



# SPECIAL EVENTS PLANNING MANUAL

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## Introduction

We are looking forward to working with you as you plan your event in Milton.

The Town of Milton is a place of possibility. It is home to a wealth of arts and cultural experiences, with strong connections to history, community, neighbours and place. As one of the fastest-growing municipalities in Canada, the Town represents a thriving blend of old and new, urban and rural, all nestled within the scenic Niagara Escarpment.

Milton recognizes events make an important contribution to the Town's quality of life, and provide social and economic benefit. Milton is committed to supporting organizers by providing tools and resources in support of planning. This manual has been prepared to support you in identifying and navigating the municipal, regional, provincial, and federal guidelines in place to deliver a safe and successful event. As an organizer, you are encouraged to review this planning manual in its entirety.

## Milton's Event Framework and the Special Event Review Team

In 2019, Milton's Town Council endorsed an [Events Framework](#) to provide a clear mechanism for classifying events and associated supports.

This framework builds upon the Town's Special Event Review Team (SERT). Established in 2016, SERT plays a proactive role in events with a mandate to guide organizers through the Town's permitting process. SERT is comprised of Town staff and local agencies who support a coordinated and informed municipal response to event delivery.

SERT identifies issues and gaps to minimize liability and risk, while encouraging smooth communication amongst all parties involved in event production including organizers, host venues / property owners, and government agencies responsible for public safety. In addition to supporting local festivals and events, SERT has also supported several national and international events that have occurred in Milton such as the Toronto 2015 Pan Am/ Parapan Am Games and Rogers Hometown Hockey.

## What is a Special Event?

As defined in the [Events Framework](#), a special event in Milton is:

- A) An event taking place on *public property* (e.g. at / on Town facilities, parks, roadways and sidewalks or other municipal properties) where one or more of the following criteria is present and/or one or more of the following criteria cited in section B below is present:
- Open to the general public, with or without, an admission fee;
  - Advertised through newspaper, website / social media, site signage, etc.;
  - Includes a Letter of Municipal Significance (serving alcohol);
  - Requires a Building Permit for tents, stages or other structures;
  - Could potentially involve a number of attendees that could not be managed on a roadway, facility/park without special measures being in place.

- B) An event taking place on *private property* if one or more of the following criteria is present:
- Has the potential to strain the community's emergency services response;
  - Will have a foreseeable impact on the regular flow of traffic;
  - May adversely affect the Town of Milton community;
  - Requires the approval of a regulatory agency, e.g. Town, AGCO, Halton Region Health Department, which is outside the scope of typical operations.
- C) An event to be held on *private and public property* (e.g. at / on Town facilities, parks and roadways) as described in sections A and B above.

### What is the Special Event Application Form?

The Special Event Application Form is a tool that encourages and supports collaborative dialogue between everyone involved in the coordination of a special event including organizers, host venues / property owners, and government agencies responsible for public safety, community by-laws and community development. This process is in place to assist host venues or organizers to:

- Aid in reducing risk to the Town, participants and organizers;
- Increase communication and coordination amongst key stakeholders;
- Minimize potential conflict between events / venues;
- Assist in marketing and promotion;
- Optimize planning, and support organizers through the permitting process;
- Minimize negative community impact (road closures, traffic, health)

