

TOWN OF WHITBY

SPECIAL EVENTS USER GUIDE



WELCOME!

Dear Event Organizer,

Thank you for choosing to host your event in the Town of Whitby. Events are an important part of the fabric of our community and can include festivals, concerts, parades, races, and walks/runs and carnivals.

The Special Events User Guide will assist you in working with the Town to plan your event. The guide incorporates all of the by-laws, procedures and permit requirements used by various departments and external agencies. The guide outlines and provides contacts for municipal, provincial and federal regulations, by-laws and legislation to help you operate a successful event.

If you have any questions about the Special Events User Guide or the Application, please contact us at eventpermits@whitby.ca

We look forward to welcoming you to Whitby and seeing your event come to life.

Special Events,
Strategic Initiatives

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Application Process

Please follow these steps to start your Special Events Permit Application:

1. Connect with Town staff at eventpermits@whitby.ca to secure your date and location, staff will then forward the Special Events Application link.
2. Complete and submit your online Special Events Permit Application. Once reviewed, Town Staff handling your file will contact you with any questions or follow-up requirements.
3. The following Mandatory documents are required by the Town and must be submitted with the event application:
 - Certificate of Insurance (see [Appendix 1](#))
 - Event Site Plan and/or Route Map
4. The following documents (depending on the type of event/relevant to your application) may also be required and/or requested:
 - Emergency Action Plan
 - Facility Permit(s) (Town of Whitby)
 - List of all Refreshment Vehicle (RV) Vendors and a copy of their Whitby Licence
 - Permit or approval from private parking areas (example: Metrolinx GO Station)
 - Neighbourhood Notice(s)
 - Special Occasion Permit (SOP)
 - Tent Permit(s) (Town of Whitby, Building Division)
 - Traffic Plan/Event Parking Plan
 - Waste Management Plan
5. A meeting will be set up with the Event Applicant/Organizer and Town staff (if required). A pre and post inspection may also be required depending on the location of your event as determined by the Special Events Review Team.
7. Once the application and all documentation has been received and approved, the Special Events permit will be issued.

Timelines for Submitting Your Application

The Town encourages Event Organizers to submit their completed Special Events Application(s) in accordance with the timelines below:

- **30 days** prior to the date of the event, if **fewer than 100 people per day** are expected;
- **60 days** prior to the date of the event, if **between 100 and 500 people per day** are expected, or:
- **90 days** prior to the date of the event, if **between 500 and 5,000 people per day** are expected, or:
- **At least 120 days** prior to the date of the event, if **more than 5,000 people per day** are expected.

When completing an event permit application, please note the above timelines, the Town reserves the right to decline applications received after the deadline.

Accessibility

Accessibility means giving people of all abilities opportunities to participate fully in everyday life. Incorporating accessibility when planning an event helps make everyone feel welcome, which often leads to an increase in attendance and a more enjoyable experience for everyone. The Town of Whitby expects that all events in Whitby will strive to be accessible and compliant with the Accessibility for Ontarians with Disabilities Act, 2005.

An accessible event for visitors, participants, and volunteers might include:

- Well placed and clearly signed accessible parking spaces;
- Entertainment viewing areas;
- Washrooms that are located on paved pathways for ease of access; and,
- Use of directional signage prominently displayed throughout the event venue (to indicate the barrier-free path of travel) for:
 - The location of the accessible washroom;
 - Accessible seating areas and other amenities; and,
 - Goods and services at the event.

To learn more, we encourage Event Organizers to review a free, event planning resource [“Planning Accessible Events: So Everyone Feels Welcome”](#) which is available through Service Ontario.

Alcohol

Alcohol at an event comes with significant responsibility. The Event Organizer is responsible for completing an application for a Special Occasion Permit (SOP) issued through the Alcohol and Gaming Commission of Ontario (AGCO) at least 30 days prior to the event.

Event Organizers are responsible for:

1. Obtaining a Special Occasion Permit (SOP) and posting the permit at the event. The Town will request a copy of the SOP for its files.
2. The Event Organizer or SOP holder must notify the Town, police, fire and health departments in writing at least 30 days prior to the event of their intentions. Please see guidelines at agco.ca
3. Alcoholic beverages must be served by certified Smart Servers. The Event Organizers must provide names of the Smart Servers and their certificate numbers to the Town.
4. The Event Organizer must ensure that all rules of the ACGO are strictly adhered to.

For information on obtaining a Liquor License or Special Occasion Permit (SOP) visit agco.ca or contact the Alcohol and Gaming Commission of Ontario at 416.326.8700 or licensing@agco.ca

Security and/or Pay Duty Officers from Durham Regional Police Service may be required to be present at community events serving alcohol.

Amusement Rides and Inflatables

All amusement rides and air supported structures (Inflatables) must be in compliance with the guidelines of the Technical Standards and Safety Authority (TSSA).

