



# **SPECIAL EVENT PLANNING GUIDE**

VERSION 1, 2023



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# STAFF LIAISONS

## Festivals and Events

Special Events Team

✉ [events@scugog.ca](mailto:events@scugog.ca)

Tourism

✉ [tourism@scugog.ca](mailto:tourism@scugog.ca)

🔗 [scugogtourism.ca](http://scugogtourism.ca)

## Additional Liaisons

Public Works and Infrastructure Services

✉ [works@scugog.ca](mailto:works@scugog.ca)

Development Services Department

✉ [bdepartment@scugog.ca](mailto:bdepartment@scugog.ca)

By-law Department

✉ [bylaw@scugog.ca](mailto:bylaw@scugog.ca)

Fire Prevention Office

✉ [fire@scugog.ca](mailto:fire@scugog.ca)

Corporate Services

✉ [clerks@scugog.ca](mailto:clerks@scugog.ca)

# SPECIAL EVENTS PERMIT CHECKLIST AND REQUIREMENTS

## Requirement Checklist

Your Township of Scugog liaison will inform you of your requirements based on your event needs.

*Please note: not all requirements are mandatory for events.*

The following pages contain a fillable checklist. The check box, like the example below, indicates an action item required by the event organizer.

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Check box example

An action item is not required by the event organizer if there is not a check box. This is an information piece only.

## SPECIAL EVENT APPLICATION

This application is mandatory for all organizers. If you are hosting an event in the Township of Scugog, you will be required to complete an application form online. This can be obtained by emailing [events@scugog.ca](mailto:events@scugog.ca):

Application for Special Event Permit

All bookings are bound by our terms and conditions. Once your application is received, you will be contacted by your Township of Scugog liaison for next steps in the process.

## ACCESSIBILITY

If you are having an event on Township of Scugog Property, you must:

Abide by and read the Township of **Scugog's Accessibility Standards Policy.**

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For more information please email: [accessibility@scugog.ca](mailto:accessibility@scugog.ca)

# ALCOHOL

If you are having alcohol at your event, as stated in the Municipal Alcohol Policy, and as outlined by the Alcohol and Gaming Commission of Ontario (AGCO), you must:

- Provide a Letter of Non-Objection or Letter of Municipal Significance from the Township of Scugog.

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- Obtain a Special Occasion Permit through the **Alcohol and Gaming Commission of Ontario.**

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- Provide a list of Smart Serve certified individuals (first and last name) to the Township of Scugog, including their Smart Serve certificate numbers.

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- Ensure that the serving area permitted for alcohol at an outdoor event is securely fenced. The set-up and tear down of this is the responsibility of the event organizer.

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- Hire security personnel, as is mandatory with the presence of alcohol.

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- Acknowledge that additional insurance may be required.
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For more information and resources:  
[agco.ca](https://www.agco.ca)

# ALCOHOL

The applicant will:

- Provide a letter detailing the event to the Township of Scugog. The letter must follow the Municipal Significance Process.

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- Submit a detailed layout / site plan of the event showing any tents, propane equipment, etc.

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- Obtain a park permit through Community Services if the event is taking place on Township property.

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- Provide a certificate of insurance if the event is taking place on Township property.

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- Obtain a Hawkers and Peddler and/or Refreshment licence through the Township of Scugog if vendors will be participating.

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- Allow the municipality 30 days for processing the Special Occasion Permit, in addition to any AGCO timeline.

## The Township of Scugog will:

Circulate the submitted layout of the event to the Township of Scugog Fire Services, Development Services and Corporate departments. Once it has been determined that the applicant has complied and the application has been approved, the Township of Scugog will issue a Letter of Municipal Significance to the applicant for the event.

Every Food/Refreshment vendor and/or Hawker & Peddler vendor must submit a complete Special Event vendor's application to the By-Law Department at least 30 days prior to the event.

Please ensure vendors provide all required documentation listed on the application with their application submission. Missing items/information will result in the application being rejected and returned.

The onus is on the event organizer to follow up on vendor applications and verification of received Licences.

## AMPLIFIED SOUND

Playing any musical instrument or stereo is prohibited between the hours of 11 p.m. and 9 a.m.

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For more information and resources:

[Click here for By-law Number 50-22](#)

If you are having an event that may create noise that doesn't follow our Noise By-law, [you will need to apply for a noise exemption using the form here.](#)

## ANIMALS

Events hosting animal exhibits require an application be made to the Township of Scugog. The intention to hold any animal activities, exhibits or rides should also be indicated on your Special Event Permit Request Application form.

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For more information on animals within parks can be found in the Township of Scugog Parks By-Law:

[Click here for By-law Number 33-22](#)

# BARBECUES

If you are having a barbecue at your special event, you will be required to:

- Notify Scugog Fire & Emergency Services and By-Law Services at least 2 weeks in advance of your event.