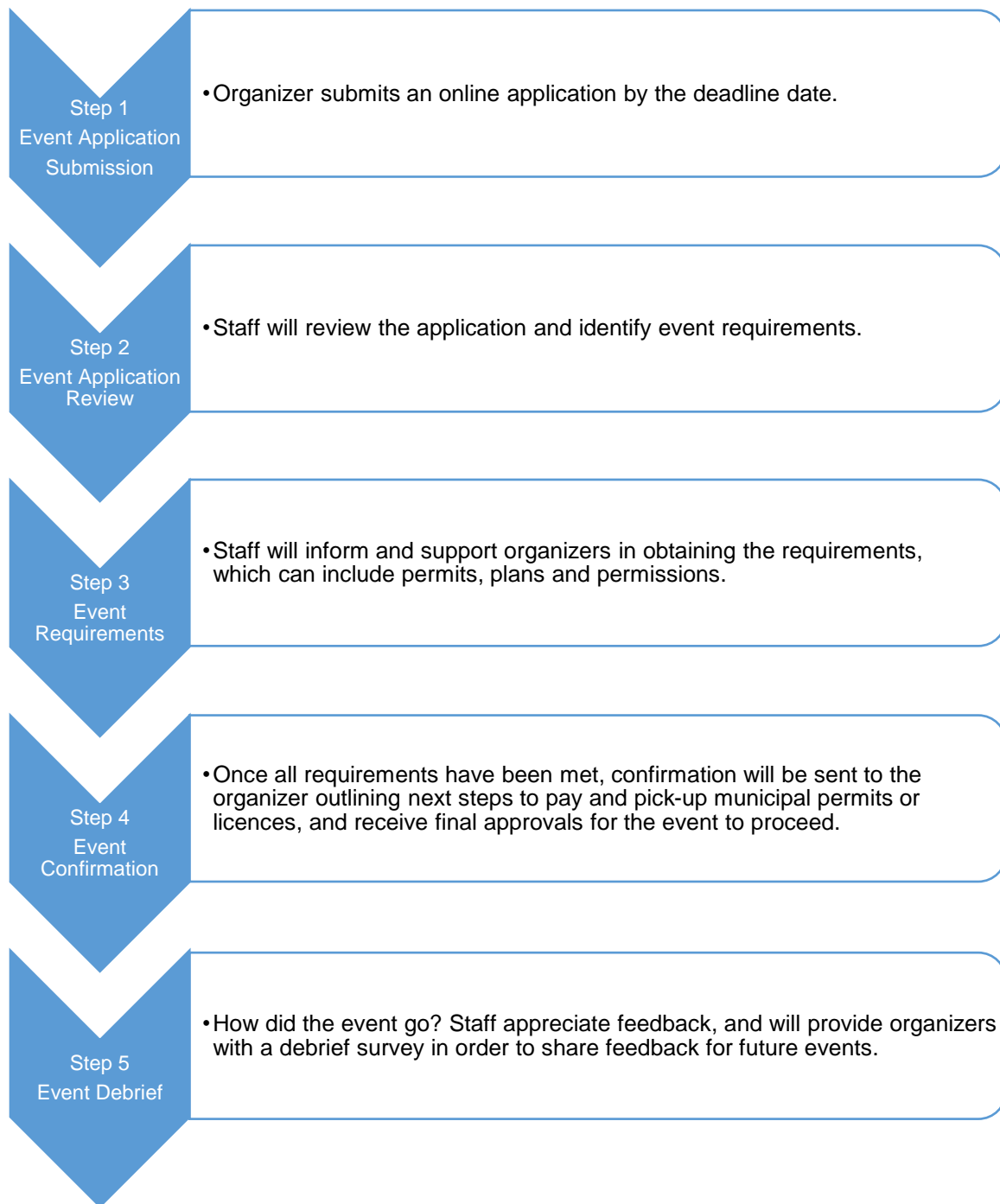
The application submission will inform organizers of applicable by-laws, policies or procedural guidelines to be considered for an event. The application acts as both a notification to the Town that an event will be taking place within the municipality, and whether it is being held on public lands / property. It also initiates an approvals process for the permitting of requested facilities, parks or roadways. [Review event submission deadlines on the Special Events webpage.](#)

The online application form has been programmed to adjust conditionally based on the information provided, related to the size and scope of the organizer's event. The form can be completed and saved as the information is entered.

Once the organizer has submitted the [Special Event Application Form](#), the process of review and approvals is initiated as outlined on the following chart.

## Event Application Process

The following chart outlines the event application review and approvals process.



## Event Requirements

### Accessibility

As one of Canada's fastest growing municipalities, and one that is rich with diversity, Milton recognizes the needs of all of its residents including those with disabilities. Organizers delivering public events must provide inclusive and barrier-free environments for all visitors in accordance with the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#). For more information about how to make an event accessible, refer to the Government of Ontario's document [Planning Accessible Events: So Everyone Feels Welcome](#).

### Alcohol Service and Sales

The Alcohol and Gaming Commission of Ontario (AGCO) holds jurisdictional responsibility for the sale and service of alcohol in Ontario. Provincial liquor laws are enforced by the AGCO and Ontario Provincial Police (OPP). In some cases, the police may be required to halt an event due to egregious contravention of the Liquor License Act, or threat to public safety. In Ontario, alcohol may only be sold and / or served under legal authority, which comes from a Sale License (Licensed Establishment or Catering Company) or Special Occasion Permit (SOP).

