



King Township's **SPECIAL EVENTS PLANNING GUIDE**



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Message from the Mayor

On behalf of council and staff, I'd like to welcome you to King Township's Special Event Planning Guide. This Guide can be used as a 'one stop shop' resource for anyone in the community who may be planning a special event.

The Township is committed to providing residents with a range of recreation opportunities to improve health, well-being and quality of life. In addition to this, the Township has a long and rich history of hosting special events throughout the municipality that demonstrate and uphold King's unique character.

As the Township moves towards a time of significant population growth, the need for special events as a means for increasing community development and strengthening social cohesion are of vital importance. I believe that all special events, whether large or small, in some way contribute to building the unique culture of King Township and provide direct social and economic benefits to the community.

Please come and join me in the celebration!

Steve Pellegrini, *Mayor, King Township*

Purpose and Scope

Special events in King Township enhance and improve the quality of life for our residents. The purpose of the Special Event Planning Guide is to consolidate the guidelines, policies and by-laws used by the various departments within King, The Region of York and other related agencies pertaining to planning and hosting special events. It also includes contact information from various departments and related agencies that may need to be contacted depending on your event. This guide helps facilitate an effective plan and execution of a safe event.



Discover King

King Township is a unique and special place. Extensive natural and scenic beauty, rich cultural heritage and the welcoming small Township feel defines the Township. King Township is often referred to as a 'community of communities'. Each of the villages and hamlets has its own distinctive character including notable cultural and natural landscapes, historical features, and heritage properties and a strong overall sense of community.

Each year King Township hosts numerous special events that give our community and its residents a reason to celebrate. The Township recognizes that special events enhance tourism, culture, recreation and education as well as provide an economic benefit to local businesses.

This guide has been produced to provide interested Event Organizers with information about what is required to host a special event in King Township.

As the Event Organizer your role will be to stay in contact with the necessary Township departments regarding items related to your event. This guide will assist you to ensure that all necessary approvals and permits are in place prior to the start of your event.

Please read through this event planning guide in its entirety to fully understand the associated timelines and paperwork required to host your event within King Township. We look forward to working with you to make your event a success!

For inquiries regarding King Township's Special Events, please contact events@king.ca or visit www.king.ca

Parks and Facilities

King Township has a number of parks and facilities available for rental that may be suitable for your event. The Booking & Events Coordinator will review each request and determine the best location for the event.

PARKS

CENTENNIAL PARK

14855 Jane Street, King City

Facilities: Mountain Bike Trails

COLD CREEK CONSERVATION

14125 11th Concession, Nobleton

Facilities: Outdoor skating rink, picnic pavilion, trails, high ropes/rock climbing wall

MEMORIAL PARK

25 Doctor's Lane, King City

Facilities: Playground, outdoor skating rink, soccer fields, baseball diamonds, skatepark, tennis courts, ball hockey/basketball court, picnic pavilion, washroom

NOBLETON COMMUNITY SPORTS PARK

15 Old King Road, Nobleton

Facilities: Playground, outdoor skating rink, soccer fields, baseball diamonds, tennis courts, ball hockey/basketball court, outdoor pool

SCHOMBERG OSIN LIONS PARK

200 Western Ave, Schomberg

Facilities: Playground, soccer fields, baseball diamond

TASCA PARK

49 Parkheights Trail, Nobleton

Facilities: Playground, soccer fields, baseball diamonds, ball hockey/basketball court, picnic pavilion, trails, splash pad

TYRWHITT PARK

575 Kettleby Road, Kettleby

*Event organizer must provide approved parking management plan

FACILITIES

COLD CREEK CONSERVATION AREA

14125 11th Concession, Nobleton

Facilities: Indoor facilities, kitchen

DR. WILLIAM LACEBY NOBLETON COMMUNITY CENTRE & ARENA

15 Old King Road, Nobleton

Facilities: Arena Hall, meeting rooms, kitchen, ice surface

KING CITY COMMUNITY CENTRE AND ARENA

25 Doctors Lane, King City

Facilities: Arena Hall, meeting rooms, ice surface

KING HERITAGE & CULTURAL CENTRE

2920 King Road, King City

Facilities: Gallery, meeting room, kitchen

TRISAN CENTRE

25 Dillane Drive, Schomberg

Facilities: Multi-purpose room, curling lounge, meeting rooms, kitchen, curling surface, ice surface

King Township has a number of other parks and facilities available for rental. For more information on renting a King Township owned facility or park please contact the Booking & Events Coordinator at facilitybooking@king.ca or 905-833-5321.

