



# Mel Lastman Square Special Event Guidelines

Guidelines to help you have a successful event with the City of Toronto, at Mel Lastman Square

## Important deadlines for your application & permit:

December 1 <sup>st</sup> 2016:	Application Form
After Receiving Confirmation:	Deposit cheque or Credit - \$1,000.00
8 weeks prior to event:	Permits (street, parade...)
4 weeks prior to event:	Meeting with Community Recreation Programmer
4 weeks prior to event:	Insurance
4 weeks prior to event:	Food Vendor information for Public Health to Mel Lastman Square office
4 weeks prior to event:	Schedule of event
2 weeks prior to event:	Map of event (site plans)
2 weeks prior to event:	Schedule of deliveries and vehicles on the square for the day of your set up
1 week after event:	After all deadlines have been met – an estimated permit will be authorized Invoice total of permit

### Application for Permits to be handed in to:

Parks, Forestry & Recreation  
North York Civic Centre  
5100 Yonge Street, 3<sup>rd</sup> Floor  
Toronto, Ontario M2N 5V7  
**Paul Quinlan**, Community Recreation Programmer (Tel.) 416-338-3343 (Fax) 416-395-7886

Permit approval will be granted on a first-come first-serve basis as long as the event is suitable for Mel Lastman Square. First-time events on City property will be limited to one day. Future events may be held for more than one day, for example over a weekend. Due to the number of demands for the use of the Square, organizations may be limited to no more than 2 events per year. A Parks, Forestry & Recreation Staff will be designated to work directly with the permit applicants to facilitate the event.

Events are confirmed when the Parks Forestry and Recreation Division has issued an Official City of Toronto permit prior to the event.

### General Facilities

Mel Lastman Square has 20,000sq.ft. of open space and is open to host events that accommodate up to 5,000 participants. The stage is an outdoor amphitheatre, which can accommodate over 2,000 spectators. More than 600 audience members can be seated in permanent, raised, concrete bleachers in addition to temporary seating and standing areas.

The stage is spherical in shape and measures 34' wide by 30' deep and it is elevated 3'3" off the ground. The stage is made of concrete and is partially covered by a sloping roof. Access is available upstage right and upstage left.

Mel Lastman Square also has a garden court (6,724sq.ft), a shaded wedding pavilion (23sq.ft.), two fountains and a reflecting pool (7,656sq.ft). The grounds have convenient access to public transit and washrooms which are located on the lower level of the North York Civic Centre.

Mel Lastman Square follows the City of Toronto's 70% waste diversion bylaw, applicants and attendees using City facilities are obliged to comply with this bylaw.

### Equipment List

Barricades – 14	
Chairs - 200	
Choir Risers (4' x 8') - 10	Pylons
Plywood Sheets 4' x 8' (rental fee: \$15 / piece)	T-stand Sign Posts (22" x 28") portrait – 8
Podium (22.5" height x 14.5" width)	Tables (2.5' x 6') – 20
Portable P.A. System and Microphone	Water Outlets (non-drinkable)
Power Outlets (110 volts, 15 amp circuits)	Water Outlet (fresh water)-2 drinking fountains

Event organisers are responsible for the purchase or rental of any other equipment needed in order to carry out the event. **Existing planters, light standards etc. will not be relocated.**

### Advertising – we provide advertising for your event using:

- Electronic (LED) Sign
- Telephone Hotline – 416-395-7582
- Flyers / Posters distributed to Community Centres in the North District only
- Toronto Websites -Mel Lastman Square Special Events Page - Event info: [toronto.ca/parks/events/mel-lastman](http://toronto.ca/parks/events/mel-lastman)  
-Special Events Website: [toronto.ca/special\\_events](http://toronto.ca/special_events)

\*Please note that The City of Toronto does not advertise for political events.\*

## Alcoholic Beverages

To sell alcoholic beverages on Mel Lastman Square, you must:

