Appendix B

The Corporation of the City of London

Special Events Administrative Procedures Manual

Prepared by:
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Section 1

Purpose

1.1 **Background** - Each year The Corporation of the City of London receives many requests from individuals and groups to operate special events on City of London property. In 2017, more than 180 special events took place on City property.

1.2 **Support Statement** - The Corporation of the City of London recognizes special events as an important part of London’s quality of life and as providers of affordable entertainment to its citizens. It is also recognized that special events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the City of London.

1.3 **Purpose** - The purpose of the Special Event Administrative Procedural Manual is to incorporate into one document the procedures for operating special events on City of London property, streets and roadways. These procedures include guidelines and legislation from various supporting agencies (ie. Middlesex – London Health Unit, TSSA, ESA, etc). This manual also includes environmental standards for special events with respect to waste reduction, waste diversion programs, and tree protection.

The Administrative Procedural Manual does not require Council approval.

1.5 In addition to the administrative Procedure Manual, the Special Event Operator shall comply with all of the requirements contained in the Council approved Special Events Policies as they pertain to their event. A copy of the Special Events Administrative Procedures and be located on the City of London web site at http://www.london.ca/city-hall/special-event-planning/Pages/default.aspx

1.6 **Special Events Co-ordinating Committee** - The Special Events Coordinating Committee recommends to the City’s Manager of Special Events any changes to the Special Events Administrative Procedure Manual to ensure that it continues to be a user friendly process for the Special Event Operators.

1.7 **Composition** - The City of London Special Events Coordinating Committee consists of members of the following organizations in addition to additional resources as required by the City:

- Fire Prevention
- London Police
- Environmental and Engineering Services Department
- Tourism London
- Parks and Recreation (Chair)
- City Clerk’s Office
- Planning & Development Department
- Middlesex-London Health Unit
- Technical Standards & Safety Authority
- SOCAN
- Culture Office
Section 2

Garbage & Recycling/Site Clean-up/General Maintenance

2.1 The Special Event Operator is responsible for the clean-up of the park and the removal of all garbage.

2.2 The City will provide maintenance services to its current routine standards including but not restricted to grass cutting, snow and ice clearing and any regular housekeeping/janitorial supplies and services at the event location before and during the event. Any additional maintenance required by the Special Event Operator prior to or during the event, shall be at the sole cost and responsibility of the Special Event Operator.

2.3 Special Event Operators shall be responsible for removing the bagged materials from the public-use recycling and garbage bins (and organics bins, when used) and transporting the bags to a designated storage location or bulk bin, for storage until they are to be removed from the event site. The Special Event Operator is responsible for ensuring all materials are correctly placed in the appropriate bulk bins and maintaining the storage location in a neat and tidy condition. The Special Event Operator will be responsible for the storage (i.e., provisions of bulk bins if required) and removal of recyclables, garbage, (and if warranted, organics) from the transfer location. Responsibility for storage of materials includes the provision of sufficient quantity of bulk bins (or sufficiently sized containers) to contain the quantity of waste materials to be generated at the event.

2.4 As part of their waste management plan, Special Event Operators will inform the City of the range of waste materials to be generated. They will work with City representatives to ensure recycling containers are on site and appropriately distributed around the event site. Generally this will require the Special Event Operator to place the recycling containers adjacent to the garbage containers.

Note: this does not apply to the sites where the EcoStation service will be delivered. EcoStation service will be set up by the City. See section 2.7 for EcoStation operation guidelines.

2.5 The City of London will not charge the Special Event Operator a tipping fee for garbage delivered to the W12A Landfill from events run by not-for-profit organizations.

2.6 Waste Reduction and Waste Diversion in Victoria Park
For events where food and beverages are to be sold, Special Event Operator using Victoria Park will participate in the City’s plan to improve waste management practices at public events held on City-owned property. This plan includes i) the elimination of non-recyclable, non-compostable and non-reusable food packaging, and ii) expanded delivery of the EcoStation service. EcoStations are consolidated waste collection points where event participants can dispose of their garbage, recyclables, and compostable materials. The roles of the City and the Special Event Operators with regards to the EcoStation service are outlined below.

In Victoria Park only, the City will:
- provide storage containers (e.g., roll-off bins, bulk bins, roll carts) for recyclables, and when warranted and at the request of the Special Event Operator, for compost materials.
- provide for the removal of recyclables and compostable materials from a designated waste storage area/containers in the park
- set up and take down EcoStations. The City will supply all the necessary containers, signage, and tents for the EcoStations. The number of EcoStations to be determined by the number of food vendors at the Event.
- Only when a compostable bulk bin service is requested by Special Event Operators, and approved by the City, will the EcoStations include public-use bins for the collection of compostables otherwise the EcoStations will include public-use bins for garbage and recyclables.
In Victoria Park only, the Special Event Operator will:
- submit a waste management plan one month prior to their event
- ensure all food vendors use only food packaging that can be composted or recycled at the EcoStations
- inform the City of the range of waste materials being generated
- provide bulk bins for the storage of garbage, and arrange for the removal of garbage the storage locations/bins in Victoria Park after the Event
- provide volunteers or paid staff to assist with the operation of EcoStations. These individuals will:
  - staff the EcoStations and assist event participants in sorting their waste materials correctly;
  - transport waste materials from the EcoStations to the storage area or bulk bin station; and,
  - other activities required to manage waste (garbage, recyclables, compostables) at the event
- work with the City to ensure that the EcoStation volunteers or paid staff are properly trained prior to the launch of the event
- in the event that a load of recyclables or compostable is rejected due to unacceptable levels of contamination, the Special Event Operator will pay for the cost of the rejected load including bin rental, transportation and disposal fees.

Grey Water Removal in Victoria Park
The Special Event Operator agrees to utilize one of the following options for removal of grey water to one of the two interceptors at Victoria Park.

(a) the Special Event Operator will ensure that each individual food vendor removes their own grey water properly by disposing of it into one of the interceptors; or

(b) the Special Event Operator can work with the Manager/designate of Special Events to develop a grey water disposal strategy utilizing City staff at a cost of $25/vendor.

Grey Water Removal
The Special Event Operator agrees to ensure that their food vendors dispose of grey water by utilizing the permanent connection points, or portable units provided at the event site.

The Special Event Operator will ensure that their vendors are not disposing of grey water on grass, or in rivers, or the city sanitary or sewer systems.
Table 1.1: Recyclable & Organic Materials

The City will provide Public-use\textsuperscript{1} containers, bulk storage containers, and removal services for:

<table>
<thead>
<tr>
<th>Containers</th>
<th>Cardboard and Paper \textsuperscript{1}</th>
<th>Organics (when warranted and requested by Special Event Operator)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For all Special Events</td>
<td>For Special Events that have Food and Retail Vendors generating cardboard/paper</td>
<td>(when warranted and requested by Special Event Operator)</td>
</tr>
</tbody>
</table>

Recycle these materials:
- beverage and food containers made of aluminum, steel, glass or plastic. Beverage cartons and drink boxes, hot and cold beverage cups.

Do not recycle these materials:
- polystyrene containers
- compostable container
- other containers not specifically included above.

Recycle these materials:
- flattened cardboard boxes (must be flattened)
- other paper products: flyers, boxes, etc.

Do not recycle these materials:
- cardboard that is laminated with other materials such as plastic, wax or foil.
- paper/cardboard with food particles
- \textsuperscript{1} Containment of Cardboard/paper will be provided for use by event vendors, rather than for public-use.

Compost these materials:
- Food scraps, including vegetable, baked good, meat
- Paper towel: e.g., from hand washing stations.
- Some compostable food containers. Confirm with City which containers can be composted
- Compostable bags. Confirm with City which bags can be composted.

Do not compost these materials:
- Food waste that is contained in non-compostable bags, such as plastic bags.

Non-complete list of London companies that provide waste collection services:

2. Waste Connections: https://www.wasteconnectionscanada.com/london
3. Waste Management: https://www.wmcanada.com/ca/en/?cmp=PS_Google_Eastern_Canada_Brand_Broad&qclid=EAIaIQobChMlsla3ibfu4AIVCr7ACh3YfqLXEAYASAAEgK9evD_BwE
4. Youth Opportunity Unlimited: https://www.you.ca/
Ontario Occupational Health & Safety Legislation

The City of London (‘the City’) – The Owner of the Facility / Premise:
a) The City shall ensure that the facilities set out in the Facility Rental Contract are maintained in good condition and complies with the applicable occupational health and safety regulations, codes, and standards.

The Event Special Event Operator:
a) The Event Special Event Operator shall ensure that their employees, hired services, vendors or contractors comply with the Occupational Health and Safety Act, regulations, codes, guidelines, and standards associated with their work.

b) The Event Special Event Operator shall document and correct any incidents of non-compliance with Occupational Health and Safety Act, regulations, codes, guidelines and standards associated with their work.

c) The Event Special Event Operator shall ensure that their employees, hired services, vendors or contractors are trained in the hazards and control measures associated with their work and the site.

d) For activities identified to meet the definition of a Construction Project should that project meet a requirement defined in section 6(1) of the Regulation for Construction Projects (O. Reg. 213/91), the Event Special Event Operator and each contractor involved shall complete a Ministry of Labour approved registration form (section 5 of O. Reg. 213/91) and provide the Notice of Project (NOP) to the Ministry of Labour (MOL) prior to starting the project.

e) The Event Special Event Operator shall review, distribute to all contractors, hired services, and employee, and ensure compliance the applicable Ministry of Labour Guidelines for the Performance Industry. These are outlined below at the following links on the Ministry of Labours web site.
   i. Temporary Performance and Event Structures
   ii. Working at Heights
   iii. Pyrotechnic Special Events
   iv. Rigging and Fall Arrest

f) The Event Special Event Operator shall appoint a competent person as a supervisor on site during the event to liaise with hired services, contractors, and the City of London.

g) The Event Special Event Operator shall inform the City of London of any injury, incident, or any event that result in damage to property or the environment.
Locates:

a. Locates are required during all excavation or when using ‘earth piercing’ tools such as stakes, posts, picks, t-bars, and augers. Locates include the physical markings on the ground of where utilities are and the locate map. Both items together constitute the locate. In erecting any structure for the special event the Event Special Event Operator must ensure safe limits of approach for overhead electrical hazards are observed in association with O. Reg. 213/91 S. 188.

b. It is the duty of the Event Special Event Operator to inform the City of London, at least 10 days in advance, if there will be any excavation, digging, or use of ‘earth piercing’ tools during the event.

c. The City of London will arrange to have locates completed and provide the Event Special Event Operator with the documentation.

d. It is the duty of the Event Special Event Operator to provide the locates to all contractors, hired services, and vendors who are conducting excavation or using ‘earth piercing’ tools.

e. The Event Special Event Operator will monitor the activities of their contractors, hired services, and vendors to ensure they are done in a manner according to Ontario Regulation 213/91 and the ESA & TSSA Guideline for Excavation in the Vicinity of Utility Lines.

f. It is the responsibility of the Event Special Event Operator to ensure that under no circumstance will excavation or the use of ‘earth piercing’ tools (ex. tent stakes) be permitted within the 3-foot boundary limit on either side of the utility marking. Excavation or the use of ‘earth piercing’ tools are not permitted on concrete or asphalt surfaces unless permission is given by the Manager of Special Events or designate.

g. If the Event Special Event Operator does not provide adequate notice to the City of London and the locates cannot be arranged for the special event, then no excavation or use of ‘earth piercing’ tools shall be used at any time on the property. Under these circumstances, the Event Special Event Operator will communicate with their employees, hired services, vendors, and contractors that these activities are not permitted and will monitor for compliance. The Event Special Event Operator can allow the use of water barrels or other weights for tent installation.

h. If at any time during the event the Event Special Event Operator discovers or is notified that a utility has been damaged, they will immediately take all required actions to protect people and property, and inform the utility owner (ex. Bell, Rogers, Union Gas, London Hydro, The City of London) and the Manager of Special Events or designate immediately of the occurrence.
City of London, Police

London Police, Traffic Management Unit
601 Dundas Street
London, Ontario
N6B 1X1
Constable Amanda Dymock 519 661-5680
Sergeant Sean Harding

Any time you have a march, parade, walk, road race or similar event in conjunction with a special event you must:

1) Apply at the London Police Services, Traffic Management Unit, for a Special Event Permit with the Special Events Coordinator no later than 60 days prior to the event date.

2) If accepted, you will work along with the Traffic Management Unit to ensure a safe and effective plan is in place for your event and the adequate staffing and paid duty officers are in place.

3) Events are booked on a first-come-first-serve basis and some restrictions may apply.

London Police Service, Community Oriented Response Unit
601 Dundas St. E.
London, Ontario
N6B 1X1
519 661-2457
CORU@police.london.ca

1) The Event Special Event Operator will work with the C.O.R. Unit to ensure a safe and effective plan is in place for their event. Discussion will revolve around the responsible service of alcohol, security measures and/or paid duties in place, persons in charge, contact numbers, etc.

2) The Event Special Event Operator may be required to meet in person with the C.O.R. Unit after the initial contact has been made.
# Application for Special Event Permit

**Applicants Name:**

**Address:**

**Postal Code:**

**Telephone:**

**Organization:**

**Address:**

**Postal Code:**

**Telephone:**

**Type of Special Event:**

**Purpose of Special Event:**

**Date of Event:**

**Start Time:**

**Assembly Point:**

**Assembly Time:**

**Location of Reviewing Stand:**

**Dismissal Point:**

**Dismissal Time:**

**PROPOSED ROUTE:** (Include return if applicable)

**Description of Banners, Placards, Flags or Insignia to be used:**

<table>
<thead>
<tr>
<th>#People</th>
<th>#Bands</th>
<th>#Floats</th>
<th>#Vehicles</th>
<th>#Horses</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Certificate Received</td>
<td>YES:</td>
<td>NO:</td>
<td>DATE:</td>
<td>SIGNATURE OF APPLICANT:</td>
<td></td>
</tr>
<tr>
<td>Hold Harmless Agreement Received</td>
<td>YES:</td>
<td>NO:</td>
<td>DATE:</td>
<td>SIGNATURE OF APPLICANT:</td>
<td></td>
</tr>
<tr>
<td>Off Duty Officers/Vehicles required</td>
<td>YES:</td>
<td>NO:</td>
<td># Officers</td>
<td># Vehicles</td>
<td>SIGNATURE OF APPLICANT:</td>
</tr>
<tr>
<td>Hire Contract Provided</td>
<td>YES:</td>
<td>NO:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

The London Police □ will □ will not be requesting that the ENVIRONMENTAL SERVICES DEPARTMENT provide assistance for this event.

The proposed Special Event should not conflict with any planned Maintenance or construction projects.

The applicant has filed proof of liability coverage/Hold Harmless Agreement for this event.

**TRAFFIC MANAGEMENT UNIT**

519 661-4799

AUTHORIZED SIGNATURE:

Sgt. Sean Harding

**ENVIRONMENTAL & COMPLIANCE SERVICES**

(7th Floor) City Hall, 519-661-2489 x5208

AUTHORIZED SIGNATURE:

**RISK MANAGEMENT**

10th Floor 519 661-2489x4644

Unit #1 – 520 Wellington St.

AUTHORIZED SIGNATURE:

**WHEN COMPLETED, RETURN THIS APPLICATION TO LONDON POLICE, TRAFFIC UNIT, 601 DUNDAS STREET**

In accordance with the City of London By-Laws, permission is GRANTED to the applicant and/or the sponsoring organization to use the streets listed above for the special event described:

John Pare, M.O.M.

Chief of Police

**DATE:**
If a special event includes cooking or heating in tents, street closings or the discharging of high-powered fireworks, or pyrotechnic devices. Special Event Operators must ensure that the applicable fire prevention measures are taken as outlined below. This includes obtaining a permit to discharge fireworks and having an approved fire safety plan.

### 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:** A building permit is required to erect a tent in excess of 60m2. The permit is obtained from the Building Division, 7th 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 30m2 (320 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. Fire Safety Plans shall be approved prior to the event by the London Fire Department.

**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. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. Further, all fire extinguishers provided must be appropriate for the hazard, deep frying activities require an appropriate class K type that has been serviced in the past 12 months. Failure to provide a fire extinguisher shall result in a Provincial Offence ticket of $195.00.

**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 at night. 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 will be employed for fire watch duty to patrol the area to ensure the means of egress are kept clearly and to enforce the requirements of the Fire Safety Plan. This is a requirement where a tent/air supported structure does not have a fire alarm that conforms to the Building Code.

**Smoking and Open Flame:** Smoking and the use of open flame devices is not permitted unless approved by Chief Fire Official.

**Heating & Cooking:** Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy of other similar structure is prohibited. Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 2-4.2 or CAN/ULC S-1)(-M. Applies to ALL sizes. This equipment must not be located adjacent to exits or access to exits.
All Mobile Food Vendor including Truck and Trailers must comply with the provisions of Appendix A of the Fire Prevention portion of the Special Events Manual.

