

Introduction

The Town of Milton recognizes the importance events play in creating a vibrant community, and the contributions made by groups to provide a diverse range of events. Events make an important contribution to Milton residents' quality of life, and provide social and economic benefit.

The Town has developed this workbook to be a resource for you and to help you deliver a safe and successful event for your attendees, and the Milton public at large. It will help you to navigate the various requirements involved. If your event is on Town of Milton/public property and meets any of the requirements outlined below, it is considered a Special Event and you must submit a Special Event Application (Due 60 days prior to the event).

Event Requirements

Please read all requirements below, which may be applicable to your event. If applicable, check the box, and complete the matching action item(s). Unless otherwise specified, all event requirements will be submitted to the Town of Milton by email at events@milton.ca or through your Special Event Application online account.

Requirement (as applicable to your event)	Action Item	
<input checked="" type="checkbox"/> Accessibility	<p>Event organizers delivering public events are responsible for providing inclusive and barrier-free environments for all visitors in accordance with the <u>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</u>.</p> <p>For more information about how to make an event accessible, refer to the Government of Ontario's document <u>Planning Accessible Events: So Everyone Feels Welcome</u>.</p>	
<input type="checkbox"/> Alcohol Service and Sales	<p>Apply for a Special Occasion Permit (SOP) online for <u>Public Event</u>, <u>Private Event</u> or call 1-800-522-2876 (AGCO Customer Service for more information). If the AGCO requires that your event be designated as municipally significant. Email your letter of request to <u>Licensing@milton.ca</u> including the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organization details (name, contact information, address) <input type="checkbox"/> A request to designate the event as municipally significant <input type="checkbox"/> Event details (event title, date, time, location) <input type="checkbox"/> Detailed description of the event <input type="checkbox"/> Brief description on how the event is of social and/or cultural and/or economic benefit to Milton <input type="checkbox"/> Expected # of attendees <input type="checkbox"/> You must confirm agreement to the Town's Municipal Alcohol Risk Management Policy, which will be emailed to you upon your rental confirmation 	<p>60 days prior to your event: SOP application</p> <p>45 days prior to your event: Letter of Municipal Significance Request</p>

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<input type="checkbox"/> Amusement Rides, Inflatables or Bouncy Castles	<p>Rides and/or inflatables used at a public event must be TSSA licensed, set-up by a TSSA trained mechanic, and employed by a TSSA certified company with TSSA mechanics on staff. For information, visit the Technical Standards & Safety Authority website.</p> <p><u>Provide copies of the following items to events@milton.ca:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A TSSA license from the company providing the equipment; <input type="checkbox"/> A TSSA inspection certificate for each piece of equipment that will be on site for the event; <input type="checkbox"/> A Certificate of Insurance is required meeting all requirements as outlined in the insurance section of this workbook. <input type="checkbox"/> Site plan identifying the location of the equipment during the event. <input type="checkbox"/> If a company is providing the equipment, the company is responsible for providing an additional Certificate of Insurance for their operations meeting the insurance requirements as outlined herein. This is over and above the event insurance. <input type="checkbox"/> If generators are required for the operation of the device, users must adhere to the Electrical Safety Authority requirements. 	<p>20 days prior to your event: submit TSSA certificate & insurance certificate</p>
<input type="checkbox"/> Animals (Live), Animal Rides, Animal Exhibits or Petting Zoo	<p>Submit the Special Events Coordinators online application form and submit Animal Exhibit Information online application form via Halton Region's Requirements for Special Events Coordinators webpage.</p> <ul style="list-style-type: none"> <input type="checkbox"/> You are required to submit the approval status to the Town of Milton. <input type="checkbox"/> A Certificate of Insurance is required meeting all requirements as outlined in the insurance section of this workbook. 	<p>4 weeks prior to event: Event Coordinators application & Animal Exhibit application</p>
<input type="checkbox"/> Calendar	<p>Promote your event free on the online Community Calendar by filling-out the application form the same webpage.</p>	
<input type="checkbox"/> Electrical Guidelines	<p>Electrical Safety Authority (ESA) permits are required for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any setup that is considered more than simple plug-in and play, using standard configuration cords and receptacles; <input type="checkbox"/> Multiple generators; <input type="checkbox"/> Generators greater than 12kw or 120 / 240 volt is being used; <input type="checkbox"/> Any hard-wiring of a physical electrical connection to existing building wiring; 	<p>6 weeks prior to event: Electrical Safety application</p>

