

Brantford Harmony Square

Event Guidelines

Brantford Harmony Square (the Square) is a public square operated by the Parks and Recreation Department on behalf of the Corporation of the City of Brantford. The Square was created to provide a public place for hosting community events and celebrations *and shall be considered open to all*.

The following are the guidelines for holding an event at the Square:

1) **Bookings**

1.1) **General**

Advanced bookings for spectator events will be accepted no more than 12 months prior to the event. Applications may be submitted further in advance but cannot be confirmed until any City events are scheduled.

To ensure the success of all events, event organizer are required to:

- Review the following guidelines before completing the application for use of the Square; and
- Finalize all arrangements no later than **two weeks** prior to the event

All requests for the use of the Square should be directed to the Parks and Recreation Department

Brantford Parks & Recreation Department
1 Sherwood Drive
Brantford, ON
N3T 6R1
Phone (519) 756-1500
Fax (519) 759-5975

1.2) **Venue Rental**

The Square may be used for **community** celebrations, performances, exhibitions and a variety of promotional or commercial event uses. Permits can be issued for the entire common area of the Square including the stage or for a smaller area as required.

All Community events must have a permit.

Permit periods are for 24 hours from 7:00 am one day to 7:00 am the next day. Event times include set-up and take down. Should your event overlap a time period, you will be charged for the full day. Only one permit will be issued per a 24 hour period.

The Brantford Parks and Recreation Department reserves the right to refuse a request that does not meet these guidelines.

1.3) Application Booking

1. An application form must be completed in full and received by the Brantford Parks and Recreation office for your event to be considered for approval.
2. Parks and Recreation staff will review application and requirements and prepare an estimate of costs, if any, including damage deposit.
3. Once the contract and invoice is received by applicant, return document signed with a booking fee to hold the date.
4. Determined damage deposit amount, if any, must be provided 30 days prior to event date or your rental time may be reassigned.

1.4) Damage Deposit

Event Organizers must pay a damage deposit fee, see rates and fees, for the Square to be held against the cost to repair damages or additional event support services incurred.

1.5) Cancellation

Notice of cancellation must be received to the Parks and Recreation Department. The booking fee is Non-Refundable if cancellation is received less than 90 days prior to scheduled event date.

Events may be rescheduled at the discretion of Parks and Recreation Department.

The Parks and Recreation Department reserves the right to cancel an event:

- if the event organizer does not provide the required fees and information when requested
- when the event does not adhere to the guidelines
- if the Square is physically unfit for use due to inclement weather or emergency maintenance developments
- as a result of labour disruption
- *in the event of a civic emergency*

Cancellation of event as decided by the event organizer due to any circumstances, including inclement weather, will not relieve event organizer from payment obligations. No refunds will be issued.

1.6) Appeals

Should your application to hold an event be denied you may make an appeal, in writing, addressed to:

Parks and Recreation Department
1 Sherwood Drive
Brantford, ON N3T 1N3

Your appeal will be placed on the agenda for the next meeting (**Parks, Recreation & Waterfront Advisory Board**). Should your application to hold an event be denied at this level, you may make an appeal to City Council.

2) General Terms

2.1) Accessibility

The Square is accessible to persons in wheelchairs. *The layout of the event* must be designed in such a way as to maintain accessibility and to accommodate expected pedestrian traffic flow. Accessibility to private surrounding businesses may NOT be impeded.

2.2) Alcoholic Beverages

Alcoholic beverages can only be sold, served and consumed on licensed premises, under a Special Occasions Permit and/or a Caterer's Endorsement License, in conjunction with special event regulations. For more information, please request a copy of the City of Brantford Municipal Alcohol Policy.

It is the responsibility of the event organizer to:

- obtain the necessary licensing and/or permit(s) - Special Occasion Permit (S.O.P.) from the L.C.B.O.
- comply with the City of Brantford Municipal Alcohol Policy
- obtain approval from Brant County Health Unit at (519) 753-4937
- provide proof of Server Intervention or Smart Serve Program trained bartenders
- arrange and pay for approved security to supervise each entrance/exit to the licensed area
- obtain a minimum \$2,000,000 Certificate of Insurance for comprehensive liability coverage for the event *naming the City as additional insured.*

The city reserves the right to limit the size of licensed areas. Generally, no more than 50% of the site can be licensed.

It is the responsibility of the event organizer to post the following signs in a prominent location in the licensed area:

- ◆ a sign naming the Special Occasion Permit / Caterer's Endorsement License holder
- ◆ a DO NOT DRINK AND DRIVE sign
- ◆ a sign stating that IT IS HARMFUL FOR PREGNANT WOMEN TO DRINK ALCOHOLIC BEVERAGES
- ◆ a sign stating that IT IS ILLEGAL TO SERVE ALCOHOL TO MINORS, INTOXICATED PATRONS, OR TO THE POINT OF INTOXICATION

Food must be available for sale in your licensed area and your beverage menu must include low alcohol and non-alcoholic drink choices.

