

# RESOURCE GUIDE



# FOR MUSIC EVENT ORGANIZERS

# CONTENTS

<b>About the Guide</b>	<b>1</b>	<b>Funding, Insurance, Accessibility, &amp; Transportation</b>	<b>18</b>
<b>Holding Events: City Property / Outdoors</b>	<b>2</b>	Information & Resources	19
Outdoor City Property	3	Funding	19
What is Outdoor City Property?	3	Insurance	19
Relevant Permits	3	Accessibility	19
Arts in the Park Decision Tree	4	Transportation	19
Water and Waste	6		
Renting a Parking Lot	6	<b>Safety</b>	<b>20</b>
<b>Holding Events: City Property/Indoors</b>	<b>7</b>	Emergency Services	21
Indoor City Property	8	Contacting Emergency Services	21
What is Indoor City Property?	8	Toronto Police Service – Paid Duty Officers	21
Relevant Permits	8	Paramedic Services / EMS	22
<b>Holding Events: Private Property / Indoors</b>	<b>9</b>	Fire Services	22
Relevant Permits	10	Toronto Public Health (TPH)	22
Liquor Licence, Special Occasion permit, or Temporary Extension of Hours permit (provincial):	10	Office of Emergency Management	22
<b>More Complex Elements (Buildings, Structures, Stages, &amp; Tents)</b>	<b>11</b>	AGCO, Electrical Safety, and Municipal Licensing	23
Relevant Permits	12	AGCO (Alcohol and Gaming Commission of Ontario)	23
Building Permit	12	Ontario Electrical Safety Code	23
<b>Serving Alcohol at Your Event</b>	<b>13</b>	Municipal Licensing and Standards (MLS)	23
Relevant Permits	14	<b>Timelines</b>	<b>24</b>
If your event is at a licensed establishment	14	Permit Timelines and Fees	25
If your event is NOT at a licensed establishment	15	Permits and Other City Services	25
<b>Promoting Your Event</b>	<b>16</b>	Bookable Spaces	27
Information & Resources	17	Other Non-City Services	28
Temporary Signage	17		
Street and Pole Banners	17		
Posters on Public Property	17		
Letters of Greeting / Proclamations	17		
Tourism Services / Festivals & Events Calendar	17		



# ABOUT THE GUIDE

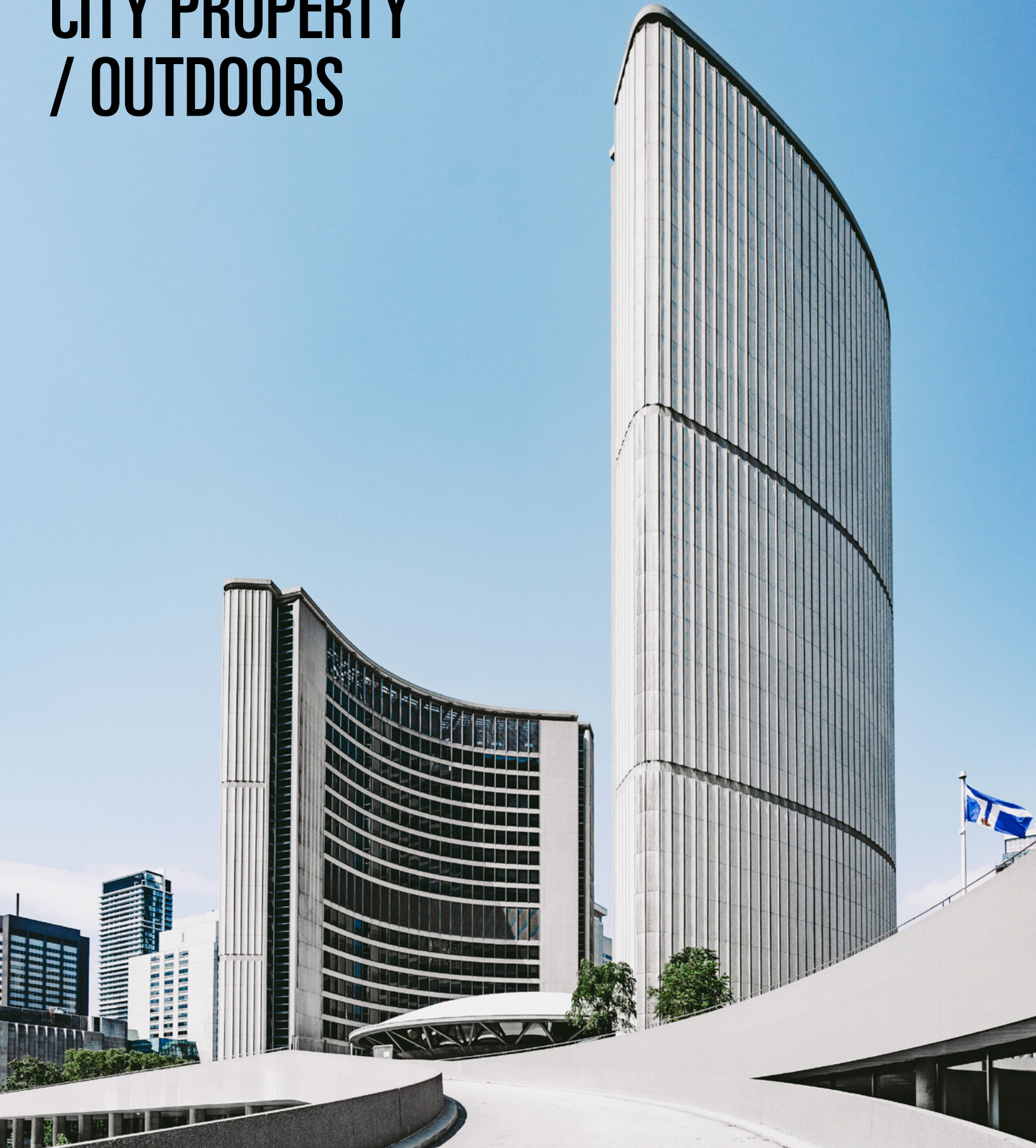
This guide is intended to provide a simplified overview of the various resources available to music event organizers in Toronto and a summary of what processes and permits might be required for various kinds of events in different types of spaces (public or private; indoor or outdoor). The following pages should answer common questions; provide links to additional information and forms; and give you most of what you'll need to get started on hosting your music event.

