



Title: Special Event Policy

Resolution Number: 24-330

Policy Number: 100

Date Approved: August 13, 2024

PURPOSE

This policy is intended to be a comprehensive document which outlines the process to follow in order to receive approval by the Town of Conception Bay South. This policy is intended to ensure consistency, convenience, and safety of the Organizer and patrons alike. Notwithstanding the legislation, regulations, policies, procedures and Municipal By-Laws addressed in the appropriate sections, the Organizer(s) is reminded that they are responsible for compliance with all applicable Federal, Provincial and Municipal legislations and regulations.

SPECIAL EVENT

A Special Event Application is required when any **one** of the following applies:

- a) Attendance exceeds 500
- b) Event impacts traffic flows or results in road closures
- c) Application has been made for a special event liquor license
- d) Fireworks or pyrotechnics are being used
- e) Public safety is an issue

APPLICATION FOR SPECIAL EVENTS

The Organizer shall complete a Special Events Application Form, a minimum of sixty (60) days prior to the event and submit to:

Email:

recreation@conceptionbaysouth.ca

Drop off at the following locations:

Recreation Department, Town Hall
11 Remembrance Square
Conception Bay South

Mail:

Town of Conception Bay South
Attention: Recreation and Leisure Services Department
11 Remembrance Square
P.O. Box 14040, Stn. Manuels
Conception Bay South, NL A1W 3J1

Fax:

709-834-8337



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The application will be reviewed by the Recreation Department and assistance will be provided when needed to the Organizer in meeting all policy requirements. Recommendations will be reviewed and approved by the Director of Recreation and Leisure Services. If the event is approved, a Special Events Permit will be issued to the Organizer. Town officials may, at any time, cancel the Special Events Permit for reasons of non-compliance with these regulations and/or in the interest of public safety.

An event emergency safety plan may be required depending on possible risks associated with the event. The determination for a plan will be made by the Recreation Department, upon review of Special Event Application, in consultation with the Conception Bay South Fire Department.

GENERAL POLICIES AND PROCEDURES

The organizer shall adhere to the provisions contained herein. Non-Compliance with the policies may result in the event cancellation or closure of an event. The Organizer may also be prohibited from holding future events.

Proof of all necessary permits and licenses is required to be submitted a minimum of ten (10) days prior to the Special Event.

INSURANCE REQUIREMENTS

Insurance

At least 10 days prior to the event, the Organizer must provide proof that they have obtained a Commercial General Liability Insurance Policy in relation to the special event with limits of not less than **TWO MILLION DOLLARS (\$2,000,000.00)** inclusive per occurrence for bodily injury, death and damage to property, including loss of use thereof. The Policy must be in the name of the Organizer and must name the Town as an additional insured. The Policy must include coverage for Cross Liability and shall contain an endorsement to provide the Town with thirty (30) days written notice of cancellation or material change that would diminish coverage.

Fireworks/Pyrotechnics

If fireworks or pyrotechnics are used in the event, all of the same terms and conditions of insurance shall apply and, in addition, the insurance certificate must include fireworks or pyrotechnics as an insured activity and the limits of the General Liability Insurance Policy must be increased to not less than **FIVE MILLION DOLLARS (\$5,000,000.00) inclusive per occurrence.**



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Agreement to Indemnify and Hold Harmless

Upon signing the application, the applicant agrees to save harmless and indemnify the Town of Conception Bay South and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Town and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the special event described in this application or anything pertaining to the Special Events Permit should one be required and granted.

Release of Waiver of Liability

Upon signing the application, the applicant hereby releases, waives, and forever discharges the Town of Conception Bay South and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Town may be responsible in respect of the conduct of the said event.

EVENT CHARGES AND FEES

The organizer is liable for all fees and charges for the event.

STREET CLOSURES

The Royal Newfoundland Constabulary and the Town Enforcement Department will determine the requirements for temporary road closures and/or parking restrictions.

Any resident that will be affected by the road closures shall be notified by the Organizer, in writing, a minimum of ten (10) days prior to the event.

The Organizer will be solely responsible for any fees for any service provided by the Town of Conception Bay South in association with the road closures and/or parking restrictions.



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FIREWORKS/PYROTECHNICS

A separate permit is required for any use of fireworks or pyrotechnics. These may be applied for at the Conception Bay South Fire Department. Further information is available on the Town’s website. www.conceptionbaysouth.ca

TRAFFIC AND PARKING

Traffic and pedestrian control and/or detours will be undertaken in consultation and supervision of Town authorities and/or the Royal Newfoundland Constabulary.

SITE CLEAN UP AND RESTORATION

The Organizer is responsible for the clean-up of the site and removal of all garbage, refuse and debris by a time as determined by the Town of Conception Bay South. Any hazardous materials shall be removed promptly upon completion of the Special Event in accordance with all applicable regulations.

CONCEPTION BAY SOUTH FIRE DEPARTMENT

All assembly occupancies shall have a detailed site plan for consultation with the Conception Bay South Fire Department.

OCCUPATIONAL HEALTH AND SAFETY

General Legislative Requirements

All events must follow Provincial Occupational Health and Safety regulations. For full detail on these or other health and safety requirements, please refer to the Occupational Health and Safety Act and Regulations or contact the Workplace Health and Safety Inspections Division of the Department of Environment and Labour at 1-800-563-5471.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date:



SPECIAL EVENTS APPLICATION FORM

FOR EVENTS IN TOWN FACILITIES

To be completed a minimum of 60 business days prior to the event. To enable prompt review, please answer ALL questions.

