated as a suitable area for licensed functions.

SECTION C: MEMORIAL GARDENS

Memorial Gardens holds a permanent liquor license. As a result, the following areas may be licensed under a Special Occasion Permit; however, this requires notification to the Alcohol and Gaming Commission of Ontario and a request to temporarily suspend the permanent license. This is at the discretion of the Facility Manager.

- A. That the Hall of Fame room be designated as a suitable area for SOP licensed functions.
- B. That the Super Suite be designated as a suitable area for SOP licensed functions.
- C. That the West lobby area be designated as a suitable area for SOP licensed functions.
- D. That the arena floor area be designated as a suitable area for SOP licensed functions.

SECTION D: THOMSON PARK AND LEE PARK

- A. That the picnic shelter area of Thomson Park and Lee Park are designated as areas suitable for outdoor licensed functions.

REGULATION NO. 4 ALCOHOL AND GAMING COMMISSION OF ONTARIO (AGCO) LICENSED FACILITIES

A. MEMORIAL GARDENS

Memorial Gardens Arena operates with a permanent liquor license in four designated areas: Hall of Fame Room, Press Box Lounge, the Corporate Box and the lobby area.

The license is managed by the Parks, Recreation and Leisure Services Department. All Policies and regulations outlined in the Alcohol and Gaming Commission Liquor License Act is strictly adhered to.

Operation of areas designated under this license is at the discretion of the Facility Manager.

REGULATION NO. 5: FACILITIES AND PARKS NOT SUITABLE FOR LICENSED EVENTS

SECTION A: DRESSING ROOMS

That the dressing rooms of the Veteran's soccer field, the WFCCC arena and the Pete Palangio arena be clearly designated as areas not suitable for drinking alcohol before, during or after sporting events.

SECTION B: OTHER FACILITIES NOT MENTIONED

That all other parks, ball fields, play areas and facilities, beaches and green spaces owned and operated by the City of North Bay be designated as areas not suitable for alcohol consumption and licensed events.

SECTION C: CITY HALL AND CITY BUILDINGS

- A. That the municipal council chambers be designated an area not suitable for licensed events.
- B. That the lobby of City Hall and the boardroom on the 5th floor of City Hall be designated as suitable for licensed events.

REGULATION NO. 6: EVENTS NOT ELIGIBLE FOR LICENSES

That all youth events and all minor sports events, including banquets, be designated as events not suitable for alcohol consumption. Associated adult evening social events commencing after 8:30 p.m. will be allowed, however, minors are considered to be any person under the age of 19

REGULATION NO. 7: YOUTH ADMITTANCE TO ADULT EVENTS

That persons under the legal drinking age not be admitted to licensed social events held after 8:30 p.m., being held in municipally owned facilities, except in the case of a family occasion such as a wedding or anniversary celebration.

In the case of day time licensed events such as adult tournaments and special community events, under age youth have permission to enter outdoor licensed areas as long as they are accompanied by a parent or guardian. (This paragraph is in accordance with the policies and regulations of the Alcohol and Gaming Commission of Ontario).

REGULATION NO. 8: SIGNS

That the following signs be prominently displayed during all licensed functions.

A: STATEMENT OF INTOXICATION:

The following statement will appear on a wall sign and may be printed onto serving cups and/or table talkers.

CITY OF NORTH BAY STATEMENT OF INTOXICATION

“The City of North Bay is pleased to provide recreation facilities for the enjoyment of the community.” “We are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. We are pleased to provide low alcohol beverages, non alcohol beverages and food items.”

B. “SOBER DRIVER SPOTCHECK AWARENESS”

The following statement will appear on a wall located at the main exits and may be printed on paper cups and/or table talkers.

“The North Bay Police Services and the Ontario Provincial Police thank you for helping reduce impaired driving everywhere in North Bay and area. We look forward to personally thanking you at one of our spot-checks for leaving this event a Sober Driver.”

C. AREAS NOT SUITABLE FOR ALCOHOL CONSUMPTION

The following statement will appear on a sign posted in the dressing rooms of all arenas and in the Veteran’s soccer field dressing rooms.

“The City of North Bay thanks you for keeping this area alcohol free.”

D. ACCOUNTABILITY

The following information will appear on a sign located at the main exits and may be printed on paper cups and/or table talkers.

The sign will name the sponsor of the event and will provide the address and telephone number of the Parks, Recreation & Leisure Services Department and the North Bay Police Services. This same message, without the sponsor’s name may be printed on paper cups and/or table talkers.