Not sure where to begin? Use the [Table of Contents](#) to find the sections that are relevant to you. Once you have identified the permits that you will need for your event, check the timelines section at the end of the document to ensure you leave yourself enough time to apply for them. You can also contact the City for more support by emailing [eventsupport@toronto.ca](mailto:eventsupport@toronto.ca).

To learn more about the role of the City of Toronto's Music Office - and the kind of information and advice available - visit [Music – City of Toronto](#).

For a checklist of items that need to be considered when organizing an event, download the City of Toronto's [Event Planning Checklist](#).

# HOLDING EVENTS: CITY PROPERTY / OUTDOORS



# OUTDOOR CITY PROPERTY

## What is Outdoor City Property?

City-owned property includes city streets, parks and recreational facilities, squares, and Green P parking lots. The City of Toronto also operates a number of museums and cultural centres, such as Todmorden Mills and Fort York National Historic Site, which have outdoor space available for rental.

The City provides event organizers with access to a number of outdoor parks, civic squares, and civic centres. Learn more about booking the following outdoor venues:

- [Nathan Phillips Square](#) (not-for-profit and charitable organizations only)
- [Albert Campbell Square and David Pecaut Square](#) (not-for-profit and charitable organizations only)
- [Mel Lastman Square](#) (not-for-profit and charitable organizations only)
- [Yonge-Dundas Square](#) (an Agency of the City, not run directly by the City)
- [Parks and Recreational Facilities](#)
- [Toronto Parking Authority/ Green P Parking Lots](#) (an Agency of the City, not run directly by the City)
- [Outdoor space at museums and cultural centres](#)

### NEW EVENT REQUESTS:

considered as early as February and up to 8 weeks prior to an event date.

### EVENT RENEWAL REQUESTS:

deadline to submit is in January

### APPLICATION TIMELINE:

bookings can be completed in less than a week, but apply early to ensure availability

## Relevant Permits

### Arts & Music in the Park Free Permit:

This free permit category was created for event organizers who want to book a one-time music performance or event in a City park. To qualify for this kind of permit, your event must also be free to the public - that is, no gating the event or charging admission. (However, event sponsors are allowed limited on-site presence, and permit holders can sell original music, merchandise, or promotional material.) Find out more and apply via the City's Parks, Forestry, and Recreation division here: [One-Time Booking of Parks & Recreation Facilities](#).

- Please note that if your event includes one or more of the elements listed below, the event will no longer be eligible under the "Arts and Music in the Park" permit category and will instead be treated as a [Special Event Permit](#). All special event guidelines and policies will then apply.
  - Sale or service of food or alcohol to the public
  - Construction or installation of large tents or stages
  - Entrance fees, donations in lieu of entrance fees, or a lottery, draw or raffle
  - Fireworks, amusement-type rides and games or hot air balloons
  - The use of generators in the park for reasons other than operating the sound amplification equipment
- For more information about the Arts & Music in the Park permit and the Special Event permit, see the [infographic on the next page](#).

### Special Event Permit

You will need a Special Event permit if your event is taking place in a City-owned park or recreation centre and you are charging admission, playing amplified sound over 85 decibels, installing tents or stages, and/or serving food or beverages. The outdoor Special Event permit season runs from April to October. For more information, see the [infographic on the next page](#).

# ARTS IN THE PARK DECISION TREE

You are an artist/musician/arts organization that wants to present an event in a City of Toronto Park.  
The following decision tree is designed to help you determine which permit best suits your event.

1.

You are a grassroots organization/collective/artist. Your event is one performance or one event with multiple performances, won't draw more than 250 people at one time and doesn't include any of the regulated activities in the Special Event categories (one exception is amplified sound below 85 decibels).

**YES**

**NEW:** Parks, Forestry and Recreation Arts & Music in Parks Free Permit

## Contact Information:

City of Toronto  
Nathalie Domagala(she/her)  
Permit Officer/ Special Events  
Client Services  
416-338-3326  
[www.toronto.ca/parks/permits](http://www.toronto.ca/parks/permits)

The City created this free, simplified permit category that didn't exist before in pre-approved parks with a cap of 6 permits per season. This permit category is fast and equitable and meant to remove barriers to grassroots artists and musicians wanting to entertain the public and promote their art.

2.

You are a not for profit organization or commercial entity. Your event has one or more regulated activities.



## Examples of regulated activities

- Selling or serving food to the public
- Selling or serving alcohol
- Sound amplification (speakers, megaphone)
- Requires construction / installation tents, or stages
- Amusement type rides and games
- Fund-raising, a lottery, draw or raffle
- Fireworks
- Generators will be used
- Hot Air Balloon

**YES**

## Not For Profit Special Event

- Open to the public
- Deemed non-profit by letters patent, or by a registered charitable number
- Is a non-promotional activity
- Is free of charge to the public
- Is sponsored by community non-profit groups
- Is local in nature and benefits residents

**YES**

## Commercial Special Event

- Includes the exchange, production, purchase or sale of goods or services for the purpose of making profit.
- Charging admission to attend the event
- Closed/ private event



Contact City of Toronto staff to help you determine what licenses or what consultations you need to do if your event offers regulated activities.

3.

You have received a grant from Toronto Arts Council's Animating Toronto Parks Grant Program



**YES**

Your arts event is covered by a license agreement between City of Toronto and Toronto Arts Council. You do not need to apply for a permit.