Event organizers should ensure all amusement rides:

- Are appropriately staffed at all times;
- Are free from trip hazards, including unsecured electrical cords;
- Meet all safety requirements as outlined in TSSA Guidelines; and,
- Be anchored securely using weights/spikes.
- Require locates to be performed to insure protection of the underground infrastructure. Please see Staking, Digging, and Locates.

An Exhibition Licence is required for events with amusement rides. For more information, contact licensing@whitby.ca.

Many events also use inflatables, such as jumping/bouncy castles. The following must be included with your application from the amusement rides/inflatable supplier or company:

- A detailed list of all rides and inflatables;
- Confirmation in writing that the inflatable company has full responsibility for delivery, set-up, operation, supervision and take down of all inflatables/amusement devices and at no time shall a volunteer operate the inflatable/amusement device;
- Copies of current Technical Standards and Safety Authority Certifications and Ontario Amusement Device Licence and /or permit for inflatables;
- Proof of the company's WSIB certification; and,
- Certificate of insurance from the inflatable vendor on the Town's insurance form.
- Require locates to be performed to insure protection of the underground infrastructure. Please see Staking, Digging, and Locates.

Animals as Entertainment/Petting Zoos

Animals for entertainment include but are not limited to: animal/reptile exhibits, animal rides, animal shows, birds, open farms, petting zoos, and ponies/pony rides.

Hand washing stations must be available when there is a petting zoo and/or animals at an event.

Event Organizers must comply with the Town's **Prohibited and Regulated Animals** [By-law #7392-18](#)

Clean-up

Clean-up must be done immediately after the event and is the responsibility of the Event Organizer. Town of Whitby parking lots, parks, roadways, rooms and/or facilities must be left in their original condition.

If applicable, the Event Organizer using outdoor facilities and parking lots will be responsible to reimburse the Town of Whitby for the sweeping and flushing of parking lots and roads after the event.

Community Notifications

Once an event is approved, community notification by the Event Organizer may be required to the affected neighbours a minimum of 30 days prior to the event date. It is mandatory that all road closures, parking impacts and sound exemption information be included in all community notifications. A sample notification document can be provided upon request.

Damage

The Event Organizer is responsible for any damage to Town parks, facilities, streets, sidewalks and/or extra staff clean-up required. No pavement or directional markings are to be applied to any streets or sidewalks without prior approval by Town staff. Damage caused during events will be repaired by the Town at the expense of the event organizer. Refundable damage deposit fees may apply.

Drones

Drones are becoming a popular tool used at events; however, while in any park or Town property, no person shall organize, arrange or participate in flying or operating any engine powered airplane or unmanned aerial vehicle (UAV) or drone unless authorized by the Town or in accordance with a permit/prior authorization ([By-law #7419-18](#)).

Durham Transit

Please contact Durham Transit at drt_detoursclosures@durham.ca to inform them of any transit detours that may affect bus routes during your event. It is recommended this be done 30 days in advance of your event.

Electrical

Event Electrical Guidelines from the Electrical Safety Authority (ESA) and applications are available at <https://esasafe.com/business-and-property-owners/special-events/>

Larger events that include electrical equipment require an ESA permit and inspection.

Any connection to Town of Whitby circuits will be under the supervision of the Town's Building Services Section.

GENERATORS

Events requiring generators are asked to use whisper-quiet generators whenever possible. The location of generators shall be positioned so as not to create a hazard, disturb or cause nuisance as the result of noise, emissions or exhaust fumes. The use of generators at an event site may be subject to inspection by the Electrical Safety Authority.

Emergency Management

An Emergency Action Plan is required for all events over 500 people and is highly recommended for walks, runs and parades.

Event Organizers must create and provide a contact list and Emergency Action Plan to the Town for approval 2 weeks prior to the event. The plan must include: emergency response, evacuation, threats, weather, security and alcohol management (if applicable).

The Emergency Action Plan should identify potential risks (i.e. severe weather) and provide information on how to respond to those risks (for example: lost child protocol, notification system and evacuation plan), training for staff, contact numbers and the approved site plan.

Please contact the Whitby Fire and Emergency Services Department at fire@whitby.ca to discuss the requirements of the plan or to assist with the writing and submission of the Emergency Action Plan.

The Event Organizer is responsible for the communication of the plan to participants, vendors, partners and volunteers and for the safe evacuation of volunteers, attendees, staff and participants and for ensuring compliance with these procedures immediately upon the detection of an emergency situation. These procedures should be outlined in the Emergency Action Plan.

If the event is on a street, the Event Organizer is to keep a travel way clear on all streets for potential emergency access. All fire access routes and fire hydrants are to remain free of obstructions and must be available for use at all times.

