

# LABATT PARK POLICIES & PROCEDURES:

## A USER GUIDE FOR THE WORLD'S OLDEST BASEBALL PARK

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**Preparation Date:**

January 2009

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## **I. INTRODUCTION**

This procedure manual has been compiled to ensure that Labatt Park is used effectively, responsibly and in accordance with the community services strategies by user groups to promote the use of this valuable and historic community resource.

## **II. HISTORY OF LABATT PARK**



Labatt Park is the oldest continuously used baseball park in the world. It was purchased in 1877 and served as the home of the London Tecumseh's, a touring professional club who hosted teams such as the Brooklyn Hartford's and the Boston Red Stockings and could draw from 6,000 - 8,000 spectators for games.



When built, in 1877, Tecumseh Park (as it was originally known) was privately owned and billed as being a five minute walk from downtown. The original layout featured a covered grandstand that would seat 600 and another large uncovered bleacher section.



The park was purchased by the Labatt family in 1936 and donated to the City of London with the provision that it remains in use for active recreation.



From the 1950's through to the 1980's the park was used for baseball, softball, football, soccer, track & field, penny carnivals and other special events.



The park received Ontario Heritage designation in 1996 and also is the site of the Ray McKay Clubhouse, a heritage building.

## **III. FACILITY DESCRIPTION**

Labatt Park is designed for high level baseball play. Features of the Park include the following:

- Turf grass infield
- Clay/sand base path mixture
- Fenced outfield - 328' to foul lines, 403' to centre field
- Covered grandstand with seating for 500
- 1<sup>st</sup> and 3<sup>rd</sup> base seating for 3500 additional seats
- Electronic Baseball Scoreboard
- Lighting for night play
- Full service home and visitor locker rooms
- Parking for 80 vehicles
- Press box
- PA System
- Square footage of labatt park is 8.7 Acres

## **IV. BOOKING CRITERIA**

Any individuals or organizations may apply to book Labatt Park for an event providing that all policies and procedures contained in this manual are adhered to.

The City of London, as owner/operator, reserves the sole right to accept or reject any application to reserve the facility for any reason and to cancel any reservation at any time for reasons related to weather or other issues.

The generally accepted practice will be to give priority consideration according to the following list:

1. Baseball Events
2. Athletic Events
3. Other shows/exhibitions/special events

### **PRIORITY SCHEDULING**

The City of London, as owner/operator will ensure that facility use is scheduled and allocated in a fair and consistent manner taking into consideration the cultural, community and economic impacts created by the proposed users.

The Facility will be scheduled/allocated according to the following principles:

1. First priority for bookings will be allocated to Professional Baseball
2. Second priority for bookings will be allocated to the London Intercounty League Team.
3. Third priority to be given to London District Baseball Association to schedule among its junior inter-county, juvenile and midget teams.
4. Forth priority to be assigned to Recreational Baseball League play for adults and children.
5. Any other use deemed appropriate by the General Manager of Community Services, or designate.

### **HOURS OF USE**

Labatt Park may be booked from 8:00 am - 11:00 pm from May 1 - Thanksgiving Monday each year. For evening baseball, no inning may begin after 11:00 pm and all field lighting must be turned off by 11:30 pm.

## **VI USE OF PA SYSTEM OR OTHER AMPLIFIED SOUND SYSTEM**

All users must adhere to the volume ranges established by the Community Services Department as indicated on the P.A. controls.

Sound levels exceeding 98 db will not be permitted in any areas on the property.

Sound levels exceeding 85 db will not be permitted after 10:30 pm or prior to 10:00 am on any day.

Note: The Park will not be booked for any concerts using an amplified sound system.

## **V STAFF SUPPORT**

The City of London will supply staff to support all organizers in their activities. Environmental and Engineering Services Department designates will ensure that the field is in the best possible condition considering weather conditions and that the facility is clean and ready for spectators and participants. The Community Services Department will ensure that the logistics for each event (rental agreement, insurance, etc) are looked after and will act as liaison for any meetings with operational personnel.