## Contact Information:

Toronto Arts Council  
Lena Golubtsova,  
Strategic Programs Manager  
416-392-6802 x 219  
lena@torontoartscouncil.org  
Phone: [416.392.6802](tel:416.392.6802) x 219  
[www.torontoartscouncil.org](http://www.torontoartscouncil.org)



Top: Toronto Arts Foundation, Arts in the Park.  
Bottom: Afrofest, Woodbine Park, Arts in the Park.

# Holding Events: City Property / Outdoors

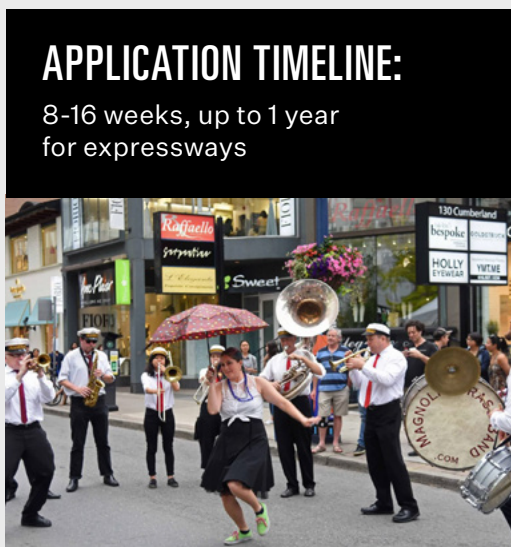
## Street Event Permit

You'll need this if you're planning an event or performance that may temporarily close a street or take up some of the sidewalk or curb lane. Apply here via the City's Transportation Services division: [Street Event Permit](#).

- Toronto Transit Commission (TTC) Route Diversions Due to Street Closures: You'll need approval from the TTC if your special event will impact TTC services. Note that targeting your event to smaller, less busy streets/locations will speed up the approval process, cause less disruption, and will be much less expensive.

**Email:** [ttcclosuresanddiversions@ttc.ca](mailto:ttcclosuresanddiversions@ttc.ca)

**Website:** [ttc.ca/service-advisories](http://ttc.ca/service-advisories) (click on the "TTC Route Diversion due to Street Closures" drop-down tab)



## Noise Exemption Permit

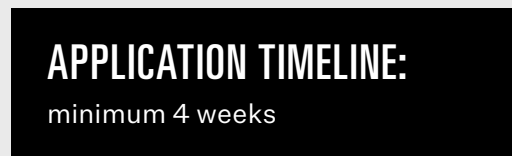
If amplified sound at an outdoor event (either from a stage or other speakers onsite) is to be used in any way, **you should apply for a [Noise Exemption Permit](#)**.

- It is standard practice for the City to request event organizers to hire bylaw officers to monitor the sound of the event in order to receive the noise exemption permit.
- Event organizers should still monitor event sound levels themselves, even if they don't hire a bylaw officer. This is important and will be useful to you if there are complaints.



## The Noise By-Law

- Without an exemption: If a complaint is received by a nearby resident or business and if a bylaw officer is called to investigate during an event, the noise level is measured from the point of reception (i.e., where the complaint originated) in an outdoor living area (balcony, open window, door, etc.). The noise level must be:
  - Less than 50 dB(A) or 65dB(C) from **11 p.m. to 7 a.m.**
  - Less than 55dB(A) or 70dB(C) from **7 a.m. to 11 p.m.**
- Note: If there is no outdoor living area, noise is measured at the indoor point of reception. Levels must be less than 50 dB(A) or 65 dB(C) between 7am and 11pm, or 45 dB(A) or 60 dB(C) at all other times.
- Visit [Frequency-Weighting Sound Level Measurements](#) to learn more about the difference between dB(A) and dB(C) and how they are measured.
- With an exemption: Noise levels must be within 85 dB(A) when measured 20m from the source over a 10min period.
- Apply for a noise exemption permit via the City's Municipal Licensing and Standards division: [Noise Exemption Permit](#)
- Consider whether amplified sound is really necessary for your event — if you can go without it, you can save time and money.



Left: Toronto Arts Foundation Toronto's International Jazz Festival. Right: Casey Veggies at NXNE. "Casey Veggies @ Yonge-Dundas Square - June 21" by the Come Up Show via Flickr (CC).

# Holding Events: City Property / Outdoors

Liquor Licence, Special Occasion permit, or Temporary Extension of Hours permit (provincial):

See the "[Serving Alcohol at Your Event](#)" section.

## Special Event Emergency Action Plan (EAP)

All events which require a City of Toronto location (park, civic square, road, etc.) permit and will host more than 200 attendees will be required to complete the EAP. Learn more here: [Special Event Emergency Action Plan \(EAP\)](#).

## Building Permit

See the "[More complex elements \(buildings, structures, and tents\)](#)" section.

### APPLICATION TIMELINE:

minimum 8 weeks

## Water and Waste

### Water

For event organizers, Toronto Water operates "HTO To Go," a mobile water trailer that connects to a safe supply of potable (safe, drinkable) water. If you would like to request a water trailer, free-of-charge, click here: [Request an HTO To Go Water Trailer](#).

- H2O To Go is only available between May 1 and September 30. Trailers are in high demand and are not always available. If you know you want a water truck at your event, consider hiring one privately.

### APPLICATION TIMELINE:

minimum 8 weeks

## Wastewater

Wastewater is water that has been used in the home, in a business, or as part of an industrial process. It includes substances such as human waste, food scraps, oils, soaps and chemicals.

