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, megaphone, 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
• 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.
• 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 events took place in 230 different parks across Toronto.

Total Revenue generated in 2012 from special events in parklands $530,000.00.