All FOOD vendors in tents (applies to all sizes) using heat producing appliances (propane, natural gas, wood, or otherwise) must comply with the provisions of Appendix B of the Fire Prevention portion of the Special Events Manual.

All Non FOOD vendors in tents (applies to all sizes) must comply with the provisions of Appendix C of the Fire Prevention section of the Special Events Manual.

Failure to comply with the Fire Prevention portion of the Special Events Manual may result in your removal from the property a Provincial Offences Ticket or both.

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.

STREET CLOSING
All street closings must be in conformance with the requirements of the Environmental Services Department and the London Police Department to ensure that:

a. The barriers being used are easy to remove to allow emergency vehicles to access the closed portion of the street.
b. All hydrants remain visible and not be obstructed in any manner, leaving at least a 3m radius around each hydrant.
c. A 20ft. Emergency lane shall be provided.

Discharging of High-Powered Fireworks
Anytime you wish to discharge Pyrotechnics you must obtain a Pyrotechnic Event Approval Permit from the Fire Prevention Division. The listing of products to be fired MUST be submitted to Fire Prevention 3 weeks prior to the event.

The applicant must indicate that a Canadian certified pyro-technician will be on the site for your event and provide a valid supervisor card and number with an 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 Corporation of the City of London By-Law P.W.3, Discharge of Fireworks and the Explosives Act (Canada) and its regulations made there under.

FUEL SAFETY
The following requirements for using propane appliances and equipment were established by the Technical Standards & Safety Authority, 4th Floor, West Tower, 3300 Bloor Street West, Toronto, Ontario M8X 2X4. The telephone number for information about the Fuel Safety Program is 1-877-682-8772. Topics covered include approval requirements, safety concerns, fuel containers and guidelines for using heating and cooking equipment at public gatherings.

Approval Requirements
Appliances and equipment used in propane service must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) and Underwriters Laboratories of Canada (ULC) to name a few. Contact TSSA if there is a question about an appliance approval.

1. CGA - Canadian Gas Association
2. CSA - Canadian Standards Association
3. ULC - Underwriter Laboratory Canada
4. Warnock Hersey
5. T.S.S.A. Fuels Safety

Common Safety Concerns
Common safety concerns associated with propane include:

1. Equipment has not been maintained by a qualified and ticketed Registered Contractor.
2. Cylinders do not have clearly marked test dates less than 10 years from current date.
3. Inadequate clearances from appliances to combustibles.
4. Improperly supported and protected regulators, hose and piping.
5. Unsecured cylinders (to be chained in upright position).
6. Maximum hose length of 10 feet is often exceeded.
7. Unused piping and valve openings are not capped.
8. Certified hose and hose assemblies are often not used.
9. The use of rubber and/or vinyl hose inside enclosures/trailers, etc. Piping or tubing must be used.

**Fuel Containers for Gasoline and/or Diesel Powered Generator**

Fuel containers shall have to be built in conformance with one of the following Standards or Regulations:

1. The Transportation of Dangerous Goods Regulations (Canada)
2. CSA-B736, “Portable Containers for Gasoline and Other Petroleum Fuels”
3. ULC/ORD-C30, “Safety Containers”

All approved containers will be imprinted or labelled with the appropriate approving organization.

**Guidelines for Heating and Cooking Equipment Use at Public Gatherings**

**Fuel Suppliers**

1. Where fuel IS supplied to a site:
   - And NOT connected to an appliance by the supplier, the supplier shall ensure that the cylinders
     a) are in good safe condition, and b) are properly stored, and
   - ARE connected to an appliance by the supplier; supplier shall ensure that
     a) the cylinder is properly installed and that connections are leak free,
     b) the equipment is in safe operating condition,
     c) the installation complies with the applicable code.

**Equipment Users**

Where a person or organization intends to use propane, natural gas or other hydrocarbon fuelled equipment at a public event, the person responsible shall,

a] ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and Provincial),
b] that the equipment is installed/operated in a safe manner,
c] that all persons operating the equipment are trained in its safe use and emergency procedures,
d] where equipment is to be used indoors, that specific permission for such use is gained from the authority having jurisdiction unless approved for the use,
e] equipment must be certified for use by any one of the following:
   - Canadian Gas Association (CGA)
   - Underwriters Laboratories of Canada (ULC)
   - Underwriters Laboratories Inc. (CUL)
   - Warnoch Hersey (WH)
   - Canadian Standards Association (CSA)
   - International Approval Services (IAS)
   - TSSA Fuels Safety or other testing organization recognized by the Province of Ontario
f] special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the authority having jurisdiction.

**Fair/Event Special Event Operators**

Fair/event Special Event Operators shall:

a] Make prospective exhibitors aware of all rules and requirements for the event prior to set-up,
b] Ensure that exhibitors have all required safety/Special Event Operator documentation where applicable,
c] Ensure through an appropriate process that all safety/operational procedures are followed during an event,
d] Should ensure through an appropriate process that equipment is as represented from a safety perspective.

**Facility Special Event Operators**

a] Must ensure that the event can be safely accommodated by the facility,
b] Ensure that prospective users are made aware of all local requirements prior to the event,
c] Ensure through an appropriate process that all safety/operational procedures are followed during an event,
d] Ensure through an appropriate process that equipment is as represented from a safety perspective.

Special Issue: Open flame construction heaters are **not to be used** to heat structures utilized for a fair or event.
HIGH HAZARD FIREWORKS DISCHARGE PERMIT


NAME OF APPLICANT: ________________________________________________________________

MAILING ADDRESS: __________________________________________________________________

TELEPHONE: _______________________________________________________________________

SUPERVISOR’S CARD NO.______________________ EXPIRY DATE__________________________

I hereby make application to discharge high hazard class 7.2.2 fireworks.
On behalf of: ______________________________________________________________________
_________________________________________________________________________________

Location of Display: __________________________ __________________________

Date: ____________________________ Time: ____________________________

I certify that I have completed a course for fireworks supervisors, have read, understand and will be guided by the principles and safety rules of the fireworks manual and the manufacturer’s specifications. I also understand the specific contents of the City of London by-law PW-11 and that contravention of this by-law is guilty of an offence and may result in a maximum penalty under the Provincial Offenses Act of $5,000 upon conviction.

Signature: _______________________________________________________________________

Permission is hereby granted to: ______________________________________________________________________

Signature of Fire Chief or Designate: ______________________________________________________________________

Name: ___________________________________________ Date: ____________________________

Title: __________________________

Permission is hereby granted to: ______________________________________________________________________

Signature of Fire Chief or Designate: ______________________________________________________________________

Name: ___________________________________________ Date: ____________________________

Title: __________________________
FIRE SAFETY PLAN FOR TENTS

Applicable to all commercially used tents having an area in excess of 320 sq. ft or 30 m².

LOCATION AND/OR ADDRESS WHERE TENT IS SET-UP:
(Please print)

1. Location of nearest telephone to call 911:_______________________________________

2. Number, type and location of portable fire extinguishers provided:
   a) Number_______________________________________________________________
   b) Type(s)_______________________________________________________________
   c) Location(s)____________________________________________________________

3. Name of person employed for firewatch duty: if required
   ________________________________________________________________

   Such duties to include keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials and general enforcement of regulations as determined by lessee.

4. Number of exit signs posted:____________________ Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.

5. Has emergency lighting been tested Yes □ No □ Applicable to night-time tent use only.

6. Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use? Yes □ No □ Relative to the tent, where would these devices be located? Must not be located adjacent to an exit or access to an exit.

7. Has a building permit for the erection of this tent been obtained? Yes □ No □

8. Provide the name, address and telephone number of person(s) or company providing the tent rental:
   Name: ________________________________________________________________
   Address:________________________________________________________________
   Phone:__________________________

9. Provide the name, address and telephone number of person(s) leasing the tent:
   Name: ________________________________________________________________
   Address:________________________________________________________________
   Phone:__________________________

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his designate and be posted in a conspicuous location near the main entrance.

Approved by: ____________________________ Dated ______________________

Chief Fire Official
MOBILE FOOD VENDORS UTILIZING PROPANE FIRED OR ELECTRIC COOKING EQUIPMENT
THAT PRODUCE GREASE LADEN VAPOUR
(TRUCK OR TRAILER)

A – Vent Hoods
- All hoods must be constructed of not less than No. 20 MSG (0.94mm) stainless steel or No. 18 MSG (1.09mm) steel NO galvanized metal is acceptable.
- All seams and joints must be liquid tight.
- All hoods must be vented to the exterior of the vehicle by one of the following methods:
  - Venturi Vent
  - A listed electrical fan

B - Fuel Supply for cooking equipment
- All Fuel Fired Equipment must be certified by a qualified service company annually. A letter of certification must be supplied by the service company.
- Fuel tanks must be installed and protected in accordance with the Propane Handling and Utilization code of Ontario.

C – Fire Protection
- All vent hoods are to be equipped with an automatic fixed extinguishing systems installed and certified by a qualified service technician.
- These systems must be serviced and tagged annually by a qualified service technician.
- At least one portable fire extinguisher of the proper rating and type must be installed in the immediate area.
- These extinguishers must be serviced and tagged annually by a qualified service technician.

D – Exiting
- A clear accessible exit from the interior of the trailer or truck shall be maintained at all times.

E – Cleaning
- All equipment must be cleaned on a regular basis as required by NFPA 96 and a certificate of proof shall be made available to the inspector upon request indicating that cleaning has been done.
Appendix B  Food Vendor - Tent

London Fire Department
400 Horton Street
London, Ontario,
Canada
N6B 1L7

Name of Event:_______________________________________________________

Name of Vendor:______________________________________________________

Responsible Person:______________________________________________Phone # ________________

As a condition of approval for vendors to attend or participate in the special event hosted on City of London property, the event Special Event Operator is obligated to ensure that all vendors comply with the following requirements.

Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event Special Event Operator.

(1) Cooking Activities:
- Any cooking activity within any enclosed tent is prohibited.
- Public access is prohibited under any open sided canopy used to cover cooking.
- Fuel fired cooking will be conducted a minimum of 1.2m (4ft) from combustible materials and or any tent, unless the appliance is labeled for specific clearance to combustibles.
- Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 2-4.2 or CAN/ULC S-109-M.
- A portable fire extinguisher with a minimum 2A 10BC rating with a technicians tag certifying maintenance within the last 12months shall be provided for any cooking activity other than deep fat frying.
- An extinguisher with a minimum 40BC or K class rating shall be provided with a technicians tag certifying maintenance within the last 12months for any deep fat frying.

(2) Fuel Safety Concerns: (Propane, Natural Gas etc)
- The event Special Event Operator shall arrange for a general inspection by the TSSA (Technical Standards and Safety Authority) of all vendors utilizing fuel fired cooking appliances.
- Vendors with propane fired equipment must have a Mobile Food Service Equipment Inspection completed and a copy of the report on site. Vendors have any questions specific to the certifications and approval of their equipment should contact the Fuel Safety Division of the TSSA (416) 734-3351, a minimum 30 days prior to the event.

By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event Special Event Operator:

Signature__________________________________________Date__________________________
Appendix C Non Food Vendor – Tent

London Fire Department
400 Horton Street
London, Ontario, Canada
N6B 1L7

Name of Event: _______________________________________________________
Name of Vendor: _____________________________________________________
Responsible Person: ___________________________________________ Phone #

As a condition of approval for vendors to attend or participate in the special event hosted on City of London property, the event Special Event Operator is obligated to ensure that all vendors comply with the following requirements:

Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event Special Event Operator.

1. **Portable Fire Extinguishers Protection:**
   - Vendors must have a portable fire extinguisher with a minimum 2A 10BC rating. The extinguisher shall have a technician’s tag attached certifying maintenance within the last 12 months.

2. **Vendor Tents**
   - If a tent, tarp, canopy or similar shelter is being supplied and used by the vendor it must:
     - Have an aggregate area of less than 60 sq. m. (645 sq. ft.) Larger tents require a building permit.
     - Must be labeled or have documentation confirming the tent material has a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 2-4.2 or CAN/ULC S-109-M.
     - Multiple tents in groupings shall not exceed a maximum area of 60 sq. m. (645 sq. ft.) without a minimum 3M fire break separating the grouping from other tents or structures.

3. **Electrical Service and Installation:**
   - Any electrical work (service/generator supply, box or panel connections, lighting appliances etc) will be undertaken by a qualified, licensed electrician, and will be subject to an inspection by ESA.
   - All electrical equipment, devices and appliances shall be listed and approved for use in Canada. Details of electrical requirements shall be provided to the event Special Event Operator for inclusion in the electrical permit application covering the event.

By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event Special Event Operator:

Signature ___________________________ Date ___________________________
# Special Events Checklist

City of London Fire Department  
Special Events Checklist

<table>
<thead>
<tr>
<th>Date of Inspection</th>
<th>Address of Property</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Fire Department</th>
<th>Owner</th>
<th>Vendor Owner/Operator</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>Person Contacted</th>
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## PORTABLE FIRE EXTINGUISHERS

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<td>2</td>
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<td>3</td>
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## BBQ'S AND OTHER COOKING EQUIPMENT

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## FUEL SUPPLY  N/A

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<td>2</td>
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## IGNITION SOURCES

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## FIRE SAFETY PROCEDURES

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<tr>
<td>2</td>
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</tbody>
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**IS THIS VENDOR APPROVED TO OPERATE?  YES NO**  
THE EVENT ORGANIZER MUST REMOVE ANY UNAPPROVED VENDORS

## TENTS

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<table>
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<tr>
<th>Name of Recipient</th>
<th>Name of Inspector (print)</th>
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<table>
<thead>
<tr>
<th>Signature</th>
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</table>
Mobile Food Service Equipment
There has been industry confusion regarding approval/inspection requirements for Mobile Food Service Equipment (Hot Dog Carts, Chip Wagons). The following Director’s Order was developed, with industry input, for the purpose of assisting owner/Special Event Operators and certificate holders with this issue.
DIRECTOR’S ORDER

IN THE MATTER OF:

Technical Standards and Safety Act 2000, S.O. 2000, c. 16, s. 31
- and -
Ontario Regulation 211/01 (Propane Storage and Handling)
- and -
Ontario Regulation 212/01 (Gaseous Fuels)

Re: Mobile Food Service Equipment

1. Background

On February 13, 2006 Director’s Order FS-056-06 was issued to regulate various types of Mobile Food Service Equipment (MFSE) that were unapproved, not properly serviced or maintained or operated in an unsafe manner.

Since that time, although many MFSEs have been approved and are being inspected annually as required, unapproved equipment remains in service and there continues to be a lack of understanding of the requirements that apply to MFSEs. There have also been incidents where members of the public have been injured by unapproved or unsafe MFSEs.

Therefore, pursuant to section 31 of the Technical Standards and Safety Act, 2000, this order clarifies the requirements for MFSEs, and provides guidance on obtaining TSSA approval for their sale and use.

2. Scope

This order shall apply to two groups of MFSE’s, those built prior to February 13, 2006 and those manufactured since February 13, 2006.

3. Definition

Mobile Food Service Equipment is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fuel fired cooking appliances and, if applicable, associated fuel storage.
An MFSE may be:

- a self-propelled vehicle such as a truck or van fitted with food service equipment and either equipped with propane or other hydrocarbon fuel supply cylinders or intended for connection to a propane supply cylinder at the operation site.

- a trailer or cart fitted with food service equipment intended to be towed to the operation site and either equipped with propane or other hydrocarbon fuel supply cylinders or intended for connection to a propane or other hydrocarbon fuel supply cylinder at the operation site.

- a portable cart fitted with food service equipment that is not towed but may be transported to an operation site and provided with a propane or other hydrocarbon fuel supply cylinder that may be enclosed in the cart.

Note: If the equipment is mounted on a permanent foundation (no jacks), with the wheels removed and connected to one or more services (electrical power, water, sewers or gas), that would render the unit unlikely to be easily relocated, it would not be considered an MFSE, but rather a permanent structure and subject to the requirements of CSA Codes 8149.1 and 8149.2.

4. Requirements for Compliance

A. Mobile Food Service Equipment Built Prior to February 13, 2006

Danger Labels – The applicable labels described in Attachment #1 to this order are required to be applied to all existing MFSEs built prior to February 13, 2006.

Annual Inspections – The owner/operator of an MFSE shall ensure that a certified gas technician inspects the MFSE annually and completes an Annual Inspection Certificate in the form attached in Attachment #2. The owner/operator shall promptly correct any deficiencies identified in the inspection certificate and shall retain the certificate with the MFSE until the subsequent inspection. All MFSE may be subject to TSSA inspection to confirm annual inspection is current.

B. Mobile Food Service Equipment Built after February 13, 2006

Approval -All MFSEs built after February 13, 2006 are required to have a Field Approval by TSSA or alternatively must be certified and labeled by an Certification Organization accredited by Standards Council of Canada.

Ontario Regulation 211/01 made under the Technical Standards and Safety Act, 2000 contains the following provision regarding prohibited activities without approval.

