



## Special Events Standard

**Document #** Per – City of Brantford Special Event Policy - 010

**Prepared By** Community Recreation and Events Division

**Department** Community Programs and Social Development

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## 1.0 Introduction

The intent of this Standard is to act as a guideline to assist and support Event Organizers through the City of Brantford's Special Event process. This Standard outlines the responsibilities and requirements of Event Organizers.

## 2.0 Purpose

1. To communicate all requirements and procedures involved in booking and hosting a Special Event in the City of Brantford.
2. To outline the City of Brantford event services and facilities.
3. To outline a critical path for Event Organizers and explain how City staff can assist with facilitating event planning.
4. To create clear definitions of the types of Special Events permitted in the City of Brantford.
5. To outline costs associated with event planning and execution.
6. To improve interdepartmental communications with regards to event planning.
7. To ensure customer satisfaction.
8. To ensure public safety.
9. To outline legal requirements and expectations.

## 3.0 Goals

1. To ensure that consistent standards and services are offered to Event Organizers.
2. To ensure that Special Event Applications are evaluated fairly and equitably.
3. To establish departmental operating procedures for all Special Events.
4. To establish criteria for the service costs associated with the Special Events.
5. To ensure that appropriate insurance coverage is in place for all Special Events.
6. To ensure compliance with the Municipal Alcohol Policy (MAP).
7. To simplify the event booking procedure.
8. To reduce the risk and liability to the City of Brantford.

## 4.0 Definitions

**Special Event:** A unique activity or series of activities that occur outside of normal programming, on City property, or within the City boundaries for a specific period of time, intended to gather people for a special purpose. The gathering of people, intended to provide an enhanced opportunity for leisure, social, and/or cultural experience, may have a direct impact on City services.

Special Events include the following:

- a) **Community Special Event:** An annual or one-time Special Event or series of events that is intended for public attendance, inclusive to all - may be free to attend and usually occurs as a result of a celebration or specific community theme.
- b) **Civic Event:** An event or ceremony facilitated in the City of Brantford by City staff, to celebrate milestones as well as projects that will positively impact the community. Examples of a Civic Event may include the grand opening of a new facility or amenity. Due to the scale and scope of the celebration and if the public is invited to attend, a Civic Event could be defined as a Community Special Event.

**Signature Special Event:** A Special Event that has a continuous attendance of greater than 1,500 people.

**Tournament:** A series of games, athletic activities or competitions that occur in conjunction with one another over a specific period of time and are held on Municipal Property or in a City facility. Some tournaments may be requested to use the S.E.A.T. process due to size, scope, City services impacted, and additional programming components. For example: Walter Gretzky Street Hockey Tournament.

**Carnival:** A collection of attractions, whether shows, acts, games, vending devices or amusement devices, whether conducted under one or more managements or independently, which are temporarily set up or conducted in a public place or upon any private premises accessible to the public, with or without an admission fee.

**City:** The Corporation of the City of Brantford.

**City Services:** Any public service provided by the City of Brantford.

**Municipal Alcohol Policy (MAP):** A City policy that ensures the control, management and responsible use of alcohol beverages in all City owned and operated facilities and parks.

**Municipal Property:** Properties and facilities owned by The Corporation of the City of Brantford.

**Non-Municipal Property:** Properties within the City limits that are not owned by The Corporation of the City of Brantford.

**Parade:** A public procession, especially one celebrating a special day or event and that may include the military, marching bands, or floats.

**Protest/ Demonstration:** A public expression of objection, disapproval or dissent towards an action, idea or effort, typically a political one. Protests can take many different forms from individual statements to mass demonstrations. Protests are not considered to be a Special Event. Organizers of demonstrations are encouraged to contact the Brantford Police Service in advance to allow for the appropriate efforts to be put in place so as to ensure the safety of all parties.

**S.E.A.T. (Special Events Advisory Team):** A team comprised of City staff and service partners representing various departments that facilitate and support Special Events utilizing Municipal Property and in some cases, Special Events on private property that have a significant impact on City services or by-laws.