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	<input type="checkbox"/> If Cam-lok connections, single conductor cables or pin and sleeve receptacles are used as part of installation; <input type="checkbox"/> Carnivals, trade shows, large scale events. <input type="checkbox"/> You are responsible for contacting ESA, obtaining the permit, arranging for the inspection and all associated costs. If ESA sends notification that an inspection is not required, the Town may require notification of this in writing. <input type="checkbox"/> Submit the electrical permit number to the Town.	
<p>✓ Emergency Plan:</p>	<p>Organizers are obligated to adhere to Fire Code legislation. Designated emergency access / egress routes of 6m (18ft) must be maintained throughout the event. This should be clearly identified on the site plan and a traffic management plan (if a traffic management plan is required).</p> <p>All event organizers are encouraged to create an emergency plan prior to the event taking place.</p> <p>The following is a list of things to consider and include when drafting your emergency plan:</p> <ul style="list-style-type: none"> a) Identify procedures for dealing with: <ul style="list-style-type: none"> • Medical emergencies • Fire emergencies • Lost child / persons • Weather related incidents • Crowd management / disorderly conduct • First aid management (It is recommended that organizers provide a certified first aid service onsite during the event e.g. St. John's Ambulance) • Evacuations • Bomb threats • Event cancellation • Traffic management (may be required) b) Event emergency communication plan c) Roles and responsibilities of staff / volunteers / vendors etc. in an emergency capacity d) Whether paid duty officers and / or security are required e) Emergency training for staff / volunteers / vendors etc. and the content of the training f) Map identifying all areas (evacuation location, emergency access routes, road closures, first aid stations, lost child / person's areas, location of event staff, etc.) g) Contact information and schedule for all event staff on site h) Halton Regional Police Services will require plans at the pre-event planning phase if they are involved in the event, especially regarding: 	<p>45 days prior to your event</p>

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	<ul style="list-style-type: none"> • Routes • Invacuation (for outdoor events) / Evacuation • Rally / gather point for organizers and emergency management stakeholders at the event i) HRPS / Town / Fire etc. can cancel the event at any time due to extreme weather conditions, risk to public safety etc. 	
<input type="checkbox"/> Filming Permit	<p>Commercial film companies and photographers may be permitted to use property under the jurisdiction of the Town of Milton for approved filming projects. Pre-approval of projects ensures that Town property and the rights, safety and privacy of the citizens of Milton are protected, while supporting this industry.</p> <p>Filming Permit Application Forms must be submitted to the Development Services Department – Traffic. For more information or to apply, <u>review the Filming in Milton webpage</u></p>	14 days prior to filming date: Filming application
<input type="checkbox"/> Fireworks and Fire Pits	<p>Organizers planning a public fireworks exhibition, must <u>apply for a Permit as per the Fireworks By-law. Be ready to provide:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A Certificate of Insurance is required meeting all requirements as outlined in the insurance section of this workbook <input type="checkbox"/> A site plan of the discharge location <input type="checkbox"/> A permit payment <p>For more information, <u>review the Fireworks webpage.</u></p> <p>Burn Permits are required for fire pits / outdoor fire containers as per the <u>Open Air Burning By-law</u>. Open air burning is legal in Milton, if a Burn Permit is obtained and the rules outlined in the are followed. An approved Burn Permit is valid from January 1 to December 31 for the applicable year. For more information / to apply for a Burn Permit, review the <u>Burn Permit webpage</u></p> <p>Please note: Sale of fireworks on Town property is not allowed.</p>	20 days prior to event: Fire application & Burn permit
<input checked="" type="checkbox"/> Flag Raising Policy	<p>The Town of Milton does not issue proclamations for national independence days, republic days, or raise flags of other nations. To ensure consistency, flags of other countries or nations will not be flown at Town Facilities (including during rental of a facility). National flag protocols are followed for visiting dignitaries, international competitions and sporting events.</p>	

