

2017

Events and Tournaments Workbook

A resource document for
Event Organizers and
Tournament Organizers



City of Burlington

June 2017

Introduction and purpose of this workbook

Welcome organizers of events and tournaments! The City of Burlington is excited to support you in the delivery of your event or tournament.

The purpose of this workbook is to be a working document that provides you with guidance to host your event or tournament with the City of Burlington. We hope that you use this workbook as a tool to present exciting events and tournaments to enhance the quality of life in Burlington.

If you have any immediate questions or concerns, please contact:

City of Burlington Staff Liaison – Festivals and Events

Supervisor of Festivals & Events	905-335-7600 ext.7724 festivalsandevents@burlington.ca
Coordinator, Festivals & Events - Culture events	905-335-7600 ext.7201 festivalsandevents@burlington.ca
Coordinator, Festivals & Events - Recreation events	905-335-7600 ext.7979 festivalsandevents@burlington.ca
Coordinator, Festivals & Events – Sport and On-road events	905-335-7600 ext.7704 festivalsandevents@burlington.ca

City of Burlington Staff Liaison – Sport Unit

Supervisor of Sport	905-335-7748 ext.7373 sports@burlington.ca
Sport Development Coordinator for: <ul style="list-style-type: none"> • Diamonds • Ice • Arena floors (ball hockey) • Tournaments for all of above 	905-335-7748 ext. 6453 sports@burlington.ca
Sport Development Coordinator for: <ul style="list-style-type: none"> • Rectangular fields • Gyms • Schools • Arena floors (lacrosse and events) • Tournaments for all of the above 	905-335-7748 ext.6630 sports@burlington.ca

City of Burlington Events and Tournaments Permit Requirement Checklist

Please note: not all requirements are mandatory for events or tournaments.

Your City of Burlington staff liaison will inform you of your requirements, based on your event or tournament needs.

<u>Legend for Events and Tournaments Workbook</u>	
<input type="checkbox"/> Check box – indicates an action item required by the event or tournament organizer.	No check box – indicates no action item required by the event or tournament organizer. This is an information piece only.

<u>REQUIREMENT</u>	<u>ACTION ITEM AND/OR INFORMATION REGARDING REQUIREMENT</u>
<input type="checkbox"/> Accessibility	If you are having an event or tournament on City of Burlington property, you must: <ul style="list-style-type: none"> <input type="checkbox"/> Abide by the accessibility guidelines For more information, visit the City of Burlington’s Accessibility or the Guide to Accessible Festivals and Outdoor Events .
<input type="checkbox"/> Alcohol	If you are having alcohol at your event or tournament, you will require the following items, as stated in the Municipal Alcohol Policy, and you must adhere to all terms as outlined by the Alcohol and Gaming Commission of Ontario: <ul style="list-style-type: none"> <input type="checkbox"/> A Bavarian Garden Letter from the City of Burlington’s Clerks Department will be issued. <input type="checkbox"/> Special Occasion Permit. This permit is obtained at the LCBO. <input type="checkbox"/> List of smart serve individuals (first and last name); including their smart serve certificate numbers. <input type="checkbox"/> Signed Appendix B of Municipal Alcohol Policy. <input type="checkbox"/> Ensure that the serving area permitted for alcohol at an outdoor event or tournament is securely fenced. The set-up and tear down of this is the responsibility of the event or tournament organizer. <input type="checkbox"/> Hire security coverage, as this is mandatory with the presence of alcohol. <input type="checkbox"/> Additional insurance may be required. For more information, visit the City of Burlington’s Municipal Alcohol Policy checklist or the