- Please note that "catch basins" (sewer grates) are only for rainwater and melted snow. Wastewater should never be poured into them. Wastewater poured or flowing into a catch basin is considered a spill and may result in enforcement of the Sewers Bylaw. If you have questions about cleanup, garbage, and solid waste, contact Solid Waste staff for more information.
- Solid Waste Management Plan: All events that require an Arts & Music in the Park permit, a Special Event permit, or a Street Event permit MUST complete a waste management plan.
  - [Street Event Permit](#)
  - [Events Planning Information](#)

## Renting a Parking Lot

### Green P Parking Lots

If you want to host an event in a Green P parking lot, contact [events@greenp.com](mailto:events@greenp.com). Include the following information:

- What is your desired location (lot number)?
- When will your event be taking place, and how long will you need the parking spaces for (including set up and take down)?
- How many parking spaces will you need and where are these spaces located within the lot? (Note that your rental cost will be determined in part by an estimate of potential lost revenue for affected parking spaces.)
- Will you be setting up any equipment in the lot (tents, tables, seating, how many stages, etc.)?
- Will there be live / amplified entertainment?
- Are you planning on selling food or beverages?
- Will you have any vehicles larger than a cube van (please specify)?
- For the contract agreement: who will be the signing authority?
- For the contract agreement: what is your organization's full business name and address?



# HOLDING EVENTS: CITY PROPERTY/INDOORS



## Holding Events: City Property/Indoors

# INDOOR CITY PROPERTY

### What is Indoor City Property?

Indoor City-owned property includes civic and community centres, City Hall, libraries, Union Station, and St. Lawrence Market. The City of Toronto also operates a number of museums and cultural centres, including Todmorden Mills and Fort York National Historic Site.

The City provides event organizers with access to facilities, cultural centres, and civic centres. Learn more about booking the following indoor venues:

- [City Hall and Toronto civic centres](#) (not-for-profit and charitable organizations only)
- [North York Memorial Community Hall](#)
- [Toronto Archives](#) (event booking is currently closed)
- [Museums and cultural centres](#)
- [Union Station](#) (click on the “Events & Programming” drop-down tab)
- [St. Lawrence Market](#)
- [Toronto Public Library](#) (an Agency of the City, not run directly by the City)

### Relevant Permits

To book a City-owned facility for an indoor event, please go to the facility listing and contact the venue directly. They will be able to assist you with the permit process. Different deadlines/timelines may apply for each venue.

#### Liquor Licence, Special Occasion permit, or Temporary Extension of Hours permit (provincial):

See the “[Serving Alcohol at Your Event](#)” section.

#### Noise Exemption Permit

If amplified sound at an indoor event (either from a stage or other speakers onsite), will exceed any levels outlined in the Noise Bylaw then a noise exemption permit is required

- It is standard practice for MLS to request event organizers to hire bylaw officers to monitor the sound of the event in order to receive the noise exemption permit.
- Event organizers should still monitor event sound levels themselves, even if they don’t hire a bylaw officer. This is important and will be useful to you if there are complaints.

### The Noise By-Law

- **Without an exemption:** If a complaint is received by a nearby resident or business and if a bylaw officer is called to investigate during an event, the noise level is measured from the point of reception (i.e., where the complaint originated) in an outdoor living area (balcony, open window, door, etc.). The noise level must be:
  - Less than 50 dB(A) or 65 dB(C) from 11 p.m. to 7 a.m.
  - Less than 55 dB(A) or 70 dB(C) from 7 a.m. to 11 p.m.
  - Note: If there is no outdoor living area, noise is measured at the indoor point of reception. Levels must be less than 50 dB(A) or 65 dB(C) between 7am and 11pm, or 45 dB(A) or 60 dB(C) at all other times.
  - Visit this page to learn more about the [difference between dB\(A\) and dB\(C\) and how they are measured](#).
- **With an exemption:** Noise levels must be within 85 dB(A) when measured 20m from the source over a 10min period.
  - Apply for a noise exemption permit via the City’s Municipal Licensing and Standards division: [Noise Exemption Permit](#)
  - Consider whether amplified sound is really necessary for your event — if you can go without it, you can save time and money.

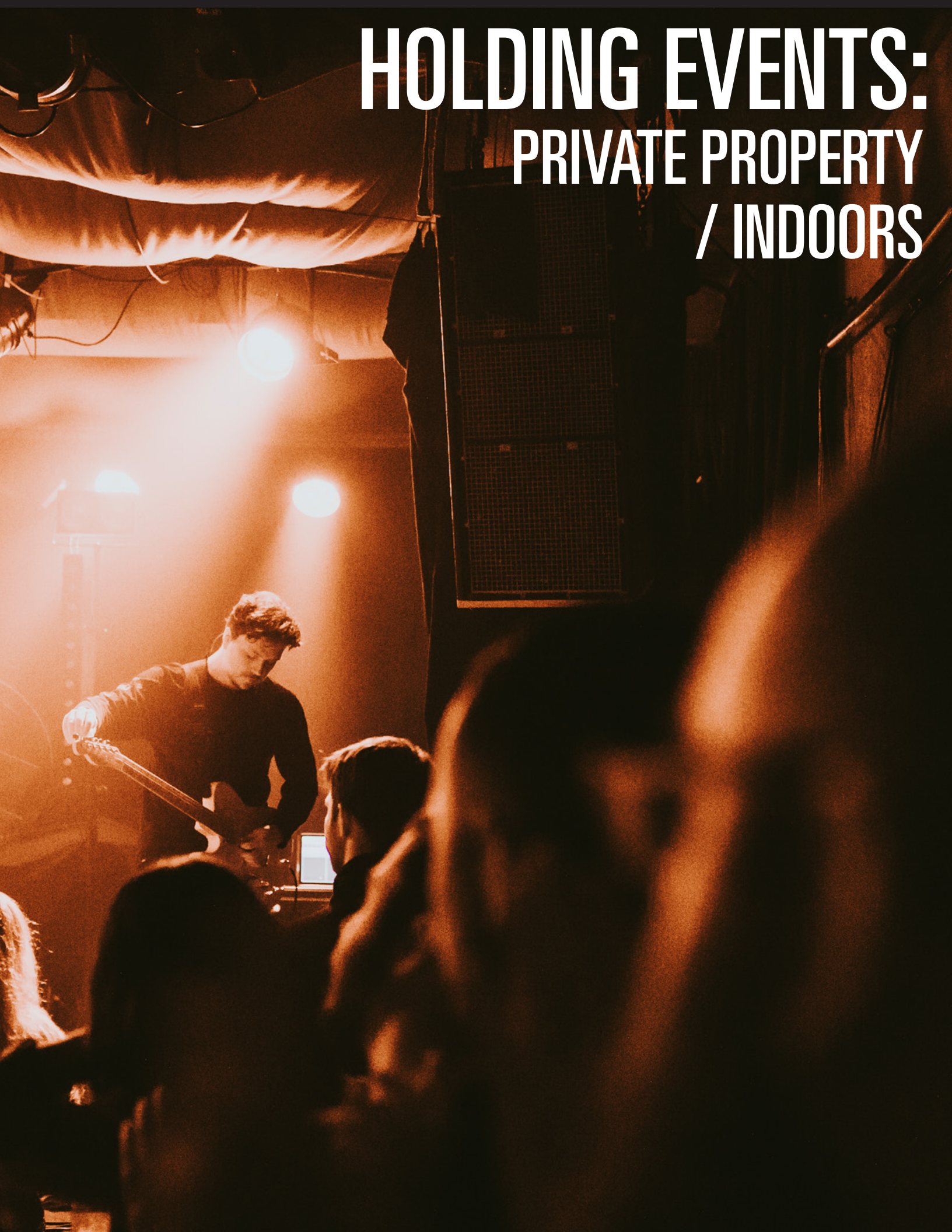
### APPLICATION TIMELINE:

minimum 4 weeks



Logan Staats and Layla Black live at Union Station’s Great Hall. TD Music Great Hall Series, all rights reserved.

# HOLDING EVENTS: PRIVATE PROPERTY / INDOORS



Holding Events: Private Property / Indoors

# RELEVANT PERMITS

Liquor Licence, Special Occasion permit, or Temporary Extension of Hours permit (provincial):

See the “[Serving Alcohol at Your Event](#)” section.

## MUSIC VENUE DIRECTORY

Many music venues in Toronto are available to be rented out. If you are looking for a music venue at which to host your event, check out our directory here: [Toronto Music Directory](#)

Symphony in the Gardens, Casa Loma. Casa Loma, all rights reserved.





# **MORE COMPLEX ELEMENTS**

**(BUILDINGS, STRUCTURES,  
STAGES, & TENTS)**

## More Complex Elements (Buildings, Structures, Stages, & Tents)

# RELEVANT PERMITS

### Building Permit

Under the Building Code Act, a building permit is required for the construction and/or demolition of a new building, an addition, or material alteration of any building or structure. Contact Toronto Building to verify if a building permit is required for structures utilized within your event.

### When do I need a building permit?

#### Tents:

A permit for a tent or group of tents is required when the tent or group of tents are:

- Over 60 m<sup>2</sup> (approximately 645 ft<sup>2</sup>) in aggregate ground area; and/or
- Attached to a building; and/or
- Constructed closer than 3 metres (approximately 10 feet) from other structures.

#### Stages:

- The aggregate area of all stage platforms is more than 60 m<sup>2</sup>; and/or
- There is a stage platform more than 3 m in height above adjacent ground level; and/or
- The aggregate area of all stage platforms is more than 225 m<sup>2</sup>; and/or
- There is a roof, wall or associated structure more than 5 m in height above adjacent ground level; and/or
- There is an associated structure that
  - (i) is more than 3 m in height above a stage platform or adjacent ground level,
  - (ii) is designed to carry a superimposed specified load in excess of 115 kg, and/or
  - (iii) would create a hazard to the public.

Re-purposing Buildings always requires a permit.

For more information, visit the [Permit & Application Contacts](#) page and click on 'Buildings, Structures & Tents.' You can also learn more about [Toronto Building Permits for Tents/Stages & Temporary Structures](#).

**APPLICATION TIMELINE:**  
minimum 4 weeks



"Tent Wrap," The CBC Music Festival. The Cosmic Designer, all rights reserved.

# SERVING ALCOHOL AT YOUR EVENT



## Serving Alcohol at Your Event

# RELEVANT PERMITS

### SOP (Special Occasion Permit)

#### If your event is at a licensed establishment:

- As a rule, you do not need an SOP since the establishment is already licensed and you are not profiting off of the sale of alcohol. If a licensed establishment ("licensee") does not make its liquor licence available to allow the sale of alcohol at the event, then the event organizer/ representative must apply for an SOP in order to serve alcohol.

#### If your event is NOT at a licensed establishment:

- If you are holding an event at an establishment that is NOT licensed to serve alcohol, you must apply for an SOP.
- [Apply for the permit here](#) from the Alcohol and Gaming Commission of Ontario (AGCO). Please note that this is a provincial - not City of Toronto - organization. For more information on applying for an SOP, review the [AGCO's Special Occasion Permit guide](#).

Apply for an SOP a minimum of 30 days before your event

#### Profiting off of the sale of alcohol

- There are two types of SOPs: public and private. Most music event organizers will require a public SOP. Public events are open to the general public. These events can be advertised and fundraising and/or profit from the sale of liquor at the event is permitted. Private events are limited to invited guests only and may not be publicly advertised. There can be no intent to gain or profit from the sale of liquor at the event.

