

Event Organizer's Manual



Nathan Phillips Square

www.toronto.ca/nps

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Welcome to Nathan Phillips Square,

This Manual has been designed to provide guidance for event organizers wishing to host an event on Nathan Phillips Square (NPS) and is a central location for all policies and procedures related to the Square and its use.

While every effort has been made to make this Manual as complete as possible, due to the unique nature of special events, it may not cover every possible question or area.

For additional advice and guidance on planning your special event at Nathan Phillips Square and your responsibilities as the Event Organizer, we encourage you to contact:

- Shalini Srivastava, Supervisor Event Support, Film and Entertainment Industries; 416-395-1304; shalini.srivastava@toronto.ca
- Tamara Williams, Supervisor Event Support, Film and Entertainment Industries; 416-395-7378; tamara.williams@toronto.ca

Thank you for choosing Nathan Phillips Square as your event venue.

STEP 1 - ELIGIBILITY

Applicants requesting permission to use Nathan Phillips Square to hold an event are required to meet **ALL** of the following criteria to have their application considered:

- a) Be a registered non-profit or charitable organization.
- b) Provide a service or benefit to residents of the City of Toronto
- c) Have the event open to the general public and free of charge.
- d) Meet the requirements of the Non-Discrimination Policy, Save and Hold Harmless Clause and Consent to Release Personal Information.

STEP 2 – SAVE THE DATE

Provided you meet the Eligibility Criteria, commencing on **October 1st** in the year prior to your event, send an **EMAIL** stating:

- Date and time of your event
- Name of non-profit or charitable organization
- Name and description of the event

Send to BookingNPS@toronto.ca

Once your request is reviewed and if the date requested is available, a **"HOLD"** will be placed.

If the requested date is unavailable, an alternative date will be offered based on availability.

Once the **HOLD** has been placed, the Event Support Supervisor will follow-up with the applicant and you will be requested to complete the application.

STEP 3 – APPLICATION

The next step is to submit a Special Events Application based on the timelines below:
The application form can be found at www.toronto.ca/nps

Please note the following prior to making your application:

Applications **MUST BE** received a minimum of **12 weeks prior** to the requested date

Once your application is approved, a '**CONDITIONAL APPROVAL**' will be granted and you can begin planning your event and working with the Event Support Supervisor to coordinate your event production schedule.

Tentative booking of a specific date does not guarantee permission to hold your event.

Your event is confirmed only when you receive a Contract from an Event Support Supervisor, City of Toronto, which can only be issued after all information is received.

If for any reason you need to cancel your event, a written notice of cancellation must be sent to the Event Support Supervisor no later than 14 business days before your scheduled event.

PLEASE NOTE: The permit is for the use of Nathan Phillips Square only. The use of assembly area, greenrooms, and dressing rooms located under the stage can be booked upon request.

Due to the number of demands for the use of Nathan Phillips Square, no organization is permitted more than three (3) events per year.

The desecration of flags or other national symbols is prohibited.

Any action which could incite violence is prohibited.

The City of Toronto reserves the right to refuse 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;
- in the event of a labour disruption or emergency situation.

GUIDELINES/REGULATIONS TO CONSIDER WHEN PLANNING YOUR EVENT

- Before filling out your application, please review these Guidelines and note those that apply to your event.
- If you disregard any of these Guidelines, permission will immediately be withdrawn for the use, and your event will be brought to an end.
- This will also jeopardize future requests.

As a unique heritage building and major transit hub, guidelines have been put in place to ensure the safety of the general public and maintain the stature and historic integrity of the square.

Please note and respect the following policies:

ALCOHOLIC BEVERAGES

To sell alcoholic beverages you **must**:

- donate all profits to a non-profit or charitable organization;
- obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario;
- apply to City of Toronto Clerks Office for a letter acknowledging your event as an "Event of Municipal Significance" (416) 392-7033;
- comply with the City of Toronto Municipal Alcohol Policy;
- provide proof of Server Intervention or Smart Serve Program trained bartenders;
- provide identifiable floor monitors in the ratio of one per 100 participants;
- obtain Toronto City Council approval (the Event Support Supervisor will assist with this process);
- consult with Corporate Security regarding security arrangements for entrance/exit to the designated alcohol area;
- obtain a minimum \$5,000,000 Certificate of Insurance for comprehensive liability coverage for your event. (See Insurance section of these Guidelines)

Please note the following:

- There is a serving limit of two drinks or two tickets per person at any one time. Food (not snacks) must be available for sale in your designated alcohol area, and 35% of your alcohol menu must include low alcohol and non-alcohol drink choices.