Facility Permits

If you are planning to hold an event in a King Township facility or park, your first step is to contact King Township's Booking & Events Coordinator with the details of your proposed event. Complete the [Facility Rentals Application Form](#) with all details of your event and return it to the Booking & Events Coordinator for review. Your event booking is not confirmed until you receive a permit from the Booking & Events Coordinator. The permit shows the dates and times you have access to the facility being booked. You may not be in the building at any other times than what is on your permit. For more information please contact the Booking & Events Coordinator at facilitybooking@king.ca or 905-833-5321.

Security Deposits

A security deposit is required for all indoor facility rentals and may be required when hosting an event in a park or on other Township owned property. The security deposit covers potential damage to Township property and/or additional staff for clean-up that may be required as a result of the event. After a successful site audit following the event the security deposit will be returned.

Grants and Funding

King Township **Grants to Community Organizations** provides funding to assist community organizations to deliver programs and services and to complete special projects.

Each applicant seeking a Community Organization Grant will be required to request and complete the application form and submit copies for pre-screening to the Grants Committee no later than March 31st of the year for which consideration for financial assistance is required.

For more information or to submit an application please contact King Township's Clerks Department at clerks@king.ca or 905-833-5321.

For information on Provincial grants provided by the Ministry of Citizenship and Immigration; Ministry of Tourism, Culture and Sport; the Accessibility Directorate of Ontario; and selected grants from the Ministry of Indigenous Relations and Reconciliation and the Ministry of Northern Development and Mines, visit www.grants.gov.on.ca

Event Site Plan

SITE SAFETY OR EMERGENCY MANAGEMENT PLANS

Public safety is an important element of special event planning. King Township recommends that organizers ensure that their event design includes various methods for mitigating and managing risks associated with their event. Site Safety or Emergency Management Plans should be customized to each specific special event and/or event venue. To obtain a template of what one of these plans should look like please contact King Township's Parks, Recreation & Culture Department at events@king.ca or 905-833-5321.

PARKING

Event Organizers are responsible for ensuring that there is sufficient parking for attendees. It is highly recommended that a Parking Plan is prepared prior to the event to keep a good flow on the day of the event. The plan should include:

- A review/identification of the applicable fire routes and designated disability parking
- The availability of surrounding streets and lots where parking may be allowed. For more information on parking restrictions please contact King Township's By-Law department at bylaw@king.ca or 905-833-4002.
- Designated event staff or volunteers on-site in the parking and non-parking areas to provide event attendees with appropriate parking information/direction
- If off-site parking is required a shuttle service should be provided

FIRST AID

It is the responsibility of the Event Organizer to provide certified first-aid service on site during the operating hours of the event. These services should be through a qualified agency such as Emergency Medical Service (EMS) or a private first-response company. A confirmation letter showing that these services will be present at your event may need to be provided in advance of the event to the Township.

SECURITY

Event Organizers may be required to provide security personnel or police officers for security, crowd control and/or traffic control for events where large crowds are expected or where alcohol is being served.

Event Organizers must contact York Regional Police (YRP) to determine if paid-duty officers are required. The YRP Paid Duty Coordinator will determine the total number of police officers required.

A request for police assistance must be submitted at least four (4) weeks prior to the event date. Larger events will need a longer lead time. For more information please contact York Regional Police at paiddutyrequest@yrp.ca or 1-866-876-5423.