Community Services staff are also responsible to respond to issues and concerns expressed by residents in the Labatt Park Area.

The primary staff contacts are

Community Services: Supervisor, Allocations 661-2500 x 5197

Environmental Services: Supervisor, Recreation Operations Parks 661-2500 x 4704

## **VI SIGNAGE**

All signs erected on the property must be approved, in writing, by the City of London and must be easily removed by one person in less than 30 minutes.

No signs may to be erected on any exterior portions of the covered grandstand. No advertising signs may be erected on the exterior of the facility.

Signs indicating “home of...” may be erected with City permission on the exterior of the first or third base grandstands but must be temporary.

## **VII CITY OF LONDON FIRE DEPARTMENT**

Fire Department, Fire Prevention Division  
400 Horton Street East  
London ON N6B 1L7  
Chief Fire Prevention Offices 661-4996

### **Tents and Air Supported Structures**

The following requirements are for all large tents and in part for smaller commercial tents where cooking and/or heating is to take place therein.

**Building Permits:** Tents under 60m<sup>2</sup> (645 Sq. Ft.) require a building permit before erection. The permit is obtained from the Building Division, 7<sup>th</sup> Floor, City Hall, and the tent must meet Building Code requirements.

**Fire Safety Plan:** A Fire Safety Plan is required for tents in excess of 645 Sq. Ft. This plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention office will provide a generic safety plan form, appropriate to tent structure for your convenience.

**Occupant Load Signs:** Tents having an occupant load greater than 60 persons must have an occupant load sign posted in the tent. These signs may be available from the Fire Prevention office.

**Portable Fire Extinguishers:** Portable fire extinguishers (2A-10BC) rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas.

**Exit Signs:** Exit signs are required for each designated exit. Commercially available card type signs are acceptable.

**Emergency Lighting:** Emergency lighting must be provided for any functions being held after dusk. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

**Fire Watch:** Where a fire alarm system is not provided in conformance with the Building Code, a person shall be employed for fire watch duty to patrol the area to ensure the means of egress are kept clear and to enforce the requirements of the Fire Safety Plan.

**Smoking and Open Flame:** Smoking and the use of open flame devices are not permitted unless provisions have been made for such activities under the Fire Safety Plan.

**Heating & Cooking:** Only approved heating and cooking equipment may be used. This equipment must not be located adjacent to exits or access to exits. An inspector from the Fuel Safety Branch may accompany the Fire Inspector to inspect any fuel fired appliances used for cooking and/or heating.

**Compressed Gas Cylinders:** *All* compressed gas cylinders must be stored in racks, chained or tied securely as a safety measure.

*All* propane cylinders must be secured and stored outside the tent or air supported structure in a safe well-ventilated location.

### **Discharging of High-Powered Fireworks**

Anytime you wish to discharge HIGH-POWERED fireworks you must obtain a Fireworks Discharge Permit from the Fire Prevention Division.

The applicant must indicate that a certified pyro. technician will be on site for your event and provide a valid supervisors card and number with expiry date in conformance with the fireworks manual of the Explosive Division, Department of Energy, Mines and Resources.

The person discharging the fireworks must also be in conformance with the City of London By-Lay P.W.3, DISCHARGE OF FIREWORKS and the Explosives Act (Canada) and its regulations made there under.

## **VIII CITY OF LONDON PLANNING & DEVELOPMENT**

Planning & Development, Building Division  
300 Dufferin Avenue, 7<sup>th</sup> Floor  
London ON N6A 4L9  
Chief Plan Examiner 661-2500 EXT 4558

1. You must apply for a tent permit through the Building Division of the City of London if:
  - a) You expect the public to be admitted through a set-up structure or tent, and the tent exceed 60m<sup>2</sup> (645 Sq. Ft), or
  - b) The tent exceeds 225m<sup>2</sup> (2,420 Sq. Ft)
2. Upon approval and payment of the set fees you will receive your tent/building permit.
3. In addition, if the tent exceeds 225m<sup>2</sup> (2,420 Sq. Ft), a professional engineer is required to certify the design and installation of the tent.
4. Tent fabric to comply with CAN/ULS 2-109M standard for flame test on flame-resistant fabrics and films or equal.