	<p>Alcohol and Gaming Commission of Ontario.</p>								
<p><input type="checkbox"/> Amplified Sound</p>	<p>The use of amplified sound is restricted between the hours of 7 a.m. and 11 p.m. Monday through Saturday and 9 a.m. to 11 p.m. on Sunday. In addition, sound levels during this time must remain at an acceptable level given consideration to the type and location of the event.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If a sound system is being utilized at Nelson Park, this information must be sent to your City staff liaison for approval. <p>If your event or tournament wishes to apply for an exemption to the parks by-law, contact your City of Burlington staff liaison.</p> <p>For more information, visit the City of Burlington’s Bylaw Enforcement</p>								
<p><input type="checkbox"/> Animals, Animal Rides, Animal Exhibits or Petting Zoo – Halton Region Health Department</p>	<p>If you are having animals or a petting zoo at your event or tournament, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Halton Region Health Department Animal Exhibit application <input type="checkbox"/> Approval from the Halton Region Health Department <input type="checkbox"/> Approval from the City of Burlington’s Animal Control <p>Once your application is reviewed by the Region, you must submit the status to your City staff liaison.</p> <p>For more information, visit the Halton Region Health Department.</p>								
<p><input type="checkbox"/> Application (Event or Tournament)*</p> <p>*mandatory for all organizers.</p>	<p>If you are hosting an event or tournament on City of Burlington property, you will be required to complete an application form online.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Event or tournament application <table border="1" data-bbox="418 1367 1398 1644"> <thead> <tr> <th data-bbox="418 1367 1013 1434">Application: Which One?</th> <th data-bbox="1016 1367 1398 1434">Application Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 1438 1013 1505">Tournament – to be held in fall/winter/spring</td> <td data-bbox="1016 1438 1398 1505">February 15th annually</td> </tr> <tr> <td data-bbox="418 1509 1013 1577">Event – to be held annually</td> <td data-bbox="1016 1509 1398 1577">September 15th annually</td> </tr> <tr> <td data-bbox="418 1581 1013 1644">Tournament – to be held in the summer</td> <td data-bbox="1016 1581 1398 1644">September 15th annually</td> </tr> </tbody> </table> <p>Once your application is received, you will be contacted by your City staff liaison for next steps in the process.</p>	Application: Which One?	Application Deadline	Tournament – to be held in fall/winter/spring	February 15 th annually	Event – to be held annually	September 15 th annually	Tournament – to be held in the summer	September 15 th annually
Application: Which One?	Application Deadline								
Tournament – to be held in fall/winter/spring	February 15 th annually								
Event – to be held annually	September 15 th annually								
Tournament – to be held in the summer	September 15 th annually								
<p><input type="checkbox"/> BBQ’s</p>	<p>If you are having a BBQ at your event or tournament, you will require:</p>								

	<ul style="list-style-type: none"> <input type="checkbox"/> Vendor Fire Safety Requirements Form <input type="checkbox"/> The event or tournament organizer is to obtain signed forms from all vendors and keep in their file. <p>This requirement is related to cooking activities, use of propane/fuel and inspections.</p> <p>For more information, visit the City of Burlington’s Event Safety.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Carnival and Amusement Rides 	<p>If you are having carnival or amusement rides at your event or tournament:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No rides with sirens or buzzers will be permitted in the carnival, unless the siren is deactivated for the duration of operating hours. <input type="checkbox"/> Sound levels at the carnival are to be kept at minimum levels, as this is a particularly sensitive item for residents. <p>For more information, visit the City of Burlington’s Event Resources.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Fireworks Permit and Approval – City of Burlington 	<p>If you are having fireworks at your event or tournament, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fireworks approval from the City of Burlington’s Fire Department. <input type="checkbox"/> Written document and proof that a qualified fireworks supervisor will take responsibility for the display, as outlined in the Government of Canada – Natural Resources Canada: Display Fireworks Manual. <input type="checkbox"/> A qualified fireworks supervisor must have a valid card issued by the Explosives Division of Natural Resources Canada. <p>The City of Burlington has a fireworks plan implementation guideline to assist organizers.</p> <p>For more information, visit the Government of Canada – Natural Resources Canada: Display Fireworks Manual or City of Burlington’s Fire Department.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Insurance 	<p>If you are having an event or tournament on City of Burlington property, a certificate of insurance will be required.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The certificate of insurance: <input type="checkbox"/> Must be general liability insurance. <input type="checkbox"/> Must be for a minimum of \$2 million (or greater). <input type="checkbox"/> Must list the City of Burlington, 426 Brant Street, Burlington, Ontario L7R-3Z6 as the additional insured.