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- Utilize the appliance in accordance with the manufacturer's instructions.

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This requirement is related to cooking activities/use of fuel. Fire crews will have the authority to extinguish a fire that is not in compliance with the open-air burning by-law

For more information email:  
[fire@scugog.ca](mailto:fire@scugog.ca)

# CARNIVAL AND AMUSEMENT RIDES

If you are having a carnival or amusement ride and your special event, you must:

- Have a TSSA Certification for all rides.

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- Provide proof of Workplace Safety and Insurance Board (WSIB) Coverage for the ride operator.



# CERTIFICATE OF INSURANCE

You are required to obtain and maintain insurance coverage which must:

Be a minimum amount of \$5 million.

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Be public and general commercial liability insurance.

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Name The Corporation of the Township of Scugog, 181 Perry Street, Port Perry, ON L9L1B8 as additionally insured.

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Include all dates, times, locations and activities associated with the event.

# ELECTRICAL SAFETY AUTHORITY (ESA)

Use of generators for your event require an electrical permit and ESA inspection. If you are having an event that uses electrical equipment and generators, you will require:

An ESA electrical permit.

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An ESA electrical inspection.

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Organizers should arrange for a permit four to six weeks in advance of the event.

For more information:

[Click here for the ESA website](#)

# EMERGENCY MANAGEMENT PLAN

If you are having a large event, an emergency management plan must be completed by the event organizer and submitted for review by the special event team.

- Emergency management plan

# FIREWORKS PERMIT AND APPROVAL

To display fireworks at an event you must:

- Obtain a Display Fireworks Permit issued by Scugog Fire & Emergency Services.

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- Have a display supervisor, a person who is an approved purchaser of display fireworks who is qualified under the act to supervise the discharge of fireworks.

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**If you have fireworks as part of your event, please indicate on your Application for Special Event Permit to obtain a Display Fireworks Permit.**

## FIRST-AID SERVICES

If you are hosting a large event on Township property, it is the responsibility of the organizer to provide certified first-aid personnel on site, through a qualified agency or individual for events.

- First-aid certified personnel

## FOOD OR BEVERAGES

If you are providing food or beverages (for sale or at no charge) at your event, you must:

- Indicate your intentions when filling out a Special Event Registration form.

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- Obtain approval from the **Durham Region Health Department**.

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Once your application is reviewed by the Durham Region Health Department, you must submit the status to your Township staff liaison.



# FOOD/SALES/SERVICES VENDORS

Every Food/Refreshment vendor and/or Hawker & Peddler vendor must submit a complete Special Event vendor's application to the By-Law Department at least 30 days prior to the event.

Please ensure vendors provide all required documentation listed on the application with their application submission. Missing items/information will result in the application being rejected and returned.

The onus is on the event organizer to follow up on vendor applications and verification of received Licenses. It is highly recommended that event organizers receive proof of insurance from all vendors (including liquor liability for those serving alcohol).

Special Event Vendor Application

It is the responsibility of the organizer to engage with the affected Business Improvement Area (BIA) to ensure consideration and optimal placement for primary competitive products.

It is the organizers responsibility to ensure that vendors at public events and markets follow health guidelines, TSSA requirements and certificate of insurance requirements.

All special events with food service to the public must be pre-approved by Durham Region Health Department.

A public health inspector may be on-site during the event to conduct an inspection of the event set-up and food vendor booths.

# INFLATABLES

If your event is having inflatables, you must:

- Have the Township of Scugog review the inflatable contract provided by the equipment vendor.

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- Hold a certificate of general liability insurance naming the Corporation of the Township of Scugog as an additional insured amount of \$5 million.

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- Provide a site plan showing the location of the inflatables.

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- Have them set up and licenced by a Technical Standards and Safety Authority (TSSA) trained professional.

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- Provide a copy of locates if staking inflatables through **Ontario One Call**.

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# MUSIC, LIVE OR RECORDED

If you are broadcasting live or recorded music you require a licence from Entandem.

- Licence from Entandem:  
<https://www.entandemlicensing.com/>

# PARKING LOT RENTALS AND PARKING SERVICES

If you wish to rent a parking lot for exclusive use for your event, you will require:

- Consultation with the Public Works and Infrastructure Services on which lots can be reserved.

For more information please email:  
[works@scugog.ca](mailto:works@scugog.ca)

# PERMIT AND FEE PAYMENTS

All event organizers must:

- Submit application and pay all required fees a minimum of 60 days prior to their event.

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- Ensure any cancellation or permit changes are received a minimum of 60 days prior to their event.