- **As per City of Toronto By-Law Alcohol Policy Board. Donate all profits to a non-profit or charitable organization**
- Apply to City of Toronto Clerks Office for a letter of acknowledging your event as a community event (416) 392-7033
- Obtain Toronto City Council approval (through Event Support Office)
- Obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario, 55 Lakeshore Blvd. East, Toronto, Ontario M5E 1A4; (416) 365-5900
- Comply with the City of Toronto Municipal Alcohol Party
- Provide proof of Server Intervention or Smart Serve Program trained bartenders
- Provide identifiable floor monitors in the ratio of one per 100 participants
- Arrange and pay for a pay duty police officer to supervise each entrance/exit to the "beer or wine garden"; (416) 808-5047
- \$50 fee will be charged to the event permit from the City of Toronto

*Only wine and beer can be sold on the Square.* The sale of hard liquor is not permitted. There is a serving limit of four drinks per person at any one time. Food (not snacks) must be available for sale in your "beer or wine garden", and 35% of your alcohol menu must include low alcohol and non-alcohol drink choices

You must post the following sign in a prominent location at your "beer or wine garden":

- naming the Special Occasion Permit holder
- DO NOT DRINK AND DRIVE
- IT IS HARMFUL FOR PREGNANT WOMEN TO DRINK ALCOHOLIC BEVERAGES
- IT IS ILLEGAL TO SERVE ALCOHOL TO MINORS, INTOXICATED PATRONS, OR TO THE POINT OF INTOXICATION

## Balloons & Bouncers

Helium-filled balloons are not allowed. Balloons for distribution to the public must be air-filled. Releasing balloons is prohibited. Decorative balloons must be firmly affixed at a location not accessible to the public. At the conclusion of the event, all balloons must be removed and properly discarded.

Balloon Bouncers must provide the following documentation as per the Amusement Devices Act:

- License or Operator's Certificate
- Liability Insurance – specifically for operation of the device or structure

## Bandana

To reduce the risk of gang activity at Mel Lastman Square, the wearing of bandannas signifying group or gang membership will not be permitted during events. Police may ask participants to remove bandannas while on Mel Lastman Square property, and may remove individuals who do not comply.

## Barbecues

Only **propane barbecues** will be permitted, providing the event organiser supplies one fire extinguisher per barbecue unit. For safety reasons, barbecues must be enclosed within a barrier, e.g. barricades. Barbecues must have a minimum clearance of 10 feet in all directions from structures, tents, equipment, etc. Barbecue tanks may not be stored on City property overnight. Cooking areas may be located on concrete only. **Plywood must be placed under all cooking areas**, especially under barbecues and electric cooking units.

All cooking grease and oils are to be removed from the square after the event. Nothing is to be poured down any exterior or interior drain except for clean water. No hot water, grease etc., to be poured on any grass areas. Failure to comply will result in a clean-up fee.

## Beauty Pageants/Contests

Activities that degrade men or women through sexual stereotyping, or exploit the bodies of men, women, boys or girls for the purpose of attracting attention, are not permitted.

## By-laws

- 1) The City of Toronto has a By-law and Enforcement Division, which ensures that the city guidelines are adhered to for the protection of the public. All events are different in size and complexity; therefore, once you have determined the programming details and logistics of your event, it would be beneficial to contact a By-law Inspector.
- 2) Urban Planning & Development Department, Municipal Licensing & Standards can provide you with information in the following areas:

- ◆ Noise
- ◆ Vending, and Marketing
- ◆ Encroachments
- ◆ Vending Enforcement

## Cancellations

Cancellation of the permit by the Permit Holder must be received three weeks prior to the permit event date. All cancellation and “no-shows” by the Permit Holder will be subject to an additional \$25.00 administration fee. **The City of Toronto reserves the right to cancel a permit/event at any time.**

## Candles

**Candles are prohibited on the Square.** Safety light-sticks are an acceptable alternative.

## Clean up

All materials and equipment belonging to the event must be removed upon completion of the event. The City of Toronto will not be responsible for any items left behind. Nothing is to be poured or drained into reflecting pool or fountain systems.

Cardboard boxes are to be flattened and placed against a wall on Mel Lastman Square for pick up and recycling by Maintenance Staff. Event presenters will be charged over time rates if extra clean-up work is required on the day(s) following the event.

## Commercial Use

Events with a commercial purpose will be charged a fee and staffing and related costs will be determined by the level of service required.

## Damages

The event organizer/applicant is responsible for any costs related to an event which have not been otherwise agreed to, in writing, or prior to the event. The event organizer is liable for any loss or damage to City of Toronto property or equipment. These costs are payable immediately upon receipt of an invoice by the event organizer.