12. (1) Where this Regulation requires that an appliance or any equipment be approved, no person shall,
(a) offer for sale, sell, rent or buy;
(b) Install;
(c) use; or
(d) supply propane to,
which appliance or equipment unless it is approved or will be approved prior to being put into use.
Ontario Regulation 212/01 made under the *Technical Standards and Safety Act, 2000* contains the following provision regarding prohibited activities without approval.

4. (1) Where this Regulation requires the approval of an appliance or any equipment or thing, no person shall offer for sale, sell, lease, rent or install an appliance, equipment or thing unless it is approved or will be approved prior to being put into use.

If you are currently operating an MFSE built after February 13, 2006 and it does not have either a Field Approval label issued by TSSA or a recognized certification label you must apply for a TSSA Field Approval by completing an application.

Manufacturers in Ontario producing new MFSEs are required to obtain a TSSA Field Approval or a certification prior to selling and delivering the MFSE.

If you are purchasing an MFSE manufactured outside of Ontario you must obtain a TSSA Field Approval prior to putting the unit into operation.

An application for Field Approval may be found on the TSSA web site [http://www.tssa.org/regulated/fuels/fuelsField.asp](http://www.tssa.org/regulated/fuels/fuelsField.asp) along with an outline of the requirements that will be applied in the evaluation of the MFSE design and full details of the information and material that must be submitted to document the approval.

**Danger Labels** - The applicable labels described in Attachment #1 to this order are required to be applied to all MFSEs built after February 13, 2006.

**Annual Inspections** - Subsequent to the issuance of a TSSA Field Approval or obtaining certification, the owner/operator of an MFSE shall ensure that a certified gas technician inspects the MFSE annually and completes an Annual Inspection Certificate in the form attached in Attachment #2. The owner/operator shall promptly correct any deficiencies identified in the inspection certificate and shall retain the certificate with the MFSE until the subsequent inspection. All MFSE may be subject to TSSA inspection to confirm annual inspection is current.

5. **Additional Notes**

MFSE owners/operators should check for additional municipal compliance requirements.

TSSA inspectors are authorized to inspect MFSEs to ensure compliance with this Director's Order.

This Order is effective immediately

Dated at Toronto this 1st day of June, 2013

ORDERED BY: 

[Signature]

John R. Marshall

Director, Gaseous Fuels Regulation, Propane Storage and Handling Regulation, *Technical Standards and Safety Act, 2000*

Further information may be obtained by contacting: Director – Fuels Safety Division, Technical Standards and Safety Authority,

14th Floor - Centre Tower, 3300 Bloor St. West, Etobicoke ON., M8X 2X4 Ph: 416 231 7525
The following danger labels shall be affixed to all MFSE, be readily visible and located adjacent to the propane container with the following wording:

**DANGER**
Cooking appliances shall not be used for space heating. When the propane appliance is not in use or the vehicle is stored, shut off the supply of propane to the appliance (at the propane tank).

**BEFORE TURNING ON PROPANE**
Make certain all propane connections are tight, all appliance valves have been turned off and any unconnected outlets are capped. If an open door is used for ventilation/combustion air, ensure the door is open before turning on the propane.

**AFTER TURNING ON THE PROPANE**
Light all pilots of appliances to be used. Each connection, including those at appliances, regulators, and cylinders, shall be leak tested initially and periodically with soapy water by the Special Event Operator. Never use a lighted match or other flame when checking for leaks. Do not leave a system turned on or containers connected until the system has been proven to be leak (propane) tight. When the containers are disconnected, the propane supply line shall be capped or plugged.

For all MFSE that are part of a Self-propelled Vehicle, the following additional danger label shall be affixed at the vehicle’s fuelling point and inside the driver’s compartment with the following wording:

**DANGER**
All pilot lights shall be extinguished and the supply of propane shut off before refueling this vehicle.

For Carts with Self-Contained Propane Supply System the following additional statement shall appear on the label.

For Outdoor Use Only. If stored indoors, Detach and Leave Cylinder Outdoors

The word "DANGER" shall be a minimum of Y4-inch (6.4 mm) in height. All other words on the label shall be a minimum 1/8.-inch (3.2 mm) in height.
Important Food Truck Licensing Information for Event Special Event Operators & Vendor

Are you organizing an event or fair?

Renting out your property or facility for a gathering?

Issuing vendor permits for food trucks?
If you answered yes to any of these questions, then please read on.

Hot dog carts, chip wagons or coffee trucks. Kettle corn makers, nut roasters, ranges, fryers and grills used at rib festivals, fairs, or by street food vendors. From a regulatory perspective, the appliances and equipment in this diverse list are considered mobile food service equipment (MFSE).

Typically all use propane gas and as such, can present a significant public safety risk. Poor operating procedures, lack of maintenance or using unapproved equipment can result in explosion.

Get ahead of the game.

Before you Issue a permit or agree to have a vendor using mobile food service equipment at your event, ask to see a copy of their Inspection certificate first.

A valid (passed) inspection certificate will have all fields marked (either "Yes" or "N/A" none of them "N0"

Why? A valid inspection certificate demonstrates that MFSE is authorized to operate in Ontario. It proves to you that the MFSE has undergone an inspection within the last twelve months to identify and correct any problems that pose a public safety risk.

You’ll also minimize the possibility that the vendor you have engaged will be shut down mid event.

More information about the regulatory requirements related to mobile food service equipment is available. If you have any questions or concerns, please contact us tool free 1-877-682-8772, or email, customerservices@tssa.org

If your event includes food trucks or other mobile food service equipment, be safe, not sorry. Be sure to confirm that there is a valid TSSA inspection certificate
### MOBILE FOOD SERVICE EQUIPMENT
#### ANNUAL INSPECTION CERTIFICATE
##### FOR MFSE'S

**Document No:** MFSE-002  
**Date:** June 1, 2013  
**Page:** 1 of 1

<table>
<thead>
<tr>
<th>Equipment Type:</th>
<th>Self-propelled Vehicle</th>
<th>Towed Trailer or Cart</th>
<th>Portable Cart</th>
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<tbody>
<tr>
<td>Equipment Identification (Licence Plate No. or V.I.N.)</td>
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<td></td>
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<tr>
<td>Owner</td>
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<tr>
<td>Address</td>
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<tr>
<td>FSD Label No. (If built after Feb. 13, 2006)</td>
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</table>

The following checklist is intended as a minimum. Additional inspection tests may be necessary to ensure safe operation.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Have the required DANGER labels been affixed?</td>
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<tr>
<td>If built after Feb. 13, 2006, is a TSSA FSD Label and MFSE rating plate in place?</td>
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<tr>
<td>If the equipment is on 4 wheels, are 2 wheels lockable to prevent movement when in service?</td>
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<tr>
<td>Are the gas components (hoses, regulators, etc.) approved for the service?</td>
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<tr>
<td>Are the gas lines, fittings and hoses in good condition?</td>
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<tr>
<td>Is the propane cylinder properly supported and secured?</td>
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<tr>
<td>If the cylinder is in a cabinet, is it well ventilated?</td>
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<tr>
<td>Are the clearances to combustibles maintained?</td>
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<tr>
<td>Are the appliances in good working condition?</td>
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<td></td>
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<tr>
<td>Is the equipment and all its components leak tight?</td>
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<tr>
<td>Are the supply pressures to the equipment and appliances set properly?</td>
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<tr>
<td>Do all the appliances ignite properly?</td>
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<tr>
<td>Does the owner/operator understand the operations and responsibilities outlined in the Danger labelling?</td>
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<tr>
<td>Have any deficiencies found been corrected and is the equipment safe to operate?</td>
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</table>

To pass all answers must be either YES or N/A

<table>
<thead>
<tr>
<th>Certificate Holder Name (Print)</th>
<th>TSSA Certificate Holder No.</th>
<th>Date</th>
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</thead>
</table>

Re-Inspection Required 1 Year from the above date.  
This Certification shall be kept available with the equipment covered at all times.

**Attachment #2**
OPERATING SPECIAL EFFECTS IN ONTARIO

1. OVERVIEW

This guideline provides an overview of the process to follow when seeking an approval for Special Effects, regarding temporary flame effects utilizing hydrocarbon based fuels which include, but not is not limited to: propane, butane or natural gas as the fuel for entertainment, exhibition, demonstration, or simulation, including their design, fabrication, installation, testing, control, operation and maintenance.

This guideline applies to:

• The use of indoor and outdoor flame effects;
• The design, fabrication, installation, testing, control, operation and maintenance of equipment, materials, procedures, and systems used to produce flame effects;
• The rehearsal, videotaping, audiotaping, or filming of any television, radio, or movie production if such production includes the use of flame effects; and
• The rehearsal of any production incorporating flame effects.

Types of Special Effect equipment include but are not limited to: manually operated flame bars, cannons, cauldrons and props with automatic ignition, and flame monitoring.

Events that utilize Special Effects, such as those detailed above, are site specific and limited in time. An approval is required every time an appliance or equipment is moved or relocated to a new venue.

2. LEGISLATION AS IT APPLIES TO SPECIAL EFFECTS

The Technical Standards & Safety Act, 2000 (the “Act”) is a legal document issued by the Government of Ontario that appoints TSSA as the “corporation without share capital” responsible for regulation of amusement devices, boiler and pressure vessels, elevating devices, gaseous fuels, operating engineers and upholstered or stuffed articles.

Multiple regulations are issued under the Act, and are specific to each of the above technical areas. Ontario Regulation 212/01, Ontario Regulation 211/01, and Ontario Regulation 213/01 detail the mandated requirements for propane, butane, natural gas, fuel oil, and hydrogen. For more information on the steps defined below, refer to Annex K of the Gaseous Fuels Code Adoption Document (October 1, 2012), which is available for download at www.tssa.org.

Below is an overview of the steps required to operate Special Effects in accordance with the laws in Ontario.

3.1 APPROVAL PROCESS

In order to operate Special Effect equipment in Ontario, an applicant is required to follow a two-step approval process consisting of a Design/Engineering Review and a Site Inspection.

3.1 Design/Engineering Review

A Design/Engineering Review requires an applicant to submit the following information for review:

- A completed Application for Field Approval of Special Effects;
- A description of the equipment and intended operation/sequence of operation;
- Floor plan showing the layout of the equipment;
- Engineering drawings or operation booklet/manual;
- Value train diagram complete with the Bill of Material; and Electrical schematics complete with the Bill of Material.

Once the design and equipment have been approved by TSSA Engineering Services for the intended application, the file will be forwarded to the TSSA Fuels Safety Inspection Department.

3.2 SITE INSPECTION

The Special Effect equipment/appliance will be subject to an inspection prior to operation. Once the design/engineering review is completed, a site inspection will be arranged. A site inspection will include but is not limited to:

- A leak test of all associated equipment.
- An operational test of all associated equipment, observing smooth ignition and control of flame height and proximity.
- A trial for ignition test.
- A flame failure response test.
- The identification and mitigation of any hazards when operating equipment, such as flammable curtains, electrical wires, etc.
- A test for excess heat to the audience, as per NFPA 160 (“Standard for Flame Effects Before an Audience, 2001 Edition”).
- The demonstration of the emergency stop and all other safety devices.
- The identification and mitigation of general hazards (i.e. windy conditions).
- The identification and location of fire extinguishers.
- Inspection of the Special Event Operator’s Record of Training (ROT), and all other associated training documentation.

4. FEE SCHEDULE

The fees under this program are based on an hourly charge of $169.50 (13% HST included) charged in 15-minute increments. The fees include: engineering review, inspection, travel and administration services.
**Application for Special Effects**

**Technical Standards and Safety Act**

**Fuels Safety Regulations**

<table>
<thead>
<tr>
<th><strong>A. Applicant/Invoicee</strong> (Company responsible for fees invoiced for approval including engineering and inspection fees.)</th>
</tr>
</thead>
<tbody>
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<td><strong>Company Name</strong></td>
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<tr>
<td><strong>Mailing Address</strong></td>
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<td>Street No.</td>
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<tr>
<td><strong>Town / City or Township / County</strong></td>
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<tr>
<td><strong>Contact Name</strong></td>
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<tr>
<th><strong>B. Location where equipment is to be used.</strong></th>
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<td><strong>Town / City or Township / County</strong></td>
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<thead>
<tr>
<th><strong>C. Special Effect Information and Supporting Documents</strong></th>
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<td><strong>Type of Special Effects Equipment:</strong></td>
</tr>
<tr>
<td><strong>Number of Units</strong></td>
</tr>
<tr>
<td>[ ] Butane</td>
</tr>
<tr>
<td>[ ] Natural Gas</td>
</tr>
<tr>
<td><strong>Anticipated Inspection Date</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Special Effects Technician responsible for activation and operation of the equipment:</strong></th>
<th><strong>Certificate Number:</strong></th>
<th><strong>Telephone No.</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Supporting documents enclosed:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Description of Special Effect</td>
</tr>
<tr>
<td>[ ] Safety Plan/Operating Procedure</td>
</tr>
<tr>
<td>[ ] SF Information attached</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Print Name of Applicant:</strong></th>
<th><strong>Signature of Applicant:</strong></th>
<th><strong>Date (dd/mm/yy)</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Fees:</strong></th>
<th><strong>Check appropriate box to request type of service.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$109.50 (13% HST included) per hour for engineering and inspection services provided.</td>
<td>[ ] Regular Service (20-30 working days)</td>
</tr>
<tr>
<td>$339.00 (13% HST included) per hour for engineering and inspection services provided.</td>
<td>[ ] Rush Service (5 working days). Inspections carried out during other than usual business hours Monday to Friday, 8 a.m. to 5 p.m.</td>
</tr>
<tr>
<td><strong>Purchase Order No.</strong></td>
<td><strong>Purchase Order number will be reflected on invoices and TSSA will not enter into any purchasing agreements.</strong></td>
</tr>
</tbody>
</table>

F3 09411 (11/14)
Electrical Safety Authority (ESA)

WHEN TO CALL FOR AN INSPECTION?

1. If you are renting out vendor space to a third party.
2. Whenever a connection for a Special Event is made using a direct connection (hardwired) to a distribution system, or using cam locks anywhere in the distribution system, a wiring notification is required and an inspection must be made prior to the system being energized.

All vendor’s booths, trailers, generators, electrical equipment, etc. is required to be approved by a recognized Certification Agency or by a Field Evaluation Agency accredited with the Standards Council of Canada, prior to being connected to a source of electric power.
For Your Safety

A Guideline for Use of Electricity at Outdoor Special Events

The following has been created as a guideline only and may not address all issues, as each situation is different.

**All electrical equipment must be approved.**

All electrical equipment must be certified by a recognized approval agency or accepted by an approved Field Evaluation agency. This includes, but is not limited to, hot plates, warming trays, all cooking equipment, slushie machines, pop dispensers, ice cream machines, water heaters, lighting fixtures, etc. This also includes electrical products being sold as well as any vendor’s trailers or displays, if they are electrically wired, and any portable distribution centres. Portable distribution centres generally consist of an electrical panel and several outlets of various ampacities mounted to a board or in a cabinet. This assembly is then connected to a source of supply using a heavy duty cord and plug. All portable distribution centres shall be in the upright position and, unless of weatherproof construction, must be placed under the tent.

See below or visit the Electrical Safety Authority website at [www.esasafe.com](http://www.esasafe.com) for the most recent certification marks and Field Evaluation labels accepted in Ontario. Unapproved equipment must be immediately disconnected and, except for trailers, removed from the site.

**Use of extension cords.**

1. All cords MUST be approved for outdoor use. The use of indoor type power bars is acceptable as long as the power bars are installed under the tent or overhang away from water and off of the ground.
2. All cords must be in good condition. Damaged cords must not be used. Inspect all cords before use for nicks, cuts, broken ground pins, heat damage, etc. Taping of the damaged portion of a cord is not acceptable.
3. Any electrical equipment that has a ground pin, must be used with an extension cord with a ground.
4. Cords may have new plugs/cord ends installed to replace damaged ends.
5. When cord ends are replaced, the jacketing of the cable must be completely contained in the new cord end. Exposed wires will not be allowed.
6. Cords must be adequately sized for the loads. Loads such as refrigerators, freezers, hot plates, fryers, water heaters, requiring high amounts of power should be using #14 AWG or larger extension cords.
7. Cords should be kept as short as possible. Excessively long cords result in large amounts of voltage drop that can lead to premature failure of motors and refrigerator/freezer compressors.
8. If cords are on a cord reel, they should be completely pulled out of the reel. Leaving the cord on the reels can result in overheating and melting or damage of the cord.
9. Depending on the installation circumstances, the Ontario Electrical Safety Code (OESC) or the Occupational Health and Safety Act (OHSA) may require the use of a Ground Fault Circuit Interrupter.
10. Even if not required by the OESC or OHSA, it is strongly recommended that ALL 15 and 20 amp 125V cords be used with a Ground Fault Circuit Interrupter (GFCI).
Frequently Asked Questions for Outdoor Special Events:

**Question 1:** When is an electrical inspection required for an outdoor Event?

**Answer 1:** An electrical inspection is required when any of the following conditions apply:

a) Electrical Equipment is hard wired (not of the portable plug-in type);*

b) Use of generators rated over 12 KW or 240 Volts; or

c) The event is a Carnival or Traveling show (for more information visit [http://www.esasafe.com/business/carnivals--/travelling-shows](http://www.esasafe.com/business/carnivals--/travelling-shows))

* All lighting and electrical equipment must have been manufactured with a cord set attached and maintained in good working order. “Homemade” or the addition of a cord to an approved piece of electrical equipment will not be allowed unless the assembly has been approved by a recognized Field Evaluation agency. Visit the Electrical Safety Authority website at [www.esasafe.com](http://www.esasafe.com) for more information.