E. SANDY’S LAW

Warning: *Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.*

The above-mentioned signage must appear in the bar area. The signage can be downloaded from the following website:

<http://www.agco.on.ca/en/b.alcohol/warningsign.html>

REGULATION NO. 9: SERVER TRAINING AND SUPERVISION PRACTICES

That, in order to be eligible for a facility rental for a licensed function, the sponsor must demonstrate to the satisfaction of the department that the event supervisors, servers, floor and door monitors have attended a Smart Serve course and have been trained in responsible server techniques.

REGULATION NO. 10: PROVIDE LOW AND NON-ALCOHOL DRINKS

That in order to be eligible for a facility rental for a licensed permit event, the sponsor must be able to demonstrate to the satisfaction of the department that low alcohol drinks are available throughout the duration of the event. Non-alcohol drinks must be offered at no charge or at a price substantially lower than charged for alcohol drinks. Food items (i.e. sandwiches, light meals) must be available.

REGULATION NO. 11: SAFE TRANSPORTATION

A. That the event sponsor supervisor will be required by the department to implement the following

- **DESIGNATED DRIVER**

- Advertise the Designated Driver Program and announce during the event.
- Provide non-alcohol drinks (such as coffee, pop, juices) at no charge or at a substantially reduced rate for the designated driver.

- **ALTERNATIVE TRANSPORTATION OPTIONS**

- Post local taxi phone numbers.
- Have sponsor drive intoxicated participants home.
- Call a friend, relative, or taxi to assist intoxicated drivers and/or collect keys upon entry.
- If necessary, call police, warn or apprehend impaired driver.
- Announce alternate transportation options available during the event.

- **POLICE SPOT CHECKS**

- Promote the importance of leaving the event a sober driver.
- Post wall and/or table signs and/or print messages on paper serving cups that read:

“The North Bay Police Services appreciates your assistance in reducing impaired driving everywhere and thank you for leaving this event a sober driver.”

NOTE: Please see Regulation No. 6 regarding SOBER DRIVER SPOTCHECK AWARENESS

REGULATION NO. 12: EVENT CONTROLS

A. That in order to be eligible to rent a municipal facility for a licensed 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 that will assist in ensuring compliance to the policy. These controls include:

The event sponsor must provide the following to the Parks, Recreation and Leisure Services Department **ten (10) days** prior to the event. Failure to do so could result in the cancellation of the license for the function.

1. A list of event workers with each worker's Smart Serve registration number.
2. A Special Occasion Permit obtained from the Alcohol and Gaming Commission of Ontario.
3. The name(s), if any, of the permit holder's designate(s).
4. The permit holder of an outdoor event must, at least twenty-one days prior to the event, give written notice of the event to the municipality, the police, fire and health department.
5. The person, who signs the Special Occasion or License Permit and the Rental Agreement, or a designate, must attend the event and be responsible for making decisions regarding the operation of the event.
6. All event workers, including the sponsor, must not consume alcohol while on duty at the event.
7. A worker who is impaired or intoxicated will not be allowed to be on duty at the event.
8. The event sponsor and city staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
9. The event sponsor and city staff must prevent participants from engaging in activities that can harm them or others.
10. The only acceptable form of identification will be an age of majority card or a driver's license with photo.
11. All exits must be supervised by event staff. These staff control access into the licensed areas and ensure alcohol does not leave the licensed area.
12. A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
13. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups.
14. At least one representative from the Parks, Recreation and Leisure Services Department with authority to demand correction and/or shut down an event on behalf of the City, will monitor all S.O.P. events.
15. The event sponsor must abide by the rules of the Municipal Alcohol Policy as enforced by the municipal representative.

16. 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.
17. Ticket prices for non-alcohol beverages will be purchased at a reduced rate than that of alcohol beverages.
18. If tickets are sold they must be purchased from a designated ticket seller with a maximum of six tickets per purchase.
19. Unused tickets are to be redeemable for cash on demand at any time during the event.
20. In order to reduce the risk of intoxication and the rate of consumption, staff should encourage participants to consume food, low alcohol beverages, and non-alcohol beverages.
21. The Parks, Recreation and Leisure Services Department reserve the right to require the presence of police officers for the duration of an event, the cost of which will be borne by the sponsoring group or individual. The number of officers is to be determined by the City of North Bay Police Administration.
22. There will be no last call announcement or signal signifying that the bar area will be closing.
23. A free bar event must have trained servers and floor monitors.
24. Weddings and private family functions held in municipally owned facilities fall under the regulations of this policy.
25. All event workers must have some form of identification approved by the Parks, Recreation and Leisure Services Department.
26. Whenever possible, Police will be notified by the municipal representative or the event sponsor of a potentially risky situation before the situation is out of control.
27. Tickets must be purchased no later than 30 minutes prior to bar closing
28. The bar area will close at no later than 1:00 a.m. for indoor events.
29. The bar area will close no later than 11:00 p.m. for outdoor events.
30. All entertainment must be completed by 1:15 a.m. for indoor events or 11:00 p.m. for outdoor events
31. All tables must be cleared by 1:30 a.m. for indoor events and 11:30 p.m. for outdoor events