- **If you are a not-for-profit organization applying for an SOP**, you will not need to apply for municipal endorsement (also referred to as a 'municipal resolution' or a 'declaration/letter of municipal significance') for any events, regardless of the establishment's license, or whether the event is public or private. The AGCO may ask for documentation to prove non-profit or registered charity status.
- **If you are a private (a.k.a. for-profit) organization wanting to profit off the sale of alcohol** (i.e. the company or organization is not a registered charity or not-for-profit), and you're applying for an SOP for a public event, you, the event organizer/ representative –or the licensee (venue) will need to apply for municipal endorsement (also referred to as a 'municipal resolution' or a 'declaration/letter of municipal significance')
- Download the application form for a Municipal Endorsement for Special Occasion Permit here: [Serving and Selling Alcohol in Toronto](#). Once you've completed the form, you must submit it to the City Clerk's Office by emailing [liquorlicense@toronto.ca](mailto:liquorlicense@toronto.ca). You will also be required to submit supporting documents (cover letter, promotional materials, etc.), as well as a site or floor plan indicating the area to be temporarily licensed with measurements if your event will take place outdoors. More information can be found [here](#).
- Note: The eligibility criteria to be deemed a municipally significant event can be found [here](#).
- Once you have applied for municipal endorsement, you will either receive a letter of non-objection (your event can go forward as planned), or you will receive a letter of objection. If you receive a letter of objection, you can address the reasons behind the objection and re-submit it for review.

Request a Letter of Significance a minimum of 4-8 weeks before your event



# Serving Alcohol at Your Event

## Temporary Extension of Hours

- If you are a for-profit organization AND you want your event to run past 2 AM (but no later than 4 AM), you should apply for a **Temporary Extension of Hours permit**.
- In practice, [temporary extension of hours applications](#) are typically submitted by the **licensee (venue)**. However, the Alcohol and Gaming Commission of Ontario (AGCO – a provincial organization) does not have any restrictions on who should submit the application for extended hours. It can be submitted either by the **licensee** or an **event organizer/ representative** acting on behalf of the licensee. The **licensee** or the **event organizer/ representative** must also apply to the City for municipal endorsement (also referred to as a ‘municipal resolution’ or a ‘declaration of municipal significance’).
  - Download the application form for a **Municipal Endorsement for Temporary Liquor Licence Extension** here: [Serving and Selling Alcohol in Toronto](#). Once you’ve completed the form, you must submit it – alongside a letter of support from the event partner/ sponsor(s) – to the City Clerk’s Office by emailing [liquorlicense@toronto.ca](mailto:liquorlicense@toronto.ca).
  - Once you have applied for municipal endorsement, you will either receive a **letter of non-objection** (your event can go forward as planned), or you will receive a **letter objecting to your event**. If you receive a letter of objection, you can address the reasons behind the objection and re-submit it for review.

- **Note:** In the past, for larger events like TIFF or Pride, the AGCO used to receive the applications for extension of hours from the **event organizer**. However, applications are now typically submitted by the individual **licensees** (individual venues) or their **representatives**.
- To be successful in getting a **Temporary Extension of Hours**, establishments typically must be hosting or participating in an event deemed “significant” (i.e. TIFF, Pride) by a relevant government authority. One single bar or restaurant generally cannot receive a temporary extension unless it is hosting an event of municipal significance.
- Even if an event is of international, national, or provincial significance, municipal endorsement is still required from the City.

Request municipal endorsement a minimum of 4-8 weeks before your event

## Temporary Extension of Hours

- Not typically granted by the AGCO for events in alternative / non-licensed venues.

# PROMOTING YOUR EVENT



## Promoting Your Event

# INFORMATION & RESOURCES

### Temporary Signage

If you have a signage plan involving major temporary signs for a special event – including projections – you need the approval of Economic Development & Culture and Toronto Building divisions. Learn more here: [Sign Permits & Information](#).

### Street and Pole Banners

Transportation Services regulates the installation of banners over the public right of way whether on a Toronto Hydro or Toronto Transit Commission (TTC) owned pole. Learn more here:

Toronto Hydro (permission to use Hydro Poles)  
Email: [bannerpermits@torontohydro.com](mailto:bannerpermits@torontohydro.com)  
Website: [Toronto Hydro – Temporary pole attachments](#)

### Posters on Public Property

The City of Toronto has a bylaw that prohibits posters on public property, excluding City of Toronto “InfoToGo” kiosks and Public Message Centres. Posters can be displayed on City of Toronto kiosks 30 days prior and up to 5 days after your event.

### TTC Advertising Opportunities

The TTC provides a number of marketing and promotional channels for special events. Learn more here: [Advertising on the TTC](#)

### Letters of Greeting / Proclamations

The City Clerk’s Office prepares official documents from the Mayor and City of Toronto (letters of greeting, proclamations, etc.). View criteria and information on how to request these documents on behalf of your organization/event here: [Proclamations, Congratulatory Scrolls & Letters of Greeting](#).

### Tourism Services / Festivals & Events Calendar

The City of Toronto’s Tourism Services offers a variety of programs to support event organizers including:

- [City of Toronto Festivals & Events Calendar:](#) Submit your event in order to be featured in this free database which attracts over 1 million visits.
- **Union Station Tourist Information Centre:** A year-round visitor information service, located in the west wing of Union Station (65 Front Street West). Please provide information/promotional materials on your event in order to benefit from this program.
- **Toronto Map:** Over 700,000 free maps are distributed each year. Request free paper maps for your guests or the electronic base map if creating your own mapping product.

# FUNDING, INSURANCE, ACCESSIBILITY, & TRANSPORTATION



## Funding, Insurance, Accessibility, & Transportation

# INFORMATION & RESOURCES

### Funding

Learn more about music-related grants and funding here: [Music Grants & Funding](#)

### Insurance

A standard requirement of hosting a special event on City property is obtaining insurance coverage. Insurance can be a particularly difficult requirement so it's important that it be considered and resolved early. Many insurance companies offer Event Insurance. Applications for city facilities, civic squares, and road closures all require the event organizers to obtain a minimum of \$2,000,000 in liability insurance; some venues require \$5,000,000.

- Artists working under an Arts and Music in City Parks permit may purchase the necessary insurance from the City (cost ranges from \$25 to \$100)
- Toronto Arts Council takes out group coverage for all artists and organizations receiving funding under the [Animating Toronto Parks](#) program.

### Accessibility

The City of Toronto supports the goals of the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) and encourages all event planners to make their events as accessible as possible to all members of the public.