**Special Event Organizer:** The applicant with the authority to represent and bind the Special Event, is responsible for all aspects of the Special Event, has signing authority, and is named on the rental permit for the purpose of hosting a Special Event.

**Special Event Permit:** The booking permit between the Special Event/Event Organizer and the Corporation of the City of Brantford.

**Vendor:** Any person, business or organization that sets up a display for the purposes of selling, displaying and promoting merchandise, food, promotional material, charity organizations etc. during the Special Event in question.

**Venue:** The location/site/facility where the Special Event is taking place.

## 5.0 Key Dimensions and Criteria

There are a number of key dimensions and criteria that can influence the character and impact of a Special Event.

### Scale of Special Event

- Length and frequency of activity: How many days and how often the Special Event occurs.
- Number of venues, roads or sites: Single or multiple sites/venues.
- Attendance: Number of participants and spectators expected.
- Out-of-town attendance: Number of participants and/or spectators drawn from outside an 80 km radius of Toronto.
- Quantity of City permits and/or approvals required.
- City coordination required: Number of services, departments required and complexity of the Special Event.
- Value of City services required: Includes paid and in-kind services, does not include grant programs.
- Measured benefits: Economic Impact, Tourism, Hotel Rooms, Media Exposure, Community Engagement.
- There are two additional dimensions that can impact policy (characteristics of the proponent/organizer) and whether the Special Event is gated (entry is controlled usually for liquor license or ticketing) or open to the public.

Two additional criteria further divide each category:

- a) Organizational status  
Private, for profit, corporate or charitable, not-for-profit, Community Special Event.
- b) Admission  
Open/free or gated/ticketed admission.

## **6.0 S.E.A.T.**

The City departments and service partners represented at S.E.A.T. include but are not limited to:

- Brantford Parks Services
- Brantford Community Recreation & Events
- Brantford Engineering & Operational Services - Public Works
- Brantford Traffic Services
- Brantford Transit & Brantford Lift
- Brantford Police Service
- Brant Brantford Paramedic Service
- Brantford Fire Department
- Brantford Clerks Department
- Brantford Risk Management and Insurance
- Brantford Economic Development & Tourism
- Brant County Health Unit
- Brantford Building/By-Law Enforcement
- Brantford Human Resources, Accessibility

## **7.0 Special Event Application and Event Fees/ Deposits**

### **7.1 Special Event Application**

A Special Event Application **MUST** be completed and submitted at least 120 days prior to the Special Event when any of the following criteria applies:

- a) City Staff have identified the Special Event as one which requires S.E.A.T. approvals.
- b) The Special Event has the potential to significantly impact City/Emergency Services.
- c) The Special Event has the potential for attendees to exhibit violent, aggressive, and/or unlawful behaviour.

- d) The Special Event is held on Municipal Property or property regulated by City by-laws (this includes facilities, sports fields, parkland, roads/sidewalks, trails) that includes any of the following elements:
1. Food being sold or served to the public.
  2. The Special Event is a community/park clean-up.
  3. Road/lane/sidewalk occupancy, closure or interruption.
  4. Sound amplification of any kind after 11:00 p.m. or requirement for an exemption to the Noise By-Law is required. (By-Law 554.6.5)
  5. Tents or groups of tents more than 60m<sup>2</sup> in aggregate ground area or tents that are attached to a building or are constructed three (3) metres or less from other structures.
  6. Alcohol is being served or sold.
  7. Fireworks or pyrotechnics displays.
  8. Amusement rides, pony rides and/or inflatable devices.
  9. Police, Paramedic (EMS), Fire Department approval required.
  10. Parks services are required.
  11. Special Event will utilize more than one City/Emergency Service.
  12. City staff determines that the Special Event process be followed.

Please note that if your Special Event/Organization has any outstanding amounts/fees owing to the City, the Special Event Application will not be approved.

Prior to completing the Special Event Application, Event Organizers are encouraged to read this Standard as it will help guide them through the application process.