**Question 2:** Is it permitted to remove a damaged cord cap from a certified piece of electrical equipment and replace it with a new cord cap?

**Answer 2:** Yes, provided the device is not intended for resale and an approved cord cap is used.

**Question 3:** Is Lighting Equipment that is used outdoors required to be specifically approved for wet location?

**Answer 3:** Yes, luminaires installed outdoors are required to be specifically approved and marked as “SUITABLE FOR WET LOCATIONS”. When a luminaire is installed under a tent or overhang in such a manner that it will NOT get wet, the luminaire marked as “SUITABLE FOR DAMP LOCATION” or “DRY LOCATIONS ONLY” is permitted depending on the location. For example, a luminaire marked as “DRY LOCATIONS ONLY” may be installed in a tent with adequate ventilation, and luminaire marked as “SUITABLE FOR DAMP LOCATION” may be installed under canopy or any other partially protected locations.

**About the Electrical Safety Authority (ESA)**

ESA’s role is to enhance public electrical safety in Ontario. As an administrative authority acting on behalf of the Government of Ontario, ESA is responsible for administering specific regulations related to the Ontario Electrical Safety Code, the licensing of Electrical Contractors and Master Electricians, electricity distribution system safety, and electrical product safety. ESA works extensively with stakeholders on education, training and promotion to foster electrical safety across the province. More information on the Electrical Safety Authority can be found on its website, [www.esasafe.com](http://www.esasafe.com), through Twitter @HomeandSafety and on Facebook at [www.facebook.com/ElectricalSafetyAuthority](http://www.facebook.com/ElectricalSafetyAuthority).
Recognized Certification Markings

Recognized Field Evaluation Markings

Recognized Panel-Only Field Evaluation Markings

To view the current marking list, visit the Electrical Product Safety section at esasafe.com
**Entertainment Industry Application for Electrical Inspection**

Under the provisions of the Ontario Electrical Safety Code (OESC), an Application for Inspection must be filed with the Electrical Safety Authority for any electrical equipment installed in Ontario, temporary or otherwise. This includes all Television, Film, Commercial, Live Performance, Carnivals, or Event Productions including but not limited to Live Productions regardless of site or location. Failure to comply could result in unsafe working sites, production downtime and/or fines.

### Applicant Information

<table>
<thead>
<tr>
<th>Date:</th>
<th>Acct #:</th>
<th>ECRA / ESA Lic #:</th>
<th>ACP #:</th>
<th>PO/Job #:</th>
<th>Date Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Location Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Email:</th>
<th>Unit / Suite:</th>
<th>Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Complete this section for: Commercials / Television / Movie Shoots / Video / Theatre Productions / Travelling Shows

- [ ] Commercials [C041]
- [ ] Television [C032]
- [ ] Movie / Film [C032]
- [ ] Video [C032]
- [ ] Theatre [C032]
- [ ] Travelling Shows [C032]

**Production Name:**

**Number of Locations:** [M06]

**# of Months of Shoot:** [C066]

<table>
<thead>
<tr>
<th>Locations: (if list is longer than space provided, please attach the list)</th>
<th>Site Type</th>
<th># of Sets</th>
<th>Contact Phone #</th>
<th>Best time for inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Studio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location</td>
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<td></td>
<td>In Studio</td>
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<td></td>
<td>Location</td>
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</tr>
<tr>
<td></td>
<td>In Studio</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Electrical Workers Certification of Qualifications:**

- [ ] 309 269kW Licensed Electrical Contractor
- [ ] 309 269kW Transformer >1kVA

**Daily call sheets should be emailed to metroresource@electricalsafety.on.ca**

### Complete this section for: Special Events such as Live Performance / Concerts / Outdoor Festivals and for Carnivals

- [ ] Live Performance [C075]
- [ ] Concerts [C075]
- [ ] Outdoor Festivals [C075]
- [ ] Carnivals [C030]
- [ ] Other (specify):

**Show or Event Name:**

**Number of Locations:** [M06]

**What DATE and TIME will the Show be open to the public?**

**What are the hours of operation for this event?**

**Please provide opening and closing times.**

**Equipment included with Inspection (Quantity):**

- Generators >12kW
- Heating or A/C Units
- Transformers >1kVA
- Other:

**Weekend, holiday and evening inspections are subject to additional fees.**

### Driving Directions / Comments / Work Details

### Payment Method

- [ ] Cheque
- [ ] Credit Card
- [ ] ESA Account

**Fee Estimate incl HST**

**Name:**

**Expiration:**

*See 2014 Electrical Inspection Fee Schedule Section for Details

Form 1432A (01/14)

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The total cost may change pending a site visit.

**Administrative Procedures Manual**
1. All Special Event Operators will ensure the public has access to washroom facilities.
   1 water closet for every 100 males
   1 water closet for every 100 females

2. When the public has access to tents serving food or beverages, where seating is provided, the Special Event Operator must comply with the building code regulations for washrooms. Washrooms must be within 45m (150 feet) of the tent.

<table>
<thead>
<tr>
<th>NO. OF PERSONS</th>
<th>WASHROOMS</th>
<th>NO. OF PERSONS</th>
<th>WASHROOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-20</td>
<td>One water closet for each sex</td>
<td>196 – 225</td>
<td>Seven water closets for each sex</td>
</tr>
<tr>
<td>21 – 70</td>
<td>Two water closets for each sex</td>
<td>226 – 275</td>
<td>Eight water closets for each sex</td>
</tr>
<tr>
<td>71 – 105</td>
<td>Three water closets for each sex</td>
<td>276 – 325</td>
<td>Nine water closets for each sex</td>
</tr>
<tr>
<td>106 – 135</td>
<td>Four water closets for each sex</td>
<td>326 – 375</td>
<td>Ten water closets for each sex</td>
</tr>
<tr>
<td>136 – 165</td>
<td>Five water closets for each sex</td>
<td>376 – 425</td>
<td>Eleven water closets for each sex</td>
</tr>
<tr>
<td>166 – 195</td>
<td>Six water closets for each sex</td>
<td>over 425</td>
<td>Twelve plus one additional water closet for each increment of 50 persons of each sex in excess of 425</td>
</tr>
</tbody>
</table>

Note: the event Special Event Operator must ensure all washrooms/hand wash stations are kept stocked with toilet paper and hand soap.

3. You must apply for a tent permit through the Building Division of The Corporation of the City of London at least 10 days prior to the event. If it is a previously approved situation, the minimum lead time is 48 hrs. for a permit. When the tent exceeds 60m² (645 sq. ft.), where bleachers are provided in tents they will also need an approval for compliance with the Ontario Building Code. Engineered designs are required to be submitted for all bleachers.

4. If the following size tent is standing alone they do not require a building permit: 10’x10’, 15’x15’, 10’x20’, 10’x 30’, 20’x20’, and 20’x30’. If you are grouping any of these tents together, the total square footage will require a building permit if it exceeds 645 sq. ft. or a space of 10 ft. must be left prior to the starting the next cluster. A permit is required when an individual tent exceeds 60m² (645 sq.ft.).

5. Upon approval and payment of the set fees you will receive your tent/building permit. Contact Building Division for permit fees.

6. In addition, if the tent exceeds 225m² (2,420 sq. ft.), a professional engineer is required to certify the design and installation prior to occupancy of the tent.

7. Tent fabric to comply with CAN/ULC S109-M or NFPA 701 standard for flame test on flame-resistant fabrics and films. Submit confirmation documentation to the Building Division.

8. Applicant must provide tent design information and a site plan showing location of tent and distances to other tents or buildings. Allow a minimum of 10 days for permit processing.

9. Event Special Event Operators are required to utilize the site numbers outlined on the Victoria Park map provided by the City of London.
Application for a Permit to Construct or Demolish

This form is authorized under subsection 6(1.1) of the Building Code.

For use by Principal Authority

Application number: Permit number (if different):
Date received: Roll number:

Application submitted to: (Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project Information

- Building number, street name
- Postal code
- Plan number
- Lot number
- Municipality
- Province
- E-mail
- Telephone number
- Fax
- Cell number
- Province
- Fax
- Cell number

B. Purpose of Application

- New construction
- Addition to an existing building
- Alteration/repair
- Demolition
- Conditional Permit

Proposed use of building:
Current use of building:

Description of proposed work:

C. Applicant

- Applicant is: Owner or Authorized agent of owner
- Last name
- First name
- Corporation or partnership
- Municipality
- Province
- E-mail
- Telephone number
- Fax
- Cell number

D. Owner (if different from applicant)

- Last name
- First name
- Corporation or partnership
- Municipality
- Province
- E-mail
- Telephone number
- Fax
- Cell number

E. Builder (optional)

- Last name
- First name
- Corporation or partnership
- Municipality
- Province
- E-mail
- Telephone number
- Fax
- Cell number

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

- Is proposed construction for a new home as defined in the Ontario New Home Warranty Act? (If no, go to section G.)
- Is registration required under the Ontario New Home Warranty Plan Act?
- If yes to (i), provide registration number(s):

G. Attachments

- Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

H. Completeness and compliance with applicable law

- This application meets all the requirements as defined in Division C of the Building Code Act. The application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed and submitted, and all required schedules are submitted.
- Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992.
- The application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992.

I. Declaration of applicant

- (Print name), declare that:
  1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
  2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date
Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 6(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: (a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or (b) the inspecting the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or (c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 618-6666

City of London form no. 0650 (rev. 2011-12) www.london.ca

JRES MANUAL
<table>
<thead>
<tr>
<th>Permit Number</th>
</tr>
</thead>
</table>

FOR OFFICE USE ONLY

1. General Information
- Nature of work:
  - Building
  - Storm/Sanitary services
  - Water services
  - Sewage system
  - Mechanical
- Previously approved plan?
  - Yes
  - No
- Plan examiner
- Area code
- 3 day permit?
  - Yes
  - No
- Permit No.
- Send to:
  - Applicant
  - Owner
  - Authorized agent

2. Zoning
- Permitted use:
- Park dedication required
  - Yes
  - No
- Amount
- Account
- Compliance status:
  - Not required
  - Not in compliance
  - C of A number:
    - Examined by
  - Year
  - Month
  - Day

3. Site Plan
- Development agreement
  - Required
  - Not required
- Examined by
- Year
- Month
- Day

4. Plan Examiners
- Type
  - Structural
  - Mechanical
  - Plumbing
  - Storm/Sanitary services
  - Water services
  - Sewage system
  - Fire Prevention Office
  - Architectural
- Remark
  - Conditions
  - Conditional permit

5. Fees
- Verified construction value
- Certified by:
- Date
- Amount
- Paid
- Number

6. Development Agreements/Securities
- Securities D/A
- Conditional permit
- WM - 4
- Demo
- Road widening
- Other
- Received but not complied with
  - Yes
  - No
- Examined by
- Year
- Month
- Day

7. Final Check
- Completed by
- Year
- Month
- Day

8. Permit Issuance
- Foundation
  - Year
  - Month
  - Day
  - Issued by
- Shell/No connect
  - Year
  - Month
  - Day
  - Issued by
- Full
  - Year
  - Month
  - Day
  - Issued by
If you’re planning a special event that includes live or recorded music of any kind, you are required to pay a licence fee to SOCAN. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. SOCAN collects license fees for the public performance of music in Canada. Those fees are then distributed to music creators around the world. SOCAN tariffs are regulated by the Copyright Board of Canada.

Your SOCAN representative for London is James Leacock. He can be reached at 519.868.0549 or via email at leacockj@socan.ca. Please contact Mr. Leacock to obtain the proper licensing for your event.

Online:
Visit the “SOCAN Tariffs” page www.socan.ca/jsp/en/resources/tariffs.jsp to determine the applicable licence and fee, or call your nearest SOCAN office www.socan.ca/jsp/en/contact_us/index.jsp.
Any type of event that utilizes recorded music is subject to a Re:Sound licensing fee. Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Re:Sound collects licence fees for the public performance of music in Canada and distributes to artists and labels around the world. Re:Sound tariffs are regulated by the Copyright Board of Canada.

Please contact the Licensing Department at Re:Sound at 1-877-309-5770 or licensing@resound.ca to obtain the proper licence for your event.

Online:
Visit Re:Sound at www.resound.ca to obtain further information.
All Special Event Operators of a special event at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

1. Contact the Special Events Coordinator of the Middlesex-London Health Unit and notify them of the date of the event and the expected number of food vendors that will be attending.
2. Provide the Special Events Coordinator of the Middlesex-London Health Unit with a final list of food vendors at least two (2) weeks prior to the event.

All food vendors involved in any charitable and/or commercial functions at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

1. Contact the Special Events Coordinator of the Middlesex-London Health Unit and obtain a Special Events Information Package.
2. Complete the Special Events Food Vendor Form and return it to the Special Events Coordinator fourteen (14) days prior to the event.
3. Complete a consultation meeting with the Special Events Coordinator or attend a food-handler lecture for special events.
4. Arrange for an on-site inspection of food concessions to obtain approval to operate.
5. Comply with all requirements as set out in the Standards for Outdoor Special Events.

All vendors involved in providing personal services to the public must comply with the following requirements:

1. Contact the Infectious Disease Control Team at (519)663-5317 ext. 2330
2. Complete the Special Events Personal Service Settings Form and return it to the Infectious Disease Control Team fourteen days (14) prior to the event.

All animal exhibitors must comply with the following requirements:

1. Contact the Special Events Coordinator of the Middlesex-London Health Unit and obtain a Special Events Information Package
2. Complete the Special Events Animal Exhibitors Form and return it to the Special Events Coordinator fourteen (14) days prior to the event.
3. Comply with the requirements as set out in the Standards for Owners and Special Event Operators of Animal Exhibits.
STANDARDS FOR OUTDOOR SPECIAL EVENTS
Pursuant to the Food Premises Regulation
Ontario Regulation 586/99

Definition: A charitable or commercial function where food is provided and/or offered to the public. The function must be a special occasion rather than a continuous or permanent operation.

Requirements
1) Health Unit approval must be obtained prior to food vendors operating.
2) All food must be obtained from an approved commercial source. All food must be prepared in an approved commercial kitchen or on-site. No home prepared or home canned food shall be used, sold or given away.
3) All hazardous foods must be maintained at an internal temperature of lower than 4ºC (40ºF) or higher than 60ºC (140ºF).
4) A probe thermometer shall be available on-site to check temperatures.
5) Adequate refrigerated units for the safe storage of perishable and hazardous foods must be provided. An accurate thermometer must be provided in each unit.
6) Adequate hot holding units must be provided for the safe storage of hazardous foods. An accurate indicating thermometer must be provided in each unit.
7) Raw and ready to eat products must be fully separated, and stored in tightly covered containers to prevent cross-contamination. For example: In a refrigerator, the raw products should be stored on the bottom shelf with the ready to eat food above. If thermos cases and ice packs are used, SEPARATE cases must be provided for raw and ready to eat items.
8) A supply of hot and cold potable water under pressure must be provided.
9) A separate hand wash basin must be provided AT THE FOOD PREPARATION AREA before any food is handled. This sink must be supplied with hot and cold potable running water under pressure together with a supply of liquid soap and single service (paper) towels in dispensers. The unit can be permanently plumbed or be portable. A blend of hot and cold water in a single dispenser equipped with a spigot is acceptable.
10) All utensils and equipment must be:
   a) WASHED: in hot water and detergent
   b) RINSED: in hot water
   c) SANITIZED: in a solution of hot water for 45 seconds in one of the following solutions:
      • 100 ppm chlorine (bleach)
      • 200 ppm quaternary ammonium (QUATS)
      • 25 ppm iodine
11) A minimum of a 2 compartment sink with a drain board, supplied with hot and cold potable running under pressure must be available for washing and sanitizing utensils. Where the 2 compartment sink is not available on site, food vendors must provide a sufficient number of clean back up utensils (at least four sets is recommended per day of the event) and the vendor must have access to an approved kitchen off-site.
12) Test strips must be provided to test sanitizer strength.
13) All waste water shall be disposed of in an acceptable sanitary manner. Do not dump onto ground surface.
14) Single use containers shall be used for the service or sale of food.
15) Where reusable plates or containers are provided by the patrons, food handlers must ensure that there is no direct contact between the serving utensils and the plates or must wash, rinse and sanitize the utensil(s) after each patron.
16) Tongs, spatulas, or any multi-service utensils, must be cleaned and sanitized after each use or as required.
17) Ensure separate tongs are used for raw and cooked product to eliminate cross-contamination.
18) All food must be protected from contamination and adulteration. E.g. all foods must be covered and stored properly.
19) All food and food containers must be stored 15 cm (6") off the ground.
20) Floor surfaces of food concession must be of a material that can be cleaned. E.g. no grass surfaces allowed.
21) All food handlers must wear clean outer garments, and head gear that confines the hair.
22) Ensure that an adequate number of garbage receptacles with tight fitting or self-closing lids is provided. Garbage must be disposed of in a sanitary manner.