NOTICE OF EVENT

It is recommended that the following organizations are notified of large events to ensure a quick response in case of an emergency. This includes: King Township's Fire and Emergency Services, York Regional Police and York Region Emergency Services. Please make sure to include all pertinent information on about your event including by not limited to the following:

- 1) Event and Organization Name
- 2) Contact Name and Phone Number
- 3) Event Date, Time and Location
- 4) Brief Description, Expected Attendance and Site Plan

King Fire & Emergency Services
2045 King Road
King City, ON L7B 1A1
905-833-5321
fireadmin@king.ca

York Regional Police
47 Don Hillock Drive
Aurora, ON L4G 0S7
1-800-668-0398
info@yrp.ca

York Region Paramedic Services
1-877-800-7924
yorkems@york.ca

Event Infrastructure

RESOURCES

Special event permits that have been approved to take place on Township property or in a Township facility do not include any resources other than tables and chairs already at the facility. All resources required for set-up, operation and clean-up of the event are the responsibility of the permit holder.

If you require additional resources for your event please fill out the **Equipment Request Form** and return it to the Booking & Events Coordinator for approval at least two (2) weeks prior to your event start date. Additional fees may apply for request of additional resources.

WASTE

It is the responsibility of the permit holder to make arrangements for litter control, including the use of waste, grease and/or recycling containers. Regular pick-up/changing/cleaning of all waste, grease and/or recycling containers is required to ensure a sanitary environment and responsibility of the permit holder.

The Township may provide staffing for the removal of garbage and the placement of additional garbage and recycling bins

as requested, however there will be a fee for this service. An **Equipment Request Form** must be submitted to the Booking & Events Coordinator for approval at least two (2) weeks prior to the event start date.

WASHROOMS

King Township has a limited number of portable toilets available in public areas. It is the Event Organizers responsibility to ensure that they have an appropriate number of toilets and hand-washing stations available to attendees of the event.

The Township can order additional Portable Toilets to be used at your event for an additional fee. An **Equipment Request Form** must be submitted to the Booking & Events Coordinator at least two (2) weeks prior to the event start date specifying the number of portable toilets needed as well as where they should be placed.

If the Event Organizer feels the portable toilets will need to be serviced throughout the event this needs to be expressed to Township staff so it can be arranged with the Portable Toilet Company.

Temporary Sign Permits

KING TOWNSHIP

A permit is required to display a sign in King Township. All signs within the Township must conform to size, quantity, location, and other restrictions described in the **By-law to Regulate Signs and other Advertising Devices**

For more information or to obtain a sign application form, please contact King Township's By-law department at bylaw@king.ca or 905-833-4002.

YORK REGION

A Road Sign Permit gives permission to place temporary signage on Regional roads. The signs will need to meet size and placement requirements. Permit stickers must be placed on the top left corner of the front of the sign.

To apply for a Road Sign Permit the Event Organizer must download and complete the following two (2) forms and return them to York Region at least two (2) weeks before the permit is needed.

- **Temporary Road Sign Permit Application**
- **Certificate of Insurance**

Email: permits@york.ca
Fax: 905-895-3047
In-Person: 90 Bales Drive East
East Gwillimbury, ON L0G 1V0
By Mail: 17250 Yonge Street, Box 147
Newmarket, ON L3Y 6Z1

Insurance Requirements

The Event Organizer must maintain a Certificate of General Liability insurance for the event in an amount of at least \$2 million. It may be requested that \$5 million General Liability insurance be purchased at the discretion of the Director of Parks, Recreation & Culture Department.

Any insurance coverage provided by the Event Organizer must name King Township as additional insured on the insurance policy. The Event Organizer must submit a copy of the General Liability insurance to the Booking & Events Coordinator at least two (2) weeks prior to the event start date.

Event Promotion & Advertising

LIBRARY COMMUNITY CALENDAR

King Township Public Library has a **Library and Community Events Calendar** which is free to advertise on. Follow the steps in the **Library and Community Calendar Publishing Document** to advertise your event. For more information please contact Mark Cornell at m.cornell@kinglibrary.ca or 905-833-5101.