32. Facilities must be vacated by 2:00 a.m. for indoor events and 12:00 a.m. for outdoor events
33. The recommended ratio of event workers designated by the event sponsor and the Parks, Recreation and Leisure Services Department will be as follows:

WEST FERRIS CENTENNIAL COMMUNITY CENTRE

HALL				
CAPACITY: 127 with dance		187 without dance		
NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET * SELLERS
under 50	1	1	1	1
51 to 100	2	1	1	2
101 to 187	2	2	2	2

ARENA FLOOR				
CAPACITY: 1100				
NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET * SELLERS
125 to 325	3	2	2	2
326 to 525	4	3	4	4
526 to 725	6	4	4	4

*optional

BOARD ROOM				
NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET * SELLERS
Up to 40	1	1	1	1

PETE PALANGIO ARENA

LOUNGE				
NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET * SELLERS
Under 50	1	1	1	1
51 to 100	1	1	1	1
101 to 245	2	2	2	2

BOARD ROOM				
NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET * SELLERS
Under 50	1	1	1	1
51 to 100	2	1	1	2

THOMSON PARK

SHELTER AREA			
BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
2	1	each exit	1

LEE PARK

SHELTER AREA			
BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
2	1	each exit	1

REGULATION NO. 13: INSURANCE

That those sponsoring a special occasion permit event in a municipally owned facility be required to purchase primary comprehensive general liability insurance coverage of at least two million dollars including the City of North Bay as a named insured and including a liquor license endorsement.

REGULATION NO. 14 FAILURE TO COMPLY

Than individuals and/or groups who fail to comply with the following municipal alcohol policy are subject to the following consequences:

1. The Department may report any infraction of this policy to legal authorities whenever they believe such action is required. Copies of registered letters will also be sent to the North Bay Police Services.
2. Any infraction of the City of North Bay Municipal Alcohol Policy will be reviewed by the Department. A registered letter describing the problem will be sent to the sponsor who may be refused future rental privileges.
3. Future rental privileges to penalized individuals or groups will depend on demonstrating to the Department that all rules will be followed at future functions.
4. Notwithstanding the following sections 5, 6, and 7 the Department reserves the right to use its discretion in enforcement, depending on the circumstance.
5. Should a group be found to be consuming or have consumed alcohol in the dressing rooms or in any other non licensed area, the authorities may be called and in the ordinary course the following procedures may be followed:

FIRST INFRACTION: A letter of warning from the Department to the license holder and sponsoring group will be sent by registered mail.

SECOND INFRACTION: Rental privileges for the group's next event will be taken away and a registered letter will be sent by the Director of Parks, Recreation and Leisure Services, or designates, to license holder and sponsoring group.

THIRD INFRACTION: Rental privileges for the group's next event will be taken away; and A review by the Department of the license holder and the sponsoring group.

A registered letter will be sent by the Department to the license holder and the sponsoring group.

FOURTH INFRACTION: Rental privileges will be cancelled for six (6) consecutive months.

A registered letter will be sent by the Department to the license holder and to the sponsoring group.

6. Where underage youth are found to have consumed or to be consuming alcohol at an S.O.P. and non S.O.P. function, the authorities may be called and /or the following procedure may be followed:

FIRST INFRACTION: The individual will be turned over to the parent(s) or guardian(s). If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Department to the parent(s)/guardian(s). The individual will also be banned from the licensed area for six (6) consecutive months.

SECOND INFRACTION: The individual will be banned from attending any public functions held in the facility for a period of six (6) consecutive months. A registered letter will be sent by the Department to the parent(s)/guardian(s).

THIRD INFRACTION: Local authorities will be called and the individual will be banned from public functions held in the facility for a minimum of one (1) year. A registered letter will be sent by the Department to the parent(s)/guardian(s).

7. Where adults and youth engage in disruptive behaviour at social events, authorities may be called and/or the following procedure may be followed:

FIRST INFRACTION: A letter of warning from the Department will be sent by registered mail. The individual may be automatically suspended from the facility for a period of six (6) consecutive months depending on the severity of the incident.

SECOND INFRACTION: The individual will be suspended from the facility for a period of six (6) consecutive months. A registered letter will be sent by the Department.