A ZERO TOLERANCE POLICY IS ENFORCED FOR ALL SPECIAL EVENTS. THIS MEANS FAILURE TO COMPLY WITH STANDARDS MAY RESULT IN CLOSURE AND/OR TICKETING.
SPECIAL EVENTS FOOD VENDOR FORM

MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 7 DAYS PRIOR TO EVENT.

Food concession may not operate until site inspection approval is granted.

Name of Event: ___________________________  Event Dates: ___________________________

Street Name & Number: ___________________________________________________________

City/Town: ___________  Postal Code: _________  Set up Date & Time: ________________

Name of Concession: ___________________________  Certified Food Handler: yes  no

Contact Person: ____________________________________  Home Phone: ______________________

Contact Address: ____________________________________  Business Phone: ______________________

Food Items: ____________________________________________

Food Suppliers: ____________________________________________

Food Preparation Location: ____________________________________________

Method of Transporting Food: Coolers with ice  □   Insulated Container  □   Other: ___________________________

VENDOR SITE:

Tent  ( )   Trailer  ( )   Other: ____________________________________________

Floor Covering Material: ____________________________________________

Water Supply System (hot and cold water under pressure required) Type of System: ___________________________

Sinks:  3 compartment ___________   2 compartment ___________   Handwash ___________

Waste Water Disposal: Collection method: ___________   Disposal site: ___________________________

Cold Storage:  Mechanical: __________________________   Ice: __________________________

Hot Holding: Method: __________________________

Garbage: Receptacles Provided: Yes  No   Disposal Method: __________________________

Grease: Disposal Method: __________________________   BBQ: Yes  No   __________________________

Vendor’s Signature: __________________________   Date: __________________________

Comments: ____________________________________________

Approved:  Yes  ( )  No  ( )  File No: __________________________

P.H.I.’s Signature: __________________________   Date: __________________________

1. Section 16(2) of Ontario Health Protection and Promotion Act requires that every person who intends to commence to operate a food premise shall give notice of his/her intention to the Medical Officer of Health of the health unit in which the food premise will be located.

2. The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O. 1990, Ch. H.7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act.

September 2009
SPECIAL EVENTS
PERSONAL SERVICES VENDOR FORM

MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 7 DAYS PRIOR TO EVENT.

Name of Event: __________________________________ Event Dates: _______________________

Location: ____________________________________________ Set-up Date & Time: ________________

Name of Vendor: _______________________________________________________________________

Contact Person: ___________________________________________ Home #: __________________

Contact Address: ________________________________________________ Business #: ___________

SERVICES PROVIDED:

- Tattooing (not airbrush, temporary or henna)
- Body Piercing
- Ear Piercing
- Manicure/Pedicure
- Massage
- Other aesthetic services _________________________

SITE:
- Hot and Cold Running Water Yes ( ) No ( )
- Handwash sink Yes ( ) No ( )

Disinfection/ Sterilization location _______________________________________________________

Vendor’s Signature: ________________________________ Date: _____________________________

P.H.I.’s Signature: ________________________________ Date: _____________________________

Public Health Inspector Comments ______________________________________________________

____________________________________________________________________________________

Approved: Yes ( ) No ( )

The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O.1990, Ch. H7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act.
Standards for Owners and Special Event Operators of Animal Exhibits and Agricultural Fairs

The following are the standards for all petting zoos, pony rides and educational animal exhibits.

1. **Ensure that there are signs** near the animal exhibit that include the following messages:
   - Wash hands with soap and water after touching the animals;
   - Wash hands with soap and water before eating;
   - Avoid touching your face and mouth before washing your hands with soap and water;
   - Do NOT eat or drink while touching animals.

2. **Provide sufficient handwashing stations** with running water, pump soap and disposable towels or alcohol based hand sanitizer in several locations throughout the animal exhibit.

3. Ensure that handwashing stations and washrooms are kept clean and fully stocked.

4. Ensure that manure is quickly and thoroughly cleaned-up, and appropriately discarded.

5. At least once daily, ensure that the rails in the petting zoo are appropriately disinfected and that the floors in the petting zoo are thoroughly cleaned.
   - Animal enclosures with smooth surfaced barrier rails and hard-surfaced floors shall be cleaned and disinfected by washing all soiled surfaces with a detergent solution and following-up with a safe and effective disinfectant such as a,
     - Chlorine solution at 100 ppm or a
     - Quaternary ammonium compound solution at 200 ppm.
   - Manure shall be removed from animal enclosures and runs as often as necessary to prevent contamination of the animals. Animal enclosures with pens or runs using gravel, sand or dirt shall have the material contaminated with manure removed as necessary to prevent odors, diseases, pests, insects and vermin infestations.
   - Provisions must be made for the proper disposal of animal wastes.

6. Ensure that food is not fed to the animals in containers that can be eaten by people (e.g. ice cream cones or other edible products).

7. Do not display ill animals or those known to be positive for *E.coli* O157:H7 or other infectious agents.

8. Report any animal bit or scratch to the Middlesex-London Health Unit @ 519-663-5317 ext. 2300.

Depending on the nature of the exhibit, other standards may apply and will be provided to the exhibitor prior to the event.
# Special Events

## Animal Exhibitors Form

**MUST BE COMPLETED BY INDIVIDUAL EXHIBITOR AND RETURNED 7 DAYS PRIOR TO EVENT.**

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Event Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Set-up Date &amp; Time:</td>
</tr>
<tr>
<td>Name of Exhibitor:</td>
<td>Contact Person:</td>
</tr>
<tr>
<td>Contact Address:</td>
<td>Business #:</td>
</tr>
<tr>
<td>Home #:</td>
<td></td>
</tr>
</tbody>
</table>

### Services Provided:

- Petting Zoo
- Pony Rides
- Educational Display
- Other _____________________

### Type of Animals On Site:

____________________________________

**Site:**

<table>
<thead>
<tr>
<th>Handwash stations available</th>
<th>Yes ( )</th>
<th>No ( )</th>
<th>Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Hand Sanitizer available</td>
<td>Yes ( )</td>
<td>No ( )</td>
<td></td>
</tr>
<tr>
<td>Handwashing signs posted</td>
<td>Yes ( )</td>
<td>No ( )</td>
<td></td>
</tr>
<tr>
<td>Current Rabies Vaccination (if applicable)</td>
<td>Yes ( )</td>
<td>No ( )</td>
<td></td>
</tr>
</tbody>
</table>

Exhibitor’s Signature: _______________________ Date: ______________________

**Public Health Inspector Comments:** ______________________________________

P.H.I.’s Signature: _______________________ Date: ______________________

---

The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O.1990, Ch. H.7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act.
The Event Special Event Operator shall ensure that attendees are adhering to the Smoke Free Ontario Act.

**Regulatory Amendments Effective January 1, 2015**

Under Regulation 48/06 of the *Smoke-Free Ontario Act*, smoking is prohibited:

- Within 20 metres of playground equipment and the perimeter of sports fields, sport surfaces and spectator areas adjacent to sports fields.
- On all bar and restaurant patios to protect the health of workers and patrons by reducing exposure to second-hand smoke and exposure to tobacco use.

**Exemptions**

Uncovered patios owned or occupied by a Royal Canadian Legion branch in Ontario as of November 18th, 2013 are exempt from the legislation and smoking is still permitted.

Privately-owned sports fields or sports surfaces, and play surfaces of publicly- or privately-owned golf courses are exempt from the legislation and smoking is still permitted, unless the owner/Special Event Operator of the facility has a procedure in place that restricts smoking.

**Enforcement**

The *Smoke-Free Ontario Act* and its Regulations are enforced by Tobacco Enforcement Officers at the Middlesex London Health Unit. Tobacco Enforcement Officers conduct routine inspections and investigate complaints to enforce the Act.

**Penalties**

Fines for smoking in a prohibited place range from $250 to $5000. Fines for permitting smoking and not fulfilling relevant owner/Special Event Operator obligations under the Act can range from $300 to $300,000.
Any time you are holding a special event that will involve alcohol, you must:

1. Apply for a special occasion permit at any Alcohol & Gaming Commission of Ontario.

2. If requested by A.G.C.O., summit 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.C.G.O. Permit.

3. Supply a copy of the Special Occasion Permit to The Corporation of the City of London, Community Services Department, Parks and Recreation, c/o Special Events Manager.

First-Aid

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

One option is contacting (by letter) St. John Ambulance Services (or similar) and inform them of your event and what is involved:

St. John’s Ambulance, Public Event Coverage
741 King Street, London, Ontario N5W 2X2
swo@on.sja.ca
Contact: 519-432-1352

They will then contact you and tell what will best suit your needs.
Drones

March 13, 2017, the Minister of Transport issued an Interim Order Respecting the Use of Model Aircraft pursuant to 6.41(1) of the Aeronautics Act, R.S.C. 1985, c.A-2, which applies to drones weighing from 250g to 35 kg and used for recreational purposes.

Such Drones are not allowed to be used for recreational purposes at a Special Event, given the restrictions set out below (i.e. can’t operate it at a lateral distance of less than 75m from buildings, structures, vehicles, vessels, animals and the public; can’t operate it over or within an open-air assembly of persons; can’t operate it at night).

1. The Interim Order prohibits a person from operating a model aircraft (drone):
   (a) at an altitude greater than 300 feet AGL;
   (b) at a lateral distance of less than 250 feet (75m) from buildings, structures, vehicles, vessels, animals and the public including spectators, bystanders or any person not associated with the operation of the aircraft;
   (c) within 9 km of the centre of an aerodrome;
   (d) within controlled airspace;
   (e) within restricted airspace;
   (f) over or within a forest fire area, or any area that is located within 9 km of a forest fire area;
   (g) over or within the security perimeter of a police or first responder emergency operation site;
   (h) over or within an open-air assembly of persons;
   (i) at night; or
   (j) in cloud.

2. A person must not operate more than one model aircraft at a time.

The Interim Order can be found here:
http://www.tc.gc.ca/eng/civilaviation/opssvs/no-drone-zones.html
Vendors Procedures for the Sale of Ingestible Items and Amusement Devices

15.1 All food vendors must be registered with The Corporation of the City of London, Parks and Recreation, ten (10) working days prior to the event set-up, to operate a concession at a special event on City owned land.

15.2 A vendor with a City of London Business Licence – the registration cost will be $37.50 per vendor/per year/per unit.

15.3 A vendor without a City of London Business Licence – the registration cost will be $117.50 per event/per unit up to four units (additional units at no cost) and must be registered for each event.

15.4 In the interest of public safety, a zero tolerance policy is enforced for all special events. This means failure to comply with standards may result in ticketing and/or closure.

15.5 All vendors selling food items must complete and file with the Middlesex-London Health Unit a Special Event Food Vendors Form

All vendors involved in providing personal services must complete and file with the Middlesex-London Health Unit a Special Event Personal Service Settings Form

All animal exhibitors must complete and file with the Middlesex-London Health Unit a Special Event Animal Exhibitors Form

15.6 All vendor’s booths, trailers, generators, electrical equipment, etc., is required to be approved by a recognized Certification Agency or a Field Evaluation Agency accredited with the Standards Council of Canada, prior to being connected to a source of electric power. Refer to Electrical Safety Authority (TSA) section of the manual for the acceptable certification and field evaluation marks.

15.7 The Corporation of the City of London reserves the right to operate a concession service at any special event.

15.8 Local community groups are exempted from the vendor registration fees.

15.9 Where the City of London is unable to provide electrical hookups, an approved generator approved by a recognized Certification Agency or a Field Evaluation Agency accredited with the Standards Council of Canada, prior to being connected to a source of electric power.

15.10 When the food vendor is the event organizer they are required to complete and submit the Middlesex Health Unit Forms and comply with all ESA and TSSA regulations.
15.11 All vendors will be required to ensure:

- The uses of all outdoor electrical cords are in good operating condition.
- The use of only manufactured extension cords with a three wire configuration or 2 wire polarized outdoor rated cords, are acceptable (no modifications to cords or equipment is permitted).
- The use of panels that are properly assembled and contained in an approved weatherproof enclosure supplying 15 and 20 amp receptacles only which are protected by Ground Fault Circuit Interrupters. Panels which are used shall be approved by a Certified Field Evaluation Organization [a division of the Electrical Safety Authority does Field Evaluation].
- Any non-waterproof equipment used in display enclosures [tents, gazebos etc.] shall be protected from rain.
- All vendors shall supply the event organizer with the voltage and current that their equipment will require to eliminate the over loading of circuits.
- All trailers which are self-contained and have lighting and equipment shall be approved by a Certified Field Evaluation Organization.
- Failure on the part of the event organizers to comply Will Result in the Disconnection of the Offending Exhibitor and all cost incurred by the Electrical Safety Authority shall be imposed upon the event organizer.

15.12 Vendors are prohibited from depositing grease or waste water directly into the City’s storm or sanitary sewer unless a proper hook-up to the existing sanitary manholes by a licensed plumber paid for by the special event operator and inspected by the City’s Sewer Operations prior to use. Offenders are subject to prosecution under City By-law and/or Provincial or Federal legislation.

15.13 Food & Beverage Vendors in Victoria Park will:

- use only food packaging that is compostable, recyclable (in the City of London’s recycling program), or reusable.
- refrain from the use of polystyrene (e.g., Styrofoam™) during food production or in packaging
- provide, upon request (during event set up) organizers, or a designate, with samples of the vendor’s food packaging to be used on the EcoStation signage.
THE CORPORATION OF THE CITY OF LONDON
COMMUNITY SERVICES DEPARTMENT, PARKS AND RECREATION
2019 SALE OF FOOD AND/OR AMUSEMENT DEVICES REGISTRATION FORM
355 Wellington Street, P.O. Box 5045, London, Ontario N6A 4L6

THE REGISTRATION FORM BELOW AND PAYMENT CAN BE SENT BY:
Mail/In Person: City of London, Parks & Recreation (Attn; Special Events)
Email: ldoria@london.ca Questions: Please call 519.661.2489 x5230 Fax: 519.661.5793

Application Date ________________________________

A. Name of Owner: ____________________________________________________________
   Business Name: _____________________________________________________________
   Address: __________________________________________________________________
   City: _____________________________________________________________________
   Postal Code: ________________________________ Phone Number: ________________

Registration Fee:

a. **WITH** City of London Business License: $37.50 per vendor/per year/per unit – good for the whole year. Inquiries regarding a Business License please call Planning & Development 519-930-3515.

b. **WITHOUT** a City of London Business License: $117.50 per event/per unit up to four units (additional units at no cost) and you must register for each event.

B. City of London Business License Number: _______________________________________

C. Name of special event at which you will be operating:

<table>
<thead>
<tr>
<th>Kids Expo</th>
<th>Food Festival</th>
<th>Sunfest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home County</td>
<td>Rock the Park</td>
<td>Ribfest</td>
</tr>
<tr>
<td>Pride Fest</td>
<td>Other: ☐</td>
<td>Other:</td>
</tr>
</tbody>
</table>

D. Hydro Needs: Voltage_____________ Amps________________________________________

E. Water Needs: Potable ☐ Washing Only ☐

F. Size of Unit: ______ Feet_________ Inches
   Trailer: Yes ☐ No ☐ Mobile: Yes ☐ No ☐ Tent: Yes ☐ No ☐

**PAYMENT** (no post-dated cheques; NSF fee will apply) Cash ☐ VISA ☐ MC ☐ AMEX ☐ Cheque ☐
Cheques payable to City of London Parks & Recreation, P.O. Box 5045, London, ON N6A 4L6, Attn: Special Events

Credit Card Number: ________________________________ Expiry Date: _______________________
Cardholder Name (please print) ________________________________ Total Fee $ ______________________
HOW TO PLAN ACCESSIBLE OUTDOOR EVENTS
Prepared by: City of London Accessibility Advisory Committee

16.1 INTRODUCTION
Focusing on accessibility benefits us all. An accessible event is one in which everyone gets to participate and enjoy -- regardless of the individual’s ability. The items listed in this guide will help you effectively plan your outdoor events (including, but not limited to, festivals, concerts, picnics, and receptions) and make them accessible to all.

A few key notes:
- Be aware of the features that make your venue accessible;
- Hold events at accessible locations;
- If that's not possible, work modify the location so that all persons can participate without assistance or with minimal help; and
- Please be aware that while visible disabilities can be readily seen, invisible disabilities may not be so obvious.