	<p>The minimum coverage required may be more depending on the nature of your event or tournament activities.</p> <p>Insurance is typically secured through the organization’s broker.</p> <p>For more information, visit the City of Burlington’s Facility Permit Insurance Requirements.</p> <p>For more information on insurance providers, visit the “Should You Need...” page of this workbook.</p>
<p><input type="checkbox"/> Electrical Safety Authority</p>	<p>If you are having an event or tournament that uses electrical equipment and large generators, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ESA electrical permit <input type="checkbox"/> ESA electrical inspection <p>Generators larger than 12 kilowatts or 240 volts do require an electrical permit and ESA inspection.</p> <p>Organizers should arrange for a permit four to six weeks in advance of the event or tournament.</p> <p>For more information, visit the Electrical Safety Authority.</p>
<p><input type="checkbox"/> Emergency Management Plan – City of Burlington</p>	<p>If you are having an event or tournament, an emergency management plan must be completed by the event or tournament organizer and submitted for review by the Special Event Team.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Management Plan Template <p>For more information, visit the City of Burlington’s Events Resources or Emergency Management Plan Guidelines or Emergency Evacuation Scripting Examples or Examples of Potential Risks at Events.</p>
<p><input type="checkbox"/> Event or Tournament Set-up Needs – Facility, Park, or On-road</p>	<p>If your event or tournament has any set-up needs for City staff, a list must be submitted to your City staff liaison a minimum of 4 weeks prior to your event or tournament. Examples include:</p> <ul style="list-style-type: none"> • barricades for use at the event or tournament in a park • garbage or recycling cans in a park or facility • hydro or water needs in a park or facility

	<ul style="list-style-type: none"> • marking of irrigation and hydro lines in a park • set-up of tables and chairs in a facility • washrooms access in a park <p>Event or tournament organizers will be charged for the above City services.</p>
<p><input type="checkbox"/> First Aid Services</p>	<p>If you are having an event or tournament, it is the responsibility of the organizer to provide certified first aid personnel on-site, through a qualified agency or individual.</p> <ul style="list-style-type: none"> <input type="checkbox"/> First aid certified personnel <p>For more information on first aid providers, visit the “Should You Need...” page in this workbook.</p>
<p><input type="checkbox"/> Food or Beverages – Halton Region Health Department</p>	<p>If you are providing food or beverages (for sale or at no charge) at your event or tournament, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinator of Special Events application <input type="checkbox"/> Approval from the Halton Region Health Department <p>Once your application is reviewed by the Region, you must submit the status to your City staff liaison.</p> <p>For more information, visit the Halton Region Health Department.</p>
<p><input type="checkbox"/> Food Trucks</p>	<p>If you are having food trucks at your event or tournament, vendor placement is the responsibility of each event organizer.</p> <p>Given that events and/or tournaments may occur within a surrounding business districts, we require the organizer to engage with the affected business improvement area (B.I.A) to ensure consideration and sympathetic placement for primary competitive products.</p> <p>All events and tournaments are expected to comply with all municipal by-law, including business license by-law and municipal sign by-law.</p> <p>If an event organizer, tournament organizer or vendor is unable or unwilling to comply with these by-laws in all aspects, the Special Event Team will consider the appropriateness of permitting the organizer to use City property for the event or tournament.</p> <p>For more information, visit the City of Burlington’s Food truck By-law.</p>
<p><input type="checkbox"/> Helicopter</p>	<p>If your event or tournament is having a helicopter, the following information must be</p>