## Demonstrations

Groups that wish to have demonstrations, political demonstrations or candlelight vigils on the square are required to follow City of Toronto bylaws and policies

- Candles are prohibited on the Square. Safety light-sticks are an acceptable alternative
- Any form of open flame is prohibited (Section 2.4, Subsection 2.4.4.1, Section 2.6, Subsection 2.6.3.4, Fire Protection and Prevention Act, 1997. Ontario Regulation 388/97 Fire Code, Last Amendment: O. Reg. 213/07). All Fire Code Regulations must be enforced.
- The desecration of flags or other national symbols is prohibited
- Any action that could incite violence is prohibited
- Signs and posters that depict violence and torture are not allowed
- The City will not advertise for political events
- Signs, banners, and flags may not be affixed to City of Toronto property
- All tent installations require approval with a permit

## Dignitaries / Political Representation

Confirmation is required if dignitaries will attend your event. Letters of invitation for the Mayor of the City of Toronto or members of Toronto City Council should be addressed directly to the Mayor or City Councillor. Requests for donations or fees from dignitaries or politicians are prohibited.

## Dogs

Dogs will only be permitted on the Square during events if they are leashed and with the owner / guardian at all times. If a dog prevents an individual from enjoying or taking part in an event, the owner will be asked to remove the dog from the Square.

**ANIMALS** – Toronto Animal Services By-Law 349 prohibits the use of animals in conjunction with events for the purpose of entertainment. Animals can only be used in conjunction with events with proof of the following in place:

- 1) All companies providing the animals for the event must be registered with CAZA (Canadian Zoos and Aquariums) and must provide insurance along with a copy of their CAZA accreditation.
- 2) There must be an educational component in the form of printed material conveying information about the animal(s) and its role in nature on display along with a knowledgeable person on site to give verbal presentations to the public.

- 3) There is to be no evidence of an entertainment purpose for any of the animals involved in the event.
- 4) We would require the approval from Toronto Animal Service and they would only approve the use of animals in conjunction with an event if all above mentioned elements were in place.

## Dressing Rooms

There are two dressing rooms backstage – one women and one men. Each is equipped with chairs, mirrors, lockers and washrooms including toilets, sinks and showers. Each room can accommodate ten people.

## Dumpster

Special events that involve food vending and are longer than one day or have more than 5,000 participants will require the rental of a dumpster and recycle bin for the duration of the festival. Location of the dumpster will be arranged with Mel Lastman Square Facility and Maintenance Staff.

## Electrical

Use of 220V must be arranged by qualified electrician – at organizers expense. Each vendor (up to 20 at specified locations) may use 1.15A service – all confirmed at site meeting with Mel Lastman Square Staff.

## Fees

Not-for Profit Permit Fee: proof of not-for-profit status is required for the rental of venue – other charges may still occur  
Private Permit Fee: **\$135.80** per hour for rental of the venue – other charges may still occur

The following are costs that may arise based on the needs of your event.

1. Damage Deposit – all events require a deposit of **\$1,000.00** to cover the cost of any physical loss/damages to the square caused by vendors, vehicles, etc. The deposit will be returned if no damages have been caused and the cost of the event does not exceed the deposit. It may be used as partial payment for an event.
2. Garbage Removal – Maintenance Staff will deliver any extra garbage to the dump. The City is charged by weight (usually **\$18-\$25** / delivery) and will be charged back to the permit group.
3. Liability Insurance – in the amount of \$2 million. You may use your own insurance company, or purchase through the City of Toronto. Rates vary based on the size and type of event.
4. Plywood Rental – plywood for barbecues may be rented for **\$15**/plywood sheet.
5. Security – may be required based on size and type of event. Permit groups will be charged back a fee of **\$96.00** per hour (min 4 hours).
6. SOCAN – Society of Composers, Authors and Music Publishers of Canada charges Mel Lastman Square royalty fees for strolling musicians and buskers, and recorded music. Permit groups that provide music at their event will be charged back a flat rate of **\$35.03** / event.
7. Sound Technician – hours and technical fees for services are to be arranged by meeting or by phone with the Sound Technician and Parks, Forestry & Recreation staff prior to the event.
8. Special Occasion Beer Garden Permit - \$50.00 Fee
9. Staff Overtime - All regular services and in-hours equipment within normal operating hours and service levels are free of charge (subject to change). Regular service includes general activity levels for cleaning and event logistics. Any extra clean up that is required after the event will be charged back to permit holders. Grounds Maintenance Staff work from 7:00 AM to 11:00 PM. Event organisers will be required to pay all staff overtime (**\$46.00 per hour per worker, \$66.00 per hour per worker** on a statutory holiday).
10. Washroom Facilities - use of washroom facilities located in the Civic Centre. Corporate Services requires that for use of the Skate Change Washrooms located on the lower level of the North York Civic Centre, a custodian must be hired for a fee of **\$35/hour**, minimum 4 hours.