All beverages must be served in unbreakable containers unless prior approval has been obtained.

2.3) Balloons

Unaffixed helium-filled balloons are prohibited on the Square. Decorative balloons must be firmly affixed at locations not accessible to the public. Balloons for distribution to the public must be air-filled. Releasing balloons is not permitted.

At the conclusion of the event, all balloons must be removed and properly discarded.

2.4) Barbecues

Only propane barbecues will be permitted provided the event organizer supplies one fire extinguisher per barbecue unit. For safety reasons, barbecues must be enclosed within a barrier. Propane cannot be stored overnight at the Square. Special permission must be obtained from Brantford Fire Services & Parks and Recreation for any other type of cooking appliances.

2.5) Candles

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

2.6) Clean up

All materials and equipment belonging to the event must be removed *immediately* upon completion of the event. The Square will not be responsible for any items left *on site*.

Limited waste disposal facilities are provided on-site. Event organizer will be responsible for pick-up of garbage that exceeds the Square capabilities. The event organizer is required to return the Square to its original condition or fees will be applied against the damage deposit.

2.7) Damages

The event organizer is liable for any physical loss or damage to the Square property or equipment during the period of their occupation of the Square. The event organizer is liable for all damages incurred by its staff and/or agents on the Square.

The Damage Deposit (please see Deposits) will be held until an inspection of the property has been completed at the conclusion of occupation in the presence of the event organizer, the Event Coordinator and a Square security representative. The deposit will be applied against any damages assessed and the balance due to either party will be included in the post-event reconciliation. If the inspection determines that no damages to the property occurred, the deposit will be returned.

2.8) Displays

Displays may be erected at the Square either stand-alone exhibitions or as part of a larger event. Some conditions may apply to the installation or content of your display. Please see the Square Display Policy.

2.9) Electrical Requirements

All electrical requirements and plans must be submitted to the Parks and Recreation Department at least two weeks prior to the event for review by technical staff.

2.10) Fire

Any form of open flame is restricted. All Fire Code regulations must be followed and enforced.

Use of fire during events must be approved in advance. Fire Marshall approval may be required.

2.11) Fireworks

See Pyrotechnics

2.12) First Aid/Life Safety

Depending on the number of patrons or type of event, on site first aid stations may be required. It is the responsibility of the event organizer to make the necessary arrangements.

2.13) Food Sales/Services

Provision of food service will depend on the vendor/concession agreement for the Square. Restriction may be placed on merchandise sold or sampled including food and beverage.

Food services are permitted only with prior approval from Brant County Health Unit at (519) 753-4937. Please provide a copy of Brant County Health Unit approval with your application.

2.14) Fountains

Use of fountains and fountain area during special events will require prior approval. Typically, the fountains are turned off during events, particularly when the stage is in use.

2.15) Fundraising

The sale of items for the purpose of fundraising is permitted in support of non-profit or charitable organizations only and will only be permitted within the context of a larger special event.

Soliciting for donations may be permitted at pre-approved locations.

2.16) Good Neighbour Policy

The Square is situated amongst several residential, retail and office buildings. In an effort to minimize disruption to our neighbours, the Square abides by the City of Brantford noise bylaw (Chapter 554 Bylaw #59-80). All performances must remain under 85dB as measured from the surrounding sidewalk. No loud performance may extend past 11:00 pm or begin before 7:30 am. Unless approved resolution of Council.

The Square further restricts loud performances Monday – Friday to after 5:30 p.m. This includes sound checks. Soft music or other sounds heard only within the property line of the Square will be allowed throughout the day. Sound levels are also limited to 85 dB as measured from the sidewalks surrounding the Square.

Event organizers should also be mindful not to block access to nearby businesses, shine lights directly into neighbouring buildings. Neighbouring buildings are privately owned and may not be used to attach banners, lighting, or signage of any kind.

The Square communicates with area residents by publishing a newsletter, and through stakeholder meetings.

2.17) Insurance

The event organizer is responsible for obtaining necessary insurance for their event. If your event includes tents, vehicles or any risk sensitive activity, you will require a Certificate of Insurance for Comprehensive Liability Insurance coverage, indicating the following provisions:

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

A copy of the Certificate of Insurance will be required 72 hours prior to commencement of the event.

Participants in your event may be required to sign waivers, if the activity is deemed risk sensitive.

2.18) Lighting

Some stage lighting is seasonally provided. Please see technical specifications. Event organizer may bring additional lighting but should be aware of the power requirements when doing so. The Square will be illuminated as per usual practice unless otherwise agreed upon. All lighting requests must be submitted at least two

weeks prior to the event. Emergency and safety lighting cannot be dimmed or turned off.

2.19) Parade Permit / Street Closures

Street Closures may be necessary to accommodate loading / unloading and events expecting large attendance. Street Closures should be coordinated through the Traffic Division at City Hall and will require a permit from the City of Brantford.