Entandem (Music Licensing by SOCAN/Re:Sound)

Entandem is a joint venture between RE:SOUND and SOCAN, created to simplify the licensing process, so you can play all the music you want at your event legally and ethically. Any event using recorded music is subject to SOCAN and RE:SOUND licensing fees. As an event organizer, you are responsible for submitting your Entandem fees if you hold your own licence. Otherwise, these fees will be collected by the Town and will be reflected on your facility permit based on audience size.

SOCAN

SOCAN (Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and International music creators and publishers. SOCAN collects licence fees for the public performance of music in Canada. SOCAN tariffs are regulated by the Copyright Board of Canada.

RE:SOUND

RE:SOUND is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. RE:SOUND collects licence fees for the public performance of music in Canada and distributes to artists and labels around the world. RE:SOUND tariffs are regulated by the Copyright Board of Canada.

For more information on both RE:SOUND and SOCAN visit entandemlicensing.com

Facilities

To make an appointment to view a Town facility or to schedule a booking, please contact Recreation Client Services at 905-668-7765 or facilityrentals@whitby.ca

Fees and Charges

The cost for an Event Permit and other costs for equipment, staffing, facility permit fees, road closures etc. are outlined in the Town's **Fees and Charges By-law #7220-17**. The Town does not provide grants to community groups or organizations for new special events.

Any damage to parks and/or facilities as well as missing barricades/pylons will be charged to the Event Organizer. The pre and post-site inspection will determine the damages to the site.

Film Permits

For more information on obtaining a film permit please visit whitby.ca/en/townhall/film-permit.asp

Fireworks

The Town of Whitby has enacted [By-law #6339-10](#) to **Regulate the Sale and Discharge of Fireworks**. The Event Organizer is expected to be aware of the restrictions and regulations concerning the use of fireworks in the municipality and obtain all necessary permits as may be required. Pursuant to [By-law #7419-18](#) that fireworks are prohibited in Town parks without prior written approval of the Commissioner of Community Services.

More information on obtaining a Fireworks Permit can be obtained by contacting the Whitby Fire and Emergency Services Department at fire@whitby.ca or by visiting <https://www.whitby.ca/en/live/public-education.aspx>. Should you wish a Town of Whitby Fire Services Vehicle to attend your event, please complete the form at <https://webforms.whitby.ca/WFES/Fire-Truck-Visit-Request-Form>

First Aid

If you are holding a special event or gathering, you are expected to provide adequate medical services or certified first-aid services on site. This level of service will be identified by the Town depending on the type and size of your event.



Any type of food offered at events must receive approval from the Durham Region Health Department

Learn more about Food Vendors, Refreshment Vehicles and Food Trucks on [PAGE 12](#)

Food Vendors/Refreshment Vehicles/Food Trucks

DURHAM REGION HEALTH DEPARTMENT

Events offering any type of food must notify and receive approval from the Durham Region Health Department.

The Community Festival Event/Organizers package must be completed and returned to the Region of Durham Health Services two months prior to the event. Organizers must also ensure that the Food Vendor Application is completed and returned to the Region of Durham Health Services four weeks prior to the event by each individual food vendor.

APPLICATION FORMS

Community Special Events and Farmers' Markets Event Coordinator/Organizer Application (durham.ca)

<https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/Application-Coord-Organizer-DUHEV-590-Community-Special-Events.pdf>

Community Special Events and Farmers' Markets Vendor Application (durham.ca)

<https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/Application-Vendor-DUHEV-589-Community-Special-Events.pdf>

Application for Health Department Approval - Community Special Events with Personal Services - For Vendors (durham.ca)

https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/DUHEV352_EXCEP.pdf

GUIDANCE AND INFORMATION

Requirements for Community Special Events (durham.ca)

<https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/DUHEV-590-Req-Community-Special-Events.pdf>

Guidelines for Special Events with Personal Services Settings

https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/DUHEV350_EXCEP.pdf

FOOD TRUCKS

Events with food trucks must ensure they all have a **Whitby Refreshment Vehicle License**. Please review **Refreshment Vehicle [By-law #7512-19](#)** to ensure all the requirements of refreshment vehicles are met.

Any refreshment vehicle/food truck offering food and/or drinks for sale to the public, must be licensed by the Town of Whitby. These include, but are not limited to, motorized and non-motorized vehicles, trailers, motorized and non-motorized frozen treat vehicles, including bicycles.

Refreshment vehicle application forms can be found at <https://www.whitby.ca/Departments/Business-Licence/BL-AccessibleRefreshment-Vehicle-Application.pdf>. Applications are to be completed with all requirements and submitted to Business Licensing located at the Garden Street Branch Office, 3050 Garden Street, Unit 102, Whitby, ON, 4 weeks prior to the event by each individual vendor.

For further information on Refreshment Vehicles contact licensing@whitby.ca

A complete list of food vendor names, refreshment vehicles and a Whitby RV Licence may be requested for your event application file and would need to be provided to the Town of Whitby **at least 14 days prior to your event.**

Hold Harmless Agreement

The Event Organizer agrees to indemnify and save harmless the Town of Whitby with respect to any and all actions arising either directly or indirectly from the event which forms part of the Special Events Application.