**Permit Total = to be determined by size of event**

## Film

Filming during an event requires a permit from the Film & Television Office: 416-338-3456 or email: [filmtoronto@toronto.ca](mailto:filmtoronto@toronto.ca)

## Fire

Any form of open flame is prohibited (Section 2.4, Subsection 2.4.4.1, Section 2.6, Subsection 2.6.3.4, Fire Protection and Prevention Act, 1997. Ontario Regulation 388/97 Fire Code, Last Amendment: O. Reg. 213/07). All Fire Code Regulations must be enforced.

## First Aid / Lost Children

Event organisers are required to make the necessary arrangements for First Aid and Lost Children.

## Flag

The desecration of flags or other national symbols is prohibited. Any action that could incite violence is prohibited. If you wish to raise a flag, please attach a copy with your application to be approved by Protocol Office and required 4 weeks for approval.

## Food Sales/Services

Food sales are **permitted only with prior approval** from **Toronto Public Health (416) 338-8410**. Public Health enforces federal, provincial and municipal legislation. If laws are contravened, food vendors will be prohibited from vending on Mel Lastman Square and this may jeopardize future permits for the Event Organizer.

Food concessions are to be completely shut down by 10:00 P.M. It is the responsibility of the Event Organizer to ensure that this takes place.

All cooking grease and oils are to be removed from the square after the event. Nothing is to be poured down any exterior or interior drain except for clean water. No hot water, grease etc., to be poured on any grass areas. Failure to comply will result in a clean-up fee.

## Fundraising

The sale of items for the purpose of fundraising is only permitted in support of non-profit or charitable organizations. Soliciting for donations may be permitted at pre-approved fixed locations.

## Greenroom

The greenroom is located backstage across from the dressing rooms. It is equipped with a telephone for local calls only. Food may be served in the greenroom. Alcohol is not permitted. Any damages will be charged back to event organizer.

## Insurance

The event organizer is responsible for obtaining necessary insurance for the event. A copy of your Certificate of Insurance for Comprehensive Liability Insurance coverage, indicating the following provisions, will be required:

- a minimum of \$2,000,000 limit of liability,
- The City of Toronto named as an additional insured,
- A cross liability/severability of interest clause.

Liability insurance may be purchased through the City of Toronto. Participants in your event may be required to sign waivers, if the activity is deemed risk sensitive.

## Lottery / Raffles

To obtain a lottery licence, contact the Registry Games Services at 416-392-7037. Raffles require a lottery license.

## Media

A confirmation of any media that will be present at your event is required. Unless staff is notified that media are welcome at the event, the media will be asked to leave.

## Non-discrimination

Toronto City Council requires that all event organizers complete and sign the attached *Declaration of Adoption of Non-discrimination Policy*.

## Parade Permit

If your event includes a parade on a street, please contact Police, Right of Way Department at (416) 395-6303 to obtain a parade permit.

## Parking

It is the responsibility of the event organizer to make arrangements for parking. Any vehicles that park on Mel Lastman Square will be tagged and or towed at owner's expense. The North York Civic Centre underground parking lot has 500 spaces available at a \$6 flat rate after 5:00 PM on business days.

## Printed Materials

Distribution of printed materials such as flyers, posters, brochures are permitted in conjunction with an event. We reserve the right to request copies of printed materials for approval. The City's Media Hotline will be notified of any political events that take place on City Property. The City will not advertise for political events

## Pools and Fountains

Entering or placing objects, in the reflecting pools or fountains if prohibited. The pool will not be drained for special event purposes. Nothing is to be poured/ drained into reflecting pool or fountain systems.