Special Event Application may be submitted:

Online: [www.brantford.ca/specialevents](http://www.brantford.ca/specialevents)

Email: [specialeventbooking@brantford.ca](mailto:specialeventbooking@brantford.ca)

**NOTE:** Rental confirmation requires that a signed permit and deposit has been received by the City.

**NOTE:** If multiple Special Event Applications are received for the same location on the same date(s), the City reserves the right to determine which application can be approved. City staff will consider booking history, order of which applications were received, and significance of the Special Event, as criteria in making their decision. The Special Events Booking Clerk will suggest alternative available locations to Event Organizers where possible.

## 7.2 Event Fees/ Deposit

1. All Special Event Rates and Fees are approved annually by City Council. A list of related fees can be found at [www.brantford.ca/specialevents](http://www.brantford.ca/specialevents)
2. Rental fees for City venues/property are in effect for the entire duration of the event including setup and teardown.
3. A non-refundable deposit is due upon signing of the venue permit and the balance is due at least 30 days prior to the Special Event.
4. Event Organizers must pay a damage deposit that will be reimbursed following the Special Event provided that no damage or extensive cleaning was required.
5. Payment in full for the rental must be received prior to the Special Event date.

Online Special Event Applications cannot be saved and completed at a later date/time. If the application has been successfully submitted online, the following text will show in the browser window;

CONFIRMATION - Thank you for your submission. Please print/save this confirmation for your records

An email from City of Brantford outlining the details submitted in the Special Event Application will be sent to the Event Organizer within 2 weeks of the submission date.

## 7.3 What Happens After I Submit My Application?

### Step 1

Once the Special Event Application and site map have been submitted, it will be reviewed by City staff. If there are any immediate concerns with the application, the Event Organizer will be contacted.

### Step 2

Once the Special Event Application has been reviewed, the Event Organizer will be contacted by City staff. The Event Organizer may be required to attend a S.E.A.T. meeting.

### Step 3

A rental permit with the City must be signed and accompanied by the appropriate deposit in order for the rental to be validated.

### Step 4

Complete and submit additional documentation(s) that have been identified as required for the Special Event. These can be submitted directly to the City of Brantford Fields/Events Booking Clerks at [specialeventbooking@brantford.ca](mailto:specialeventbooking@brantford.ca).



### **Step 5**

The Special Event may be reviewed by members of S.E.A.T. for final approval. The final approval will be contingent on the Special Event adhering to the City's policies, standards and by-laws, as well as provincial/federal acts, regulations, and guidelines.

### **Step 6**

A site visit may be arranged with City staff to identify/review the site plan and event logistics plan.

## **7.4 Additional Information**

1. The City is not responsible for any accidents or damages to persons or property resulting from the issuance of the Special Event Permit.
2. Submission of a Special Event Application does not mean that the Special Event has been approved.
3. The Event Organizer **MUST** be legally authorized to represent the event/organization. Permits are non-transferrable.
4. The Event Organization **MUST** be listed on all other documentation/applications related to the Special Event. (i.e. Certificate of Insurance and Alcohol Permits).
5. The City reserves the right to suspend, cancel and/or reschedule the Special Event.
6. Personal information on this form is collected under the authority of Section 10 (1) of the *Municipal Act, 2001*, as amended and will be used solely to contact persons making application for a Special Event Permit with the City of Brantford.
7. Questions about this collection should be directed to the Manager of Community Recreation and Events at 519-759-4150.
8. Any questions regarding the Special Event Application can be directed to [specialeventbooking@brantford.ca](mailto:specialeventbooking@brantford.ca) or 519-759-4150.

## **8.0 Venue and Site Plan**

- Please identify the City venue that you wish to book for your Special Event in order for City staff to determine availability.
- A site visit with City staff may be required. The detailed site plan for the Special Event must be submitted and approved by staff.
- Site plans must be to scale and outline all event-related activities and equipment that will be included in the Special Event. Base maps of all City venues are available and must be used to prepare your site plan. Please ensure to include accessible amenities and considerations.