Events need first aid practices to be prepared for emergencies

Learn more about First Aid on [PAGE 11](#)

Insurance

Insurance is mandatory for all special event permit holders as outlined in the Special Events User Guide, as updated from time to time.

The Event Organizer, at its sole cost and expense, will carry and maintain in full force and effect Commercial General Liability in an amount of not less than two million dollars (\$2,000,000) per occurrence including premises and all operations of the event. Insurance coverage shall include personal injury, contractual liability, owners and contractors protective coverage, contingent employer's liability, property damage, medical payments, products, and completed operations, cross liability and severability of interests clause and non-owned automobile liability.

Such insurance policy shall be in the name of the Event Organizer and shall name The Corporation of the Town of Whitby as additional insured. The Event Organizer's insurance broker/agent or insurer will complete the Town's Certificate of Insurance included with the special event application with no amendments.

Automobile liability coverage is required for all licensed vehicles and equipment, evidencing two million dollars (\$2,000,000) per occurrence against claims for bodily injury and/or property damage.

The Certificate of Insurance is required to indicate the location and activity of the named insured for which the certificate is issued. The insurer must be licensed and approved to operate in the Province of Ontario.

All insurance policies shall specify that they shall not be cancelled or changed to reduce coverage unless the insurance provider has given thirty (30) days prior written notice to the Town of Whitby.

The Town reserves the right solely at its discretion to require additional types of insurance coverage and set higher limits of insurance coverage depending on the nature of the event and type of activity or activities planned during the event (i.e. fireworks, inflatables, amusement rides, sale of alcoholic beverages). The Town may also require waivers and risk inspections at the discretion of Risk Management and the Town's insurer.

Insurance requirements for various activities are listed in the attached [Appendix 2](#) however this is not an exhaustive list. Please refer to Risk Management any new exposures not provided in the list.

All third party sponsors, suppliers and vendors invited by the Event Organizer to participate at the event are encouraged to provide a certificate of insurance confirming a minimum of two million dollars (\$2,000,000) Commercial General Liability depending on the nature of the activity naming The Corporation of the Town of Whitby as additional insured.

This includes but is not limited to clowns, food operators, photographers, vendors, stage providers etc.

Letter of Municipal Significance

The Town Clerk shall determine if the event is a public event of municipal significance based on the event conforming to one or more of the following event types:

- Town of Whitby hosted or endorsed;
- Community events (i.e. promotion of neighbours meeting neighbours, large festivals);
- Economic development (i.e. business grand openings); or,
- Arts and culture events (i.e. events that promote music, arts, drama).

The applicant must provide a request in writing to the Town Clerk at least 60 days prior to an event and the associated fee in order to have an event approved as one of municipal significance. This letter may be required for your Special Occasion Permit.

Noise and Sound Amplification

Events must comply with **Noise [By-law #6917-14](#)**. The Town's Noise By-law requires a quiet period from 9:00 p.m. through to 7:00 a.m. each day.

Should an exemption to the Noise By-law be desired, a letter addressed to the Commissioner of Legal and Enforcement Services requesting the exemption should be submitted at least four months in advance of the Special Event.



Some event structures need Ontario Building Code Approval

Learn more about Tents, Temporary Structures and Stages on [PAGE 22](#)

Parking and Vehicles

Event Organizers are encouraged to promote alternative modes of transportation to the event including walking, cycling, shuttles, public transit and carpooling.

When parking is required, Event Organizers are responsible for ensuring there is sufficient parking for event attendees. An event parking plan may be requested by the Town. Additional No Parking restrictions, at the expense of the organizer, may be required.

If the event is near the waterfront or Victoria Fields, we encourage you to contact Metrolinx for use of the GO Station parking lots at property.use@metrolinx.com

Event Organizers may be responsible for all costs associated with the use and/or loss of use of municipal parking lots, metered parking spaces and/or paid parking spaces.

Please note that when hosting an event in a park or open space, Event Organizers should use the following guidelines:

- Potential access and entry for emergency vehicles shall be maintained at all times.
- All requests for vehicle access on park grounds must be for the purpose of event set-up and take down only and must be approved by the appropriate department prior to the event. Previously approved vehicle access may be rescinded or amended prior to the event, based on weather and ground condition, at the sole discretion of the Town.
- Designated service vehicles such as golf carts may be approved by the Town for use during event hours for purpose including a shuttle service, the transportation of supplies or garbage. Please include vehicle details and access route in the site map.
- Event Organizers shall ensure that any granted vehicle access to the park is controlled and supervised at all times and access occurs only at designated access points and along approved routes of travel.

Parking enforcement at events will be conducted by Town of Whitby Parking Enforcement Officers.

