

Event Applicants/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

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

STEP 1 - ELIGIBILITY

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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

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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

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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 Permit 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:

1. ALCOHOLIC BEVERAGES

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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

2. ACCESSIBILITY

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- 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.

3. ANIMALS

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

4. AMPLIFICATION/AUDIO

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- Amplification of sound must be approved in advance and operated at sound levels outlined in the Chapter 591 "Noise" of the Municipal Code Article 2 Prohibitions 591-2.1 Amplified Sound Sound level exceeding 50 dB from 11 p.m. to 7 a.m. or 55 dB from 7 a.m. to 11 p.m will require Noise Exemption Permit: [Click Here](#) for Noise Exemption Permit Information
- 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 – information can be found in the Application Forms on page 9](#)
- Should you wish to bring your own A/V equipment, SPL (audio) monitoring by Westbury is mandatory for all events.

5. ADHESIVES

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- 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.

6. BALLOONS

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

7. BARBECUES

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- Only propane barbecues are permitted.
- One fire extinguisher per barbecue unit is mandatory.
- Extra propane tanks/cylinders must be stored in a locked up cage.
- If the cage is not provided the tank/cylinder must be shifted off the square at the end of the day and brought in the next morning. No cylinder/s can be stored in the parking garage as they would be confiscated.
- 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.

8. BEAUTY PAGEANTS

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- 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.

9. BUILDING PERMIT

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- 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
- ✓ Structure load is changed due hanging equipment from tent or structure
- ✓ Certified structural drawings from a licensed Ontario engineer may be required. Note: Many rental companies will provide these documents.

For more information [Click Here](#)

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

10. CANDLES

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

11. CARNIVAL RIDES

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- Carnival, amusement rides and inflatables are subject to approval by the Event Support staff.

12. CANNABIS

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- In keeping with the federal government's Cannabis Act and in accordance with this legislation, City of Toronto, divisions and agencies will not entertain permit request (including offers to raise awareness or educate the public about cannabis) from any cannabis or cannabis-related businesses for any City –owned property, space or asset including parks, Civic squares, community centers, events etc.
- The Act further bans all cannabis and related companies, whether they be producers, distributors, accessory providers, etc. from sponsoring persons, entities, events, activities or facilities.
- Furthermore, such companies are banned from displaying their names on any sports or cultural venues.
- Like the Tobacco Act, the Cannabis Act prohibits promotion by means of a testimonial or endorsement, false or misleading advertising, sponsorship promotion, lifestyle advertising (which evokes images of glamour, excitement and risk) and advertising appealing to young people.
- No permits will be issued to organizations/applicants/events that would be in violation of this Act. This information can also be found here [\(Click here\)](#)

13. CONFETTI

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- Confetti is prohibited.

14. DAMAGE/SECURITY DEPOSIT

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- 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 will be added in the final invoice.
- 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.

15. DRONES

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- The use of drones is forbidden

16. ELECTRICAL

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- 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. [CLICK HERE](#) for more information.
See Appendix A on Page 21 for Electrical Outlet Locations & Appendix B Electrical Safety Authority Requirements on Page 22

17. EMERGENCY ACTION PLAN/RISK ASSESSMENT

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- All events will be required to submit an Emergency Action Plan along with Risk Assessment to the Office of Emergency Management: [CLICK HERE](#)

18. EXTREME HEAT ALERT

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- 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.

19. FIRE

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

20. FIRST AID

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- 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.

21. FLAG RAISINGS

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- The City Clerk's Office, Strategic Protocol and External Relations (SPER) handle [CLICK HERE](#) for Requests for Flag Raisings and these requests **do not include use of Nathan Phillips Square** on the date requested

22. FILMING

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- All filming, photography and media-related requests, whether commercial, public or private, must go through an approval process.
- Accredited media is permitted to film on the square. A list of all media at the event should be provided to Event Support Supervisor
- The production equipment must not block the access or egress routes of the square.
- Unattended tripods are trip hazards, please see that there is a staff designated at all times when filming.
- All cables must be enclosed in outdoor cable mats.
- Signage must be placed at conspicuous locations notifying the patrons that the event is being filmed.