Those with a physical disability often display some visual cues, such as requiring the use of a wheelchair, crutches, cane or other mobility aids. However, many in our community have varying degrees of invisible disabilities, which can often be more challenging to notice. Please feel free to contact us for clarification or for additional suggestions. Our goal is to encourage all events to be accessible and enjoyable for all Londoners.

16.2 PARKING
As people with disabilities or limited mobility can benefit from dedicated parking areas and drop-off points please ensure:
- Parking spaces are wide enough to accommodate accessible vans/buses and people who use mobility aids;
- Parking spaces are as close to the entrance of the event as possible; and
- Event personnel are familiar with the location of these parking spots.

16.3 PUBLIC ENTRANCE
Reduce barriers that people with disabilities face entering facilities and venues by ensuring, where possible:
- The presence of a level entrance that persons using wheelchairs or mobility aids can pass over;
- An entrance that is wide enough for wheelchairs to pass through. (44”);
- In the event that the main entrance isn’t accessible, there are signs directing people to the accessible entrance; and
- If the main entrance has steps, it also has a railing.
16.4 EMERGENCIES
As part of any event planning, there is the need to plan for emergencies and other contingencies. Traditional methods of notification can pose a challenge to those with visual and auditory challenges, and egress for those with ambulatory issues or in wheelchairs can be challenging in the event of an emergency. Please ensure the following:
- Your evacuation plan addresses the evacuation of persons with special needs; and
- Event personnel are trained in these evacuation procedures.

16.5 WASHROOMS
Please provide the following:
- Two, at minimum, accessible outdoor portable washrooms;
- Washrooms located in accessible areas;
- Washrooms locations are displayed using large clear letters, and understandable pictures or symbols are used on the signs identifying the accessible washroom(s); and
- Event personnel know where the accessible washrooms are located.

16.6 WAY-FINDING SIGNAGE
Where possible, encourage all signs to have large clear letters, use plain language, have good colour contrast, and can be read in all light conditions, in order to direct people to specific areas.

16.7 ENTERTAINMENT SEATING
Ensure seating areas are integrated with other seating areas (each price point) such as at the front, on the aisles, or along the sides of the stage. Also ensure:
- The seating ensures an unobstructed view, where possible
- A support staff/individual can sit beside the person with the disability

16.8 LIGHTING
Where possible all areas of travel and the display/booth areas are be adequately lit.

16.9 CABLES AND CORDS:
It is important for all patrons -- especially those with mobility issues -- that you cover electrical cables and cords that cross aisles or pathways. Where possible cable covers should be no more than a half-inch thick so that they do not become a tripping hazard and so wheelchairs can traverse across them.

16.10 FOOD
There are a few considerations to keep in mind when providing food stations at events:
- Vendor personnel are available to assist participants in obtaining food and beverages;
- Where vendor personnel is not available to assist part of the food counter is lowered to allow persons with mobility aids to access it easily (34” is recommended); and
- There is a clear path between tables for a mobility aid user to maneuver (44” is recommended).

16.11 TICKETS
Please ensure the following for ticketing purchase and fulfillment:
- The queuing (line-up) area is accessible for mobility aid users;
- There is adequate colour contrast between barriers;
- Where possible tickets for accessible seating areas can be ordered in advance of the event by phone.
- Ticketed events on City of London properties shall participate in the Access 2 Entertainment Card Program which grants one free admission for the support person while the person with the disability pays the regular admission fee.
City of London, Production Guidelines – Filming in London

Production Guidelines

Filming in London
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1.0 INTRODUCTION

The City of London recognizes that its residents benefit from television and movie industry use of various City facilities for audio visual productions. As a result, the City has established a series of formal guidelines and applications to protect producers, the City’s employees and assets from accidental injury, loss or damage.

The City of London recognizes that film production generates rich economic spin-offs to the community. Our staff will be pleased to identify members of the general public, community associations, businesses and City departments who may be able to assist you.

London offers a diverse backdrop for may productions large or small, in part or in whole. The City of London in conjunction with other local organizations will offer assistance and provide a hassle free environment for productions to take place. Some of the productions that have taken place in our city in the past are Due South, The Red Green Show, A Time to Kill and Phenomenon to name a few.

London offers an economical solution to large city location filming and a versatile landscape for feature film, television, commercial, corporate and music video productions with a variety of support services, crew and talent.

2.0 CONTACT INFORMATION

For more information contact: Krista Broderick, Special Events Manager & Community Rentals
Phone 519 661-2489 x2379
Fax 519 661-5793
e-mail: kbroderick@london.ca

3.0 CITY OF LONDON PRODUCTION HOURS

Hours for filming, move-ins, move-outs and related activities in residential areas are:
- 7:00 a.m. to 11:00 p.m. Monday to Friday
- 9:00 a.m. to 11:00 p.m. on weekends

Filming activities in the non-residential area of the downtown core (describe), and in industrial areas and primary transportation routes are allowed 24 hours a day, subject to the conditions outlined below.

Noise levels must not contravene the City’s Noise Bylaw (link to City website ‘City Services’. Filming between 11:00 pm and 7:00 am in residential areas with only be allowed if at least 66% of the residents approve.

4.0 CLOSING OF CITY STREETS, ALLEYS AND SIDEWALKS

The City is prepared to close streets, alleys, lanes or sidewalks to allow for actual filming pending business activities and construction schedules. As “No Parking” signs must be posted 24 hours in advance of the filming, It is necessary to file the following information five (5) working days before filming:
- the streets where the filming is to take place
- number of traffic lanes to be closed
- how access will be maintained to adjacent businesses/residential areas
- detailed description of the filming to be done
- date(s) and times of the filming.

Streets in the downtown core will not be closed during the normal business day unless:
- adequate alternate routes are available
- adequate access is assured to adjacent businesses/residential areas
- public transit can be maintained on the portion of the street to be closed or on adjacent streets.

CLOSURE OF MAJOR STREETS IS SUBJECT TO APPROVAL ON A CASE-BY-CASE BASIS.

Police officers may be required to undertake traffic control duties for any on-street filming that will affect or interfere with traffic. The City of London Environmental Services Department will set the conditions on Street Use Permits for street/alley/sidewalk closures. Performance Security is required to ensure compliance with conditions set out by the City. Failure to adhere to, or exceed the permit conditions, will result in the permit being revoked and all work suspended for the remaining portion of that calendar day.
5.0 FILMING ON OTHER CITY PROPERTY

The City of London owns many facilities that may be available to the film industry. These include City Hall, community centres, parks, recreation facilities, landfill sites and operations centres. Permission to film in these locations (subject to availability) must be arranged with the City of London in advance. Your request should be in writing at least 4 weeks in advance and provide as much of the following information as possible:
- the building/park/facility and the specific locations which you plan to use
- including any space needed for equipment, etc.
- the exact nature of the filming to be done
- the date and time required including site set up and clean up
- why this location is requested
- approximate number of crew/cast, support vehicles and equipment
- any special effects, stunts or loud noises
- any special technical needs, e.g., utilities, parking, security, moving existing furniture, wall decorations, etc.

Please keep in mind that these facilities function primarily to serve citizens; filming will not be permitted if it severely impacts the ability for the facility to serve its customers. As a result, limitations or specific conditions may need to be established if the site is made available to the production company. Some locations may not be available at any time: Also, previously booked events will take precedence unless a mutually-agreeable compromise can be reached.

For fees and security deposits see the Rate Sheet. If access to buildings or grounds is granted, all associated costs including staff time and necessary security will be payable by the production company.

If a film company wishes to film City personnel, vehicles, equipment, uniforms, etc., the film company must obtain approval in advance.

6.0 RESIDENT & BUSINESS NOTIFICATIONS

An information letter must be delivered by the production company to those residents/businesses directly impacted by the closure of a street/alley/sidewalk or the on-street parking of film production vehicles at least 2 weeks in advance.

The information letter must be on company letterhead and include:
- the name and phone number of the location manager
- the title of the production
- the date and time crews will be working in the area with a brief description of what the crew will be doing
- where your production vehicles are permitted to park

A copy of the written notification must also be submitted. The production company will place a sign(s) on the sidewalk in the area advising the public that filming is taking place. Filming involving loud special effects, gunfire, etc. requires a larger notification area.

The production company’s staff must perform their work in a safe and professional manner. This includes refraining from trespassing, littering, lewd or improper language or dress.

Vehicle/generator exhausts and spillover lighting cannot be allowed to negatively affect residents and businesses. The safety of the public and enjoyment of their property must be protected.

Production crews will clean up and restore the location to its original condition at the end of filming unless otherwise arranged.
7.0 REMOVAL OF STREET SIGNS, SIGNALS OR ROAD MARKINGS

If it is necessary for street signs (street names, traffic control signs, directional signs, etc.), signals or road markings to be removed during filming, approval is required to have removal and replacement carried out. A minimum five (5) days notice is required for this type of service. The Highway Traffic Act; Section 184 states "Every person who willfully removes, defaces or in any manner interferes with any notice or obstruction lawfully placed on a highway is guilty of an offence and on conviction is liable to a fine ...or to imprisonment ..." The producer is responsible for reimbursing the City the full cost of this service.

8.0 PARKING PERMITS

The City will attempt to provide street parking space for essential film unit vehicles. As the City must post "No Parking" signs 24 hours before the effective date of the permit, the following information is required at least five (5) working days in advance of the required signing:

- the streets to be reserved for parking vehicles
- existing regulations on the street such as parking/no parking zones, meters, rush hour limits, handicapped parking, etc.
- detailed description of the filming to be done
- date(s) and time the signing is required.

Permitted streets will be reserved overnight if the permit allows for shooting on consecutive days.

This parking is, not for cast and/or crew's personal vehicles. Arrangements must be made for off-street parking and/or shuttle vans/buses should be used.

All film production vehicles must display a valid parking permit in the windshield of each parked vehicle. Vehicles not displaying a valid permit may receive parking tickets. No vehicles are permitted to be parked in front of fire hydrants, driveways or within five metres of a street corner or crosswalks. Vehicles may be ticketed and towed in these cases.

TOWING ILLEGALLY PARKED VEHICLES

If it is necessary to tow a vehicle that is parked in a signed area, only the City of London can arrange for a towing company to move a vehicle parked in a signed area at the producer's expense. The Production Manager should notify the City as soon as possible when an unauthorized vehicle is in an area assigned to the production company. In all cases where a vehicle is towed, London Police Service must be notified by calling 519 661-5500.

9.0 USE OF HELICOPTERS, HOT AIR BALLOONS AND LOW-FLYING AIRCRAFTS

Authority to fly lower than 1000 feet above ground level is required from Transport Canada and London International Airport.

Obtaining Transport Canada approval for helicopters/hot air balloons/ultralight or low-flying aircraft is the responsibility of the helicopter/charter aircraft company hired by the film production company. They will require a letter from the City stating whether or not it has objections to these flights. This letter will be sent directly to Transport Canada once Transport Canada and the Greater London International Airport have confirmed their support in writing. Aviation liability insurance is required in the amount of $25 million with the City of London included as an additional insured.

In addition, City permission is required if an aircraft is to land and/or take off from a City-owned property, e.g. street, building, parking lot, or any of the balloon launch sites. An exception to this requirement is that landings and takeoffs at London International Airport are subject to approval by the Airport Authority.
10.0 USE OF CITY VEHICLES
The City of London owns and operates an extensive fleet of vehicles comprised of compact cars, pickups, vans, flatbeds, dump trucks and other municipal equipment. Requests to rent City vehicles must be made at least ten (10) working days in advance.

USE OF CITY FLEET (including Special Event Operators)
Production companies are required to sign a contract agreement to rent City vehicles or equipment. The agreement stipulates the operating conditions, insurance, charge-out rates and other legal requirements. Charges for use of the unit and the Special Event Operator are set by the operating department. No vehicles may be operated by anyone other than a City of London employee.

A contract administration fee of $50.00, plus application taxes will apply per transaction.

Note: City vehicles will only be made available if they are not otherwise committed.

11.0 INSURANCE REQUIREMENTS
- Comprehensive (or Commercial) General Liability Policy
- Minimum limit of $5 million each occurrence
- General liability insurance must include:
  - Personal injury, broad form property damage, contractual liability, owners’ and contractors’ protective, completed operations, contingent employer’s liability, non-owned automobile, cross liability and severability of interest clauses
  - Corporation of the City of London as "Additional Insured"
- 30 days notice of cancellation
- Evidence from a Canadian-licensed (or Ontario-licensed) insurer must be submitted on a standard City of London certificate of insurance form.
- Whenever a City of London facility will be occupied during all or part of the filming activities, you will need to secure tenants legal liability insurance in the amount of at least $250,000 or such higher sum as may be required due to special conditions of the facility
- Whenever aircraft and/or watercraft will be used, you will need to secure special insurance in the amount of at least $25 million aircraft and $5 million watercraft for these activities
- Automobile Liability Insurance on all owned / leased vehicles
- Workplace Safety and Insurance Board coverage (or Waiver)

Note: The City reserves the right in it’s sole discretion to require additional amounts or types of insurance depending on the specific nature of planned activities.

NON-OWNED AUTO INSURANCE
The insurance provided by an auto rental company, covers yourself and the auto, but not the City of London and its taxpayers who would be responsible in the event of a claim. The non-owned policy covers your firm, its employees for amounts in excess of that provided by the rental company.

12.0 USE OF SPECIAL EFFECTS
Emergency Services (Fire and Police) must be notified at least five (5) working days in advance of any scenes requiring special effects, stunts, loud noises, pyrotechnics, visible weapons (whether being fired or not), and helicopters or low-flying aircraft. Verbal and written notification to residents (including survey of residents) and businesses must also make reference to these activities. Fire and Police will need to approve plans for these special effects.

The City reserves the right to have production companies survey affected residents before permits are issued in these cases. The presence of the Police and/or Fire staff is usually required during this type of filming.
13.0 ASSISTANCE FROM EMERGENCY MEDICAL SERVICE, FIRE, POLICE - The approval is contingent upon ensuring adequate signage and barricades and providing adequate emergency access at all times to the satisfaction of the Fire Department, the Police, the Emergency (Ambulance) Services, and the City Engineer or designate. Additional permits may be required from the Building Division, 7th floor, City Hall, for erecting tents, booths, etc., within the road allowance (sections 21 and 23).

EMERGENCY MEDICAL SERVICES ASSISTANCE
Canadian Red Cross or St. John Ambulance may be available to provide standby units / paramedics during potentially dangerous situations.

USE OF FIRE PERSONNEL, BUILDINGS, ETC.
Advance permission of the Fire Chief is required if a film production company wishes to film Fire personnel, vehicles, equipment, buildings, uniforms, etc. The request must be made in writing to the Special Events Manager or designate at the City of London at 519 661-2489 x2379. All pertinent details of the script involving the Fire Department, as well as a brief outline of the film, is required a minimum of ten (10) working days prior to their use.

If a production company requires Fire Services to be present on an assigned basis, the request must be made through Special Events Manager or designate at the City of London, 519 661-2489 x2379 at least ten (10) days in advance. Off-duty fire personnel may be made available at a fee to be determined by the Fire Chief.

All Fire personnel who work “off-duty” are paid in accordance with the collective agreement between the City and the London Professional Fire Fighters Association. Twelve advance hours notice must be given if booked services are not required. All Fire personnel reporting to the site are payable for a minimum of three hours at 1.5 times their normal rate of pay.

USE OF FIRE HYDRANTS
If the use of a fire hydrant is required, contact the Environmental Services, at least ten (10) working days in advance. The fire hydrant will be inspected by the City and the film production company’s staff will be trained on its use. After completion of filming, The City will re-inspect the hydrant. If the hydrant is damaged, the City will repair the hydrant and bill the film company for the costs incurred.

During emergencies, Fire Service’s use of fire hydrants supersedes any other use. Fire Services must be provided with unobstructed access to the fire hydrant until they indicate it is released.

PERMITS FOR FIRE SAFETY
Currently, Federal and Provincial Statutes, as well as municipal bylaws control the use of fire and pyrotechnic effects in London.

Any filming where open flame is used, indoors or outdoors, requires review by the Fire Chief. Requirements for attendance by the Fire Services are judged on an individual basis. Fire prevention and suppression requirements will be judged individually, depending upon the location and extent of risk involved.

Requirements can range from appropriate fire extinguishers on hand for use by trained film crew to paid Fire Services crews and vehicles on site.

London Fire Services has the authority over pyrotechnics in the City. Any use of these materials or any other use of flammable materials for pyrotechnics requires Fire Prevention Office review. Required fire protection will be mandated upon review of information provided from the production company. Requirements range from appropriate fire extinguishers on hand for use by trained film crew to full paid duty fire crews and vehicles on site.

At least three (3) weeks prior to filming, the Fire Chief requires a completed ‘High Hazard Fireworks Discharge Permit’ Fire Services reserves the right to refuse to issue a permit to any blaster or pyro-technician not holding valid certifications or where the safety of the proposed event is deemed to be unsafe.