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

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

ACCESSIBILITY

- The City of Toronto supports the goal 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.

ANIMALS

- All animals are prohibited, with the exception of registered service animals.
- Exotic animals are not permitted on the property.

AMPLIFICATION/AUDIO

- Amplification of sound must be approved in advance and operated at sound levels outlined in the Chapter 591 “Noise” of the Municipal Code and Guidelines.

Weekdays: Amplification is permitted 12:30 PM – 1:30 PM and is not to exceed 75dBA, and from 4:30 PM – 10:00 PM and is not to exceed 85 dBA.

Weekends: 9:00 AM – 10:00 PM and is not to exceed 85 dBA.

- In order to ensure the highest standards of presentation, professionalism and safety, the Nathan Phillips Square works with an exclusive audio supplier 'Westbury National'.

Audio Equipment

- **Option 1: PA1:** A complete sound system adequate for up to a six-piece professional band, including monitors and mixers is available on site. The applicant is responsible for hiring (at a fee) the sound technician through Event Support Supervisor.
- **Option 2: PA2:** A public announcement system with a cd / tape deck and six microphones is available for no cost. The applicant can operate this system.
- **Option 3:** You may bring your own sound system (upon approval). Please provide the name and telephone number of the person/company providing the system. The applicant is responsible for hiring (at a fee) the sound technician through Event Support Supervisor.

ADHESIVES

- Only Gaffers Tape, cable path tape or sidewalk chalk may be used for marking the square.
- NO duct, electrical, painters or masking tape is permitted.
- Event Support Supervisor must be informed when marking the square.
- Cleaning fees will be applied if adhesive residue remains following the event load out.

BALLOONS

- Helium-filled balloons are prohibited. Balloons for distribution to the public must be air-filled. Releasing balloons is prohibited.

BARBECUES

- Only propane barbecues are permitted.
- One fire extinguisher per barbecue unit is mandatory.
- Barbecues must be enclosed within barricades.
- Extra propane tanks/cylinders must be stored in a locked up cage.
- All concrete slabs in food service area must be covered to prevent ground staining.
- Fees may be charged for any clean up required following the event.

BEAUTY PAGEANTS

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

BUILDING PERMIT

- When erecting any structure, be it a temporary tent or stage, (some examples where a building permit may be required if your plans include):
 - ✓ A structure over 60 sqm (600 sqft) unless it has walls in which case a permit may be required even if under 60 sqm (600 sqft)
 - ✓ Temporary bleachers and stages
 - ✓ Access and egress is limited based on capacity, fire alarm and life safety issues.
 - ✓ Structure load is changed due hanging equipment from tent or structure
 - ✓ Existing building is not intended for events therefore would need consideration and certain requirements to deem the building fit. For example: an Occupancy or Assembly permit, fire alarm, access and egress or life safety issues
 - ✓ Certified structural drawings from a licensed Ontario engineer may be required. Note: Many rental companies will provide these documents.
 - ✓ Obtain and complete the Application for a Permit to Construct or Demolish and pay applicable fees.

Contact: Building Division, Main Floor, West, City Hall, Toronto, Ontario M5H 2N2; (416) 392-7522,

Suggested Timelines/Deadlines: 4 weeks minimum prior to the event date

CANDLES

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

DAMAGE/SECURITY DEPOSIT

- The event organizer/applicant is responsible for all costs related to an event and is liable for any loss or damage to City of Toronto property or equipment.
- Events will be charged a damage/security deposit fee based on the following criteria:
 - ✓ Size of the event.
 - ✓ Number of days the event will take place.
 - ✓ Infrastructure /set up of the event.

Security deposit, when required must be paid **8 weeks prior** to the event start date.

Damage/Security Fees (subject to change):

	Number of Attendees	Fee	Timelines
1	Over 100 less than 1000 attendees	\$500	8 weeks prior to the event
2	Over 1001 less than 5000	\$1000	8 weeks prior to the event
3	Over 5001	\$2500	8 weeks prior to the event
4	Events with alcohol regardless of attendance	\$5000	8 weeks prior to the event

- Following the event, the property will be inspected by the facility representatives.
- If damage is accessed, the applicant will be notified and cost of repair for any damages sustained will be subtracted from the deposit fee.

Additional fees may be required. If there is no damage, or a balance, this amount will be refunded within 60 days following the completion of the event.