23. FOOD SALES

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- 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 return to the Event Support Supervisor at least **12 weeks prior to the event**. [CLICK HERE](#)
- 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.

24. FUND-RAISING

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- 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

25. INSURANCE

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- All events in the City of Toronto that require insurance must present to Event Support, prior to permit issuance, a certificate of comprehensive general liability insurance in the amount of \$2 Million per occurrence or such higher limits as the City of Toronto reasonably requires depending on the nature and design of the event (e.g., \$5 Million per occurrence if serving alcohol).
- All such policies shall add the City of Toronto as an additional insured and contain a cross liability clause, a severability of interests' clause and shall not call into contribution any other insurance available to the City of Toronto. In addition, such policies, may not be cancelled or amended without the prior written consent of the City of Toronto via Event Support.
- 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.

26. MEGAPHONES

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- Megaphones are prohibited.

27. MUSIC LICENSE FEES

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- **MUSIC LICENSE** 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 **MUSIC LICENSE** fees. Once this fees is paid send the **Proof of Payment to the Event Support Supervisor**.
- **Tariff Info Card:** http://www.socan.com/tariff/Infocard_10A_EN.pdf
- **Tariff Form:** <http://www.socan.com/form/10A>
- **Contact:** Marc Teghrarian, Licensing Agent – Business Development, marc.teghrarian@entandemlicensing.com, Local: 416-445-8700 Ext. 3443, Cell: 647-264-5558, Fax: 416-442-3829

28. PLASTIC WATER BOTTLES

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

29. PERSONAL PROTECTIVE EQUIPMENT

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- Nathan Phillips Square is considered a construction site if structures are being built on the square, stage and or reflecting pool.
- Every worker shall wear the following personal protective equipment at all times when on a project:

- ✓ protective headwear (CSA certified, Class E)
- ✓ protective footwear (CSA certified, Grade1)
- ✓ high visibility safety apparel (day vs night)
- ✓ eye protection (when required)
- ✓ hearing protection (when required)
- **ALL** work must be completed within proper barricaded zones- all road cases, machinery and bodies working are to be within barricades at **ALL TIMES!**

30. RAFFLES

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- To obtain a lottery licence, please contact the Lottery Licences Office in the City Clerk's Office, (416) 392-7037. [CLICK HERE](#) For more information

31. REFLECTING POOL /SKATING RINK

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- 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.

32. SALE OR DISTRIBUTION OF LITERATURE, MERCHANDISE & PUBLICATIONS

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- 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 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.

33. SECURITY & CROWD CONTROL

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- 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.

34. SIGNAGE

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- 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.

35. SMOKING

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- 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.

36. SPORTS

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

37. STAFF RECOVERY COST

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- There are no application or permit fees to book Nathan Phillips Square, however there are eligibility requirements and council mandated cost recovery fees are applied at a cost to the event organizer if City staff are required to support the production of the event.
Please see the following for more information: [CLICK HERE](#)
- Staffing cost: [CLICK HERE](#)
- Fees are subject to change without notice.

Services	Fee	Time
Co-ordination Services	\$ 66.04 + tax	
Building Operator	\$53.26 + tax	Minimum 4 hours
Electrician	\$159.78 + tax	Minimum 4 hours
Custodial	\$47.93 + tax	Minimum 4 hours
Security	\$69.54 + tax	Minimum 4 hours
Fore Person	\$79.88 + tax	Minimum 4 hours
Regular Set up	\$47.93 + 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**

38. THEFT/LOSS OF ITEMS

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- 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

39. TENTS

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- 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.
List of available inventory can be found in the Application Forms on page 10

40. VEHICLES

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- 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.

41. WASHROOMS

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- Public washroom facilities exist at the Square from 8:30am-10:30pm
- Washrooms also available in the City Hall. City Hall hours of operation are as follow:
 - ✓ Monday to Friday: 7:30am-9:30pm
 - ✓ Saturday, Sunday and all Holidays: 8:00am-6:00pm
- Portable toilets and hand washing stations may be required for your event based on projected attendance.