Pedestrian Crossing/Route Marshalls

The Town may designate intersections/corridors that need police supervision to assist participants to/from the event at designated pedestrian crossings. Payment for police supervision must be arranged through Durham Regional Police Service (DRPS) and costs are the responsibility of the Event Organizer. In some cases, auxiliary police may be used to assist in event operations.

Police

The Event Organizer may be required to hire police officers for security, crowd control and/ or traffic control at their expense. The Durham Regional Police Service will determine the required level of police supervision. The cost of Pay Duty Officers is the responsibility of the Event Organizer.

Event Organizers, depending on the event, are required to submit the following to DRPS:

- Emergency Action Plan
- Security Plan

Please contact DRPS at payduty@drps.ca for more information on the Pay Duty Officers and working on these plans.

Protocol

To invite the Mayor to your event, please email the details to mayor@whitby.ca or send the invitation by mail to the Town of Whitby, Office of the Mayor, 575 Rossland Road East, Whitby, Ontario L1N 2M8.

Should you wish to extend the invitation to Councillors as well, please address your invitation to “Mayor and Council Members”.

Please ensure to provide the full details on your event as well as your contact email and phone number.

To invite the local Member of Parliament (MP) or Member of Provincial Parliament (MPP), please contact the constituency offices directly.

Raffles and Lotteries

For further information regarding a lottery licence and eligibility guidelines, please contact the Office of the Town Clerk at 905.430.4315 or email clerk@whitby.ca

More information is available at whitby.ca/en/play/lottery-licences.aspx

Road Closures – Town of Whitby Local Roads

Applicants must complete the portion of the Special Event Permit Application with details for road closures and must provide a detailed road map. If an event requires a road closure the Event Organizer is required to complete a Road Occupancy Permit and pay the fee and charges in order to close the road for an event. This is subject to approval by the Town. Event Organizers may also be required to have Pay Duty Officers on-site for the provision of traffic control during the event and provide proof of their attendance to the Town. Security and/or Pay Duty Officers will be at the Event Organizer/permit holder's expense.

Emergency access must be provided at all times.

Regulatory signs required for a special event shall only be installed by Town staff, with the cost of installation to be borne by the Event Organizer.

The Event Organizer may be requested to provide a traffic plan including detours, emergency access, parking, etc. These items should also be identified in the site plan or route map. Road barricades will be positioned at all access points along the permitted road in accordance with the request. The cost for Town staff time and any other associated costs will be invoiced to the Event Organizer.

Staff may be required to stay on site to monitor closures if the closure includes collector or arterial roads.

Road closures are approved based on the Ontario Traffic Manual Book 7 Temporary Conditions (as amended).

The boulevard area is part of the road allowance. Therefore, it cannot be included for use without a road closure. In addition, sidewalks and boulevards blocked with crowds force pedestrian traffic onto the travelled portion of the road.

Please contact rop@whitby.ca for a Road Occupancy Permit Application or call 905.430.4307.

Road Closures – Regional Closure of Roads

A Special Event permit is required for anyone wanting to hold a parade/procession, festival, bike or walk-a-thon, or any similar event that requires a lane or road closure or may interfere with the normal flow of traffic on a Regional road.

Any organization/person planning a special event on a Regional road must first obtain proper approval from the Municipality(ies) involved and from Durham Regional Police.

REGIONAL SPECIAL EVENT APPLICATION

<https://apps.durham.ca/Applications/Traffic/Permits/Permit/PermitApplicationCreate/63a2012c-ee0e-4107-2ce5-54bbee41f709>

Road Closures – Ministry of Transportation Closure of Highways

Any event that will occur within or affect traffic within Ministry of Transportation (MTO) Right of Way requires a MTO Encroachment Permit. (For example: Baldwin Street in Brooklin).

The ministry offers streamlined permitting services through its [https://www.hcms.mto.gov.on.ca/\(X\(1\)S\(snrcg3yp1hp0ej3cvjkd5b1h\)\)/PermitWizard](https://www.hcms.mto.gov.on.ca/(X(1)S(snrcg3yp1hp0ej3cvjkd5b1h))/PermitWizard).

Applications must be submitted to the MTO at least two months before the event date to allow time for processing.

Please keep in mind that only crossings of provincial highways will be allowed, as events such as rides, walks, marathons, etc. are not allowed on/along the highways.

For more information contact MTO or to apply for a permit visit [hcms.mto.gov.on.ca](https://www.hcms.mto.gov.on.ca)

Security

The Town reserves the right to require the Event Organizer to provide appropriate and sufficient security personnel at any event, at the expense of the Event Organizer.

All security guards provided must be licensed in accordance with the Private Security and Investigative Services Act, 2005.

Signage

Temporary Sign [By-law #5696-05](#) regulates temporary signs and other temporary advertising devices in the Town of Whitby.