COMMUNITY SIGNS

King Township has two (2) Outdoor Electronic Message Signs available to advertise not-for-profit community events. One (1) is located outside the Trisan Centre the other is located in front of the Nobleton Library. For further details or to request to have a message posted please contact facilitybooking@king.ca or 905-833-5321.

RECREATION FACILITIES

Certain events may be eligible to have advertising material posted in Township facilities. If you would like to request this option, please contact the Customer Service Coordinator at prcadvertising@king.ca or 905-833-5321 for approval.

There are additional opportunities to advertise within King Township or surrounding communities to promote your event. Examples of other publications to advertise in are:

- www.kingsentinel.com
- www.metroland.com/newspapers
- www.snapaurora.com
- www.snapnewmarket.com
- yorkregionfestivals.com
- yorkregionartscouncil.com
- www.yorkregion.com
- www.yorkscene.com
- www.goodlifemagazine.ca
- Mosaic Magazine – www.artsocietyking.ca

EXPERIENCE KING

For more information about assistance and support warranted through Experience KING tourism destination marketing efforts please contact the Township's Economic Development Officer at ecdev@king.ca or 905-833-4016

Alcohol & Liquor Licenses

If you would like to serve or sell alcohol at your event, you will need to adhere to both provincial and municipal requirements to ensure that you are legally permitted to serve alcohol.

Event Organizers must read and abide by King Township's **Alcohol Management Policy** which is in place to prevent alcohol-related problems that arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for patrons for the facilities. A signed copy of page twenty-two (22) of this document must be returned to the Booking Events Coordinator at least two (2) weeks prior to the event start date.

In addition to adhering to municipal policies, Event Organizers must adhere to all Alcohol and Gaming Commission of Ontario (AGCO) guidelines. Event organizers must apply for a **Special Occasion Permit (SOP)** from the Liquor Control Board of Canada (LCBO) at least sixty (60) days prior to the event. The SOP application may be obtained at a LCBO service store or downloaded from the AGCO's website at www.agco.on.ca. Once completed, the application must be mailed or delivered directly to an LCBO service store for processing.

The SOP certificate must be visibly posted and the permit area clearly defined and separated from the area(s) where the SOP does not apply. All other signage as mentioned in King Township's Alcohol Management Policy must be visibly posted in the permitted area.

For an outdoor event which is open to the public, the Event Organizer must contact King Township's Clerks Department to obtain a Letter of Municipal Significance to be included along with the application. If a group other than a charity or not-for-profit entity applies for a SOP, the AGCO requires that the application contain a Municipal Resolution or letter from a delegated municipal authority deeming the event Municipally Significant.

The Event Organizer must also obtain a **Certificate of Alternate Insurance** in the amount of at least \$2 million dollars in comprehensive general liability insurance and must contain an indemnity agreement naming the Corporation of King Township as an additional insured. You may be able to purchase the insurance through your own insurance broker; alternatively you may purchase it through PAL Insurance Brokers Canada Ltd, a company specializing in party alcohol liability at www.palcanada.com.

All beverage handlers must be Smart Serve trained and the event organizer must provide the names and certification numbers to the Booking Events Coordinator.

All documents must be submitted to the Booking Events Coordinator at least two (2) weeks prior to the event start date in order for alcohol to be allowed.

Serving Food and Other Health Permits

York Region Community and Health Services must be informed about events, farmers' markets or wild game dinners that include food vendors, food preparation, personal services and/or a petting zoo. This is to ensure compliance with the regulations and guidelines as laid out in [Ontario's Health Protection and Promotion Act](#).

Event Organizers are required to complete an [Organizer Application Event Form](#) and submit it to York Region Community and Health Services at least thirty (30) days before the start date of the event.

It is the responsibility of the Event Organizer to ensure all vendors complete the [Vendor Application Event Form](#) and submit it to York Region Community and Health Services at least ten (10) days before the start date of the event. A public health inspector will be in contact with the Event Organizer prior to the event start date.