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<input type="checkbox"/> Food	<p>If your event is providing food or beverages (either for sale or at no charge) to the public, Halton Region Health Department approval is required. This includes food trucks.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the special event information at Halton Region's Health Department website. <input type="checkbox"/> Submit the online Special Event Coordinators Application Form <input type="checkbox"/> Food sales require a Transient Trader's License. See page 8 "Sales - Food or Goods / Retail" for instructions. <input type="checkbox"/> Confirm approval status to the Town once confirmed by the Halton Region Health Department 	<p>6 weeks prior to event: Event Coordinators application</p>
<input type="checkbox"/> Fundraising (Lottery, Raffles, Games of Chance, Ticket Draws)	<p>Raffles, games of chance, bingo or ticket draws require you to apply for a Lottery License, as per the Bingo / Lottery Licensing bylaw. Lotteries are only permitted for charitable or religious organizations.</p>	<p>30 days prior to event: Lottery License</p>
<input checked="" type="checkbox"/> Infectious Disease	<p>Ensure your event complies with all requirements for infectious disease planning. For more information, visit Halton Region's website, or call 905-878-6000.</p>	
<input type="checkbox"/> Insurance	<p>Provide a Certificate of Insurance to the Town of Milton.</p> <p>The Certificate of Insurance must evidence General Liability Insurance coverage with a limit of not less than \$5 million; however, higher insurance limits may be required depending on the nature of the event and the exposures involved.</p> <p>The Certificate must identify the following (or it will be returned to you for editing):</p> <ul style="list-style-type: none"> • The limit of insurance; • An indication that cross liability is included under the General Liability Policy; • The Corporation of the Town of Milton, 150 Mary St., Milton, Ontario, L9T 6Z5 named as an Additional Insured; • Description of event and activities being insured; • Dates and times of the event; • Policy number, policy period, policy type; • 30 days written notice of cancellation or material change in coverage; • Name, address, telephone number and signature of the authorized insurance representative; • Proof of host liquor liability insurance must be provided if the event involves the sale, service or consumption of alcohol. 	<p>30 days prior to event: Certificate of Insurance</p>
<input type="checkbox"/> Music License	<p>Confirm if music licensing is required. If your music provider has a license, provide a copy. If they do not already have a license, ask Facility Rentals staff to add this to your Town of Milton rental permit.</p>	

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<input type="checkbox"/> Noise Exemption	<p>No person shall emit or cause or permit the emission of sound likely to disturb another between 9:00 p.m. and 7:00 a.m. of the following day. Organizers can apply for a noise exemption, which will be issued depending on the hours and scope of the event. Sound created by a special event (amplification of sound, including set up, testing and performance) will be limited to the hours as outlined in the Town of Milton Noise Bylaw.</p>	<p>15 days prior to event: Noise exception application</p>
<input type="checkbox"/> Police and Security	<p>Depending on the scope and complexity of the event, organizers may consult Halton Regional Police Services (HRPS) to determine if an event requires one of the following security solutions, and the specific roles and responsibilities required for the event:</p> <p>a) Paid Duty Officers - if organizers require paid duty officers, the following will need to be completed <input type="checkbox"/> Application to book a Pay Duty Officer</p> <p>b) Licensed Security Company - if organizers require a security company, HRPS can assist with recommendations on planning how to use security on its own or in conjunction with HRPS. Please note HRPS cannot recommend one security company over another.</p> <p>Costs associated with both options above are the responsibility of the event organizer. For more information, review the Halton Regional Police Services website.</p>	<p>30 days prior to event: Pay Duty Officer Application</p>
<input type="checkbox"/> Roads: Closure and Traffic for Special Events <input type="checkbox"/> Roads: Road Occupancy for Special Events	<p>Events that include road closures or road occupancy are required submit a Special Event Application Form</p> <p><input type="checkbox"/> You must also submit a site/route map indicating (as applicable) the location of the road occupancy, boundaries of the road closure, type of barricades being used, and detail how these are being set up and supervised during the event. Organizers must also identify access points for emergency vehicles.</p> <p>For any road closure, the following is required (as determined by Traffic staff):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traffic Protection Plan prepared by a qualified contractor of Ontario Traffic Manual (OTM) Book 7; <input type="checkbox"/> Advanced notification signage. This is required for all road closure no matter how many attendees are expected to attend the event; <input type="checkbox"/> Delivery of road closure notices by the organizer to all residents / businesses directly effected by the closure - the Town must approve the notice prior to delivery. 	<p>60 days prior to event: Event Application</p>