DRONES

- The use of drones is forbidden

ELECTRICAL

- A limited number of 15 amp outlets are available at within the Square.
- Additional power can be requested on the application form.
- All electrical requirements and plans must be submitted to the Event Support Supervisor, at least **10 weeks** prior to the event for review.
- An Electrical Safety Authority inspection may be required, if so a copy of the application must be provided to the Event Support Supervisor.
- Fees (see Staffing Fees fee section) may be charged.

EMERGENCY ACTION PLAN/RISK ASSESSMENT

- All events will be required to submit an Emergency Action Plan along with Risk Assessment to the Office of Emergency Management:
https://cityoftoronto.fluidsurveys.com/s/special_events/
- There are different requirements based on the size, scope and activities of your event.

EXTREME HEAT ALERT

- When a City of Toronto Extreme Heat Alert is called, event organizers must make announcements identifying existing water stations and shade locations.
- Bottled water is permitted to be sold during this time.
- All permit holders are asked to remind participants of the cooling options available to them.

FIRE

- Any form of open flame is prohibited, unless approved by City Council.

FIRST AID

- Based on your event and risk assessment, medical and/or first aid coverage is recommended.
- Toronto Paramedic Services or private medical service provider can be contacted to supply first aid at your event.

FLAG RAISINGS

- Please address requests for flag raisings on the podium roof to: Chief of Protocol, Protocol Office, 2nd Floor West, City Hall, Toronto, Ontario M5H 2N2. (416) 392-6745.

FILMING

- All filming, photography and media-related requests, whether commercial, public or private, must go through an approval process.
- Permits are issued by Film office: filmtoronto@toronto.ca; 416-338-3456
- All requests for Filming and Photography must be submitted to the Event Support Supervisor.
- Accredited media is permitted to film on the square (see media content)

FOOD SALES

- Selling food is permitted only in support of non-profit or charitable organizations and with approval from Toronto Public Health.
- Applicants and their food vendors must complete "Temporary Food Establishment" forms and returned to the Event Support Supervisor at least **12 weeks prior to the event**.

- Please avoid the use of Styrofoam or other environmentally hazardous products.
- All concrete slabs in food service area must be covered to prevent staining.
- Please use recycling bins provided by the City of Toronto.
- **Food trucks operators** require a valid **City Refreshment Vehicle licence** during the application process.
- The vehicle from which the refreshments are sold shall be of a type approved by the **Municipal Licensing and Standards Division**.
- All trucks shall be equipped with a **fire extinguisher** having a 4BC rating.
- **Green public health pass** must be placed at a conspicuous location and must be visible at all times.
- One staff person must always be onsite with a valid food handler's certificate.

FUND-RAISING

- Selling items is permitted only in support of non-profit or charitable organizations.
- Samples or sketches of all proposed items must be submitted with your application.
- Selling or distributing items requires written authorization on the Permit and will be restricted to designated tables.
- Soliciting for donations is prohibited unless approved by City Council

INSURANCE

- A certificate of insurance for General Comprehensive Liability Insurance coverage, indicating a minimum of \$2,000,000 coverage (\$5,000,000 if serving alcohol) per occurrence is required.
- The City of Toronto named as an additional insured in a cross liability/severability clause. Please send the Certificate of Insurance to: **Nathan Phillips Square, Event Support Supervisor, Film & Entertainment Industries, 9th Floor East, City Hall, Toronto, Ontario M5H 2N2** or via email: BookingNPS@toronto.ca

Please note: In some cases the limit of the liability per occurrence may increase depending on the event design.

INVITATIONS TO OFFICIALS

- Please address letters of invitation for the Mayor to: **His Worship Mayor John Tory, City of Toronto, 2nd Floor, City Hall, Toronto, Ontario M5H 2N2**.
- Letters of invitation to City Councillors may also be sent to the above address.
- Please email a copy to the attention of the Event Support Supervisor.

MEGAPHONES

- Megaphones are prohibited.

MEDIA

- Media may be on site but no media vehicles are permitted to park on the square.
- Media vehicles to be located at the media parking lot **(North West corner of City Hall besides the compactor.**

Access to this parking lot is from Armoury Street and Chestnut Street)

OPERATING HOURS

- Operations set up or take down staff are available to assist event organizers during business hours only. Organizers are encouraged to schedule their set up/take down from: **Monday to Friday: 7:30 am -3:30 pm**
- Set up happening after business hours, on weekends and statutory holidays may be permitted in consultation with Event Support Supervisor and will occur staffing fees (see Staffing Fee section).