- Use of generators for portable power or additional on-site power may be required. Generators larger than 10 kVA (kilovolt-ampere) require locates for grounding, and electrical inspections. Extension cords and cord mats are the responsibility of the Event Organizer.
- Locates will be required for any item that is staked in the ground i.e. generator grounding, inflatable amusements, tents, etc.
- A Special Event taking place on the City's trail system should prepare their site plans utilizing Google Maps or equivalent, and must include the proposed running/walking/bicycling routes in writing.
- Not all City venues have washroom provisions for Special Events i.e. neighbourhood park. It is the responsibility of the Event Organizer to ensure that washroom facilities are available to patrons i.e. port-o-lets.
- Vendors and/or contractors cannot remain on site overnight without written permission from the City.
- Storage of materials, equipment and/or vehicles on City property is prohibited unless authorized by City staff.
- Changes to the site plan are not permitted once the plan has received approval from City staff unless otherwise authorized.

## 9.0 Accessibility

As an advocate for all the citizens of Brantford, the City is committed to ensuring that all Special Events that take place on City property are accessible to everyone, while also in compliance with the Province's [Accessibility for Ontarians with Disabilities Act, 2005, S.O.2005, C.11](#)<sup>1</sup> (AODA).

## 10.0 Emergency Plan

- The City may require the Event Organizer to have Emergency Responders on-site during the Special Event. This requirement is dependent upon the size and scope of the Special Event and could involve Police, Licensed professional security and/or EMS Services.
- All costs associated with ensuring the health and safety of patrons is the responsibility of the Event Organizer.
- If the Special Event is deemed to require Emergency Services of any kind, an Emergency Plan may be requested and shall be presented to S.E.A.T. for approval 90 days prior to the Special Event.
- Items to be included in the Emergency Plan should include the following: contact list of Event Organizers and areas of responsibility, procedures for evacuation, weather emergencies, lost children procedures, health emergencies, injuries, fatality, etc.

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The AODA and its Regulations can be found at <https://www.ontario.ca/laws/statute/05a11>

- Site plan to identify nearest exits, first aid kit(s), AED units, and EMS/first aid station, etc. if required.
- Event Organizers must adhere to and comply with any and all Public Health orders in place for the duration of the Special Event.

## **11.0 Contractors On City Property**

- Contractors performing event-related services must adhere to the Contractor Policy for the City i.e. port-o-let units, electricians, carpentry work, fencing, security, etc.
- All Contractors must provide a Certificate of Insurance naming the Corporation of the City of Brantford as additional insured in an amount to be specified by the City.
- All Contractors must provide proof of W.S.I.B. (Workplace Safety and Insurance Board) certification.
- City approved Contractors must be utilized unless authorization has been granted by the Director of Parks Services.

## **12.0 Indemnity and Insurance Requirements**

The applicant will be required to enter into a Special Event Hold Harmless and Indemnity Agreement – Insurance Requirements, as set out in Appendix K and to comply with the insurance requirements as set out in the agreement. A permit will not be issued until such time that the Applicant has executed the Agreement and has provided proof of insurance that is satisfactory to the City.

## **13.0 Event Permit**

Based on the information provided in the Special Event Application, various permits and approvals may be required for the Special Event. Staff will advise of any additional applications/permits that must be completed in order to secure final approvals. For example: Venue Permit, Special Occasion Permit (S.O.P) for alcohol, Building Permit (for Tent), etc.

## **14.0 Brantford Police Services Special Event Permit Application**

- Special Events that require the support of Brantford Police Services for traffic/public safety, emergency plan development, and/or road/lane/sidewalk closure must complete the Brantford Police Services Special Event Permit Application form a minimum of 90 days prior to the Special Event (APPENDIX B).
- The ability of the Brantford Police Service to provide police assistance for Special Events rests on the availability of personnel and equipment, for the Special Events date. Event Organizers may be requested to hire Special (paid) Duty Officers to meet any staffing or logistical requirements deemed

necessary to ensure the safety of the attendees. An inability to meet adequate staffing requirements may result in the denial of the permit.