During the event, Public Health Inspectors may inspect food vendors to ensure proper food handling practices are being implemented and prevent any health hazards that might result in food poisoning. Providing accurate indicating

thermometers, maintaining hot and cold holding temperatures of food, providing adequate supplies of potable water for cooking and hand-washing stations will be a few of the items the Public Health Inspector will be looking for.



Lotteries, Raffles, Bazaars & Games

King Township's issues Lottery Licenses to eligible charitable organizations to raise funds for their organizations' needs. Unlicensed gambling or gaming on Township owned property is not permitted.

To be eligible for a lottery license, your organization must be a non-profit charity and fall within one of the following:

- 1) The Relief of Poverty
- 2) The Advancement of Education
- 3) The Advancement of Religion
- 4) Other Charitable Purposes Beneficial to the Community, not falling under the above

Noise By-Law

Noise Control By-law prohibits and regulates certain types of noise within King Township. The by-law includes both general restrictions on certain types of noise as well as time-based restrictions for certain activities. King Township does not allow the amplification of sound at any time in residential areas. The event organizer may apply for a [Noise By-Law Exemption](#) for their event.

A [Noise Exemption Application Form](#) must be completed by the Event Organizer and submitted to King Township's Clerks

For clarification on whether your event and/or organization can be licensed to conduct lottery events and for details on procedures and regulations, please contact the of King Township's Clerks Department at clerks@king.ca or 905-833-5321.

Registered charitable organizations may be considered for a gaming license by the Alcohol and Gaming Commission of Ontario (AGCO). For more information please visit www.agco.on.ca.

Department a minimum of thirty (30) days prior to the proposed event. Upon approval the Event Organizer must serve notice of the approved exemption to nearby affected properties in advance of the event.

For more information, please contact King Township's Clerks Department at clerks@king.ca or 905-833-5321.

Entertainment

If your event includes live or recorded music of any kind, there is a requirement to pay a license fee to one or both of the following.

SOCAN

A SOCAN License grants the right to perform any of the musical works in SOCAN's repertoire in public. A SOCAN License is the simplest way to allow you access to virtually the world's entire repertoire of copyright protected music. Any music played at an event, such as background music, causal music, bands that play their own music, musical performances etc., must be licensed by SOCAN.

It is the responsibility of the Event Organizer to obtain a SOCAN License. At least one (1) month prior to the event the

Event Organizer must contact SOCAN at 1-866-944-6210 or visit their website at www.socan.ca to determine the applicable license and fees.

RE: SOUND MUSIC LICENSING COMPANY

This is a not-for-profit music licensing company which collects and distributes royalties for artists and record companies when recorded music is played publicly.

It is the responsibility of the Event Organizer to obtain a RE:Sound license. At least one (1) month prior to the event the event organizer must contact RE:Sound at 416-968-8870 or visit their website at www.resound.ca to determine the applicable license and fees.

Fireworks

King Township has a [By-law to Regulate and Govern the Sale, Use and Display of Fireworks](#).

If you plan to have a fireworks display of any kind at your event the Event Organizer must apply for a Fireworks Permit which is approved by King Fire & Emergency Services.

King Fire & Emergency Services Department is responsible for ensuring that your application is completed before recommending approval. For more information, please contact fireadmin@king.ca or 905-833-2800.

Open Fires

If you plan to have open flames of any kind at your event, Event Organizers must receive approval from the Fire Chief first. Approval from the Fire Chief shall be in the form of an **Open Air Burning Permit** issued by the Fire Chief and the confirmation number issued for the specific time. The Fire Chief retains the right to revoke any and all Open Air Burning Permits at any time. [By-Law to Regulate Open Air Burning](#) provides information on open air fires and recreational fires.

For further information or to apply for a permit please contact King Township's Fire and Emergency Services Department at fireadmin@king.ca or 905-833-2800.