For more information on temporary signs please contact By-law Services at 905.430.4345 or by email to bylaw@whitby.ca



All events playing music are required to pay licensing fees

Learn more about SOCAN and Re:Sound fees on [PAGE 10](#)

Site Plans and Route Maps

A proposed site plan detailing the desired layout of the event is required to be included with the event application and is mandatory in order to receive a special events permit from the Town.

The site plan and or route map must be legible with street names, route and event details clearly marked. Please include the Event Name, date and location.

Please include the following, should they be relevant, on your site plan or route map with as much detail as possible:

- Location of all tents, temporary or permanent structures including stages, tents, midways, fencing etc. (please note locates need to be done);
- Size and locations of tents must be clearly indicated on the site plan;
- All roads and parks labeled accordingly;
- Location of barricades and road closures on a map;
- Accessible parking, bicycle parking, parking lots;
- Event entrances, perimeter measurements and emergency exits;
- Fire extinguishers, propane storage;
- Location of command information post or office, medical and first aid station;
- Emergency vehicle access points and all exits and entrances (both emergency and for the public);
- Vehicle access point to site, golf cart access and routes;
- The location of event activities zones and programming (vendors, petting zoos, inflatables); and,
- Portable toilets, hand sanitizers and washing stations
- Vendor Placement indicating physical distancing requirements
- Traffic flow – directional arrows
- Waiting areas
- Entrance and exit points
- **For route map** – start and end points, rest stops, and roads clearly marked.

Smoking at Events

Event Organizers must adhere to the Smoke-Free Ontario Act, 2017. The [Smoke-Free Ontario Act, 2017 \(SFOA\)](#) bans smoking and vaping of any substance in all enclosed workplaces, enclosed public spaces and other designated places.

A regional Smoking and Vaping [By-law #028-2019](#), regulating smoking and vaping of tobacco, vapour products and cannabis in public places and the workplace, has been approved and is now in effect. This By-law prohibits smoking on all municipal property including special events.

Staking, Digging and Locates

In many Town parks there are underground utilities buried below the surface of the park. Structures that must be staked or pegged into the ground will require locates to be performed to insure protection of the underground infrastructure. The responsibility to arrange for, and the cost of locates falls solely on the Event Organizer. This also includes carnivals operators looking to ground electrical rides. A copy of the utility locates must be provided to Parks Booking and approved by the Supervisor, Parks Operations, at least 2 weeks prior to event.

Ontario One Call <https://portal.ontarioonecall.ca/webportal/Account/Login>

Any damage incurred to the utilities or irrigation systems due to the driving of stakes will be charged to the event organizer. No staking is allowed on hard surfaces or roadways.

Technical Standards and Safety Authority (TSSA)

The Event Organizer and amusement device operator will obtain a TSSA Ontario Device License and Permit for inflatables, if necessary through the TSSA online at tssa.org

Please see additional requirements under Amusement Rides and Inflatables.

When cooking food that requires the use of commercial grade propane, it requires proof of your Record of Training (ROT). The propane equipment (appliance) requires certification from a recognized authority such as: CSA, CGA, UL, Warnok Hersey or CE. The equipment must have a rating plate with the information and bearing the certification marking one of the above noted testing agencies. The appliance must have the manufactures name, BTU input, type of gas, serial and model number.

For more information, please contact TSSA Customer Service at 1.877.682.8772 or customerservice@tssa.org



Handwashing stations are required for petting zoos

Learn more about Animals as Entertainment/Petting Zoos on [PAGE 7](#)

Tents, Temporary Structures and Stages

Tents and canopies aid in the protection of the elements at events. There are size limitations and rules surrounding tents and temporary structures in the Town of Whitby.

A building permit is required if you plan to set-up a tent or group of tents (larger than 20' x 30' or 645 sq. ft.) or install temporary, portable or site built structures such as bleachers, elevated platforms more than 600mm (24") above adjacent grade or tent(s) (larger than 645 sq. ft.) and/or other structures in accordance with the Ontario Building Code.

Please contact the Town of Whitby's Building Division at 905.430.4305 to determine what forms need to be completed to obtain approvals and permit and allow for a minimum of 14 days for processing of a permit.

For more information including the Building Permit Application for tents and temporary structures, visit whitby.ca/en/work/building-permits.aspx

You will need a Building Permit for a stage if one of the following applies:

- More than 60 square metres in area
- More than 225 square metres in combined area
- More than 3 metres in height above adjacent grade level

The electrical system and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public. Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic.

Event Organizers must schedule utility locates to mark all utility lines prior to any work being done, as per the requirements outlined in the Staking, Digging and Locates Section of this User Guide.

