

Customer Service Special Event Guidelines 2013



- **This presentation has been prepared in response to a request by Councillor Wong-Tam at the April 22nd, 2013 Parks and Environment Committee meeting, for a presentation by Parks, Forestry and Recreation of the City of Toronto Special Event Guidelines for City Parklands.**

Current Special Event -Criteria

A special event must be:

- **Open to the public**
- **Deemed non-profit by letters patent, or a registered charitable number**
- **A non-promotional activity**
- **Free of charge to the public.**
- **Recreation programs or events sponsored by community non-profit groups**
- **Community Service programs or events local in nature to the benefit of residents of the City of Toronto**

What is Deemed a Special Event?

An event is deemed a special event, irrespective of anticipated attendance, if one or more of the following is true:

1. The event will be selling or serving food to the public.
2. The event will be using sound amplification (speakers, mega phone, boom box).
3. The event will require the construction / installation of tents, structures or stages.
4. The event will be serving or selling alcohol.
5. The event will use a hot air balloon.
6. The event will use an amusement type rides or games (i.e. bouncing castle).
7. The event is accepting donations, fundraising, running a lottery, draw or raffle.
8. Fireworks
9. Use of a generator(s) in the park

Eligibility- Prior to Permit Issuance

- All non-profit or charitable organizations must provide their Letters Patent or a Charitable Donation Number as supporting documentation that they meet the eligible criteria to hold an event in a City of Toronto Parkland.
- All organizations must provide proof of insurance. It is mandatory to have at least third-party liability insurance coverage. The certificate of insurance must name the 'City of Toronto' as an additional insured with a minimum of \$2,000,000.00 coverage.



Non Eligible Special Events

- Under current policy, permits are not issued to organizations or groups if one or all of the below conditions apply. However, a report for a pilot project for commercial/private special events will be considered by the Parks and Environment Committee and City Council in September 2013.

Conditions:

- The group is considered non-resident, non-recreational, or will not provide a service to the citizens of the City of Toronto.
- The group is a for-profit organizations, commercial groups or commercial businesses using facilities for any purpose.
- Gated events
- The event will be private and not open to the general public – i.e.
Private / Corporate

Application Time Lines 2013



- **Returning Special Event applicants are sent a renewal package in November.**
- **Applicants are required to complete and forward the completed package to Parks, Forestry and Recreation Customer Service no later than January.**
- **Letter of Conditions are forwarded on to permit applicants 6 weeks prior to their event.**
- **Organizations must confirm the permit with signature, payment, insurance and any other necessary requirements as indicated in the Letter of Conditions.**

Special Event Parkland- Stats 2012

- 755 Special Event permits were issued in 2012
- Approximately an additional 250-500 event requests are received annually by phone, e-mail or in person.
- Of the 755 Special Event permits, approximately 9 million participants were in attendance.



Special Event Parkland- Stats 2012

- **Special events took place in 230 different parks across Toronto**
- **Total Revenue generated in 2012 from special events in parklands \$530,000.00**