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	<input type="checkbox"/> The Town of Milton’s Fire Department requires that a 6m (18ft) emergency lane be provided and maintained in order to facilitate vehicles, equipment and operations during an emergency response. <input type="checkbox"/> If the event is a new event with a road closure, a petition will be required to be signed by impacted residents/businesses.	
<input type="checkbox"/> Route Map	<p>For all events held on public property including parks, roadways (municipal / regional) and sidewalks, or other municipal properties, that are classified as one of the following event types:</p> <ul style="list-style-type: none"> • Running, cycling, walking events • Parades • Processions • Events involving road closures / occupancy <input type="checkbox"/> Submit a route map via the <u>Special Event Application Form</u> showing the specific route (e.g. roads, sidewalks, etc.) being taken during the event, the start and end points, and any areas that may require additional resources (e.g. volunteers, security/pay duty police officers, barricades, etc.).	60 days prior to event: Event Application
<input type="checkbox"/> Sales - Food or Goods / Retail	<p>As per the <u>Business Licensing Bylaw No. 024-2018</u>, all transient sales of food / goods requires a Transient Trader’s license. “Transient Trader” refers to any person who offers goods, wares or merchandise for sale in any manner in the Town, either directly or by way of sample or catalogue for delivery later, other than on a permanent basis.</p> <p>To obtain a license, you must submit <u>an application form</u> along with: A full list of all vendors (food and retail), with contact information (food also requires Halton Health Department approval, see page 5 - “Food”); A statement in writing containing a full description of the goods, wares or merchandise to be sold or offered for sale under this license; Submit a Site Plan indicating the setup of the event; Ensure that each vendor has appropriate insurance coverage as per the insurance section of this manual.</p> <p><u>Applicable license fee will apply. The fee will be waived for charities and non-profit organizations who provide appropriate documentation.</u></p>	30 days prior to event: Transient Traders application
<input checked="" type="checkbox"/> Smoking / Vaping Areas	<p>Your event must comply with the Region of Halton <u>By-law No. 40-20</u> for designated Smoking and Vaping in Public Places related to the event location.</p>	

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<input type="checkbox"/> Street Parties	<p>Submit an application to close the road. The application will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A petition of support of local residents who will be affected by the road closure; <input type="checkbox"/> A Certificate of Insurance (as outlined in the insurance section of this workbook); A \$500.00 refundable deposit cheque for the loan of two (2) sets of wooden barricades and "Road Closed" signs <p>For information / to apply, visit the Street Party Petition webpage.</p> <p>Street Parties may be eligible for funding via the Milton Small Grant Program.</p>	<p>4 weeks prior to event: Street Party application</p>
<input type="checkbox"/> Sustainability	<p>The Town encourages organizers to provide opportunities to minimize the environmental impact of their events on the Milton community. In addition to the list of considerations below, organizers can review more ideas for sustainable event solutions on the Green Festivals website.</p> <p>Transportation: Organizers can encourage attendees to use sustainable transportation to and from the event by walking, cycling via Milton's trails and bike lanes or Milton Transit.</p> <p>Waste Diversion: Organizers coordinating events requiring waste management services extending beyond what is available at the host location can inquire about additional support via Halton Region Waste Management Services.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Halton Region's Guidelines to Provide Waste Diversion Services at Community Events. <input type="checkbox"/> Submit a Community Event Waste Diversion Services request form to Halton Region. <input type="checkbox"/> Confirm application approval status to the Town <p>Water: Encourage sustainable use of water by asking event attendees to bring their own refillable water bottles and by providing refillable water bottle stations.</p>	<p>6 weeks prior to event: Waste request form</p>
<input type="checkbox"/> Tents / Temporary Structures / Stages	<p>Temporary structures that are greater than the dimensions listed below, require an application on the Town's Building Department webpage</p> <p>Tents: As per the Ontario Building Code Act 1997, a tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code, if the tent or group of tents are:</p>	<p>30 days prior to event: Building permit application</p>

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	<ul style="list-style-type: none"> • Not more than 60 m² in aggregate ground area (aggregate ground area is the sum of the total area of all tents on site); • Not attached to a building, and; • Constructed more than 3 m from other structures. <p>For event tent installation exceeding 60 m², in aggregate area, organizers will require a zoning certificate and a building permit. The Town of Milton Building Department will require details regarding the tent size, location of exits, and certificate of verification that the tent(s) used have been flame proofed in conformance with U.L.C. standard (CAN / ULC-S-109-M), Standards for Flame Tests of Flame Resistant Fabrics and Films.</p> <p>IMPORTANT:</p> <ul style="list-style-type: none"> • It is the event organizer’s responsibility to that ensure all tents and canopies are securely weighted down with weights or sand bags to prevent injury and damage due to wind/weather. • Organizers must also ensure that the tent material meets the Ontario Building Code with regard to flame spread ratings. • Smoking and open flame devices are prohibited in tents. <p>Stages: For event stage installation exceeding 10 m² (108 ft²), organizers will require a zoning certificate and a building permit. Stages that are incorporated into a truck trailer system and are license plated will not require permits (i.e. Stageline).</p> <p>Locates: If the installation of any equipment requires any object to penetrate the ground, you must reserve the Locate Search appointment 30 days prior to your event with the results of this booking submitted to the Town of Milton. For information / apply review the Ontario One Call website, or call 1-800-400-2255.</p>	
<p>✓ Washrooms, Hand Wash Stations</p>	<p>Ensure your event has an adequate number of washrooms and hand washing stations available to serve attendees and reduce the risk of illness.</p> <p>There are many variables to consider when making this decision and consultation with a qualified company is recommended.</p>	