42. WASTE DIVERSION

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- 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.

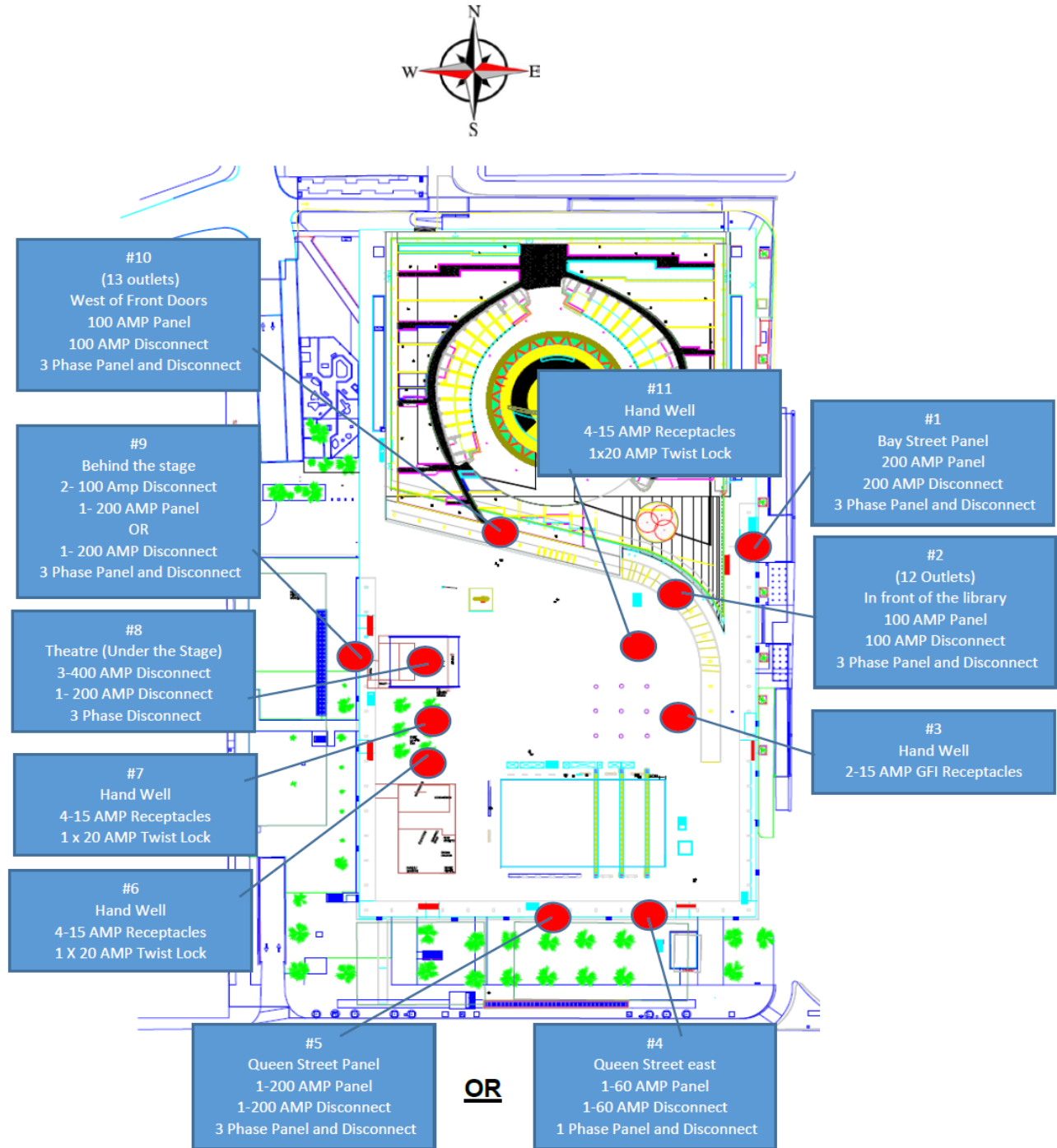
43. WIRELESS INTERNET

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

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

APPENDIX A ELECTRICAL OUTLETS NPS



Designed on December 2018
(SS)

(Kindly share this information with your electrical company provider.)