Requests for permits are required for:
- the use of any explosives *
- the use of any fireworks
- the use of any pyrotechnics
- the burning of any buildings or vehicles, etc.

Requests must be made in writing to the Fire Chief ten (10) working days in advance.
*Note any use of explosives, other than in a pyrotechnical effect, must be report to the London Police Service, Explosives Disposal Unit at least ten (10) working days in advance.

The following information must be provided ten (10) working days prior to any explosive, pyrotechnic effect or burning permit being issued:
- a complete description of the device, materials, etc. being used to create the special effect
- the exact amount of explosives to be used and the types of explosives to be used. Types will include who the manufacturer is and the color coding
- the type of delays to be used
- how the effect is to be fired - electrically, remotely or manually
- the exact location including distances from any and all buildings
- the safety precautions and apparatus used to protect the public, cast and crew
- a complete "story board" on what effect is to be done may be required

The use of any black powders, "Detonation Cords", pyro-pak pyrotechnics or any other high explosives will require the attendance of an assigned Fire Prevention Officer and may require a member of the London Police Service Explosives Disposal Unit to examine and/or offer advice regarding the explosive.

Once an inspection of the site and the special effect to be used has been completed, the assigned Chief Fire Prevention Officer shall sign the appropriate permit for that effect. The effect shall not be used until the permit is signed and the effect approved.

Any special effect not using high explosives, i.e. propane cannon, gasoline, etc. will require the attendance of an assigned Fire Services Officer or Inspector and/or Fire Fighting Personnel.

A Fire Services Officer and/or Inspector may stop the effect at any time if the public, cast, crew, etc. is in danger from the effect.

STORAGE AND TRANSPORTATION OF EXPLOSIVES
A magazine, the manner in which the explosives shall be stored therein and the conditions under which explosives may be stored shall be governed by and subject to the provisions of the Explosives Act (Canada) and its related regulations.

The transportation of explosives shall be governed by and subject to the provisions of the Explosives Act (Canada) and its related regulations.

POLICE SERVICES ASSISTANCE
Police presence is required when there is a concern for public safety:
- to control traffic during road closures
- for any filming involving weapons that will be visible to the public whether they will be fired or not
- for shots involving camera mounted in moving vehicles
- to control traffic for any stunts or special effects
- when explosives are being used.

All applications for Police assistance in these cases must be made through London Police Services a minimum of ten (10) working days in advance.

Police officers who work "off-duty" are paid in accordance with the standard agreement with the London Police Association. Eight hours notice must be given if booked services are not required.

On-duty officers, if available, can be used to assist movie production vehicles change locations if the vehicles must proceed opposite to the normal flow of traffic. 'Wrong way' moves cannot occur during the rush hours.

Prior written permission from the Police Chief is required when a film production company wishes to film Police personnel vehicles, equipment, buildings, uniforms, etc. An advance written request must be made to the London Police Service. All pertinent details of the script which involve the London Police Service as well as a brief outline of the film is required a minimum of ten (10) working days prior to their use.
FIREARMS
If firearms are to be used and/or discharged, London Police Services must be notified at least four hours in advance. Include in the notification the time and location the filming will take place, the nature of the firearms used and the name, permanent address, permanent and temporary phone number and date of birth of the gun wrangler.

All gun wranglers must be in possession of and be able to produce a Firearms Acquisition Certificate on demand. They must be familiar with Canadian laws with respect to storage/transportation/regulation of permitted/restricted/prohibited firearms London Police Services. Firearms Unit must approve all restricted and/or prohibited weapons. London Police can be contacted at 519 661-5670.

PYROTECHNIC EVENT APPROVAL
Approvals will be facilitated by Special Events Manager or designate, City of London, 519 661-2489 x2379. Information is required for events at least ten (10) working days before the event by:
- London Fire Services, Chief Fire Prevention Officer
- London Police Services (attn: Explosives Disposal Unit)
- Provincial Occupational Health & Safety Organizations

They will need at least the following information:
- A complete Event Approval Application (or approved form)
- A Pyrotechnic Special Effects Certification Card (or facsimile)
- A written description of the event (Letter of Intent)

OTHER SPECIAL EFFECTS
A Letter of Intent is usually satisfactory for film/television productions and should include:
- Locations and dates for filming of effects
- General description of the scene
- Effects to be used and their fabrication
- Anticipated result
- Safety measures to be taken
- Method of determining safety distances

Note: A copy of the event approval and Letter of Intent must be kept available on set for review.

DEMONSTRATIONS
In some extreme cases, at the full discretion of Fire and/or Police may require a demonstration of any effect that is unknown to determine its explosives limit. It is understood that a demonstration may not always be feasible depending upon the nature of the production, however, Fire or Police may withhold approval of the permit if not satisfied that the effect can be safely carried out.

For information on the certification of pyrotechnics, pyrotechnical personnel and Ontario requirements please contact:

Explosives Regulatory Division - Natural Resources Canada
580 Booth St., Ottawa, Ontario K1A 0E4

Attention: Rachel Robbins, Senior Inspector, Pyrotechnics/Fireworks
(613) 948-5172  FAX: (613) 948-5195
rrobbins@nrcan.gc.ca

EMPLOYEE INJURIES AT THE WORKPLACE
The Occupational Health and Safety Act also requires that a Ministry of Labour inspector or delegate be notified in the event of an injury at the workplace. If the workplace is also a City of London site, the City’s Health and Safety Division must be notified. Phone 519 661-5468 from 8:30 a.m. to 4:30 p.m. Monday through Friday. After hours call City dispatch 519 661-4965.
FATAL OR CRITICAL INJURY
The employer must immediately notify, by phone, an inspector at the Ministry of Labour and London Police Service of a fatal or critical injury. The Act also requires that the accident scene must be secured until permission to alter the area is given by the inspector. A “critical injury” is one which:
- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves fractures of the leg, arm, hand or foot, but not finger or toe;
- involves amputation of the leg, arm, hand or foot, but not finger or toe;
- consists of burns to a major portion of the body; or causes the loss of sight in an eye.

14.0 INTERESTING PLACES TO FILM IN LONDON
To obtain information on sites which may be available for filming, contact Special Events and Community Rentals, City of London, 519 661-4757, The OMDC website at www.omdc.on.ca or visit The London Film & Television Liaison website at www.londonfilm.ca.

15.0 APPLICATION FORMS
To film in London, please complete the two mandatory forms and fax them to the Special Events and Parks & Recreation, City of London, 519 661-5793.

16.0 MANDATORY FORMS
- Film Production Information Sheet
- Filming Permit Request
- Insurance Requirements
- Other Forms and Information and information are available on request through the following:
  Manager Special Events & Community Rentals
  Phone: 519 661-2489 x2379
  Fax: 519 661-5793
  e-mail: kbroderick@london.ca

17.0 ATTACHED FORMS
- Letters of Notification Checklist
- Production Information Sheet
- Filming Permit Request
- SPFX Letter of Intent Form
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<table>
<thead>
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<tbody>
<tr>
<td></td>
<td>Letter is on Film Company letterhead.</td>
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<tr>
<td></td>
<td>Film Company, title and type of production are identified.</td>
</tr>
<tr>
<td></td>
<td>Name and telephone number of Production Manager and/or Location Manager is provided.</td>
</tr>
<tr>
<td></td>
<td>Telephone number of the Special Events Manager, City of London 519 661-2489 x2379 is provided.</td>
</tr>
<tr>
<td></td>
<td>The duration of filming to commence (ex. one day, two consecutive days or a recurring location for a number of days).</td>
</tr>
<tr>
<td></td>
<td>Date(s) and time of day that production vehicles will arrive at the location, as well as wrap time and day has been included.</td>
</tr>
<tr>
<td></td>
<td>Street dressing, gunfire or special effects have been detailed.</td>
</tr>
<tr>
<td></td>
<td>Proposed parking locations of production unit, including street name, side of street and parameters are clearly stated.</td>
</tr>
<tr>
<td></td>
<td>Specifics regarding proposed alternate parking arrangements for permit parking have been included. It is up to the Film Company to find alternative parking arrangements suitable to the residents.</td>
</tr>
</tbody>
</table>
PRODUCTION INFORMATION SHEET

Production Title: (working Title only)

☐ Feature  ☐ MOW  ☐ TV Series  ☐ Mini Series  ☐ Documentary  ☐ TV Special  ☐ Music Video

Production Company:

Address:

Producer (s):

Director:

Production Manager:

Location Manager:

Assistant Loc Manager:

Prod Office: Phone No. ( ) -

Start Date dd/mm/yy:

Pre-production: / / Camera: / / Wrap: / /

Union(s):

Budget Information (please indicate whether Canadian or US funds)

Total Budget: $ CDN/US

Please indicate Country of origin of your production:

Co-Production between Canada and

London playing as (specify City):

Principal Cast:
# Filming Permit Request

Return to: Krista Broderick  
P.O. Box 5045, 151 Dundas St., London, Ontario N6A 4L6 (Phone 519 661-2489 ext. 2379 Fax 519 661-5793)

<table>
<thead>
<tr>
<th>Today's Date</th>
<th>Production Title: (working title only)</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Production Company:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Location Manager:</th>
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<table>
<thead>
<tr>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>Postal Code:</th>
<th>Email Address:</th>
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</table>

<table>
<thead>
<tr>
<th>Contact Numbers:</th>
<th>Home:</th>
<th>Business:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Production Type: (feature, series, etc.)</th>
<th>Episode Number if a TV Series:</th>
<th>Number of Production Vehicles</th>
</tr>
</thead>
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<tr>
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<thead>
<tr>
<th>Location Address or Street:</th>
<th>☐ Exterior</th>
<th>☐ Interior</th>
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<thead>
<tr>
<th>Street From:</th>
<th>Street To:</th>
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<thead>
<tr>
<th>Date:</th>
<th>Time From:</th>
<th>Time To:</th>
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<table>
<thead>
<tr>
<th>Location of Production Vehicles:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Instructions: (Provide a brief description of scene. Attach sketches/script pages when necessary)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

I hereby agree to abide by the terms and conditions provided in the Corporation of the City of London, Special Events Policies & Procedures Manual, and all applicable City of London By-Laws.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Approved By</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

City Engineer (or designate)

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Issued by:</th>
<th>Date:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>☐ SPFX gunfire (blanks/sqibs/)</th>
<th>☐ Camera in Car</th>
<th>☐ Street Closure Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>☐ Residents/Businesses to be notified (please attach your letter of notification)</th>
<th>☐ Filming involves tow rig</th>
<th>☐ Intermittent traffic stoppages required</th>
</tr>
</thead>
</table>
**Section A Production Information**

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Production Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production office phone: ( )</td>
<td>On-site contact phone: ( )</td>
</tr>
<tr>
<td>FX Supervisor:</td>
<td>Phone: ( )</td>
</tr>
<tr>
<td>Pyro-technician certificate number:</td>
<td></td>
</tr>
</tbody>
</table>

**Section B Pyrotechnics**

<table>
<thead>
<tr>
<th>Filming Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of Filming:</td>
</tr>
<tr>
<td>Pyro Set-up Date:</td>
</tr>
<tr>
<td>Pyro Initiation Times:</td>
</tr>
<tr>
<td>Materials used, including quantities:</td>
</tr>
</tbody>
</table>

**Section C Gunfire and Firearm Pyrotechnics**

<table>
<thead>
<tr>
<th>Will SPFX Gunfire be used:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Approx. Times</td>
<td></td>
</tr>
<tr>
<td>Filming Location:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Filming:</td>
<td>Interior</td>
<td>Exterior</td>
</tr>
<tr>
<td>What is being fire at:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Rounds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form completed by:</td>
<td>Phone: ( )</td>
<td></td>
</tr>
<tr>
<td>On behalf of (Name of Production Company):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### City of London, Special Event Complaint Form

<table>
<thead>
<tr>
<th>Date of Complaint:</th>
<th>Time of Complaint:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Event:</td>
<td></td>
</tr>
<tr>
<td>Complaint Details:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complainant's Name:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>How was the complaint received?</th>
<th>Phone:</th>
<th>Written:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If by phone, will the complaint be followed up in writing?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If No, explain

<p>| |</p>
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<tbody>
<tr>
<td>How did Parks &amp; Recreation Department, Parks and Recreation, follow-up?</td>
</tr>
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</table>
# SPECIAL EVENT PLANNING FORM

**Date of Meeting** _________________________  **Time:** ___________________

**Event:** _______________________________________

**Address:** _____________________________________

**Fax:** _________________________________________

**Home:** _______________________________________

**Business:** ____________________________________

**Contact:** _____________________________________

**Dates:** _______________________________________

**Set-up:** _______________________________________

**Function:** _____________________________________

**Location:** ___________________ ___________________

**Clean-up:** _____________________________________

<table>
<thead>
<tr>
<th>A/ Event Management to Supply</th>
<th>Needed</th>
<th>Date Forwarded</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Official letter of request</td>
<td></td>
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</tr>
<tr>
<td>2. Set-up Schedule</td>
<td></td>
<td></td>
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<tr>
<td>3. Minimum insurance $5,000,000</td>
<td></td>
<td></td>
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<tr>
<td>4. Security Plans – fire, police, overnight security</td>
<td></td>
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<tr>
<td>5. First-Aid on site (St. John’s Ambulance) or Similar</td>
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<tr>
<td>6. Neighbourhood Notice</td>
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<tr>
<td>7. Tent Permits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Street Closures</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9. Copy of Liquor Licence</td>
<td></td>
<td></td>
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<tr>
<td>10. SMART Training</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11. Amplification Level Adherence (90 db at the mixing board)</td>
<td></td>
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<tr>
<td>12. Noise curfew adherence 11 p.m.</td>
<td></td>
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<tr>
<td>13. Burning Permits (Fire Prevention)</td>
<td></td>
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<tr>
<td>14. D.O.T. Clearance</td>
<td></td>
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<tr>
<td>15. Electrical Requirements</td>
<td></td>
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<tr>
<td>16. Vendor List &amp; Licence</td>
<td></td>
<td></td>
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<tr>
<td>17. B.U.D. System</td>
<td></td>
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<tr>
<td>18. Health (Cards/Certificates) Dept. Notification (Health Unit)</td>
<td></td>
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<tr>
<td>19. Washrooms – Anticipated Attendance</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Approved by: ____________________________  **Signature:** _______________________

**Date Forwarded:** ______________________________

Fire ____  Police ____  Envir. Serv. ____  Tourism Ldn. ____  Recreation ____  Clerk’s ____

Planning ____  Health ____  Risk Management ____  Hort. Serv. ____  On. Hydro ____

Cont’d … /2

ADMINISTRATIVE PROCEDURES MANUAL
<table>
<thead>
<tr>
<th>Date</th>
<th>What</th>
<th>Billing</th>
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<tbody>
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<td>G.S.T.</td>
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<tr>
<td>Total</td>
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</tbody>
</table>
What is Rzone and how does it apply to me as an event organizer

Rzone is, first and foremost, a proactive education and awareness strategy to promote respectful and responsible behaviour at City of London recreation facilities. The Rzone brand signifies “Respect and Responsibility” as personal qualities expected of ALL visitors to any City of London recreation facilities.

Rzone means that inappropriate behaviours such as bullying, belligerence, racism, discrimination, vandalism, violence, etc are prohibited.

The following behaviours are considered inappropriate under Rzone

For the purpose of London’s Rzone Policy, prohibited inappropriate behaviours include:

A) Violence or harassment, including:
   - the exercise of physical force by a person against another person that causes or could cause physical injury to the other person;
   - an attempt to exercise physical force against another person that could cause physical injury to the other person;
   - a statement or behaviour that is reasonable for a person to interpret as a threat to exercise physical force against the person that could cause physical injury to the person;
   - the use of profane or abusive language and racial or ethnic slurs;
   - threats and/or attempts to intimidate;
   - throwing of articles or objects in a deliberate or aggressive manner that endangers or causes injury or damage to any person or property;
   - attempts to goad or incite violence;
   - bullying, mistreatment, or teasing which intimidates, humiliates or demeans another person;

B) Vandalism, including vandalism to buildings, contents or personal property;

C) Possession of weapons or firearms prohibited under the Criminal Code;

D) Possession or consumption of illegal drugs, or of alcohol except as authorized by law;

E) Any contravention of other Federal or Provincial laws, Regulations, City By-laws or policies that constitute inappropriate behaviour;

F) Refusal to follow the rules established by the City for use of its facilities.

If a violation is found to have occurred penalties can range, but not limited too immediate dismissal from the facility, pay for damages, written warning or a ban from attending any City of London events for a defined period of time.

Please join us in making the City of London recreation facilities a great place to play!