An SOP is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private property (e.g. a private office or a residence).

Three types of special occasions for which a permit may be issued include:

1. **Private Event:** For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.
2. **Public Events:** For events that are open to the public. Public events can be advertised and allow for fundraising / profit from the sale of alcohol.
3. **Liquor Industry Promotional Events:** For events held to promote a manufacturer's product through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

For more information:

- Visit the AGCO website for [Public Event](#), [Private Event](#) and [Liquor Industry Promotional Event](#) details
- Call AGCO customer service at 1-800-522-2876

Public Event SOPs can be issued for "events of municipal significance." The AGCO determines when this is required.

**Municipal Significance:** For an event to be recognized as municipally significant, it must acquire a designation by the Town. SOP applications for a municipally significant event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant.

SERT has defined an event of municipal significance to be:

- A public event that is being advertised to the general public **and**
- When alcohol is being served at the event by an organization, which is a registered charity or registered non-profit (if the organizer is an individual or a business, they must operate using a Catering Endorsement); **and**



- An event promotes the social, cultural and economic development of the Town of Milton while adhering to municipal by-laws and ensuring public safety at all times.

**Municipal Alcohol Risk Management Policy:** The Town has an Alcohol Risk Management Policy, which provides specific requirements for the serving and consumption of alcohol on public property. Any special event where alcohol is served in a public facility or on public property must comply with applicable federal and provincial legislation.

**Smart Serve Ontario:** The Smart Serve Responsible Alcohol Beverage Service Training Program is approved by AGCO as a server training program for the Ontario hospitality industry and is a requirement of the Municipal Alcohol Risk Management Policy.

Smart Serve training helps to ensure responsible service of alcohol and cannabis use, while minimizing potential risk exposure to organizers. Organizers must submit copies of Smart Serve Cards (showing certificate numbers), for all alcohol servers at an event on public property.

For more information, visit the [Smart Serve Ontario website](#).

### **Amusement Rides, Inflatables or Bouncy Castles**

Any organization providing rides or inflatables must comply with the Technical Standards & Safety Authority (TSSA). It is a requirement that any inflatable used at a public event is TSSA licensed, set up by a TSSA trained mechanic, employed by a TSSA certified company with TSSA mechanics on staff. It is the organizer's responsibility to ensure all required licensing, permitting and insurance are in place for rides and / or inflatables included at an event.

Organizers will be required to submit the following:

- A TSSA license from the company providing the equipment;
- A TSSA inspection certificate for each piece of equipment that will be on site for the event;
- A Certificate of Insurance evidencing a General Liability Policy with a limit of no less than \$5 million, meeting all requirements as outlined in the insurance section of this manual;
- Site plan identifying the location of the equipment during the event.

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.

If generators are required for the operation of the device, users must adhere to the Electrical Safety Authority requirements.

For more information, visit the [Technical Standards & Safety Authority website](#).

## Electrical Guidelines

The Electrical Safety Authority (ESA) may require an ESA electrical permit and inspection if the organizer's event uses electrical equipment and large generators.

Event organizers are responsible for contacting ESA, obtaining the permit, arranging for the inspection and all associated costs. Organizers are encouraged to apply for a permit four (4) to six (6) weeks in advance of the event date. If ESA sends notification that an inspection is not required, the Town may require notification of this in writing.

Once confirmed, the electrical permit number must be submitted to the Town.

An electrical permit and inspection will be required by ESA under the following circumstances:

- Any setup that is considered more than simple plug-in and play, using standard configuration cords and receptacles;
- Multiple generators;
- Generators greater than 12kw or 120 / 240 volt is being used;
- Any hard-wiring of a physical electrical connection to existing building wiring;
- If Cam-lok connections, single conductor cables or pin and sleeve receptacles are used as part of installation;
- Carnivals, trade shows, large scale events.

For more information, contact Electrical Safety Authority at 1-877-372-7233 or visit the [ESA website](#).

## Flag Raising Policy

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 rental of a facility). National flag protocols are followed for visiting dignitaries, international competitions and sporting events. Review the following [Council Report link](#) (page 3) for more information.

## Food

Organizers providing food or beverages (either for sale or at no charge) at the event, require approval from Halton Region's Health Department (including food trucks). Application forms are required six weeks prior to the event.

1. Review the special event information at [Halton Region's Health Department website](#).
2. Submit the Special Event Coordinators Application Form (found on the same website).
3. Confirm application approval status to the Town once it has been reviewed by the Halton Region's Health Department.