	<p>submitted to your City staff liaison:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum \$10 million certificate of insurance. Must be general liability insurance. Must list the City of Burlington, 426 Brant Street, Burlington, Ontario L7R-3Z6 as the additional insured. <input type="checkbox"/> A copy of the Special Flight Operation Certificate, which is used by Transport Canada. <input type="checkbox"/> Take-off/landing area requirements as required by Transport Canada. <p>For more information, visit Transport Canada.</p>
<p><input type="checkbox"/> Hot Air Balloons</p>	<p>If your event or tournament is having a hot air balloon, the following information must be submitted to your City staff liaison:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions of the balloon. <input type="checkbox"/> Information on how you propose to tie it down. <input type="checkbox"/> Will people be taking rides in the hot air balloon? Yes or no. <input type="checkbox"/> Minimum \$5 million certificate of insurance. Must be general liability insurance. Must list the City of Burlington, 426 Brant Street, Burlington, Ontario L7R-3Z6 as the additional insured. <input type="checkbox"/> A copy of the Special Flight Operation Certificate, which is used by Transport Canada. This will also specify the type of balloon being operated. <p>For more information, visit Transport Canada.</p>
<p><input type="checkbox"/> Inflatables</p>	<p>If your event or tournament is having inflatables, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum \$5 million certificate of insurance. Must be general liability insurance. Must list the City of Burlington, 426 Brant Street, Burlington, Ontario L7R-3Z6 as the additional insured. <input type="checkbox"/> Site plan showing where the inflatables will be. <input type="checkbox"/> It is a requirement that any inflatable used at a public event must be Technical Standards & Safety Authority (TSSA) licensed, set up by a TSSA trained mechanic, employed by a TSSA certified company with TSSA mechanics on staff. <p>For more information, visit the Technical Standards & Safety Authority.</p>
<p><input type="checkbox"/> Parking Lot</p>	<p>If you wish to rent a parking lot for exclusive use for your event or tournament, you will</p>

<p>Rentals – City of Burlington Parking Services</p>	<p>require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consultation regarding your request with the Parking Coordinator. <input type="checkbox"/> Parking lot rental application. <p>For more information, visit the City of Burlington’s Parking Services.</p>
<p><input type="checkbox"/> Permit Payment</p>	<p>All event or tournament organizers must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pay their permit fees a minimum of 30 days prior to their event or tournament. <input type="checkbox"/> Cancellations or permit changes must be received a minimum of 30 days prior to the event or tournament. <input type="checkbox"/> A percentage deposits will be required for event or tournament bids, where space is held 18 months in advance of the start date.
<p><input type="checkbox"/> Permit Requirements</p>	<p>If you are hosting an event or tournament on City property, the requirements associated with your event or tournament listed in this workbook must be completed in order for your permit to be released. In addition, you must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read the Facilities Terms & Conditions. <input type="checkbox"/> Read the Parks Terms & Conditions. <input type="checkbox"/> Read and sign the Schedule B. <input type="checkbox"/> Sign the permit.
<p><input type="checkbox"/> Police Officers: Pay Duty – Halton Regional Police Services</p>	<p>If you are having activities at your event or tournament that Halton Regional Police Services advise pay duty officers are needed, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pay duty request application <p>Organizers may be required to provide a Trespass to Property Act letter delegating authority to the Halton Regional Police Services to remove unauthorized persons from being in attendance at their event or tournament.</p> <p>For more information, visit the Halton Regional Police Services.</p>
<p><input type="checkbox"/> Raffles/Games of Chance/ Bingo/Ticket Draws Policy – City of</p>	<p>If your event or tournament is having a raffle, game of chance, bingo or ticket draw, you must have a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lottery license

<p>Burlington</p>	<p>Additional requirements are based on which type of lottery you are having.</p> <p>For more information, visit the City of Burlington’s Building Department.</p>
<p><input type="checkbox"/> Resident Notification Letter</p>	<p>If your event or tournament is:</p> <ol style="list-style-type: none"> 1) at a park or playfield and having amplified sound (ex. Nelson) 2) has a road closure 3) has over 1,000 participants 4) or new event components <p>you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resident notification letter <p>Resident notification letters for tournaments will be reviewed on a case by case basis. If your tournament is having any components outside of the regular programming and activities, a letter may be required.</p> <p>Community consultation may be required for new events or tournaments, or significant changes to existing events or tournaments.</p> <p>For more information, visit the City of Burlington’s Event Resources.</p>
<p><input type="checkbox"/> ReSound</p>	<p>If you are having recorded music at your event or tournament, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> License from ReSound <input type="checkbox"/> You will be required to provide proof of compliance if your event or tournament has recorded music to your City staff liaison. <p>For more information, visit ReSound.</p>
<p><input type="checkbox"/> Revenue Generation/ Soliciting of Funds</p>	<p>If your event or tournament will be having any form of soliciting of funds on City property, including the charging of admission to parks, you will be required to identify this in the application.</p>
<p><input type="checkbox"/> Road closure – Traffic Protection Plan</p>	<p>If your event or tournament has a road closure, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traffic Protection Plan prepared by a qualified contractor of Ontario Traffic Manual (OTM) Book 7. <input type="checkbox"/> Advanced notification signage. This is required only for major on-road events that