## **15.0 Temporary Road/Lane/Sidewalk Occupancy Application and Permit Form (Closure)**

- The Road Occupancy application must be submitted to the City a minimum of **90 days prior to the Special Event**.
- Notification of the road closure **MUST** be made to the residents and businesses along the proposed route, including connecting streets, by the Event Organizer **7 days** prior to the closure. Failure to notify residents and businesses may result in the cancellation of the Special Event and fees may apply.
- Considerations should be made regarding availability, emergency service access, traffic & transit re-routing and impact on the immediate neighbourhood, S.E.A.T. has an obligation to prioritize public safety and consider the impact on local businesses when closing road/lane/sidewalk.
- If the Special Event requires a road or lane closure, the Brantford Police Services Special Event Permit Application form must also be completed. (APPENDIX B)
- A draft template of the Standard Road Occupancy (closure) notification letter will be provided to the Event Organizer to edit and include with the application for distribution along the impacted routes.
- Once the Road Occupancy permit is approved, the notification letter must also be provided to all Emergency Services, utilities & other City services. City of Brantford staff will email the approved notification letter and site plan on behalf of the Event Organizer.
- Temporary no parking signage will be posted, where required. Alternative venues will always be considered in order to minimize the number of road closures in the Downtown.
- Road closures will be authorized only in locations that are in conjunction to a City park or property that will also be used as part of the Special Event unless the nature of the event requires only the road, i.e. parade, running race, car show.
- Where possible, Special Events should not take place on City streets.
- Harmony Square road closures (including both Dalhousie St. and Colborne St.) will be limited to one (1) closure per month for Fridays and Saturdays. City staff will meet annually with the Downtown Brantford BIA (Business Improvement Area) to discuss any concerns surrounding the Road Closure Standard.

- The City reserves the right to deny the Temporary Road/Lane/Sidewalk Closure Application and in the interest of public safety, determine if the closure is complete or partial.
- Following the Special Event, an inspection of the road/lane/sidewalk will take place by City staff to ensure the area has been cleaned of litter and Special Event equipment. Additional cleaning and/or repair costs will be charged back to the Special Event.

**Documents required for a Road/Lane/Sidewalk Occupancy (closure) request:**

- Temporary Road/Lane/Sidewalk Closure Application (Appendix C)
- Police Service Special Event Permit Application (Appendix B)
- Detailed site map showing a Fire Route Plan (6 metre wide traffic aisle)
- Copy of Special Event Certificate of Insurance
- Notification letter

**16.0 Production Equipment and Staging**

- For Special Events taking place on or within any City owned facility or venue, where rental staging and/or equipment is required and exceeds two (2) technicians supplied by the private rental supplier for setup and operation, a minimum of one (1) technician must be retained through the local IATSE Local 129 (International Alliance of Theatrical Stage Employees).
- For Special Events using portable stages (Stageline or Megastage), the Event Organizer or a representative of their production company shall provide the S.E.A.T. Committee with a copy of the Operational Management Plan for each stage being used 90 days in advance of your Special Event. An example of an Operational Management Plan can be found in the appendices of this document.
- Special Events using custom built stages may require a Permit and Inspection from the Building Department as required under the Ontario Building Code. This is in addition to the provisions listed above.

**17.0 Noise/ Sound Amplification**

Special Events approved by the City must comply with the City of Brantford “Noise By-Law” (By-Law 554.6.5). Times of the Special Event must include setup and teardown.

*For outside amplified sound:*

Special Events beyond 11:00 p.m. will require an exemption to the Noise By-Law. Municipal Law Enforcement and Brantford Police are responsible for enforcing the Noise By-Law and may attend the Special Event to monitor or respond to a noise complaint.

An exemption from the Noise By-Law can be applied for through the City Clerks Department located at City Hall at least 90 days prior to the Special Event.

## **18.0 Fire Safety/ Fireworks/ Pyrotechnics**

### **18.1 Fire Safety**

A Fire Safety Plan may be required for the Special Event and would be referenced within the Emergency Plan found in section 10.0. Fire Safety Plans must account for any fire related or combustible materials posing a fire hazard i.e. hay/straw bales. Plan will include placement of fire extinguishers, use & storage of propane tanks required for both cooking and heating.