In addition to acquiring approval from Halton Region's Health Department, food sales also require a Transient Trader's License. See page 14 "**Sales – Food or Goods / Retail**" for instructions.



## **Fundraising (Lottery, Raffles, Games of Chance, Ticket Draws)**

If the event includes a raffle, game of chance, bingo or ticket draw, organizers must [apply for a Lottery License](#). Lotteries are only permitted for charitable or religious organizations. Lottery License applications should be submitted at least 30 days prior to the event.

For more information, refer to the [Bingo / Lottery Licensing bylaw at this link](#), visit the [Lottery License webpage](#) or contact: Town of Milton Licensing and Enforcement, (905) 878-7252 x2105.

## **Infectious Disease Planning**

For the most current and up to date information on infectious disease planning, please visit [Halton Region's website](#), or call 905-878-6000

## **Insurance**

If the event is **on public property**, organizers are required to provide a Certificate of Insurance to the Town.

The Certificate of Insurance must evidence General Liability Insurance coverage with a limit of not less than \$2 million; however, higher insurance limits may be required depending on the nature of the event and the exposures involved.

The Certificate must identify the following:

- 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.

The Town's interest in events occurring **on private property** are limited to those where:

- Organizer requires a Letter of Municipal Significance from the Town. In cases where a Letter of Municipal Significance is required, a Certificate of Insurance will need to be provided containing all of the requirements mentioned above.
- Organizer requires a permit or license issued by the Town. When applying for a license or permit (e.g. Transient Traders License), a Certificate of Insurance must be provided containing all of the requirements mentioned above.
- Additional insurance may be required dependant on the event details (e.g. events with amusement rides).

## **Live Animals, Animal Rides, Animal Exhibits or Petting Zoo**

If the event includes animals or a petting zoo, organizers must acquire approval from the Halton Region Health Department. Organizers will be required to review all guidelines, submit the Special Events Coordinators application form and submit Animal Exhibit Information via [Halton Region's Requirements for Special Events Coordinators webpage](#).

Additional approvals / requirements may be required by the Town of Milton. Once the application is reviewed by Halton Region, organizers must submit the status to Town staff.

## **Niagara Escarpment Commission (NEC)**

The Niagara Escarpment Plan (NEP) protects the escarpment's unique ecological, historic and scenic qualities. To ensure that the escarpment's natural resources, ecosystem health and scenic landscape are protected, Niagara Escarpment landowners are required to obtain a Development Permit for certain types of development, including special events happening on their property.

A Niagara Escarpment Development Permit is similar to a municipal building permit. The difference is that a Niagara Escarpment Development Permit considers the impact of a development proposal on the Escarpment landscape and environment. The objective is to design and situate development in an environmentally compatible manner. (Municipal building approvals and other permits may also be required, but may only be issued after the Niagara Escarpment Development Permit.) Event organizers must provide proof via the landowner that the event has acquired Niagara Escarpment Commission approval.

For more information, visit the [Niagara Escarpment Commission's website](#).

## **Noise Exemption / Music License / Filming Permit**

**Noise Exemption:** Sound emission is limited to the hours between 9:00 am to 7:00 pm. 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](#). Organizers can apply via the [Noise Exemption Application form](#).

**Music License:** Organizers planning an event that includes recorded music must confirm if music licensing is required. If required, organizers can apply for licensing directly to Entandem (a RE:SOUND and SOCAN company), provide a copy of the event's music vendor's license to Town staff, or include the licensing calculation in their Town of Milton property rental (if applicable).

RE:SOUND is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for performing artists and record companies for their performance rights for recorded music. RE:SOUND advocates for music makers and performers, educates music users, licenses businesses and distributes royalties to creators to help build a thriving and sustainable music industry in Canada. RE:SOUND administers the performance rights of performing artists and record companies in the sound recording.

SOCAN is a not-for-profit rights management organization that connects more than four-million music creators worldwide and more than a quarter-million businesses and individuals in Canada. Nearly 160,000 songwriters, composers, music publishers and visual artists are

its direct members, and more than 100,000 organizations are Licensed To Play music across Canada. SOCAN administers the performance rights of the composers, authors and their music publishers in the musical work / song.

Review [Entandem's website](#) for more information.