Electrical Safety Authority (ESA) Requirements

Ontario Electrical Safety Code

The Ontario Electrical Safety Code (OESC) (Rules 2-004 – Inspection & 44-100) requires a wiring notification permit from the Electrical Safety Authority (ESA) to be obtained when any temporary wiring distribution system is to be set up at Nathan Phillips Square.

The following is mandatory for an Electrical Safety Authority (ESA) Inspection:

- Application for the ESA inspection permit must be submitted by the event organizer/applicant of the event
- The inspection must be booked a minimum 3 weeks before the event set up date
- The inspection must be held prior to the start of the event
- This inspection is required for all types of disconnect switches, bare end tails or and cam locks

Inspections may be booked by contacting the ESA Customer Service Centre at 1-877-ESA SAFE or (877) 372-7233 or online at www.esasafe.com

Requirements for bare end tails

For all bare end tails, the stranded or solid wire must be contained in a ferrule (a ring or cap, typically a metal one) or copper tape so that there are no loose strands (see diagram below).



Bare End Tails

Size of cables for Nathan Phillips Square

The following are the cable sizes to be used for shows /events at Nathan Philips Square, for all tie ins into the available electrical panels.

- 2 AWG for 100 Amp disconnect tie in.
- 2/0 AWG for 200 amp disconnect tie in.
- 4/0 AWG for 400 amp disconnect tie in.

Please note: All cable sizes as mentioned above must be of the exact size and cannot be altered. Electrical equipment (powered speakers, audio racks, distribution panels, and cables) cannot be within 3 meters from the reflecting pool. No powered equipment can be tied to the reflecting pool through the GFCI (ground-fault circuit interrupter) breaker.

Requirements for Equipment & Operations

All electrical equipment (including cordsets) must by law, be approved by Electrical Safety Authority and must have one of the following markings on each equipment:

- One of the accredited certification organizations; or,
- special inspection (field approvals) under SPE1000; or,
- shall have an approval label or certification mark affixed to the electrical equipment.

These certifications confirm to the user that the equipment is in compliance with Ontario regulations. (Refer to the OESC Rule 2-024; and Appendices D, E, F & L of this SPEC.)

All non-current carrying metallic parts of electrical equipment shall be bonded to ground as per the Ontario Electrical Safety Code (OESC) requirements. These items can include:

- Any temporary stage or tower that is built at events.
- Scaffolds and other metallic structures used to support electrical equipment or power distribution.

In addition, care should be taken not to walk on or drive over electrical cables. All cables subject to vehicular or extensive personnel traffic shall be protected in an appropriate manner under outdoor cable mats.

Requirements for the use of generators

All generator installations involving single conductor cable and/or downstream overcurrent devices shall:

- Be installed in accordance with the generators own regulations and guidelines
- Have overcurrent protection on any ungrounded conductor; and
- Be grounded; and
- Be inspected by ESA prior to use

All portable generators shall:

- Be installed in accordance with the Ontario Electrical Safety Code (OESC); and
- Be rated at not more than 12 kW and 240 V; and
- Not be required to be connected to a grounding electrode if:
 - ✓ The generator neutral is connected to the generator frame and marked "NEUTRAL BONDED TO FRAME"; and
 - ✓ The generator supplies only cord and plug connected equipment through receptacles mounted on the generator; and
 - ✓ The non-current carrying conductive parts of the generator and associated equipment and the grounding terminals of the output receptacles are bonded to the frame of the portable generator assembly use with the Ontario Electrical Safety Code (OESC)

Please Note: All equipment and work is also subject to the NPS Event Organizer/Applicant Manual requirements.

Document revised on Nov. 11, 2019