For more information, please visit: www.london.ca/rzone.
The Canadian Veteran's Memorial Carillon

BACKGROUND
The Canadian Veteran's Memorial Carillon is located in the Veteran’s Memorial Garden of Victoria Park. The Dutch community of London and its partners presented the Memorial Carillon as a gift to the City of London as an expression of thanks to Canada and its Armed Forces for their immense role in the liberation of the Netherlands and Belgium. The music of the Carillon is operated by a computer system within the Carillon structure. The power switch and operating buttons for the Carillon are located in two electrical boxes behind the south portion of the low-wall around the Cenotaph.

CARILLON MANAGEMENT GROUP
Although the City of London is the owner of the Carillon, the Carillon Management Group wishes to take on the responsibility of its on-going operation and maintenance.

The main contact for the Carillon Management Group is the Netherlands Council (#3-295 Wolfe Street, London, ON N6B 2C4 - (519) 661-0453). The Netherlands Council staff (on behalf of the Carillon Management Group) has keys and a remote control to this structure.

Membership of this group may include representatives from:
- Netherlands Council
- Dutch Community
- Veterans Community
- Musical Coordinator
- Environmental & Parks Planning section
- Special Events
- Parks and Recreation Outdoor Staff
- City Clerk’s Office

Once a year, or as needed, this group will meet, arranged by the Netherlands Council, to review the music selection, the operation, and the maintenance of the Carillon.

The goals and objectives of the Carillon Management Group are:
1. The programming of the music and the review of the music selection and schedules;
2. The on-going maintenance of the Carillon;
3. The arrangement of funding for the Carillon maintenance, in partnership with Environmental & Parks Planning section, as required.

MUSIC AND SCHEDULES OF THE CARILLON
The music used for the Carillon shall be in the public domain so that specific music rights will not be required.

The music of the Carillon is programmed for:
- The regular season (January 1st to the Lighting of the Lights - Last Friday of November)
- Dutch National Holiday (May 5 or May 10)
- D-Day – invasion of Normandy (June 6)
- Canada Day (July 1st)
- Remembrance Day (November 11)
- Lighting of the Lights ceremony (Last Friday of November)
- The season of the Lighting of the Lights (Last Friday of November) to January 1st
- New Year’s Eve (December 31)
- Specific circumstances, as required
Schedules and play lists will vary depending on the season (See Appendix A for available tunes and Appendix B for typical schedules). It is expected that the main group that will be requesting specific music will be Veteran’s groups and the Carillon has been programmed with several pieces for them specifically. There is also a special play list programmed for the holiday season to complement the Lighting of the Lights event in Victoria Park.

For specific circumstances such as to celebrate national holidays, birthdays, weddings, anniversaries, etc., special requests from the public can be made to the Netherlands Council staff (by phoning (519) 661-0453). Requests can also be made through Special Events, for events in Victoria Park, or through the Clerk’s Office, for events at the Cenotaph.

There is a fee to have the carillon play a specific tune from the play list at a specific time. It is also possible to add new tunes into the computer system of the Carillon, for an additional fee (see appendix C for Fees). Veterans groups can use the Carillon free of charge. This fee will pay for professional cost to program the Carillon and any extra money will go towards the Carillon maintenance fund.

The music will be temporarily turned off:
- Upon request by a group using Victoria Park
- At the time of cenotaph use, if required
- For maintenance purposes
- In case of an emergency or technical problem with the Carillon

OPERATION AND MAINTENANCE OF THE CARILLON

The Carillon Management Group coordinates music changes and re-programming of the Carillon, as required, by contacting Fred Koops. If new tunes need to be added, or to assess sound quality, they also contact Sandra Young-Tangjerd to program the new music into the computer system of the Carillon.

Casual maintenance of the computer system will be performed by Fred Koops upon request from the Carillon Management Group. It is expected that the City will cover the cost of any material, if required for repair.

Regular maintenance of the computer system and of the mechanics of the bells, as well as emergency repairs, will be performed by the Verdin Company, North American representative of the manufacturer of the Carillon (Royal Eijsbouts), upon request from the Carillon Management Group. Any work in Victoria Park must be coordinated with the Environmental and Parks Planning section, who may contribute to the cost of maintenance and repairs within the available budget allocated for Victoria Park.

Parks and Operations staff will switch off the power of the Carillon upon request from Special Events or the Clerk’s office, and turn the power back on after the event.

The Commissionaires will be responsible to switch off the power of the Carillon upon request from Dispatch or the public in case of an emergency or technical problems after hours or on week-ends.

SUMMARY OF ROLES, RESPONSIBILITES, AND CONTACT INFORMATION

Netherlands Council:
- Take requests from the Veterans Groups, Special Events, the Clerk’s Office, or the general public
- Coordinate music changes and re-programming of the Carillon, as required, by contacting Fred Koops (519 652-5833).
- If new music is requested or to assess sound quality, contact Sandra Young-Tangjerd (519 473-6988) to program a new tune into the computer system of the Carillon or do the sound assessment.
- Coordinate regular maintenance or emergency repairs as needed by contacting Ernie Houthuyzen at The Verdin Company (1-877-483-7346) and inform the Environmental & Parks Planning section of the planned work ahead of time.

Special Events Staff For events in Victoria Park:
- Request changes to the music of the Carillon through the Netherlands Council (519 661-0453);
- Request the power of the Carillon to be switched off through Jeff Wischlinski (519 617-1650), Supervisor of Major Parks and Horticulture – Parks Operations.
Clerk’s Office  
As part of the booking process for the Cenotaph:
- Request changes to the music of the Carillon through the Netherlands Council (519 661-0453);
- Request the power of the Carillon to be switched off through Jeff Wischlinski (519 617-1650), Supervisor of Major Parks and Horticulture – Parks Operations.

Parks Operations Staff
- Turn off the power of the Carillon as required and turn the music back on after an event.
- Switch the power off in case of an emergency or technical problems during Parks Operations working hours.

Dispatch (519 661-4965)
- Request the power of the Carillon to be switched off through the Commissionaires’ office (519 661-5848) in case of an emergency or technical problems after hours.

Commissionaires
- Turn off the power of the Carillon in case of an emergency or technical problems after hours of on week-ends.

Environmental & Parks Planning
- Be a liaison between the Carillon Management Group and other City Departments, as required.
- Allocate some of the Victoria Park budget towards the maintenance of the Carillon, as needed.

APPENDIX A - Available Tunes

<table>
<thead>
<tr>
<th>National Anthems</th>
<th>General (continued)</th>
<th>Holiday Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>O Canada</td>
<td>Lara’s Theme</td>
<td>12 Days of Christmas</td>
</tr>
<tr>
<td>Wilhelmus (Netherlands)</td>
<td>My Bonnie Lies Over the Ocean</td>
<td>Adeste Fideles - O Come All Ye Faithful</td>
</tr>
<tr>
<td>The Brabançonne (Belgium National Anthem)</td>
<td>Ode to Joy</td>
<td>Angels we Have Heard on High</td>
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<tr>
<td></td>
<td>Over the Rainbow</td>
<td>Auld Lang Syne</td>
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<tr>
<td></td>
<td>Paloma Blanca</td>
<td>Away in a Manger</td>
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<tr>
<td></td>
<td>Que sera sera</td>
<td>Deck the Halls</td>
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<tr>
<td></td>
<td>Radetsky March</td>
<td>Feliz Navidad</td>
</tr>
<tr>
<td></td>
<td>Skater’s Waltz</td>
<td>Frosty the Snowman</td>
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<tr>
<td></td>
<td>Song of the Bells</td>
<td>Greensleeves</td>
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<tr>
<td></td>
<td>Sur le pont d’Avignon</td>
<td>Good King Wenceslas</td>
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<tr>
<td></td>
<td>The Holy City</td>
<td>Hark! The Herald Angels Sing</td>
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<tr>
<td></td>
<td>Twinkle Twinkle Little Star</td>
<td>Huron Carol - ‘Twas in the Moon of Wintertime</td>
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<tr>
<td></td>
<td>Waar de blank top der duinen</td>
<td>Il est né le divin enfant</td>
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<tr>
<td></td>
<td>Whistle While you Work</td>
<td>I’m dreaming of a White Christmas</td>
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<tr>
<td></td>
<td>Wien Neerland Bloed</td>
<td>Jingle Bells</td>
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<td></td>
<td></td>
<td>Jingle Bell Rock</td>
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<td>Jolly Old St. Nicholas</td>
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<td>Joy to the World</td>
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<td>Let it Snow</td>
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<td>Little Drummer Boy</td>
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<td>O Come All Ye Faithful</td>
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<td></td>
<td>O Little Town of Bethlehem</td>
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<td></td>
<td></td>
<td>O Tannenbaum - O Christmas Tree</td>
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<td>Patapan</td>
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<td></td>
<td></td>
<td>Rudolph the Red-Nosed Reindeer</td>
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<td>Silent Night, Holy Night</td>
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<td>There is a Rose Upspringing</td>
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<td>Up on the Housetop</td>
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<td></td>
<td>We wish you a Merry Christmas</td>
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<td></td>
<td>Remembrance Day</td>
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<td></td>
<td>Abide with me</td>
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<td></td>
<td>Alouette</td>
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<td></td>
<td>Amazing Grace</td>
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<td></td>
<td>Battle Hymn of the Republic</td>
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<td></td>
<td>Bonnie Banks of Loch Lomond</td>
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<td>Colonel Boogie March</td>
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<td>It’s a Long Way to Tepperary</td>
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<td>Land of Hope and Glory</td>
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<td></td>
<td>Maple Leaf Forever</td>
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<td></td>
<td>Onward Christian Soldiers</td>
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<td>O God our Help in Ages Past</td>
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<td>Show me the Way to Go Home</td>
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<tr>
<td></td>
<td>When Johnnie Comes Marching</td>
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<td></td>
<td>Home Again</td>
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</table>

<table>
<thead>
<tr>
<th>General (continued)</th>
<th>Holiday Season</th>
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<tbody>
<tr>
<td></td>
<td>12 Days of Christmas</td>
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<td></td>
<td>Up on the Housetop</td>
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<td></td>
<td>We wish you a Merry Christmas</td>
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</tbody>
</table>
APPENDIX B - Typical Schedule

The carillon plays one strike every hour, three minutes past the hour.

In addition, one tune is played at the following times, **15 minutes past the hour:**

- Regular Season - 10 am, 12 am, 1 pm, 3 pm, 5 pm, 6 pm, 7 pm
- Lighting of the Lights Season - 7:03 pm - Lighting of the Lights Ceremony (Last Friday of November)
- Then, everyday - 10 am, 11 am, 12 pm, 1 pm, 2 pm, 3 pm, 4 pm, 5 pm, 6 pm, 7 pm, 8 pm, 9 pm
- New Year’s - 12:07 am (Auld Lang Syne)
- Remembrance Day (November 11) - 10 am until 1 pm - The regular programming is interrupted and the Carillon is silent (perpetual program so no need to switch the power off.)

The manual buttons and remote control can still be used to operate the Carillon if desired.

APPENDIX C - Fees

For events such as weddings, national holidays, events in Victoria Park, etc., the fees are as follows:

To play a special request from available tune list: $50/tune

To program a new tune and add to the existing list: $50/tune
To play a newly added tune: $50/tune

To play or program a tune for Veterans groups: FREE

Fees can be paid to the Netherlands Council via cash or cheque.

*Please note: Fees pay for professional cost to program the Carillon and any extra money goes towards the Carillon maintenance fund, managed by the Netherlands Council on behalf of the Carillon Management Group.*

APPENDIX D – Current Members List and Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Ter Vrugt</td>
<td>Netherlands Council</td>
<td>519 661-0453</td>
<td><a href="mailto:nethcon@bellnet.ca">nethcon@bellnet.ca</a></td>
</tr>
<tr>
<td>Fred Koops</td>
<td>Dutch Community</td>
<td>519 652-5833</td>
<td><a href="mailto:fkoops@oes-inc.com">fkoops@oes-inc.com</a></td>
</tr>
<tr>
<td>Ben Lansink</td>
<td>Dutch Community</td>
<td>519 6 45-0750 ext 24</td>
<td><a href="mailto:ben@lansinkappraisals.com">ben@lansinkappraisals.com</a></td>
</tr>
<tr>
<td>Julie Michaud</td>
<td>Environmental &amp; Parks Planning</td>
<td>519 661-2489 ext 2357</td>
<td><a href="mailto:jmichaud@london.ca">jmichaud@london.ca</a></td>
</tr>
<tr>
<td>Sandra Young Tangjerd</td>
<td>Musical Coordinator</td>
<td>519 473-6988</td>
<td><a href="mailto:sandra.young.tangjerd@rogers.com">sandra.young.tangjerd@rogers.com</a></td>
</tr>
<tr>
<td>Ernie Houthuyzen</td>
<td>The Verdin Company</td>
<td>1-877-483-7346</td>
<td><a href="mailto:verdinbells@gmail.com">verdinbells@gmail.com</a></td>
</tr>
</tbody>
</table>
# 2019 Administration Fees (taxes not included) for Special Event Operator

Rental Fees (as approved in the Fees and Charges By-law) levied for City Properties which include: parkland, parking lots, streets, showmobile, Jubilee Square and amenities not on City of London properties.

## Administration Fee: (applied to all contracts pertaining to your event and is non-refundable in the case of cancellation)

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Special Event (more than eight hours)</td>
<td>$69.50</td>
<td>Other Special Event (less than eight hours)</td>
<td>$34.50</td>
</tr>
</tbody>
</table>

## Rental Fee: (applied to all contracts pertaining to your event)

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Rental Fee</td>
<td>$693.00/day</td>
<td>Not-for-profit/Charitable Groups:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Major Special Event (more than eight hours)</td>
<td>$344.00/flat fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Other Special Event (less than eight hours)</td>
<td>$79.00</td>
</tr>
</tbody>
</table>

## Other Related Fees: (applied to all contracts pertaining to your event)

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beer Garden Permit</td>
<td>$335.00/event</td>
<td>Springbank Gardens Only – Chair</td>
<td>$1.03/each</td>
</tr>
<tr>
<td>Attendant</td>
<td>$16.50/hour</td>
<td>Springbank Gardens Only – Table</td>
<td>$5.15/each</td>
</tr>
<tr>
<td>Hydro Service</td>
<td>$8.50/pedestal/day</td>
<td>Springbank Gardens/Victoria Park – Bandshell</td>
<td>$15.50/hour</td>
</tr>
<tr>
<td>Picnic Table</td>
<td>$27.00/table</td>
<td>Sound required to post security (returned if no noise violation)</td>
<td>$500 (cash or letter of credit)</td>
</tr>
<tr>
<td>Water Service</td>
<td>$21.00/day</td>
<td>Showmobile</td>
<td>$543.00/day (not-for-profit/charitable)</td>
</tr>
<tr>
<td>Service Locates</td>
<td>$100/hour</td>
<td>Turf Restoration (min. fee 2 days or greater)</td>
<td>$645.00 minimum</td>
</tr>
<tr>
<td>Grease Clean Out</td>
<td>$250.00/event</td>
<td>Grey Water Barrel-event not on COL property</td>
<td>$5.25/each</td>
</tr>
<tr>
<td>Grey Water Collection</td>
<td>$25.00/vendor</td>
<td>Garbage Bin - event not on COL property</td>
<td>$12.00/each</td>
</tr>
<tr>
<td>Decal</td>
<td>$6.00/each</td>
<td>Garbage Bags - event not on COL property</td>
<td>$16.00/case (100/case)</td>
</tr>
<tr>
<td>Water Hook Up, Hydrant</td>
<td>Direct Recovery</td>
<td>Barricades – event not on COL property</td>
<td>$5.75/each</td>
</tr>
<tr>
<td>E.S.A. Inspection</td>
<td>Responsibility of Special Event Operator</td>
<td>Other cost incurred related to the operation of a special event</td>
<td>Direct Recovery</td>
</tr>
<tr>
<td>TSSA Inspection</td>
<td>Responsibility of Special Event Operator</td>
<td>Electric Service – after 40 hours at appropriate rates</td>
<td>Direct Recovery</td>
</tr>
<tr>
<td>++ Meter Bagging</td>
<td>$9.00/per meter/per day</td>
<td>Rejected Load of Organic or Recycle Bins</td>
<td>Direct Costs</td>
</tr>
<tr>
<td>++Meter Bagging Admin.</td>
<td>$50.00/flat fee</td>
<td>Filming - Commercial</td>
<td>$627.50/day</td>
</tr>
<tr>
<td>**Skateboard bench removal</td>
<td>$1,439.00</td>
<td>Filming - Not-for-profit</td>
<td>$73.00 flat rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Filming - B Roll</td>
<td>$33.50 flat rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Filming – Student</td>
<td>Free</td>
</tr>
</tbody>
</table>

** Exception: Removal and Replacement of Skateboard Bench (Fee Exemption: the fee will be waived if the event cannot operate without the removal of the skateboard benches (e.g. 3-on-3 basketball).**

** Exception: Major special events which operate for a period of more than one but less than six days and which produce attendance in excess of 5,000 persons for each day of the event may apply to be exempt from the meter bagging charges at Victoria Park.

Note: These are administration fees and do not include additional fees that may apply (e.g. tent permit fee, etc.)