**Filming Permit:** Commercial film companies and photographers may be permitted to use property under the jurisdiction of the Town of Milton for approved filming projects.

The film industry provides both direct and indirect economic benefit to the community. 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.

Filming Permit Application Forms must be submitted to the Development Services Department—Traffic no later than fourteen (14) business days prior to the proposed date of filming. For more information, [review the Filming in Milton webpage](#).

### **Roads: Closure and Traffic / Route Map / Street Parties**

**Closure and Traffic:** All events requiring road closures must submit a route map indicating the 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.

For any road closure, the following is required (as determined by Traffic staff):

- Traffic Protection Plan prepared by a qualified contractor of Ontario Traffic Manual (OTM) Book 7;
- Advanced notification signage. This is required for all road closure no matter how many attendees are expected to attend the event;
- 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.

In the event of a road closure, 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. The requirement for a 6m (18ft) access or emergency lane is the minimum width required for a fire access route under the Ontario Fire Code.

If the event is a new event with a road closure, a petition is required to be signed by impacted residents/businesses.

**Route Map:** 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:

- Running, cycling, walking events
- Parades
- Processions
- Events involving road closures

Organizers must submit a route map showing: the specific route (e.g. roads, sidewalks, etc.) being taken during the event; the start and end points; any areas that may require additional resources (e.g. volunteers, security/pay duty police officers, barricades, etc.).

**Street Parties:** Parties held on streets require organizers to close the road. The online application form is free and must be submitted at least four (4) weeks prior to the street party and include: a petition of support of local residents who will be affected by the road closure; liability insurance to insure the event for the minimum amount of \$2 million, naming the Town of Milton as additional insured; and request the loan of two (2) sets of wooden barricades and "Road Closed" signs, for which a \$500.00 refundable deposit cheque will be required. For more information, visit the [Street Party Petition webpage](#).

### **Safety: Emergency Plan / Fireworks and Fire Pits / HRPS and Security**

**Emergency Plan:** It is strongly recommended that all event organizers create an emergency plan prior to the event taking place. Depending on the scope of the event, an emergency plan may be required to ensure the safety and security of the attendees and the community. The plan must identify methods for minimizing and managing potential risks associated with the event.

The following is a list of things to consider and include when drafting your emergency plan:

- a) Identify procedures for dealing with:
  - 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 / persons 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:
  - 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.

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 required).

Organizers must submit a detailed site plan that includes: vendors, stages, tents, emergency exits, routes, etc.

**Fireworks and Fire Pits:** If organizers are planning to include fireworks or fire pits at the event, one or more of the following permits may be required depending on event parameters:

**Fireworks:** As per the [by-law](#), the Town regulates the sale, storage, display and discharge of fireworks within the community. Event organizers will require a permit for the sale of fireworks and / or the setting off of fireworks.

Organizers planning a public fireworks exhibition, must submit an online [Public Exhibition Fireworks Discharge Permit Application](#) along with:

- Proof of commercial general liability insurance (minimum of five million dollars and the name of the applicant as well as the Town of Milton need to be listed as insured)
- A site plan of the discharge location
- A permit payment

For more information, [review the Fireworks webpage](#).

**Fire Pits:** Burn Permits are required for fire pits / outdoor fire containers. Open air burning is legal in Milton, if a Burn Permit is obtained and the rules outlined in the [Open Air Burning By-law](#) No. 048-2011 are followed. An approved Burn Permit is valid from January 1 to December 31 for the applicable year. For more information, review the [Burn Permit webpage](#).

**HRPS and Security:** Depending on the scope and complexity of the event, Halton Regional Police Services (HRPS) may be consulted to determine if an event requires one of the following security solutions, and the specific roles and responsibilities required for the event:

- a) Paid Duty Officers – if organizers require paid duty officers, the following will need to be completed:
  - [Application to book a Pay Duty Officer](#)
  - Trespass to Property Act letter delegating authority to Halton Regional Police Services to remove unauthorized persons from being in attendance at your event.
- b) Licensed Security Company – if organizers require a security company, HRPS can assist with recommendations on planning how to use security on it's own or in conjunction with HRPS. Please note HRPS cannot recommend one security company over another.

Costs associated with both options above are the responsibility of the event organizer. For more information, review the [Halton Regional Police Services website](#).

## **Sales – Food or Goods / Retail**

In accordance with the Town of Milton's [Business Licensing Bylaw No. 024-2018](#), the selling 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.