Road Closures

TOWNSHIP OF KING ROADS

To request a Temporary Road Closure within King Township, the following must be submitted to King Township's Clerks Department at least two (2) months prior to the scheduled activity.

- [Road Occupancy Permit – Special Events](#)
- [Road Occupancy Permit – Cleanup Deposit](#)

For additional information please contact King Township's Clerks Department at clerks@king.ca or 905-833-5321.

YORK REGION ROADS

Certain roads within the Township of King are under the jurisdiction of York Region. These include:

- Weston Road
- Portions of Bathurst Street
- Portions of Jane Street
- Lloydtown-Aurora Road
- Portions of Keele Street
- King Road
- Portions of Dufferin Street

In order to close a Regional Road, the Event Organizer must submit an application to York Region. Applications for large events should be submitted at least three (3) months prior to the anticipated event date, for a smaller event the time requirement may be reduced to one (1) month when absolutely necessary.

Depending on your event, you will need to complete either:

- [Road Occupancy Application Form](#)
- [Excess Load Permit Application Form](#)

As well as:

- [24-Hour Contact Form](#)
- [Certificate of Insurance](#)

Submit all forms to York Region:

Email: permits@york.ca

Fax: 905-859-3047

In-Person: 90 Bales Drive East, East Gwillimbury, ON L0G 1V0

By Mail: 17250 Yonge Street, Box 147, Newmarket, ON L3Y 6Z1

Tent Permits

If the Event Organizer wishes to put up a tent which is more than 60m² (645sq ft²) during their event they must first obtain a permit from King Township's Building Department.

Along with the permit a site plan showing where the tent is going to be placed must be submitted to the Building Department. The Event Organizer must also complete the **Letter of Authorization Form** as it is being put on a property that they do not own.

For more information or to apply for a Tent Permit please contact the King Township's Building Department at building@king.ca or 905-833-5321.

Amusement Rides and Inflatables

Event Organizers must adhere to the policies and procedures outlined by the Technical Standards & Safety Authority (TSSA) when renting or operating amusement rides or inflatables. For more information on which inflatable devices are deemed to be an amusement device and require a permit to operate please visit www.tssa.org and click on the amusement device tab.

If an event plans to have amusement rides and/or inflatables, a Certificate of General Liability insurance naming King Township as an additional insured in the amount of no less than \$5 million must be provided from the company to the Event Organizer. The Event Organizer must provide a copy of this insurance to the Booking & Events Coordinator at least two (2) weeks prior to the event start date.

Ontario Smoke Free Act

In 2015, the Province of Ontario passed new legislation that makes it illegal to smoke on and within twenty (20) meters of all publicly-owned playgrounds, splash pads, sport fields, tennis courts, and basketball courts. Smoking is also prohibited within nine (9) meters of facility entrances. It is the responsibility of the Event Organizer to ensure that this act is enforced by event attendees.

For more information on this act visit [Smoke Free Ontario](http://SmokeFreeOntario.ca)

Petting Zoo/Animals

To have a petting zoo/animal show at your event you must comply with Petting Zoo Guidelines as outlined by **York Region's Community and Health Services**. For more information, please contact York Region Community and Health Services at 905-895-1231.

King Township will require a copy of the approval notice from York Region as well as a copy of the petting zoo/animal show companies insurance.

The Event Organizer is responsible for the care of the animals while on the property in accordance with the animal control by-law among other legislation.

Accessibility/AODA Requirements

As per the **Accessibility for Ontarians with Disabilities Act (AODA), 2005**, your event may be required to meet the specifications required by law for accessibility.

If you have one (1) or more employees your event has legal requirements to meet accessibility standards. If your event has twenty (20) or more employees, you must report to the government on how you are meeting these requirements. If your event is organized and run entirely by volunteers, you are not required to comply with the AODA.

As the Event Organizer it is important that you make your event accessible to all. Below are two documents to help ensure you make your event accessible.

[Guide to Accessible Festivals & Outdoor Events](#)
[Planning Accessible Events So Everyone Feels Welcome](#)