THIRD INFRACTION: The individual will be banned from public functions held in the facility for a period of one (1) year. A registered letter will be sent by the Department.

REGULATION NO. 15: COMMERCIAL LIQUOR LICENSES

That the City of North Bay encourage existing licensed establishments, liquor license applicants and community groups and clubs to develop an in-house operating policy that will guide them in the responsible service of alcohol. This would include the requirement for all staff to be Smart Serve certified.

REGULATION NO. 16: ALCOHOL ADVERTISING

That permanent advertising that promotes the use of alcohol is prohibited in all municipal facilities.

REGULATION NO. 17: MONITORING AND REVISING THE POLICY

That a mandatory policy revision is conducted annually by the Department based on information gathered by the staff from community partners and/or the AGCO and that a report to Council is completed with suggested policy changes, if required.

REGULATION NO. 18: ORIENTATION TO THE POLICY

That the Department provides a copy of the policy to all new staff and volunteers and newly elected municipal officials.

APPENDIX "A"

AGREEMENT: SPECIAL OCCASION PERMIT EVENTS



CONTACT PERSON: _____

HOST ORGANIZATION: _____

MAILING ADDRESS: _____

PHONE #: BUSINESS _____ HOME: _____

PAGER # _____ FAX # _____

E-MAIL: _____

DESIGNATED ALTERNATIVE CONTACT PERSON:

Name: _____ Phone: (B) _____ (H)

Name: _____ Phone: (B) _____ (H)

Name: _____ Phone: (B) _____ (H)

IN CONSIDERATION OF PERMISSION BEING GRANTED TO HOLD AN EVENT AT THE PREMISES KNOWN AS: _____

DATE: _____ TIME: _____

DATE: _____ TIME: _____

DATE: _____ TIME: _____

The applicant has read the Special Occasion Permit, event controls listed below, and agrees to follow them.

The applicant understands that the City of North Bay Municipal Alcohol Policy and the Alcohol and Gaming Commission of Ontario Act must be adhered to.

The organizers indemnify and save harmless the Corporation of the City of North Bay,

its offices and employees from any claim or demand arising as a result of the permission hereby granted.

This agreement shall be binding on the parties hereto, their successors, heirs, executors and assigns.

The applicant understands that if any individual at the event fails to adhere to municipal or provincial guidelines, that the City of North Bay representative may terminate the licensed event.

DATED AT NORTH BAY THIS _____ DAY OF _____, 200_____

Witness

Signature

Name & Address (print)

Organization Obtaining
Special Occasion Permit

PERMISSION GRANTED BY THE CORPORATION OF THE CITY OF NORTH BAY

DATE: _____

Department of Parks, Recreation and Leisure Services Representative

APPENDIX “B” GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Alcohol and Gaming Commission of Ontario Act. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors and failing to prevent impaired individuals from driving. In order to reduce your group’s risk of liability, the following guidelines should be adopted.

1. The event sponsor must provide the following to the Parks, Recreation and Leisure Services Department ten (10) days prior to the event:
 - a) A list of event workers with each worker’s S.I.P./Smart Serve registration number.
 - b) A Special Occasion Permit obtained from the Alcohol and Gaming Commission of Ontario
 - c) The name(s), if any, of the permit holder’s designate(s).

The permit holder of an outdoor event must, at least twenty-one (21) days prior to the event, give written notice of the event to the municipality, the police, fire and health departments.

2. The person who signs the Special Occasion Permit Application and the rental agreement or designate must attend the event and be responsible for making decisions regarding the operation of the event.
3. All event workers, including the sponsor, must refrain from consuming alcohol while on duty at the event.
4. A worker who is impaired or intoxicated will not be allowed to be on duty at the event.
5. The event sponsor and recreation staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
6. The event sponsor and recreation staff must prevent participants from engaging in activities that can harm them or others.
7. The only acceptable form of identification will be an age of majority card or a Driver’s License with photo.
8. All exits must be supervised by event staff. These staff control access into the licensed areas and ensure alcohol does not leave the licensed area.
9. A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.

10. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups.
11. At least one representative from the Parks, Recreation and Leisure Services Department with authority to demand correction and /or shut down an event on behalf of the town, will monitor all SOP events.
12. The event sponsor must abide by the rules of the Municipal Alcohol Policy as enforced by the municipal representative.
13. Marketing practices, which encourage increased consumption such as oversize drinks, double shot of spirits, pitchers of beer, drinking contests, and volume discounts, are not permitted.
14. Ticket prices for non-alcohol beverages will be purchased at a reduced rate than that of alcohol purchase.
15. Tickets must be purchased from a designated ticket seller with a maximum of six tickets per purchase.
16. Unused tickets are to be redeemable for cash on demand at any time during the event.
17. In order to reduce the risk of intoxication and the rate of consumption, staff should encourage participants to consume food, low alcohol beverages, and non-alcohol beverages.
18. The Parks, Recreation and Leisure Services Department reserves the right to require the presence of police officers for the duration of an event, the cost of which will be borne by the sponsoring groups or individual. The number of officers is to be determined by the City of North Bay Police Administration.
19. There will be no last call announcement or signal signifying that the bar area will be closing.
20. A free bar event must have trained servers and floor monitors.
27. Weddings and private family functions held in municipally owned facilities fall under the regulations of this policy.
22. All event workers must have some form of identification approved by the Parks, Recreation and Leisure Services Department.
23. Whenever possible, Police will be notified by the municipal representative or the event sponsor of a potentially risky situation before the situation is out of control.
24. Tickets must be purchased no later than 12:30 a.m.

25. The bar area will close at 12:45 a.m. and no later than 1:00 a.m.
26. All entertainment must be completed by 1:15 a.m. for indoor events or 11:00 p.m. for outdoor events.
27. All tables must be cleared by 1:30 a.m.
28. Facilities must be vacated by 2:00 a.m.

APPENDIX "C"

SPECIAL OCCASION PERMIT CONTACT INFORMATION POSTER

Must Be Posted in the Bar Area

SPECIAL OCCASION PERMIT

Contact Name: _____ Phone Number: _____

Permit Number: _____

Parks, Recreation and Leisure Services Department

Contact Name: Erin Vaughan

Phone Number: 474-0626, ext. 2312

APPENDIX “D”

THE APPLICANT FOR THIS AGREEMENT HEREBY AGREES:

1. To use the facilities in a manner that will not disturb the peace and quiet of other persons adjacent to a public facility.
2. There will be no screaming, shouting, swearing or use of insulting or obscene language.
3. There will be no impeding or molesting of other persons in their use of public facilities.
4. To be responsible for all damage(s) to the facility or equipment by participants in the event and ensure that any City facilities used, will be properly secured and all lights and appliances turned off before leaving facility.
5. To clean the area of refuse and remove any equipment /items at the conclusion of the event.
6. The Department reserves the right to require the use of the premises for its purpose upon two days notice to the applicant. The Department reserves the right to cancel any permit.
7. If the applicant intends to erect any structure which will require stakes or similar to be put into the ground, the applicant will notify the Department at the time of application, due to electrical, telephone, and water lines below ground, and obtain the approval of the Department in writing. If it is determined that a hydro locate is required, the applicant will request it through the Parks, Recreation and Leisure Services Department at least two (2) weeks prior to event.
8. If the sale of food is to take place, the Health Unit must be notified and approval granted from the Health Unit.
9. A Fire Permit must be obtained from the North Bay Fire Prevention Department, 2nd Floor, City Hall, for any bonfire /open fire in conjunction with the permitted event.
10. The Department reserves the right to limit the number of dates for events requested by any one group / individual. Subsequent requests will be considered at the completion of the second event.
11. The sale of liquor requires a Special Occasion Permit and compliance with all Alcohol and Gaming Commission of Ontario regulations, as well as City of North Bay Special Occasion Permit guidelines.
12. Permission for fireworks must be obtained from City Council. A Fireworks Permit will be obtained, as well as proof of liability insurance, with the City of North Bay

- named as co-insured in the amount of \$2,000,000. (minimum). Copies of these documents will be given to the City prior to the event taking place.
13. Request for road closure must go to North Bay Council for approval at least six (6) weeks prior to the event.
 14. Parade Permits are to be requested through the North Bay Police Services.
 15. The applicant will contact the North Bay Police Services to request necessary assistance for crowd and traffic control.
 16. Proof of all required permits, liability insurance, compliance with Department guidelines, as well as, payment of all fees associated with the permitted event must be submitted ten (10) days prior to the scheduled event.

For information:

City of North Bay
Parks, Recreation and Leisure Services Department
P.O. Box 360,
200 McIntyre Street East
North Bay, Ontario
P1B 8H8

Telephone: 474-0400, ext. 2312

RESPONSIBILITY: Parks, Recreation and Leisure Services

REFERENCES AND RELATED POLICIES AND PROCEDURES:

PROCEDURES:

Business Unit Responsible for the Administration:	Community Services Business Unit
Operating Units	PARKS, RECREATION AND LEISURE SERVICES

ATTACHMENTS:

Samples of signage