### **18.2 Fireworks/ Pyrotechnics**

All Special Events involving the discharge of fireworks must adhere to the requirements of the Ministry of Natural Resources Explosives Regulatory Division and the City of Brantford Fireworks By-Law.

Fireworks are divided into two distinct groups: Consumer Fireworks and Display Fireworks.

Consumer Fireworks are designed for recreational use by the general public and are those which may be available for sale in retail stores at certain times of year.

Display Fireworks are only meant to be viewed by the general public, and can only be used and handled by qualified professionals.

Pyrotechnics are designed to be used at distances closer to the viewing public than fireworks and may be used indoors in certain circumstances. Pyrotechnics can only be used or handled by qualified professionals. Proof of current qualifications is required for all professional pyrotechnics.

All Special Events that include either Display Fireworks or Pyrotechnics must provide \$5 million in liability insurance with the Corporation of the City of Brantford listed as additional insured. Special Events which include Consumer Fireworks taking place on City property must provide \$2 million in Liability Insurance with the City of Brantford listed as additional insured.

## **19.0 Music Licensing - Entandem**

It is the responsibility of the Event Organizer to ensure they have the licensing in place to play or perform music at the Special Event.

Entandem simplifies licensing for use of recorded and/or live music. They administer Music Licenses for the use of recorded and live music in public settings. These licenses are common to both RE: SOUND and SOCAN.

These licenses allow you to use music in public for your customers legally, ethically and responsibly. Songwriters, composers, record companies, music publishers and performing artists have rights under the Copyright Act to be compensated for the use of their music, which is covered by your license.

Contact Information:

Entandem

1235 Bay Street, Suite 900 Toronto ON M5R 3K4

Phone: 1-866-944-6223

Email: [license@entandemlicensing.com](mailto:license@entandemlicensing.com)

Website: [www.entandemlicensing.com](http://www.entandemlicensing.com)

## 20.0 Alcohol

The consumption of alcohol at any City Special Event requires that the Event Organizer follow both provincial and municipal guidelines.

Event Organizers must submit documentation required by the City a minimum of 120 days prior to the event for review.

The City of Brantford **Municipal Alcohol Policy (MAP)** governs the service and consumption of alcohol on City property. The Municipal Alcohol Policy Standard must be strictly adhered to during the Special Event including setup and teardown.

Provincially, Alcohol Licensing is controlled by the Alcohol and Gaming Commission of Ontario (AGCO). On the [AGCO website](#)<sup>2</sup> you will find information related to Special Occasion Permits and Temporary Liquor License Extensions. S.E.A.T. requires that you take the time to read through all of the Alcohol and Gaming Commission of Ontario's Regulations and develop an understanding of the procedures.

Event Organizers must participate in a Municipal Alcohol Policy and Standard Training session delivered by City of Brantford staff prior to the Special Event.

City of Brantford Municipal Alcohol Policy - APPENDIX D

Alcohol & Gaming Commission of Ontario:

Toll-Free: 1-800-522-2876

[customer.service@agco.ca](mailto:customer.service@agco.ca)

## 21.0 Smoke Free Ontario Act & Clean Air By-Law

As outlined in the Brantford's Smoking-Clean Air By-Law, there is no smoking of tobacco or cannabis and no vaping on City property. By-Law Chapter 570

Under the *Smoke-Free Ontario Act, 2017*, it is illegal to smoke near children's playgrounds and public sports fields and surfaces. For more information on the Smoke-Free Ontario Act, please visit the Ontario Ministry of Health and Long-Term Care

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<sup>2</sup> The AGCO website address is <https://www.agco.ca/#modal>

## 22.0 Gaming – Lottery/ Raffle/ 50-50 Draw/ BINGO

The City of Brantford's Municipal Law Enforcement must follow provincial regulations that are set out by the Alcohol and Gaming Commission of Ontario when it comes to allowing these activities to take place. For more information call the Clerk's office 519-759-4150 or visit the [Lottery and Gaming Licensing page on the City's website](#)<sup>3</sup>.