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	<p><input type="checkbox"/> Review Halton Region’s Requirements for Coordinators of Special Events webpage, specifically the washroom fixture chart.</p> <p>Have a back-up plan for providing additional washroom facilities if the attendance exceeds the anticipated numbers and additional supports are needed on short notice. All units should be placed in strategic locations, easily accessible for all attendees and for servicing and maintenance during the event. Lighting of and around the facilities must also be considered for when an event takes place at night.</p> <p><input type="checkbox"/> Provide a Certificate of Insurance, from any private washroom contractors, as outlined in the insurance section of this workbook.</p>	
<p>✓ Waste Management</p>	<p>Ensure proper clean-up of all debris at your event. There is only weekly pick-up in the parks and facilities. Additional pick-ups can be arranged via Halton Region by submitting a Community Event Waste Diversion Services request form</p>	<p>6 weeks prior to event: Waste request form</p>

Thank you for reading all of the above requirements and information for hosting your event in Milton. Make sure to follow through on all items to ensure that your event is safe and enjoyable for everyone involved.

If you have not already, complete your [Special Event Application form](#) and a Town of Milton staff member will connect with you to start the special event approval process for events on Town/public property.

Please see the following pages for contact information (should you have any questions) and promotional information for ideas and resources for promoting your event in Milton.

Event Contact Information

Facility Booking - Town of Milton

- The Town of Milton has various outdoor and indoor locations available to host events. For a list of facilities and amenities visit <https://facilities.milton.ca/>
- For more information or to secure space for an event date, please e-mail facilitybooking@milton.ca or call [905-875-5418](tel:905-875-5418)
- **NOTE:** Rental of applicable Town of Milton facilities including the Mattamy National Cycling Centre and FirstOntario Arts Centre Milton, must use Town ticketing services where ticket sales are a part of the event.

Special Events - Town of Milton:

- For general inquiries regarding Special Events, please email events@milton.ca or call [905-878-7252](tel:905-878-7252) x2616

Provider Information

Note: The Town of Milton does not have preferred providers for services at events. The below is a list of providers for event organizers to consider as a starting point only.

First Aid Provider:

- [First Response Ontario](#)
- [Halton Region Emergency Medical Services](#)
- [St. John's Ambulance](#)

Insurance:

- [Easy Insure](#)
- [EventInsure](#)
- [Event Policy](#)
- [Exhibitor Insurance](#)
- [GameDay Insurance](#)
- Marsh
- [PAL Insurance](#)

Shuttle Service:

- [Attridge Transportation](#)
- [First Student](#)
- [Milton Transit](#)

Waste Management:

- [Halton Region](#)

Promotion

Promote the event! There are a wide variety of budget-friendly promotional opportunities available via the Town and local media organizations.

Advertising: The Town has a variety of paid advertising options available including print publications, rink board advertising, etc. For more information, visit the [Sponsorship and Advertising webpage](#).

Community Events Calendar: The Town of Milton has an [online Community Events Calendar](#), which is free to use for listing the event. Be sure to list the event on other event calendars hosted by local media.

Cross Promotion: Organizers with events happening around the same time may find success in coordinating cross-promotional initiatives.

Media Release: Organizers can send a release and / or invitation to media about the event to local newspapers, magazines and radio.

Signage: The Town of Milton has a number of outdoor signs suitable for event advertising. Organizers can choose from a variety of locations in high-traffic areas to reach people in the community in a highly visible and cost-effective way. For more information, visit the Sign Rentals webpage. Sign rental requests can be submitted via the [Municipal Outdoor Sign Request Form](#).

Please note: Organizers planning to place promotional signage in the community prior to the event must submit a Sign Exemption to the Town's Road Fouling By-law for review. Note: The fee will be waived for Town Affiliated Organizations. Learn more about the [Affiliated Program at this webpage](#).

Social Media: Organizers can promote an event via social media profiles. Facebook events can be easily shared with other groups and organizations in the community. Furthermore, social media channels offer reasonable advertising rates to boost social media posts. Organizers can consult with social media providers to learn more.