	<p>have over 1,000 attendees.</p> <p>In the event of a road closure, the City of Burlington’s Fire Department requires that a 6m emergency lane be provided and maintained in order to facilitate vehicles, equipment and operations during an emergency response. The requirement for a 6m access or emergency lane is the minimum width required for a fire access route under the Ontario Building Code.</p> <p>For more information, visit the City of Burlington’s Event Resources.</p>
<input type="checkbox"/> Shuttle Buses – City of Burlington Transit	<p>If you are having a large number of attendees at your event or tournament, and parking is limited at the venue, you may be required to have a shuttle bus.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shuttle bus charter application <p>For more information on City of Burlington shuttle services, visit the City of Burlington’s Transit Department.</p> <p>For more information on other shuttle services, visit the “Should You Need…” page of this workbook.</p>
<input type="checkbox"/> Site Plan or Route Map	<p>If your event or tournament is being held on City property, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A detailed site plan or route map that includes: vendors, stages, tents, emergency exits, routes, etc. <p>This site plan or route map must be submitted to your City staff liaison for approval by the Special Event Team.</p> <p>For more information, visit the City of Burlington’s Event Resources.</p>
<input type="checkbox"/> SOCAN	<p>If you are having live or recorded music at your event or tournament, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> License from SOCAN <input type="checkbox"/> You will be required to provide proof of compliance if your event or tournament has live or recorded music to your City staff liaison. <p>For more information, visit SOCAN.</p>
<input type="checkbox"/> Special Event Team Approval – City of Burlington	<p>If you are having an event or tournament on City of Burlington property, when your application is received, it will be reviewed by the City’s Special Event Team to ensure safety compliance.</p> <p>Approval will be provided by the Supervisor of Festivals and Events, who has delegated authority, under the advisement of the Special Event Team.</p>

	<p>Your City staff liaison will notify you when your event has been approved.</p>
<p><input type="checkbox"/> Stage Permits – City of Burlington Building Department</p>	<p>If you have a stage installation exceeding 10m² at your event or tournament, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A zoning certificate <input type="checkbox"/> A stage permit <p>For more information, visit the City of Burlington’s building department.</p>
<p><input type="checkbox"/> Tents/ Canopies</p>	<p>If you are having tents at your event or tournament, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vendor Fire Safety Requirements Form <input type="checkbox"/> The event or tournament organizer is to obtain signed forms from all vendors and keep in their file. <p>The requirement is related to tent/canopy safety and inspections.</p> <p>If you plan to set-up a tent, as per the Ontario Building Code 1997, a tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:</p> <ul style="list-style-type: none"> • Not more than 60 m² in aggregate ground area • Not attached to a building, and • Constructed more than 3m from other structures <p>All tents and canopies must be secured by being weighted down with weights or sand bags, or being pegged or staked in. This is the responsibility of the event organizer.</p> <p>No cooking is permitted in tents occupied by the public.</p> <p>All tents and temporary structures must be fully accessible to all participants/visitors including individuals with disabilities.</p> <p>For more information, visit the City of Burlington’s Event Safety.</p>
<p><input type="checkbox"/> Tent Permits – City of Burlington Building Department</p>	<p>If you have a tent installation exceeding 60m² at your event or tournament, you will require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A zoning certificate <input type="checkbox"/> A tent permit <p>The City of Burlington Building Department will request details regarding the tent size, location</p>