There are eight (8) classes of Transient Traders, however, special events usually fall into the category of Class 1 – Day Sales. Day sales include the sale of goods and / or the meting out or distribution of goods, such as, but not limited to, flowers, foodstuffs, flags, publications, and sundries for a one to three-day period from one specific location where the commercial use is permitted by the Zoning By-law, and approved by the Licensing Officer.

To obtain a license, organizers must submit:

- A full list of all vendors (food and retail), with contact information;
- 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 written permission for the use of the property from the property owner, landlord or agent of the owner;
- 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.

**Food:** In addition to acquiring a Transient Trader's License for food or beverage sales at an event, Organizers also require approval from Halton Region's Health Department (See page 8 "Food" for instructions.)

**Goods / Retail:** If organizers are arranging for vendors to be at the event to sell goods, wares or merchandise, the vendors must be approved by the Town to ensure there are no conflicts with the existing business agreements / licenses. The Town will also determine which type of license is required based on the type of vendor(s) participating.

[Applicable license fee](#) will apply. The fee will be waived for charities and non-profit organizations who provide appropriate documentation.

## **Smoking / Vaping Areas**

Organizers must ensure the event is in compliance with the Region of Halton By-law regarding Designated Smoking and Vaping in Public Places related to the event location. [For more information, view the bylaw at this link.](#)



## Tents / Temporary Structures / Stages

If organizers are including temporary structures at the event, the following requirements apply:

**Tents / Canopies less than 60 m2 (645 sq ft):** 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, provided that the tent or group of tents are:

- 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.

It is the event organizer's responsibility to ensure all tents and canopies are securely weighted down with weights or sand bags. They must also ensure that the tent material meets the Ontario Building Code with regard to flame spread ratings.

**Tents / Canopies greater than 60 m2 (645 sq ft):** For event tent installation exceeding 60 m2, 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.

**IMPORTANT:** Smoking and open flame devices are prohibited in tents.

**Stage installation exceeding 10 m2 (108 sq ft):** For event stage installation exceeding 10 m2 (108 sq ft), 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).

For more information, review the [Town's Building Department webpage](#).

**Locates:** If the installation of any equipment requires any object to penetrate the ground, a locate finding must be booked at least 30 days in advance of the event with the results of this booking submitted to the Town of Milton.

For more information, review the [Ontario One Call website](#) or call 1-800-400-2255.

## Sustainability

In alignment with The Green Energy Act, the [Town of Milton is committed to environmental sustainability](#) and applies a green lens to projects and initiatives that reduce impact on the environment, address climate change impacts, and encourage sustainability.

With this in mind, 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](#).

**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](#).

**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. Application forms are required six weeks prior to the event in order for the service request to be considered.

1. Review Halton Region's [Guidelines to Provide Waste Diversion Services at Community Events](#).
2. Submit a [Community Event Waste Diversion Services request form](#) to Halton Region.
3. Confirm application approval status to the Town once it has been reviewed by Halton Region's Waste Management Services.

**Water:** Encourage sustainable use of water by asking event attendees to bring their own refillable water bottles and by providing refillable water bottle stations.

## Washrooms, Hand Wash Stations

Event organizers must ensure that there is an adequate number of washrooms and hand washing stations to serve attendees and reduce the risk of illness.

General rule is one regular single unit for every 50 to 75 people for a 4 to 6 hour event ([Chantler's Environmental Services website](#)). There are many variables to consider when making this decision and consultation with a qualified company is recommended. Halton Region's Requirements for [Coordinators of Special Events webpage](#) also includes a washroom fixture chart by event attendance numbers.

Organizers should 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.

## Waste Management

Clean-up of all debris at the event is the responsibility of the event organizer. There is only weekly pick-up in the parks and facilities, however additional pick-ups can be arranged via Halton Region. Refer to Page 16 "Sustainability" for information on how to request additional waste diversion services via Halton Region.

## 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](mailto:facilitybooking@milton.ca) or call 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.

### Special Events – Town of Milton:

- For general inquiries regarding Special Events, please email [events@milton.ca](mailto:events@milton.ca) or call 905-878-7252 x4915

## 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](#)

Review the full Special Event planning checklist by visiting the [Events Planning webpage](#).

## 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 also 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.

**Drones:** Organizers with events utilizing drones in any manner (including promotional) must consult the **Drone Usage on Town Property guidelines**.

**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.