Some of the questions you may wish to consider when planning your event include:

- Are people with mobility devices able to move around the event venue without barriers or limits to their movements?
- Are accommodation service providers such as American Sign Language interpreters or attendant care support persons available for all parts of the event, in both formal and informal activities?
- Does your event have accessible parking, drop-off areas and washroom facilities?

### Transportation

#### Chartering TTC Vehicles

- The TTC takes requests to utilize TTC vehicles as charters for shuttles, sightseeing, performances, or filming. You must reserve your charter a minimum of two weeks in advance. Learn more here: [Chartering TTC Vehicles](#)



# SAFETY



## Safety

# EMERGENCY SERVICES

Public safety should always be a primary concern for every event organizer. The City of Toronto and provincial agencies such as the Alcohol and Gaming Commission of Ontario (AGCO) want to ensure that everyone attending music events gets home safe.

### Contacting Emergency Services

You should reach out to the emergency services (Fire, Police, EMS) about your event to ensure your safety plan is adequate. Event organizers should always be notifying the emergency services, not just if they are licensed. This is especially true for larger events.

### Toronto Police Service – Paid Duty Officers

#### Do I Need a Paid Duty Officer?

The only situation that must be covered by Paid Duty is when you are closing a roadway. Paid Duty officers can provide crowd/traffic control and security support at other types of events as well, though this is not mandatory. The Toronto Police Service has no specific guidelines for how many officers are needed at any given event. Note that using private security can provide you with greater control and flexibility and may be a better option for your event.

#### Paid Duty Officers can serve the following functions:

- Traffic and or pedestrian control for various events, including films
- Security services for licensed establishments or other organizations
- Escort services for oversized loads

Toronto Police Services requests that event organizers contact them to schedule coverage for events as early as possible to allow enough time to organize staffing and reduce risk.

#### Here are some tips for determining how to work with Paid Duty at your event:

- Reach out to the Paid Duty Office/local Division for your event before you submit a Paid Duty request, to discuss your event and proposed security plan.
- Develop your security and emergency plans early so the Paid Duty Office can make a thorough assessment.
- Rethink your Paid Duty requests; are there any Paid Duty positions that could be replaced with private security?
  - For example, roaming security, gate access, licensing requirements
  - Plan to use private security rather than Paid Duty, where possible.
  - This will help to ensure you have the personnel on the ground where and when you need it, and you can plan in advance.

#### What should I provide to the Paid Duty Office?

The more information you can provide, the better, as this will help show the shape of your event and the Paid Duty Office can help determine what your event requires. Information you should be providing includes the following:

- Site Plans
- Production Schedules
- Expected Audience numbers (and at what times– i.e., if there are busier times and quieter times)
- Expected Audience demographic
- Any licensing details
- A detailed security plan, including numbers of guards, locations and times
- A detailed emergency plan

To hire a Paid Duty Police Officer for your event, click here: [Request a Paid Duty Officer](#)



# Safety

## Paramedic Services / EMS

Event organizers are required to ensure people attending and impacted by their event are safe and that the event venue is secure. When adequate medical services are provided at events, emergency response time is minimized, ambulance call outs are reserved for those who really need them and emergency department admissions are reduced. It all adds up to a more successful event and less chance of negative publicity.

That being said, there is no hard and fast rule for how many medical professionals are going to be needed for a given music event; it depends on the type of music event you are putting on and the setting you have chosen for it.

In determining how many medical professionals you will need, consider whether your event will have certain factors that increase the risk of injury, such as large crowds and alcohol.

Event medical support can include, but is not limited to, on-site ambulances, bike paramedics, gator paramedics, and/or a field hospital staffed by paramedics, nurses and physicians. If you do not wish to have Toronto Paramedic Services at an event, Toronto EMS can still provide you with guidance to help develop your medical safety plan. Email [emsplanning@toronto.ca](mailto:emsplanning@toronto.ca) to learn more.

- You can also hire a not-for-profit or private EMS organization to staff your event. If you need help finding an organization, try Googling “Toronto event medical services.”



Toronto Fire Aerial 312. Wikimedia Commons(CC).

## Fire Services

Currently, Toronto Fire Services (TFS) does not have any formal policies or procedures specific to large-scale music events. However, it is best practice to notify TFS about your event. If your outdoor event obtains a Special Occasion Permit, you must inform TFS. Generally, Ontario Fire Code is used to assess risk for all buildings and events in Toronto.



Toronto EMS Ambulance. By Ashton Emanuel via Flickr(CC).

## Toronto Public Health (TPH)

Toronto Public Health provides and supports programs that offer Harm Reduction Distribution, Naloxone Distribution, and Overdose Education, Prevention and Response Training. Visit the Ontario Naloxone Program website to see where you can get free naloxone kits and learn how to use them.

- You must also contact Toronto Public Health if there is any food being served at your event. Learn more here: [Food Safety at Special Events](#).

Timeline to get approval from TPH to operate a temporary food establishment:  
4-6 weeks

## Office of Emergency Management

Toronto's Office of Emergency Management (OEM) is responsible for helping the City of Toronto and its residents prepare for emergencies.

- If you are holding your event at a City of Toronto location (park, civic square, road, etc.) and you are planning to have more than 200 attendees, you must complete an [Emergency Action Plan \(EAP\)](#).



# AGCO, ELECTRICAL SAFETY, AND MUNICIPAL LICENSING

## AGCO (Alcohol and Gaming Commission of Ontario)

The AGCO works to ensure that alcohol is sold and served responsibly at all events, including music events. The AGCO is run provincially and is responsible for licensing Special Occasion Permits (SOPs), which allow for the sale and service of beverage alcohol on special occasions. Learn more about serving alcohol at your event at [Serving Alcohol at Your Event](#), or visit the AGCO website here: [Special Occasion Permits](#).