	<p>of exits, and certificate of verification that the tent used has been flame proofed in conformance with U.L.C. standard (CAN/ULC-S-109-M), Standards for Flame Tests of Flame Resistant Fabrics and Films. For more information, visit the City of Burlington’s building department.</p>																														
<p><input type="checkbox"/> Transient License – City of Burlington</p>	<p>If you are having vendors at your event or tournament and you have followed the Special Event Team process, you will not be required to obtain a transient license for vendors.</p>																														
<p><input type="checkbox"/> Volunteers</p>	<p>If you are having volunteers at your event or tournament, under the Accessibility for Ontarians with Disabilities Act, you will be required to provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AODA training <p>Under the AODA, any volunteers with your organization that prepare policies or provide direct services on behalf of the organization must receive training.</p> <p>For more information, visit the Government of Ontario’s Accessibility Laws.</p>																														
<p><input type="checkbox"/> Washrooms/ Sanitary Facilities</p>	<p>If your event or tournament location does not have sufficient facilities for the anticipated attendees, organizers will be responsible for providing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Portable washrooms that are accessible to all <input type="checkbox"/> Hand wash stations <p>The following are recommended minimum number of washrooms and hand wash stations for an event or tournament from the Halton Region Health Department.</p> <table border="1" data-bbox="418 1230 1276 1719"> <thead> <tr> <th colspan="5">Number of Washroom Fixtures at Events or Tournaments: Amount of Washroom Fixtures by Gender and Attendance at Peek Times</th> </tr> <tr> <th>Gender</th> <th>Attendance</th> <th>Toilets</th> <th>Urinals</th> <th>Hand Wash Stations</th> </tr> </thead> <tbody> <tr> <td>Males</td> <td>1-600</td> <td>1</td> <td>2</td> <td>2</td> </tr> <tr> <td>Females</td> <td>1-600</td> <td>3</td> <td>-</td> <td>2</td> </tr> <tr> <td>Males</td> <td>601-1,200</td> <td>3</td> <td>3</td> <td>4</td> </tr> <tr> <td>Females</td> <td>601-1,200</td> <td>6</td> <td>-</td> <td>4</td> </tr> </tbody> </table>	Number of Washroom Fixtures at Events or Tournaments: Amount of Washroom Fixtures by Gender and Attendance at Peek Times					Gender	Attendance	Toilets	Urinals	Hand Wash Stations	Males	1-600	1	2	2	Females	1-600	3	-	2	Males	601-1,200	3	3	4	Females	601-1,200	6	-	4
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	<p>Additional Fixtures for Males:</p> <ul style="list-style-type: none"> • 1 toilet for each 300 additional persons • 1 hand wash station for each 600 additional persons • Urinals may be substituted up to 2/3 for toilets <p>Additional Fixtures for Females:</p> <ul style="list-style-type: none"> • 1 toilet for each 300 additional persons • 1 hand wash station for each 600 additional persons <p>For more information, visit the Halton Region Health Department.</p>	
<p><input type="checkbox"/> Waste Management*</p> <p>*applicable to outdoor events and tournaments only.</p>	<p>At your event or tournament, direct attendees and participants to use the large molok containers in parks or containers in facilities.</p> <p>Aim to reduce waste materials brought to your event or tournament and recycle any materials that can be accepted in the appropriate containers.</p> <p>Clean up of all debris at the event or tournament site is the responsibility of the organizer. There is only weekly pick-up in the parks and facilities from the Halton Region, but if you wish to have an additional pick-up, this can be arranged through the Halton Region.</p> <p>If the event or tournament organizer wishes, they may contact Halton Region to request additional support for their waste management. The Halton Region will drop off and pick-up recycling bins and compost bins. To request this, you will need to submit:</p> <p><input type="checkbox"/> Community Events Waste Management Services Request Form</p> <p>For more information, visit Halton Region’s Waste Management.</p>	

City of Burlington Parks By-laws

For more information on City of Burlington By-laws, visit www.burlington.ca/bylaws

