



# CITY OF CORNER BROOK

## Policy Statement

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<b>Title</b>	Special Event Reservation	<b>Policy Number</b>	08-02-03	<b>Authority</b>	Council
<b>Approval Date</b>	June 19, 02	<b>Effective Date</b>	19 June 02	<b>Revision Date</b>	

### **PURPOSE:**

To state the approval procedure and Terms and Conditions regarding the operation of Special Events at City owned and operated recreation facilities.

### **POLICY STATEMENT:**

The City of Corner Brook encourages and supports the planning and implementation of special events, viewing them as a valued aspect to community life and an addition to economic activity. These events add to the quality of life and provide affordable entertainment to citizens and visitors. To ensure each event is successful and to ensure public safety and adequate operation, municipal involvement and coordination may be required. This is true given special events vary in scope, purpose, size, cost and complexity.

The purpose of the Special Events Policies and Procedures is to provide organizers with adequate and appropriate information and mechanisms with which to conduct their event. It also outlines the approval policy regarding event operation and any associated fees and charges for services provided by the City of Corner Brook.

The main goals for involvement in Special Events Planning are to:

1. Encourage special events within Corner Brook
2. Provide logistical assistance to organizers
3. Ensure applications are treated equitably
4. Determine appropriate resource allocations
5. Plan for adequate cost recovery
6. To assist operators to effectively utilize City resources

### **DEFINITIONS:**

### **REFERENCE:**

Approved – Minute #02-97(2) – 19 June 2002

## **DETAILED ACTION REQUIRED:**

### **SPECIAL EVENTS**

Civic groups, individuals and other agencies or entities wishing to hold a Special Event (concerts, circus, large public picnics) upon City owned property will submit a Special event Application form to the Leisure Services Division at least four (4) weeks before the event (see attachment).

### **PICNIC AREAS**

Civic groups, individuals and other agencies and entities wishing to hold a picnic or like functions (weddings, processions, walks, etc) comprising of 50 individuals or less, upon city owned property, will submit a Special Event Application completing identified sections only, to the Leisure Services Division at least three (3) weeks before the event (see attachment) Picnics of more than 50 individuals will be considered a Special Event and this will be governed by the Special Event rules and restrictions. A Special Event Application must be submitted in this case with all sections completed.

### **ATHLETIC (SPORTING) EVENTS**

Sporting Associations, athletic groups, individuals and other agencies or entities wishing to hold a Special Event (national, regional, and provincial championships, tournaments, training and testing sessions, coaching clinics, etc.) upon City owned and operated sport fields will submit a Special Event Application form to the Leisure Services Division by May 15 or 30 days before the beginning of their season in the case of Sport Leagues, and three weeks in the case of other agencies or entities and individuals.

Sport leagues wishing to use sport fields for regular season play will refer to the Sport Field Allocation Policy.

### **PROCEDURE: Terms and Conditions**

1. The event organizer is responsible for ensuring the chosen site is appropriate for the planned activity/event. The activity will be safe, orderly and restricted to assigned areas.
2. Property damage resulting from event set up activities and/or take down activities, is the responsibility of the Event Organizer. Damage to City property will be reported to the Leisure Services Division immediately for assessment using the Special Events Property Damage form (see attachment). Repair and/or replacement cost will be billed to the Event Organizer.
3. The Event Organizer must have an adequate monitoring and supervision system in place from the beginning of set up to the end of the take down to ensure compliance with all Leisure Services Division's Term and Conditions.
4. The Event Organizer will leave the event/activity areas(s) clean and litter free and may be billed for subsequent clean up costs.
5. Event Organizers will include a description of the method of garbage and litter collection. Barrels and other receptacles may be placed throughout the use area. However, dumpsters are restricted to hard surfaces and are prohibited from grassed and other high use sections of the site.
6. Event Organizers are responsible for trash collection of any and/or all vendors and will be responsible for communicating the garbage/litter collection process to them.
7. Recycling is highly encouraged during Special Events.
8. Event Organizers will provide and maintain the appropriate number and placement of portable toilets for event patrons. Portable toilets will be located in hardscape and will not impede pedestrian traffic flow or accessibility of the site by emergency vehicles.
9. Event organizers are responsible for arranging for any restrictive traffic flow or the closure of any City thoroughfare by contacting the Community Services Division.
10. Only paper/plastic cups will be used for beverages. Glass containers are prohibited for safety reasons.

11. Barbeques (propane and/or briquettes) may be used provided they are in safe working condition and are not positioned as to cause damage to grassed/treed areas, asphalt, concrete, picnic tables or other site amenities. All used and unused briquettes will be removed from the event site in a safe manner. Barbequing may be restricted or disallowed depending upon the site and/or planned activity.
12. Sports leagues and other users of City sports fields will use only approved lining material, preferably lime.
13. If a large vehicle or tractor trailer is required for the delivery of materials or stage set up, the event organizers will provide adequate turf protection. In the same manner, trees and their roots must be protected from any damage. Any and /or all resultant damage will be reported immediately to the Leisure Services Division for assessment. Repair and/or replacement costs will be billed directly to the Event Organizer.
14. Currently there is one temporary stage with electrical hook up at Margaret Bowater Park and Gazebo with electrical hook up at Majestic Square on West Street. The provision of alternate or additional staging is the responsibility of the event organizer.
15. Electrical services beyond what is currently available at the event site, is the responsibility of the Event organizer. Upon approval of the Leisure Services Division, the event organizer may plan, arrange for installation and dismantle additional electrical service(s) using certified electricians.
16. Use of tree lights, beyond the Tree Light Policy, by event organizers will be through written request to, and permission of, City council.
17. Public telephone service is unavailable at event sites. The provision of public telephone service is the responsibility of the event organizer with permission of the Leisure Services Division.
18. Organizers of concerts will be responsible for the registration and payment of SOCAN (Society of Composers, Authors & Music Publisher of Canada) fees as legislated by the Government of Canada. Proof of registration will be submitted with the Special Events Application. SOCAN representatives can be contacted at 1-800-707-6226.
19. No personal tents or canopies are permitted in under-designated Public Parks, open spaces or playgrounds. Overnight camping is prohibited.
20. Roller blades, skateboards, bicycles and other like modes of transportation are not permitted in special event areas with the exception of those bicycles used for patrols by the Royal Newfoundland Constabulary and other security services providers.
21. The event organizer will designate one specific individual to service as the liaison between the Leisure Services Division and the organizing committee/organization. The role of this individual will be to work with the City of Corner Brook's Leisure Services Division or other designated City Departments or Divisions and event personnel/volunteers to ensure compliance with all special event guidelines and to prevent damage to the chosen site(s).
22. Organizers will comply with all Federal and Provincial Laws, Statutes and Regulations in the implementation of a special event including all Municipal By Laws.
23. The City of Corner Brook reserves the right to cancel or postpone a special event/activity for any reason and will not be responsible for any associated costs or damages accrued to the event organizer.

IN WITNESS WHEREOF, this policy has been sealed with the Common Seal of the City of Corner Brook.

[REDACTED]  
MAYOR

[REDACTED]  
CITY CLERK