EVENT INFORMATION

Name of Event: _____

Location: _____

TYPE OF EVENTS

- | | |
|--------------------------|-------------------|
| <input type="checkbox"/> | Concert/Festival |
| <input type="checkbox"/> | Sport/Competition |
| <input type="checkbox"/> | Motorcycle Ride |
| <input type="checkbox"/> | Run/Race/Cycle |

- | | |
|--------------------------|--------------------|
| <input type="checkbox"/> | Car show |
| <input type="checkbox"/> | Parade/Procession |
| <input type="checkbox"/> | Private Gathering |
| <input type="checkbox"/> | Exhibit/Trade Show |

Description: _____

Event Start Date: _____

Event End Date: _____

Event Start Time: _____

Event End Time: _____

Set up Date/Time: _____

Take Town Date/Time: _____

Event Rain Date: _____

Total expected Attendance: _____

CONTACT INFORMATION

Event Contact/Organization: _____

Phone: _____ Cell: _____ Work: _____

Email Address: _____

PROVISION OF SERVICES

Traffic and Parking

Does your event require the closure of roads, partial lane reduction or sidewalk? _____

If yes, you must submit a traffic plan with this application. The traffic plan is to include:

- 1. The route, outlining all closures (including start and end time for each closure)
- 2. Identification of where all barricades will be placed for closure
- 3. The number of volunteers/security and their exact location

CBS Fire Department

Will your event utilize:

Fireworks/Pyrotechnics (separate permit required) Yes/No

Controlled Explosions Yes/No

NL Liquor Corporation

Will your event provide alcohol? Yes/No

If yes, the organizer must submit a Special Event Liquor License Application:

<http://www.nliquor.com/corporate/services/apply-for-a-special-event-license>

Security

Will your event utilize security: Yes/No

if yes, what type? Security Company or Volunteer Security? _____

Security Company Name, if applicable: _____

Contact Person: _____ Contact Number: _____

THIRD PARTY VENDORS

Will your event utilize third-party vendors? Yes/No

(Examples or third party vendors include tent provider, bouncy castles, caterer, audio/visual provider, portable washroom provider, etc.)

If yes, please list all third party vendors: _____

INSURANCE REQUIREMENTS

At least 10 days prior to the event, the Organizer must provide proof that they have obtained a Commercial General Liability Insurance Policy in relation to the special event with limits of not less than **TWO MILLION DOLLARS (2,000,000.00)** inclusive per occurrence for bodily injury, death and damage to property, including loss of use thereof. The Policy must be in the name of the Organizer and shall contain an endorsement to provide the Town with thirty (30) days written notice of cancellation or material change that would diminish coverage.

Additional Requirements

1. If your event is a film, commercial or photo shoot certificate of insurance must allow show Advertising Liability.
2. If your event is a road race or higher risk activity, certificate of insurance must also show Participant coverage.
3. If you are providing food as part of your event, certificate of insurance must also show Products and Completed Operations.
4. If you are providing liquor as part of your event, certificate of insurance must also show Host Liquor Liability.
5. If fireworks or pyrotechnics are part of your event, the same requirements as above must show on the certificate of insurance. As well, the certificate must include fireworks or pyrotechnics as an insured activity and the limits of the General Insurance Policy must be increased to not less than **FIVE MILLION DOLLARS (\$5,000,000.00)** inclusive per occurrence.

RESPONSIBILITIES AND ACKNOWLEDGEMENT OF EVENT ORGANIZER/APPLICANT

Upon submission of the Special Event Application, the organizer agrees to the following:

1. Ensure the physical setting is kept safe for participants and the general public attending the event.
2. Take immediate and decisive action, if I/the Organizer become aware of a situation that could lead to injury or property damage.
3. Take immediate and decisive action to prevent participants and general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others.
4. In the event of an incident, the Organizer will:
 - a) Call 911, Police, Ambulance, Fire, etc. when assistance is required.
 - b) Advise the Town
 - c) Cooperate with Town staff, police, investigating authorities and the insurance companies involved.
5. Use Town Facilities and equipment provided to the Organization, if applicable, in a manner consistent with its intended use and application.
6. Abide by the by-laws, rules and regulations, policy and procedures of the Town of Conception Bay South.
7. The Organization understands that the approval of this special event, in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct in a manner that does not contravene any Federal, Provincial or Municipal Law

Consent to Collection, Use and Disclosure of Personal and Other Information

Personal information on this form is collected for the purposes of administration, management and enforcement of the Town's special events permits and applications. Personal information along with other information provided with this application will be shared among authorized Special Event Regulatory Committee members for the purposes of administering and managing who have input or an interest in the special event.

Agreement to Indemnify and Hold Harmless

Upon signing the application, the applicant agrees to save harmless and indemnify the Town and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Town and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the special event described in this application or anything pertaining to the Special events Permit should one be required and granted.

Release of Waiver of Liability

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APPLICANT DECLARATION

I certify that I have read this entire application form and am fully aware of its terms and conditions and my obligations created by it. I certify that I am 18 years of age or older. By submitting this application electronically, I hereby agree to the terms and conditions on my own behalf, or on behalf of the organization that is being represented or for whom this application is being made.

Applicant Name: _____ Signature: _____

Date: _____

PRIVACY STATEMENT

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of special event approval. Questions about the collection and use of the information may be directed to the Administration Department by calling 834-6500, Extension 101.

For More Information:

Send Completed Applications To:

Email:
recreation@conceptionbaysouth.ca

Phone: 834-6500, Ext 601

Town of Conception Bay South
Attn: Recreation Department
11 Remembrance Square
Conception Bay South, NL A1W 3J1

Email: recreation@conceptionbaysouth.ca

Fax: 709-834-8337