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- Submit application and pay all required fees a minimum of 90 days prior to the event, for events with an expected attendance of 5000 or more or a new tourism event.

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All fees are listed in the Fees and Charges By-Law

Payment is due at time of application. Payment can be made via cheque or money order which can be mailed or dropped off at the at Township office. We are now accepting online payment through the Township website by clicking Township Office, selecting Applications, Licences and Permits and expanding Online Credit Card Payments Permit/Licences to access the link. Please reference the property address in order for us to match the payment. Please note there is a fee payable to the service provider to use the online payment option. Cloudpermit includes an option for online payment directly within the portal via credit card. There is a convenience fee charged by the service provider for this option.

# PERMIT REQUIREMENTS

If you are hosting an event on Township property, the requirements associated with your event listed in this workbook must be completed for your permit to be released. Be sure to:

- Read the permit terms and conditions.

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- Ensure the permit is accurate.

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- Sign the permit.

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- Pay the associated fee for the permit.



## POLICE OFFICERS: PAID DUTY

It is the event organizers responsibility to check with the Durham Region Police Services to see if paid duty police officers are required at their event. If advised they are needed, you must:

- Complete a paid duty request application.

Based on the size and what the event entails, the Township of Scugog may require your event to have Paid Duty officers present. This would be at the organizers cost.

For more information visit:  
[www.drps.ca](http://www.drps.ca)

## RAFFLES / GAMES OF CHANCE / BINGO / TICKET DRAWS POLICY

If your event is having a raffle, game of chance, bingo, or ticket draw, you must obtain:

- Lottery licence

Due to the complex nature of lottery licences, a lottery licence application must be submitted to the By-Law Department at least 60 days prior to the event for new lottery applicants. Event Organizers can contact Bylaw Staff to obtain a lottery licence information package that will assist in verifying eligibility and provide detailed requirements for approval of lottery licences.

Applicants that have received a lottery licence from the municipality in the past 5 years can submit their lottery licence application to the By-Law Department at least 30 days prior to the event.

# RESIDENT NOTIFICATION LETTER

If there is a road closure that affects residents home, driveway, or businesses, then a hand delivered letter 14 days in advance is required.

Resident Notification Letter

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Resident notification letters for events will be reviewed on a case-by-case basis.

Community consultation may be required for new events, or significant changes to existing events.

# SHUTTLE BUSES

If you are having many attendees at your event, and parking is limited at the venue, you may want to consider hiring a shuttle bus.

# ROAD OCCUPANCY

If your event has a road closure, you will be required to:

- Indicate the need for a road closure on the **Application for Special Event Permit.**

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- Provide a Certificate of Insurance naming the Corporation of the Township of Scugog as an additional insured in the amount of \$5 million.

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- Pay the fee in accordance with the approved Fee and Charges By-Law.

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- Provide a Traffic Protection Plan prepared by a qualified contractor of **Ontario Traffic Manual Book 7.**

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- Provide advanced notification signage. This is required only for major on-road events that have over 1,000 attendees.

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- Obtain approval from Township of Scugog and Durham Region Police Services where available.

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In the event of a road closure, Township of Scugog Fire Department require that a 6-metre emergency lane be provided and maintained to facilitate the movement of vehicles, equipment, and operations during an emergency response.

The requirement for a 6-metre emergency access or emergency lane is the minimum width required for a fire-access route under the Ontario Building Code.

If barriers are utilized, they must be easily removable to allow for Fire Department access.



# SIGN PERMITS

Sign permits ensure that sign structures within the township meet the standards set out in the Ontario Building Code, as well as Township by-laws and other applicable legislation.

Typical signs that require permits include:

Canopy signs

Flag / wrap signs

Ground signs

Pole signs

Portable signs

Wall signs

Mobile signs

Two sets of complete construction drawings, drawn to scale, must accompany all applications for permits.

The Township of Scugog is pleased to offer residents, builders, and the business community Cloudpermit - an online system to apply for and track your building permits. Current active permits and new e-permits will be prioritized and reviewed based on the order of submission. **Please do not start a new application if you have one in progress as they are following the current priority process.** Please be patient while we make these improvements to serve you better.

For more information, visit:

<https://www.scugog.ca/en/township-office/Building.aspx>

## SITE PLAN OR ROUTE MAP

If your event is being held on Township property, you will require:

- A detailed site plan or route map that includes vendors, stages, tents, emergency exits, routes, etc.

## SPECIAL EVENT LICENCE AGREEMENT

A Special Event Licence agreement is required when an event is not held in a Township park.

This agreement is a comprehensive legal agreement.

The agreement is often associated with events that require road closures, parades and on-street events.