## **IX FIRST-AID**

If you are holding a special event or gathering, you are expected to provide adequate medical services.

1. Contact (by letter) St. John Ambulance Services (or similar) and inform them of your event and what is involved.
2. They will then contact you and tell you what will best suit your needs.

## **X A.G.C.O./CITY CLERK'S DEPARTMENT**

City Clerk's Department, 300 Dufferin Avenue, 3<sup>rd</sup> Floor, London ON N6A 4L9  
661-4530

A.G.C.O. Information Line 1-800-668-5226

Check phone book under: A.G.C.O. for London store locations

Anytime you are holding a Special Event that will involve alcohol, you must:

1. Apply for a special occasion permit.
2. If requested by A.G.C.O., submit a letter of request in writing to the City Clerk's Department in order to obtain a letter of approval for the insurance of the A.G.C.O. Permit
3. Supply a copy of the Special Occasion Permit to the City of London, Community Services Department, c/o Manager of Special Events
4. **You must follow all policies within the City of London's Alcohol Risk**
5. **Management Policy Manual.**

## **XI FEES**

Please contact a Customer Service Representative at 519 661-5575

## **XII GENERAL POLICIES AND PROCEDURES**

1. All legislation, bylaws and regulation must be adhered to by the Event Operator.
2. All costs incurred at Special Events will be assessed by The City of London Property(s) and administrative services. Fees will be approved by City Council each year.
3. The Event Operator is required to provide evidence of all necessary licenses required to operate the event.

4. The Event Operator must maintain Third Party liability insurance of no less than \$2,000,000.00 naming The City of London as an additional Insured. Evidence of insurance must be provided to the Special Events Manager not later than 10 days before the event. The Event Operator must agree to indemnify and hold the Corporation of The City of London, Community Services Department, harmless from and against the liability, loss, claims, demands, costs and expenses, including legal fees, occasioned wholly or in part by any negligence or acts or omissions during the use of the facility.
5. Higher limits may be required depending of the type of activities planned.
6. Soliciting of funds will **NOT** be allowed on City of London Property(s), without prior approval from The City of London, Recreation & Community Programs Division.
7. A list of vendors must be supplied to The City of London, Recreation & Community Programs Division, for approval 10 days before the event.
8. Only those vendors who have registered in advance with The City of London, Community Services Department, and the Event Operator will be allowed to operate on Labatt Park premises.
9. Only those individuals or groups who have registered in advance with The City of London the Event Operator will be allowed to distribute literature Labatt Park.
10. The City of London reserves the right to operate its concession services at any event.
11. Refreshments shall not be provided to the public in glass containers.
12. The Event Operator agrees to follow City recycling programs and requirements.
13. The Event Operator may be required to post a performance bond 30 days before the event. The amount of the bond will reflect the size and scope of the event.
14. All Event Operators will insure access and provide a viewing area for the physically disabled.
15. The maximum number of person permitted at any Labatt Park event is 6000 including staff, participants and spectators.

### **XIII VENDOR POLICIES AND PROCEDURES**

1. All vendors must be registered with the City of London, Recreation and Community Programs Division to operate a concession at a Special Event on City owned land.
2. Vendors with a City of London Business License - the registration cost will be \$25.00 per vendor per year.
3. Vendors without a City of London Business License - the registration cost will be \$100.00 per event and must be registered for *each event*.
4. All vendors must carry a minimum \$2,000,000.00 naming the City of London as an additional insured. Evidence of insurance must be provided at the time of registration. In certain circumstances a higher amount of insurance may be required.
5. All food vendors must complete and file the Middlesex-London health unit Special Event Food Vendors form.
6. In order for any vendor to be hooked up to hydro, T.S. S. A. approval on concession equipment is required.
7. The City of London reserves the right to operate its concession services at any Special Event.