## Proclamations

Request for proclamations should be addressed to: Mayor's Office, Toronto City Hall, 100 Queen Street West, 2<sup>nd</sup> Floor, Toronto, Ontario M5H 2N2

## Road Closure

Road closures require a Street Occupation Permit from WES, Right of Way, District 3: 416-395-6313. Please note that applications must be received eight weeks prior to the event.

## Sale or Distribution of Merchandise & Publications

Selling or distributing t-shirts, buttons, posters, magazines or other items, is permitted only in support of non-profit or charitable organizations. Please enclose samples or sketches of all proposed items with your Application.

The sale of merchandise at commercial events will be allowed only with prior approval. It is the responsibility of the Event Organizer to ensure that **all concession/vendors cease to operate by 10:00 pm.**

## Security, Crowd Control and Extra Policing

All security services for your event must be co-ordinated with City of Toronto staff. The Supervisor of Security with Corporate Services at the North York Civic Centre will determine how many security officers are required based on type and size of event. In-house Security Officers cost a fee of \$98.00/hour (minimum 4 hours). Security must be present for the duration of your event, and must stay for one hour after the event to ensure crowd and traffic-control for vendors leaving the Square. Security guards and police officers must be present up to one hour after a Special Occasion Permit expires.

It is the responsibility of the event organizer to have a security officer or volunteer stand at the backstage entrance to ensure that only performers and event staff enter the backstage area.

## Signage

Mel Lastman Square will not advertise for private, political or commercial organizations' programs. All signage and location of signs must be approved prior to your event. Signs may not be posted at any time in the Wedding Chapel. Tape, screws etc. are not to be placed on light poles, fountains, sculptures, trees or posts. Signs or banners are not to be hung from trees. T-stands are available for use throughout the square.

## Site Plan

A site meeting must occur prior to event. The event organizer must provide a finalized site plan two weeks prior to the event. Changes may not be possible once set up has commenced.

## Skating Rink

The skating rink on the square is open for everyone and cannot be permitted.

## Sound Amplification / Technician

Any sound system in operation on a civic square must not exceed 85 decibels at any time.

A portable speaker and microphone, sufficient for announcements or background music, are available for use. The portable system does not include a CD player. If it is raining, strong wind or lightning, the sound system must be shut down due to electrical hazards.

To make arrangements for the use of the Square's main sound system, contact our office at 416-338-3343 for information on our Sound Technician and equipment.

### Sound/Noise Bylaw

Any sound system in operation on a civic square must not exceed 85 decibels at any time. The Toronto Municipal Code prohibits amplification of sound or any other disruptive noise from 11:00 PM to 7:00 AM the next day or 9:00 AM on Sundays or statutory holidays. When events feature loud amplified music, the event organiser can apply for a "Noise Exemption" may be obtained from the Noise Section Office at 311

If a permit is granted, events will receive authorisation for use of amplification equipment depending on conditions stipulated by the Noise Section Office. Please note that the application must be submitted at least eight weeks prior to the event. If the application is refused, the applicant may appeal to Community Council in writing.

### Sports

Sports events must meet all safety regulations and obtain a Certificate of Insurance. Participants may be required to sign a waiver prior to the event.

### Stage

Use of the stage requires barriers around the outer edge, attached to the stairs on either side. This is necessary to cut off access from the public if there is a standing audience, and for security purposes for performers. Event Organizers must provide a Stage Manager to control the timing and organisation of stage performances and provide CDs and performer requirements to the Sound Technician.

### Storage

Storage space is not available on Mel Lastman Square. Facility staff are not responsible for personal items, merchandise, tools, equipment etc. left in the Sound Booth, Maintenance Office, or Backstage or anywhere on the square.

### Tents

There will be no drilling of holes into the ground, walkway, concrete roadways, stage, etc. for erecting tents or any other purpose. Tents are to be anchored with cement blocks, rope or water tanks. Trees may not be used for this purpose. **All tent installations require approval.**

Tents must be placed on the cement, not on the grass. In the winter, they may be erected on grass only if a temporary plywood floor is placed underneath the tent, to protect the grass and underlying irrigation system.