Town By-laws

The Event Organizer must ensure adherence to all relevant Town By-laws (i.e Parks By-law, Noise By-law etc.), Regional By-laws and any Provincial and Federal Legislation as amended from time to time. Further details on the Town's By-laws can be found at whitby.ca/bylaws

Waste Management

Minimizing event waste from the onset, through thoughtful planning and practice will help reduce the overall waste management burdens of your event. The Event Organizer holds the primary responsibility, unless otherwise authorized by the Town of Whitby, to manage all waste (residual garbage, recycling, organics and any other identified waste stream) generated from the event. The Event Organizer shall ensure the cleanliness of the designated park, facility, or municipal location during and after the event. The Town encourages Event Organizers to prioritize reducing, reusing, and recycling in their event planning.

- Limit the amount of printed paper or handouts and any other one-time use materials.
- Purchase products in bulk to cut down on unnecessary packaging.
- Choose reusable signs, posters, and other equipment that can be used again.
- Encourage the use of reusable bags and or reusable food or beverage containers and utensils that can be recycled or composted in the Town's existing waste diversion programs (Blue Bin and Green Bin Programs).
- Ask vendors to break down clean and unwaxed cardboard boxes for recycling.
- As a last resort, any waste that does not fit within the first 3Rs, should, where possible, be sent to an Energy from Waste facility for energy recovery.

RESOURCE REQUIREMENTS

Organizers must demonstrate that they have allocated sufficient resources to manage waste at the event. Within this application, please include the intended number of staff or volunteers that will be dedicated to waste management efforts throughout the event (i.e. collection and sorting of waste, emptying full containers, litter management, any waste auditing, tracking, reporting, etc.).

WASTE PLAN COMMUNICATIONS AND SIGNAGE

Organizers are responsible for educating attendees, vendors, and staff about proper waste sorting practices expected before and during the event. Your application should indicate how waste stations will be set up throughout the event. It is recommended that each waste station offers consistent sorting options, and that there is an adequate number of containers available. Event Organizers must provide appropriate labels for all waste streams (residual garbage, recycling, and organics). Signage should also be provided for any waste consolidation areas.

HAULAGE AND PROCESSING OF EVENT WASTE

Event Organizers are responsible for arranging their own event waste contracts for haulage and processing of all waste streams (garbage, recycling, and organics), unless otherwise arranged through the Town. For this permit application, please list who your contractors are and the known destination of materials.

POST EVENT INSPECTIONS

Event Organizers are responsible for completing a post event inspection of the site to ensure that all waste or litter has been addressed.

Washrooms and Hand Washing Stations

Portable toilet facilities must be utilized when adequate permanent facilities are not suitable to meet the demand of the event. These should be indicated on the site plan. Portable toilet facilities are to be placed on a hard surface accessible for servicing. If open, the existing permanent toilet facilities within a venue may be considered to meet some of the demand. The cost of any required cleaning or service of permanent facilities above and beyond normal service standards will be borne by the Event Organizer. When portable washrooms and/or hand washing units are brought onto an event site, the Event Organizer will incorporate accessible washroom facilities and hand washing stations. The event organizer is responsible for all toilet paper and paper towel supplies and cleaning of the units. For events of a duration of more than one day, the units need to be serviced a minimum once daily.

Appendix 1 – Certificate of Insurance

Below is a sample of the of the Town of Whitby Certificate of Insurance.



Certificate of Insurance

Proof of liability insurance will be accepted on this form only (no amendments)
 This form must be completed and signed by your insurer or insurance broker
 Insurance company must be licensed to operate in Canada

This is to certify that the Named Insured, hereon is insured as described below

Named Insured	Address of the Named Insured
Operations of the insured for which this certificate is issued:	

Automobile Liability Insurance (minimum limit to be evidenced - \$2,000,000 unless otherwise required)

Insuring Company	Policy Numbers	Amount of Coverage	Effective Date DD/M/YR	Expiry Date DD/M/YR
	Primary			
	Excess			

The above policy(ies) must cover all vehicles owned in whole or in part and licensed in the name of the insured including all vehicles leased on a long term basis for which the insured is required by law to provide bodily injury and property damage insurance.

Commercial General Liability Insurance (minimum limit to be evidenced - \$1,000,000 unless otherwise required)

Insuring Company	Policy Numbers	Amount of Coverage	Effective Date DD/M/YR	Expiry Date DD/M/YR
	CGL			2019
	Excess Liability (if applicable)			

Provisions of Amendments, Endorsements, Conditions, Exclusions, and Policy Wording

Protective Liability - Made Whole - No

Insuring Company	Policy Numbers	Amount of Coverage	Effective Date UU/M/YR	Expiry Date DD/M/YR
		Per Claim/Annual Aggregate		
		Excess Professional Liability (if applicable)		

- The limit inclusive of indemnity and claims expenses - Yes No
 - If the policy is on a claims made basis have there been any claims notices given for this policy term Yes No

Commercial General Liability Insurance is written on an occurrence basis and is extended to include Premises Liability, Products/Completed Operations, Cross Liability and Severability of Interests Clause, Personal Injury Liability, Contractual Liability, Property Damage, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, and Contingent Employers Liability.