<p><u>Animals By-law</u></p>	<p>Dog or pet owners will be prohibited from bringing their animals to a public park or facility during events or tournaments where signs are posted prohibiting animals.</p> <p>Event organizers and tournament organizers will be encouraged to promote that owners leave pets at home. This is in order to provide a safe and clean environment for humans, and to avoid distress and confusion for pets.</p>
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	Persons with disabilities are permitted to be accompanied by their service animal.
<u>Balloons release in parks By-law</u>	The release of balloons at an event or tournament in City parks, facilities, streets or parking lots is prohibited.
<u>Carnival and amusement rides By-law</u>	Carnival or amusement rides with sirens, air horns or buzzers will not be permitted at outdoor events or tournaments on City of Burlington property, unless the sirens, air horns or buzzers are deactivated for the duration of the entire event.
<u>Noise By-law</u>	Amplification of sound, including set up, testing and performance, will be limited to between the hours of 7 a.m. to 11 p.m. Monday to Saturday and 9 a.m. to 11 p.m. on Sunday, with noise levels kept at reasonable levels to minimize impact on the surrounding business and residential area.
<u>No smoking By-law</u>	In the City of Burlington, smoking is prohibited in all buildings and parks including passive areas, walking trails, sport fields, playgrounds, wading pools, etc.
<u>Overnight stays in parks By-law</u>	Outlined in the Parks By-law, remaining overnight in City parks or property is not permitted.
<u>Parks By-law</u>	The Parks By-law outlines all of the mandatory rules for the parks in the City of Burlington.

Planning resources for event and tournament organizers

<u>City of Burlington Community Calendar</u>	The City of Burlington has a free community calendar where event and tournament organizers can submit their information for residents and visitors.
<u>City of Burlington Downtown Parking Map</u>	This document is a parking map of the downtown, which will help event or tournament organizers provide parking locations for attendees.
<u>City of Burlington Portable Stage Rental</u>	If your event or tournament wishes to rent the City of Burlington portable stage, visit the webpage.
<u>City of Burlington Online Facility Viewer</u>	If your event or tournament would like to learn more information about the Burlington's parks and facilities, visit the City of Burlington online facility viewer.
<u>Event Management RACI</u>	This document explains who is responsible, accountable, consulted and informed during the event or tournament process.
<u>Event Management Process - High Level Process Map</u>	This document explains the event management process.
<u>Event Management Swim Lane Map</u>	This document explains the event management process.
<u>Greening Your Event or Tournament</u>	This document provides guidelines for greening your event or tournament.

Police at Events in Burlington	This document provides an explanation of how Halton Region Police Services can support your event or tournament.
Resident Notification Letter Template	This document is a template you may utilize if your event or tournament is required to have a resident notification letter.
Zero Tolerance Policy	This document outlines the policy in which unacceptable behavior by any individual on City property is prohibited.

Funding Options – Community Support

If your event or tournament would like to apply for funding from the City, visit the [City of Burlington Community Support](#).

Community Development Fund	Community development funding is available to support community organizations on a one-time only basis in building capacity to provide programs, services and events for the residents of Burlington. This funding supports organizations by offsetting costs related to training opportunities, equipment purchases or rental, marketing and advertising, and program start-up costs. Funding will be considered if the applicant can clearly demonstrate the request will improve the organization's ability to deliver sustainable services to the community.
Facility Fee Waiver	Facility fee waivers are available to offset a portion of the rental fee for a facility permitted through the City of Burlington utilized by non-profit organizations offering a program, service or event for Burlington residents. Funding is available on a one-time only basis to support new initiatives or assist organizations in providing sustainable programs.
Grant Opportunities	For more information on grant opportunities, visit the City of Burlington’s Event Resources .

“Should You Need...” Information

<u>REQUIREMENT</u>	<u>OPTIONS FOR PROVIDER OF REQUIREMENT</u>
<p>Note: The City of Burlington does not have a preferred provider for services at events or tournaments. The below is a list of suggested providers for event and tournament organizers.</p>	
First Aid Provider	First Response Ontario www.froems.com Halton Region Emergency Medical Services www.halton.ca/living_in_halton/public_health/paramedic_services/

	St. John's Ambulance www.sja.ca
Insurance	<p>Easy Insure www.easyinsure.ca/main.aspx</p> <p>EventInsure www.bkifg.com</p> <p>Event Policy www.eventpolicy.ca</p> <p>Exhibitor Insurance www.exhibitorinsurance.com</p> <p>GameDay Insurance http://www.gamedayinsurance.ca</p> <p>PAL Insurance www.palcanada.com/en</p>
Shuttle Service	<p>Attridge Transportation www.attridgetransportation.com</p> <p>City of Burlington Transit www.burlingtontransit.ca</p> <p>First Student www.firstcharterbus.com</p>
Waste Diversion	Burlington Green www.burlingtongreen.org
Waste Management	Halton Region www.halton.ca