### Trees

Trees are to be protected from abuse and must not be used to hang signs, affix banners, anchor tents or any other purpose. Event presenters will be charged for emergency arborist services or tree replacement if trees are damaged. No set-up of tables or chairs on turf areas. Any use of turf area to be authorized by Mel Lastman Square Staff and damage deposit may be required.

### Vehicles

Access to Mel Lastman Square is from Yonge Street (southbound only). To enter, use yellow curb and follow the lane way to the amphitheatre. Please note that the amphitheatre is not accessible to vehicles larger than a cube van. Vehicles in excess of 8,500 pounds (loaded) cannot be accommodated on the Square. Weight and size restrictions apply due to the configuration of the Square. **Only Vehicles essential to the operation of the event will be permitted.**

During events, vehicles are not permitted on the square.

Deliveries must be scheduled outside of events hours and made to designated areas of the square for loading and unloading.

A Parks Forestry and Recreation representative must first authorise any exceptions to this rule.

Failing this, all cars/trucks will be tagged and towed at the owner's expense.

Maximum: 2 vehicles on lower level at one time and 2 on upper level.

The speed limit on Mel Lastman Square must not exceed 5 km/hour.

All vehicles driving on the Square must have hazard lights on and must be escorted on and off the Square.

No vehicles to block main entrance at any time.

No vehicles of any kind will be permitted on the lawn areas, garden areas, pool etc.

Please specify anticipated arrival and departure times, size, weight and number of axles with respect to each vehicle, when completing your Application. Without this information, it is not guaranteed that your vehicle will be permitted to enter the Square.



## Vendors

Vendors must unload vehicles promptly. Event organizers are responsible for photocopying and distributing the Vendor Information before their event. Any damages will be charged back to the event organizer.

## Washroom Facilities

Events for 5000 participants or more are required to provide portable toilets. Toronto Public Health recommends one portable toilet for each gender for every 100 -150 people. Provide at least one wheelchair accessible portable toilet. Additional toilet tissue for the portable toilets must be provided and paid for by the Permit Holder.

The Skate Change washroom facilities located on the Lower Level of the North York Civic Centre are managed by Toronto Corporate Services. For events on weekends or after 6:00 PM on weekdays that have 500 participants or more will charge a contract-cleaning fee of \$35.00/custodian/hour for use of these washrooms. The custodians will be hired for a minimum of 4 hours and will be booked for one hour after the event for cleaning. For events running after Civic Centre hours, a Security Guard fee will be charged to keep washrooms open until the event ends (*All fees quoted above are subject to change*)

## Waste Diversion

The City of Toronto supports waste diversion and encourages all participants using the square to recycle. Recycling bins are located on the square for public use. Maintenance Staff will deliver garbage and recycled materials to the Transfer Station. All other waste removal will be charged back to the Permit Holder. The City is not charged for disposal of recycling materials, however a fee of \$0.10/kg is charged for garbage. This fee will be charged back to the event organizer.

The City has a 70% waste diversion bylaw and bylaws that forbid mixing garbage with recycling and/or organics and vice versa. The City has an active recycling and organics program that all attendees are expected to use correctly. Information available at <http://www.toronto.ca/recycle>  
Event organizers/applicants are asked to communicate the City's waste management expectations in their event promotions and communications.

## Water Bottles

The City of Toronto has issued a water bottle ban for all City of Toronto Parklands. You will need to make alternative arrangements for your events water and drinking needs while using Mel Lastman Square. If you wish to request an HTO to Go trailer at your event, their website is [www.toronto.ca/water/htotogo/process.htm](http://www.toronto.ca/water/htotogo/process.htm)

## Wedding Pavilion

The wedding pavilion has standing room to accommodate up to 50 people.

## Other

**If you disregard any of these Guidelines, permission will immediately be withdrawn for the use of Mel Lastman Square and your event will be brought to an end. This will also jeopardize future requests.**

**Your event is confirmed only when you receive a Permit from the Parks Forestry and Recreation Division, which can only be issued after all the information is received by the Mel Lastman Square Special Events Coordinator.**

**Any action which could incite violence is prohibited.**

**The City of Toronto reserves the right to an event if all required information is not provided by the event organizer when requested; if the Square is physically unfit for use due to inclement weather or emergency maintenance developments; and in the event of a labour disruption or emergency situation.**

Last update October 2016