If the use of either Consumer Fireworks or Display Fireworks is planned for a Special Event, a letter of permission is required from the Brantford Fire Department. See APPENDIX J for a list of information that will need to be submitted to the Brantford Fire Department for review prior to a Letter of Permission being issued.

If a Pyrotechnics Display is planned for the Special Event, a Letter of Permission is required from the Brantford Fire Department. Please see APPENDIX J for a list of information that will need to be submitted to the Brantford Fire Department for review prior to a letter of permission being issued.

Where Letters of Permission are required from the Brantford Fire Department, please provide the requested information to the Fire Prevention Division a minimum 90 days prior to the Special Event to ensure that there is adequate time for review and for any required revisions. The Brantford Fire Department will only provide a Letter of Permission for displays ending prior to 23:00 hours (11:00 p.m.), unless a specific time exemption is granted by Brantford City Council.

## 23.0 Event Marketing

Event Organizers are responsible for all aspects of marketing the Special Event. Please note that any use of City of Brantford logos must receive prior approval from City staff.

The following free marketing tools are available:

- Free advertising available on the [City of Brantford events calendar](#)<sup>4</sup>. After following the link, click the red "Submit an Event" button on the left side, towards the bottom of the page. If you do not have an account, you will be required to set one up.
- Contact Tourism Brantford at [tourism@brantford.ca](mailto:tourism@brantford.ca) or 519-751-9900 about services provided for the Special Event and assistance with out-of-town audiences or attendees.

Event Organizers must be aware of the following paid City services:

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<sup>3</sup> The City's Lottery and Gaming Licensing webpage address is <https://www.brantford.ca/en/business-and-development/lottery-and-gaming-licensing.aspx>

<sup>4</sup> The City of Brantford events calendar can be viewed at <https://calendar.brantford.ca/default/Month>



- **Charitable Non-Profit Mobile Sign Permit** - For sign usage contact the Building Department 519-759-4150 or fill out the [Non-Profit Mobile Sign Permit](#)<sup>5</sup>
- **Street Wide Banners** - Site locations for installation include King George Rd., Wayne Gretzky Parkway, Colborne Street W., and Colborne Street E. For information on booking and installation of a banner, contact the Communications Department at 519-759-4150.
- **Utility Pole Sign Permit** – Event Organizers are not permitted to post flyers/posters on street lights/traffic light standards unless a Utility Pole Sign Permit is obtained from the Building Department at 519-759-4150.

## 24.0 Tents/ Temporary Structures – Tent Pre-Permit Clearance Application APPENDIX H

Special Events that utilize tents and/or other temporary structures as outlined in the Event Site Plan may require approvals, as per the Ontario Building Code 1997 section 8 of the Act.

Permit Applications must be received at least 90 days prior to the Special Event if:

- a) Tents or groups of tents are more than 60m<sup>2</sup> (645sf) in aggregate ground area
- b) Tents are attached to a building, or tents are constructed less than 3 metres from other structures.

The permits exist to ensure that tents are fireproof, have emergency exits and are spaced in such a way as to facilitate calm and orderly evacuation should an emergency arise.

Small tents i.e. pop-up tents, do not require a permit however, it is the responsibility of the Event Organizer to ensure that all tents are safe and secured to the ground.

## 25.0 Food/ Non-Alcoholic Beverage Element - APPENDIX I

The Brant County Health Unit (BCHU) requires detailed information on the type of food being served at the Special Event along with preparation details.

This is to ensure that the proper inspections occur and that Food Vendors follow Public Health standards and meet safe food handling requirements.

All Special Events where Event Organizers/Vendors sell or give away prepared food must be approved by BCHU. Store bought packaged food such as candy, chocolates bars and chips do not require BCHU approval.

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<sup>5</sup> The Non-Profit Mobile Sign Permit can be found at <https://www.brantford.ca/en/business-and-development/resources/Documents/Non-Profit-Sign-Application-Form.pdf>

Based on the information provided in the Special Event Application, BCHU will work with Event Organizers to ensure that the Special Event is healthy, safe and conforms to Public Health Standards.