PARADES

- If your event includes a parade on a street, please contact Toronto Police at (416) 808-5049 to complete a "Notice of Intent to Hold a Parade".

PROCLAMATIONS

- Requests for proclamations should be addressed to: **Mayor's Office, City of Toronto, 2nd Floor, City Hall, Toronto, Ontario M5H 2N2.** A copy of this request should also be sent to the Event Support Supervisor.

PLASTIC WATER BOTTLES

- Distribution or the sales of bottled water is prohibited.
- As an alternative, a water trailer can be booked by the applicant

PARKING

- There is no public parking on the Square.
- There are several paid parking lots under City Hall.
- Vehicles parked in the media lot near the compactor, North West of City Hall will be tagged by parking enforcement.

RAFFLES

- To obtain a lottery licence, please contact the Lottery Licences Office in the City Clerk's Office, (416) 392-7037.

REFLECTING POOL /SKATING RINK

- Entering or placing objects in the Reflecting Pool/Skating Rink is prohibited.
- Exclusive use of the rink for events that prevent public access is not permitted.

- No commercial advertising of any kind is permitted in the pool or on the rink surface.

STAGE

- Is available for performances on the west side of the Nathan Phillips Square.
- The stage has a Main Stage (including ramps), and an Upper Stage (including steps).

SALE OR DISTRIBUTION OF LITERATURE, MERCHANDISE & PUBLICATIONS

- All printed materials to be sold, distributed or displayed are subject to prior approval.
- Enclose samples or sketches of all proposed items with your Application.
- Selling or distributing t-shirts, buttons, posters, books, magazines or other items, is permitted only in support of non-profit or charitable organizations.
- Selling or distributing items requires written authorization on the Contract and will be restricted to designated tables.
- Any materials, displays or speeches that would be frightening or deemed inappropriate to any age group is prohibited.

SECURITY & CROWD CONTROL

- Overnight security is mandatory should the event take place over the course of multiple days, including setup and load out.
- For large events, organizers are responsible for making arrangements for crowd and traffic control.
- It is the policy and mandate of the Corporate Security to facilitate and support events taking place on Nathan Phillips Square.
- From time to time events occurring on the Square will have security requirements over and above those routinely provided by the Corporate Security during an event.

SIGNAGE

- No signs can be posted at any time without prior approval (this includes the columns, building, walkways, or arches of City Hall)
- No signs of any kind are permitted in the Peace Garden.
- Limited approved signage is allowed on the stage and surrounding area.
- Sketches of all proposed signage must be sent to the Event Support Supervisor for approval prior to your event.
- The display of any tobacco company or product identification is strictly prohibited.

SMOKING

- City of Toronto Municipal Code 636 and former Municipal Code 237 bans smoking on City of Toronto Public Squares including Nathan Phillips Square.
- The smoking ban is in effect 24 hours/day, seven days a week.

- Please inform event participants that it is against the law to smoke while attending the square.

SPORTS

- Sports events on the Square must meet safety requirements.
- If approved, each participant must sign a waiver prior to the event.

STAFF RECOVERY COST:

- Fees are subject to change without notice.

Services	Fee	Time
Co-ordination Services	\$ 64.63 + tax	
Building Operator	\$52.12 + tax	Minimum 4 hours
Electrician	\$156.37 + tax	Minimum 4 hours
Custodial	\$46.91 + tax	Minimum 4 hours
Security	\$68.06 + tax	Minimum 4 hours
Fore Person	\$78.18+ tax	Minimum 4 hours
Regular Set up	\$46.91 + tax	Minimum 4 hours
Electrical Consumption	\$15	
Westbury	Subject to requirement	

Please note:

- All staff hours are only preliminary estimates and are subject to change based on the events requirements.
- Staffing rates will be increased yearly based on the annual rate of inflation in order to ensure full cost recovery.

Cancellation:

- **Please be advised that notice of event revisions or cancellation less than 48 business hours (Monday to Friday from 8:30am to 4:30pm) prior to the event date will result in full charge backs for all staff hours and any operating costs as stated in this agreement**

STORAGE

- There is NO ACCESS to storage on the square.
- Any items requiring storage during the event must be arranged with the Event Support Supervisor.
- If your footprint does not allow for storage, you must arrange for storage off premises.