For more information, please contact:  
[works@scugog.ca](mailto:works@scugog.ca)

# STREET BANNER PERMITS

The Township of Scugog has 3 locations where roadside poles allow for the display of street banners. The locations include:

- Simcoe St. - from Greenway Blvd to Vanedward Dr.
- Water St. - from Scugog St. to Mary St.
- Curt St. - from Water St. to

The installation of street banners is limited to charitable organizations or the promotion of community activities. Street banners are not permitted as a form of advertising for religious purposes or commercial gain and must comply with the Township's Community Service Policy.

Approved applicants must pay a street banner permit fee and provide a minimum of \$5 million liability insurance with The Corporation of the Township of Scugog named as additional insured. In some cases, Durham Region must also be named on the insurance certificate.

All costs associated with the manufacturing of street banners are the responsibility of the applicant. Street banners must be made according to the Township of Scugog's specifications.

Street Banner Request to [works@scugog.ca](mailto:works@scugog.ca)

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Fees associated with this application can be found in the Fee and Charges By-Law.

# TENTS / CANOPIES

Temporary structures are often constructed of metal poles with fabric covering, and are not permanently affixed to the ground. The Ontario Building Code considers this type of structure to be a "tent" and doesn't require a building permit if:

- The size of the structure is not more than 60 m<sup>2</sup>
- The structure is not attached to a building
- The structure is placed more than 3 m from other structures

If you are having structures that don't meet the above criteria, you must:

- Provide a copy of locates from **Ontario One Call**.
- Obtain a building permit

Contact the Building department for further information and building permit requirements.

All tents and canopies must be secured by being weighted down with weights or sandbags, or being pegged or staked in. This is the responsibility of the event organizer.

No cooking is permitted in tents occupied by the public.

All tents and temporary structures must be fully accessible to all participants / visitors including individuals with disabilities.

The Township of Scugog is pleased to offer residents, builders, and the business community Cloudpermit - an online system to apply for and track your building permits. Current active permits and new e-permits will be prioritized and reviewed based on the order of submission. Please do not start a new application if you have one in progress as they are following the current priority process. Please be patient while we make these improvements to serve you better.

For more information, visit:

<https://www.scugog.ca/en/township-office/Building.aspx>

## VOLUNTEERS

If you are having volunteers at your event, under the Accessibility for Ontarians with Disabilities Act (AODA), you will be required to:

- AODA training

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Under the AODA, any volunteers with your organization that prepare policies or provide direct services on behalf of the organization must receive training.

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For more information please visit:

<https://accessibilitycanada.ca/services/aoda-training/>

## WASTE MANAGEMENT

The Township of Scugog encourages all event organizers (including special events held on private property) to adopt environmentally friendly alternatives to plastics and to use non-plastic, compostable alternatives, where possible as part of a waste reduction strategy.

At your event to help with waste management, we recommend that you research renting extra waste and recycling bins or composting bins from a private company.

- Special Event Waste, Recycling and Organic Container Rentals



# WASHROOMS / SANITARY FACILITIES

If your event does not have sufficient facilities for the anticipated attendees, organizers will be responsible for providing:

- Portable washrooms that are accessible to all

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- Hand wash stations

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Look at the attendance of your event to determine how many you will need. The Township of Scugog recommends the minimum number of hand wash stations for an event as follows:

### Number of Washroom Fixtures at Events:

| Gender  | Attendance  | Toilets | Urinals | Hand Wash |
|---------|-------------|---------|---------|-----------|
| Males   | 1 - 600     | 1       | 2       | 2         |
| Females | 1 - 600     | 3       | -       | 2         |
| Males   | 601 - 1,200 | 3       | 3       | 4         |
| Females | 601, 1,200  | 6       | -       | 4         |

### Additional Fixtures for Males:

- 1 toilet for each 300 additional persons
- 1 hand wash station for each additional 600 persons
- Urinals may be substituted up to 2/3 for toilets

### Additional Fixtures for Females:

- 1 toilet for each additional 300 persons
- 1 hand wash station for each additional 600 persons

# PLANNING RESOURCES

## Smoking and Vape-free Outdoor Spaces

The Township of Scugog approved a Outdoor Smoking by-law. The Region of Durham approved a Smoking and Vaping By-Law. This by-law applies to parks, playgrounds, sports fields, arenas, and splash pads in the Township of Scugog, as well as other public recreation properties. The smoke-free outdoor spaces by-law is enforced by the Durham Region Health Department.

## Community Grant Fund

The [Community Grant Fund](#) supports not-for-profit groups that provide our community with great programs and services. Grants are provided to help organizations:

- Run programs
- Provide services
- Complete special projects

See our [Community Grants Policy](#) for more information.

NOTE: An event is not confirmed until event fees are paid in full and signed contract is received.