With respect to the Commercial General Liability Insurance excluding non-owned auto coverage, The Corporation of the Town of Whitby, is added as Additional Insured but only with respect to liability arising out of the operations of the Named Insured.

Other Additional Insureds as per contractual conditions are as follows: (Note if Applicable)
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The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to The Corporation of the Town of Whitby.

These policies shall not be cancelled or changed so as to reduce the coverage as outlined on this certificate without thirty (30) days, prior written notice by registered mail by the Insurer(s) to the Corporation of the Town of Whitby, Corporate Services Department, Purchasing Section, 575 Rossland Road East, Whitby, Ontario L1N 2M8.

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s).

Date: DD/M/YR	Broker/Insurer's Name, Address, Telephone, Fax and E-Mail:	Signature and Stamp of Certifying Official:
		Print Name

Revision Date: October 10, 2019

Appendix 2 – Insurance Matrix

Activity/Service	Commercial Liability	Automotive Liability	Waivers	Risk Inspection	Other
Alcohol	\$5M with a liquor liability endorsement				
Axe Throwing	\$5M	\$2M	Y	Y	A waiver must be submitted for review naming the Town. The vendor must refuse to allow anyone intoxicated to participate. Additional fencing/barricades are required surrounding all sides of the activity. Ensure entire site is fenced off and monitored, similar to requirements of a beer tent to ensure only people who have signed waivers have access. Notify EMS and security that there is an Axe Throwing event taking place in the event of an injury or issue. Sign a hold harmless agreement.
Clowns, Face Painting	\$2M	\$2M (if the auto is integral to the service being provided)			
Community Groups/Cultural Groups/Exhibitors	\$2M				
Display Booths	\$2M				
DJ with a sound system	\$2M	\$2M			
Dragon Boat Races, Water Ski Show	\$5M	\$2M	Y		If involving participants, a waiver naming the Town must be submitted for review.
Drones/ Remotely Piloted Aircraft (RPA)	\$2M CGL and \$2M Aviation Liability with the Town as additional insured				\$2M Aviation Liability required in addition to CGL with the Town added as additional insured. Event organizer is responsible to ensure compliance with applicable federal legislation.
Entertainers (Blacksmith, Spinners etc.)	Minimum \$2M				
Film Permits	\$5M	\$2M			\$2M Auto liability if integral to the filming i.e. moving camera shots. The Town may request additional types of insurance or higher limits of insurance depending on the nature of the permit.
Fireworks	\$5M	\$2M			
Food Vendors/Catering	\$2M or \$5M when raw food is being cooked	\$2M			

Appendix 2 – Insurance Matrix

Activity/Service	Commercial Liability	Automotive Liability	Waivers	Risk Inspection	Other
Horse and Buggy/Wagon or Pony Rides	Minimum \$5M	\$2M			The certificate of insurance must indicate the insurer is aware the horses are being taken off premises.
Jumping Castles, Zip Line, Dunk Tank and Rock Climbing	\$5M	\$2M	Y		If involving participants, a waiver naming the Town must be submitted for review. Proof of TSSA Ontario Amuse Device Licence and permit for inflatables. Certificate of insurance must indicate no restrictions under the policy in relation to inflatables/amusement device. Written confirmation from the provider that the vendor is responsible for delivery, set up, operation, supervision and take down of the inflatable/amusement device and at no time shall a volunteer operate an inflatable/amusement device.
Parades	\$5M CGL with the Town as additional insured				
Petting Zoo/Animals for Entertainment	\$5M	\$2M			
Photographer	\$2M	\$2M			
Refreshment Vehicles	\$2M or \$5M	\$2M			Refer to refreshment vehicle by-law.
Shuffleboard Curling Rink	\$2M CGL with the Town as additional insured	\$2M	N	N	the vendor is responsible for delivery, set up, supervision and take down and sign the Town's hold harmless agreement.
Skateboarding, Electric Bikes	\$5M	\$2M	Y		If involving participants, a waiver naming the Town must be submitted for review.
Skating Rink (synthetic ice)	\$5M	\$2M		Y	Written confirmation from the provider that the vendor is responsible for delivery, set up, operation, supervision and take down. Sign a hold harmless agreement Signage - refer to RM.
Stages	\$2M or \$5M if stage is large and requires assembly	\$2M			

Appendix 2 – Insurance Matrix

Activity/Service	Commercial Liability	Automotive Liability	Waivers	Risk Inspection	Other
Vendors	Minimum \$2M	\$2M			depending on the type of service being provided, additional types of insurance coverage or higher limits of insurance coverage may be required.
Walk/Runs	Minimum \$2M				depending on the size and nature of event, additional types of insurance or higher limits of insurance may be required.
Water Ball	\$5M	\$2M	Y		If involving participants, a waiver naming the Town must be submitted for review. Sign a hold harmless agreement.

**Questions about events or permitting?
Contact us today!**

eventpermits@whitby.ca
905.444.1942