- **Toronto Municipal Alcohol Policy:** Events on City of Toronto property must follow the Municipal Alcohol Policy (MAP).

## Ontario Electrical Safety Code

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection.

- These provisions apply to live performances and event productions, and failure to comply could result in unsafe working conditions and/or fines. Submit a request for inspection to the [Electrical Safety Authority](#) (please note that this is a provincial organization).

## Municipal Licensing and Standards (MLS)

The MLS division is responsible for enforcing bylaws that govern licensed businesses, public spaces, and waste.



# TIMELINES



## Timelines

# PERMIT TIMELINES AND FEES

Please note that the entries in the following table are listed from those requiring the most lead time to the least. All fees are subject to change.

### Permits and Other City Services

Permit / Service	City Division/ Agency	Fee	Timelines (minimum)
Temporary Street Closure Permit	Transportation	Varies, \$29.97 application fee + \$94.31 permit fee for a small local event	8-16 weeks Up to 1 year for expressways
Banner Permit and Installation	Transportation	\$100.36 + HST application fee- \$55.15 + HST hoisting fee/ permit- permit fee (varies between \$0- \$16.71 +HST)	Contact Toronto Hydro & the TTC 90 days prior Contact the City 8 weeks prior
Use of parkland / stadium / facilities	Parks, Forestry & Recreation	Yes	8 weeks minimum in advance of permit request date
Noise Exemption Permit and Monitoring	Municipal Licensing & Standards	Yes, \$100 application fee	4 weeks
Special Event Emergency Action Plan (required for all events taking place at a City of Toronto location - park, civic square, road, etc. - with more than 200 attendees)	Office of Emergency Management	No	Must be submitted a minimum of 8 weeks prior to event
Consultation on event planning	Event Support Unit	No	As required
Consultation on emergency planning	Office of Emergency Management	No	As required
Letter of Municipal Significance	City Clerks	No	4-8 weeks

# Timelines

## Permits and Other City Services continued

Permit / Service	City Division/ Agency	Fee	Timelines (minimum)
Consultation on waste management plan	Solid Waste Management	No	6 weeks
Approval to operate temporary food establishment	Toronto Public Health	No	4-6 weeks
Provision of Medical/ First Aid Services	Toronto Paramedic Services	There are Paid Duty costs for equipment and on-site services.  No fees for consultation about emergency medical planning.	3-6 weeks
Provision of staff at signature events	Toronto Fire Services	Varies, field testing of Fire/Life Safety Systems is \$110.68/hr minimum	As required
Provision of Paid Duty Police Officers	Toronto Police Service	Varies, \$78.50/hr (minimum \$235.50) for a police constable	4 weeks
Permit to Build a Stage/ Tent exceeding 646 sq. ft. (to confirm whether you will need a <a href="#">building permit, click here</a> )	Toronto Building	Minimum \$198.59 (+ \$85.79/hr for examination and inspection activities)	4 weeks
Arts and Music in the Park Permit	Parks, Forestry, & Recreation	No	Bookings can be completed in less than a week, but apply early to ensure availability.
Inspection of special event food handling	Toronto Public Health	No	As required
Permit for Food or Merchandise Vendors	Municipal Licensing & Standards	\$420-\$1247, depending on permit	2 weeks

# Timelines

## Permits and Other City Services continued

Permit / Service	City Division/ Agency	Fee	Timelines (minimum)
Consultation on emergency planning	Toronto Fire Services	No	2 weeks
Listing your Event in the City's Festival and Events Calendar	Event Support Sector	No	2-3 days
Collection and removal of garbage waste	Solid Waste Management	Yes, if cleanup by the City is required at the end of your event	If cleanup by the City is required at the end of your event

Please note that the entries in the following table are listed from those requiring the most lead time to the least.

## Bookable Spaces

Bookable Space	City Division/Agency	Fee	Timelines (minimum)
Use of Yonge-Dundas Square facility and amenities	Yonge Dundas Square (an agency of the City, not run directly by the City)	\$1650/day - \$3570/day  (+ discounts for charities, non-profits, and for events that elect to leave the fountains running)	Varies – recommended at least 6 months
Book Albert Campbell Square and David Pecaut Square (non-profit organizations only)	Corporate Real Estate Management	As required	Minimum of 12 weeks prior to the event date, but apply early to ensure availability (2023 applications accepted starting Oct/Nov 2022)
Book Nathan Phillips Square (non-profit organizations only)	Economic Development & Culture	As required	Minimum of 4-6 weeks prior to the event date

## Timelines

Bookable Space	City Division/Agency	Fee	Timelines (minimum)
Book Mel Lastman Square (non-profit organizations only)	Parks, Forestry & Recreation	Yes	Minimum of 12 weeks prior to the event date (2023 applications accepted from Nov 2022-Feb 2023)
Use of parkland / stadium / facilities	Parks, Forestry & Recreation	Yes	8 weeks minimum in advance of permit request date

Please note that the entries in the following table are listed from those requiring the most lead time to the least.

### Other Non-City Services

Service	Organization	Fee	Timelines (minimum)
Re-routing TTC vehicles due to street closures	Toronto Transit Commission	Yes, contact <a href="mailto:ttcclosuresanddiversions@ttc.ca">ttcclosuresanddiversions@ttc.ca</a>	4-6 weeks
Advertising Opportunities	Toronto Transit Commission	Varies, Junior Posters can range from \$300- \$800.	As required
Special Occasion Permit (for selling alcohol at a venue that is not licensed to serve alcohol)	Alcohol and Gaming Commission	\$50-\$150	At least 30 days prior for public events
Charter of TTC vehicles	Toronto Transit Commission	Varies; a one-way trip on a regular bus is \$450.00 + \$58.50 HST = \$508.50	Minimum 2 weeks in advance
Permit for Inspection of temporary electrical equipment and generators	Electrical Safety Authority (ESA)	Minimum \$79*	Minimum 48 hours prior to activation of an event site