SOCAN FEES

- **SOCAN** music licence gives you the freedom to play the music your customers love.
- By complying with the law, you're ensuring that the creators of that music are fairly compensated and continue to create the music that makes your business better
- It is mandatory to pay the SOCAN fees. Once this fees is paid send the **Proof of Payment to the Event Support Supervisor**.

Tariff Info card: http://www.socan.ca/tariff/Infocard_10A.pdf,

Tariff form: <http://www.socan.ca/forms/10A.pdf>

- **Contact:** Marc Teghrarian, Licensing Agent – Business Development, marc.teghrarian@socan.com, Local: 416-445-8700 Ext. 3443, Toll Free: 1-855-95-SOCAN (76226) Ext. 3363, Cell: 647-982-3977, Fax: 416-442-3829

THEFT/LOSS OF ITEMS

- City of Toronto is not responsible for any stolen or misplaced items left on the property.
- For lost or stolen items contact Front Desk Security – 416-392-7149

TENTS

- Heating and cooking equipment are not permitted in a tent.
- All tent structures require approval.
- Building permits may be for tents where the aggregate area is more than 60 sq. m.

Available inventory:

Tents: 10x15	1	Pop-up
10x10	3	Pop-up
Folding Tables	25	Length of each tables: 6'x2.5'
Folding Chairs	300	Outdoor metal chairs
Barricades	180	Length of each barricade: 6'x4'
Picnic Tables	10	Wooden (May – October)
Banner Holder	1	40 ft. x 3.75 ft (480 inches x 45 inches) Seasonal: This is installed in April and removed in October
Media Risers	4	4'x4'
Dressing Rooms under the stage	4	2 large rooms and 2 small rooms all with furniture
Green Room under the stage	1	With furniture and bar fridge
Assembly Area		Behind the stage
Production Room	1	Behind the stage

VEHICLES

- Only vehicles essential to the operation of the event will be permitted access and must receive written authorization in advance.
- Scheduled deliveries for your event must be made through the Chestnut Gate.
- Access to the area must be requested in advance.
- Vehicles in excess of **23,000 pounds/10,432.62 kilogram (loaded)** cannot be accommodated on the Square.
- The speed limit must **not exceed 8km/hour**.
- All vehicles driving on the Square must have hazard lights on and be escorted on and off the Square. Drivers are required to report to the Security Desk, City Hall to gain access.
- All delivery vehicles must be off Nathan Phillips Square **one hour prior to the event start time**.
- Delivery vehicles will **not be allowed** on Nathan Phillips Square **while your event is active**.
- Please specify anticipated arrival and departure times, size, weight and number of axles with respect to each vehicle, when completing your Application.

WASHROOMS

- Public washroom facilities exist at the Square.
- Portable toilets and hand washing stations may be required for your event based on projected attendance.

WASTE DIVERSION

- All event organizers, applicants and attendees are obliged to comply with the City of Toronto's waste diversion bylaw by diverting at least 70% of their waste.
- All must separate their waste into three streams, recycling, organics and garbage. Please see backgrounder for more information and tips on diverting event waste correctly.
- In order to comply with City Council's Waste Diversion Policy, the person(s) and/or organization(s) signing the Contract must agree to dispose of all waste and recycling generated by their event this includes the removal of all grey waste water from site.
- Fees may be charged for the disposal of recycling and garbage and/or clean up.
- Non-compliance with these regulations may result in future requests for event space in City facilities being denied to the applicant.

WIRELESS INTERNET

- Wireless network/Wifi is not available on the square.

Thank you for choosing Nathan Phillips Square as your event venue.

CHECK LIST FOR ALL EVENT ORGANIZERS.

All the items in the check list should be emailed to Nathan Phillips Square, Event Support Supervisor.

Timelines	Items	Check
Oct. 1 for the following year	Send an email to block the date	
12 weeks prior to your event	Application forms	
	Insurance document	
	Site map with: Tents Tables Chairs Banners and markings Receptacles Portable washroom and hand washing stations	
	Public Health Forms	
10 weeks prior to your event	Public Announcement System (PA system) requirement	
	Power plan	
8 weeks prior to your event	List of all performers, speakers, VIP's	
	Damage/Security fee	
	Bay Layby closure or occupancy permit (if required)	
	Electrical Safety Authority (ESA) application form	
	Building permit	
	Handouts, printed materials	
4 weeks prior to your event	Onsite contact Tent company Barricade company Security company contact Portable washrooms and hand washing company SOCAN Proof of Payment	