**Documents required for food/non–alcoholic beverages required at least 30 days prior to the event:**

- Complete the [BCHU Guidelines for Special Event Food Premise Application](#)<sup>6</sup> (APPENDIX I) and submit to the Fields/Events Booking Clerk at [specialeventbooking@brantford.ca](mailto:specialeventbooking@brantford.ca)

**26.0 Cancellation**

Event deposits are non-refundable. In addition, any applications that have already been processed and deemed non-refundable by that City department/contractor, i.e. tent permit, any fees that the City cannot receive reimbursement are also non-refundable. Cancellation notification is required in writing to [specialeventbooking@brantford.ca](mailto:specialeventbooking@brantford.ca) at least 14 days prior to the date to determine cancellation fees.

Cancellation of the event (prior to or during event) due to inclement weather will be reviewed to identify refunds that the City has the ability to refund.

**27.0 Final Authorizations**

Event Organizers are responsible to read and understand both the Special Event Application and Standard. It is important that the information provided by the Event Organizer is accurate.

Changes to Special Event application must be sent to the Fields/Event Booking Clerk as soon as possible.

The City reserves the right to revoke any approvals or permissions based on changes that render the Special Event non-compliant. The City of Brantford is not responsible for any fees incurred by the event organizer.

If you have any further questions regarding the S.E.A.T. Application or Standard, please contact the City of Brantford at [specialeventbooking@brantford.ca](mailto:specialeventbooking@brantford.ca) or 519-759-4150.

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<sup>6</sup> The BCHU Guidelines for Special Event Food Premise Application can be found on <https://www.bchu.org/ServicesWeProvide/Inspections/FoodSafety/Pages/default.aspx>

## **28.0 S.E.A.T. CHECKLIST**

(Print this page as an easy reference tool to add to your planning binder)

### **120 Days in Advance of your Special Event:**

- S.E.A.T. Application
- Alcohol Service Application / Special Occasion Permit (S.O.P.)
- Non-refundable deposit once the Special Event permit is created and received by Event Organizer

### **90 Days in Advance of your Special Event:**

- Certificates of Insurances (including third party participants)
- Tent Pre-Permit Clearance
- Road/Lane/Sidewalk Occupancy (Closure) Application
- Noise By-Law Exemption
- Lottery licences
- Special Event Police Services Application Form
- Contact Brantford Fire Department regarding Fireworks/Pyrotechnics
- Attend a S.E.A.T. meeting if required

### **30 Days in Advance of the Special Event:**

- Brant County Health Unit (BCHU) Guidelines for Special Event Food Premise Application
- Review MAP/ MAS with staff
- Final site plan
- Payment of balance owing

### **7 Days in Advance of the Special Event:**

- Distribution of Road/Lane/Sidewalk Occupancy Notification Letters

### **Post Special Event:**

- S.E.A.T. may request Event Organizers to attend a follow up meeting to discuss the Special Event
- Any additional fees incurred during the Special Event will be adjusted on the Special Event permit and the balance must be paid immediately
- The damage deposit will be returned after the Special Event provided no damage or excess cleaning is required

## **29.0 Appendices**

APPENDIX A - S.E.A.T. Application

APPENDIX B - Brantford Police Service Special Event Application

APPENDIX C - Temporary Road/Lane/Sidewalk Occupancy (closure) Application and Permit Form (Social, Recreational, Athletic, Community & Cinematographic Event)

APPENDIX D - Municipal Alcohol Policy & Standard

APPENDIX E - Inflatable Device Standard

APPENDIX F - Dunk Tank/Mechanical Bull Standard

APPENDIX G - Charitable Non-Profit Mobile Sign Permit

APPENDIX H - Tent Pre-Permit Clearance

APPENDIX I - Brant County Health Unit (BCHU) Guidelines for Special Event Food Premise

APPENDIX J - Fireworks/Pyrotechnics Document Checklist

APPENDIX K - Hold Harmless and Indemnity Agreement