If event includes a parade on a street, please contact Brantford Police at (519) 756-7050 to obtain a parade permit.

2.20) Parking

There are several municipal parking lots in the downtown area. It is the responsibility of the event organizer to make arrangements for parking. There is a lay-by on Colborne Street that can be used to load and unload onto the site.

2.21) Permits

The event organizer shall obtain, pay, and display on-site all necessary permits and licenses and shall not do or suffer to be done anything on the Square in contravention of any statutory enactments, laws, regulations, by-laws, rules and requirements.

2.22) Printed Materials

Distribution of printed materials such as flyers, posters and brochures are permitted in conjunction with an event. We reserve the right to request copies of printed materials for approval.

Display and promotional opportunities for events may exist at the Square. Please contact the Parks and Recreation for details.

2.23) Proclamations

Requests for proclamations should be addressed to: Mayor's Office, City of Brantford, City Hall, 100 Wellington Square, P.O. Box 818, Brantford, ON N3T

2.24) Prohibited Activities

Activities, events or symbols which:

2.24.1 promote discrimination, harassment or hate activity, or which stereotype or deride any person based on age, ancestry, citizenship, creed (religion) colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristic;

2.24.2 exploit the bodies of men, woman, boys or girls, solely for the purposes of attracting attention, including beauty pageants;

2.24.3 are not consistent with principles of dignity and respect for all persons; are prohibited.

2.25) Pyrotechnics

The use of pyrotechnics (fireworks) is restricted. Pyrotechnics may be permitted under the following conditions:

- the technician must present a Pyrotechnics Special Events Certification of a class appropriate for the planned special event
- the event organizer must receive approval from the City of Brantford Fire Services – all permits must be displayed on-site
- the event organizer and/or pyrotechnics company must provide a minimum \$5,000,000 liability insurance naming the City of Brantford as additional insured

2.26) Raffles

To obtain a lottery license, contact the Lottery Licenses Office, City Clerk's Division at 759-4150

2.27) Sale of Merchandise

The sale of merchandise at events must be directly related to and ancillary to the event and will be allowed only with prior approval.

Identification markers for each vendor must be supplied by the event organizer and a list furnished to the Parks and Recreation Department

Parks and Recreation Department may levy a merchandising fee. Please see fee schedule.

2.28) Security, Crowd Control and Extra Policing

All security services for events must be coordinated through the Parks and Recreation Department. In addition, the event organizer may be required to make arrangements for crowd and traffic control with Brantford City Police Services by contacting (519) 756-7050. Any additional costs related to policing or security are the responsibility of the event organizers.

2.29) Signage

All signage and location of signs must be approved prior to your event. No signs can be posted at any time on the pillars, building, walkways, or arches of the Square.

2.30) SOCAN

The Society of Composers and Musicians (SOCAN) is a copyright collective representing more than 80,000 Canadian creators and publishers and, through affiliated performing rights organizations, hundreds of thousands more worldwide. If you use music as part of your functions, you usually need a performing rights license. SOCAN has been assigned the right to administer collection of license fees under Canada's Copyright Act and is recognized by The Canadian Intellectual Property Office (CIPO), the government department that is responsible for copyright matters.

The Square pays fees to SOCAN for the right to broadcast ambient. Additional fees are levied for stage performances.

Event promoters are responsible for paying SOCAN fees for all the music programmed at their events. For more information please visit www.socan.ca

2.31) Sound Amplification

The Parks and Recreation Department technical staff representative has the right to ensure the by-laws are adhered to. A copy of the city Noise by-law is attached as Appendix

See Good Neighbour Policy

2.32) Sports

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

2.33) Storage

Storage space is not available at the Square.

2.34) Street Closures

Event Organizers wishing to apply for street closures surrounding the square must follow the procedures for temporary road closure requests, which includes approval from Brantford City Council. Please see attached

2.35) Tents/Structures

Tents or groups of tents or canopies larger than 60 meters square in aggregate area, a tent or canopy attached to a building or a tent located closer than 3 m to other structures on the property requires a permit from the City of Brantford Building Department, (519) 759-4150, and a certificate of insurance from the company erecting the tent (refer to Insurance section).

Any additional structures erected on the Square must have prior approval.

Tents and other structures must be anchored by weights. Drilling in for cleats or the use of stakes is strictly prohibited.

2.36) Vehicles

Scheduled deliveries for events must be made to the designated areas. Access to these areas must be requested in advance.

Weights of vehicles may be required. Some weight restrictions may apply on the Square.

Approximate arrival and departure times of vehicles must be provided prior to the event.

Only vehicles essential to the operation of the event will be permitted on the Square. Parking is permitted for loading and unloading purposes only. The speed limit on the Square is less than five km/hour. All vehicles driving on the Square must have hazard lights on and must be escorted by a Square official on and off the Square.

2.37) Washrooms

Public washroom facilities exist at the Square. Event organizer will be responsible for cleaning charges incurred above normal usage. Portable toilets may be required based on projected attendance.