

Policy Title: Outdoor Events in the Civic District

Policy Number: 05-03-03

Section:	Property and Facilities	Subsection:	Civic Centre
Effective Date:	January 10, 2017	Last Review Date:	January, 2017
Approved by: Council	Owner Division/Contact: Mississauga Celebration Square Section, Culture Division, Community Services Department		

Policy Statement

The Civic District provides outdoor venues for the enjoyment of the public, including the opportunity for participation in a series of high-profile premiere events offered at Mississauga Celebration Square.

Purpose

The purposes of this policy are:

- To identify outdoor Event venues
- To outline the application process for venues in the Civic District, including those that are available for event use by City of Mississauga staff, elected officials and members of the public
- To outline the eligibility criteria and any restrictions on the use of available venues, and
- To outline the roles and responsibilities of specific City staff

While it is the City’s wish that the Civic District be regarded as a “people place” — open and accessible to all members of the community — steps must be taken to ensure that both the area and its patrons are protected. Procedures are required so that a uniform approach to permitting events in Civic District venues can be taken.

Scope

This policy applies to all venues in the Civic District, as defined in this policy. For information on booking indoor facilities such as meeting rooms, arenas, pools, etc., refer to Corporate Policy and Procedure – Civic Centre – Use of City Facilities

This policy is supported by the Mississauga Celebration Square Guidelines (the “Guidelines”), available on the City of Mississauga’s Culture website. The Guidelines provide additional information and mandatory requirements.

Exceptions

Exceptions to this policy or the Guidelines may be made with the approval of the Commissioner, Community Services, or his/her designate.

Gatherings in Mississauga Celebration Square

Gatherings such as demonstrations, rallies or vigils, while they may occur in Mississauga Celebration Square, are not considered formal events and are not handled by the Mississauga Celebration Square Section.

Citizens can visit the [Culture website](#) for notification requirements and information on restrictions for demonstrations, rallies or vigils occurring at Mississauga Celebration Square. Forms should be submitted a minimum of one week in advance to ensure that:

- Mississauga Celebration Square remains open and accessible to members of the public
- Activities which are contrary to City policies or by-laws or provincial or federal laws are not conducted or promoted, and
- Activities are not conducted or promoted that have the potential to incite violence and/or hatred

Definitions

For the purposes of this policy:

The “Civic District” includes Mississauga Celebration Square, the Glass Pavilion, Jubilee Garden, the Ice Rink and Fountain and the following parks: the Living Arts Centre (LAC), Community Common and Scholar’s Green.

“Customer Service Centre (CSC)” means the Community Services Department, Recreation Division booking office.

“Director” means the Director, Culture Division, Community Services Department or his/her designate.

“Event Organizer” means any individual or organization applying for an event.

“External Event” means an event in Mississauga Celebration Square planned by an external Event Organizer. This includes events planned by City employees that are non-work related (i.e. not part of the employee’s roles and responsibilities).

“Internal Event” means any event organized on behalf of the Corporation by City staff (with the exception of Mississauga Celebration Square Section staff) or the Mayor and Members of Council. Internal events are paid through a City account and are planned as part of the employee’s roles and responsibilities.

“Large Event” means any pre-planned, organized activity with an expected attendance of 1,000 or more that will be facilitated with the support and expertise of City staff.

“Mississauga Celebration Square Community Reference Group” (MCSCRG) means a group of internal City stakeholders and external community members, as defined in the MCSCRG Terms of Reference.

“Mississauga Celebration Square Produced Event” means any event planned by the Mississauga Celebration Square Section.

The “Mississauga Celebration Square Section” means the section in the Culture Division, Community Services Department responsible for Mississauga Celebration Square.

“Normal Business Hours” are 8:30 a.m. to 4:30 p.m., Monday to Friday, with the exception of Public Holidays.

“Public Holiday” means a non-working day that is legislated in Ontario in the *Employment Standards Act, 2000*. Ontario has nine public holidays: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Christmas Day; and Boxing Day.

“Small Event” means any pre-planned, organized activity with an expected attendance of less than 1,000 that will be facilitated with the support and expertise of City staff. Full set-up of the main stage is not available for Small Events.

“Supervisor, Event Services” means the Mississauga Celebration Square employee assigned to liaise with the Event Organizer.

“Weekend” means from 4:30 p.m. Friday to 6:00 a.m. Monday.

Roles and Responsibilities

Departmental Directors

All Departmental Directors are accountable for ensuring all managers/supervisors are aware of this policy and of any subsequent revisions.

Managers/Supervisors

Managers/supervisors with staff who are identified in the Roles and Responsibilities section of this policy are accountable for:

- Ensuring staff in their respective work units are aware of this policy and of any subsequent revisions
- Ensuring applicable staff are trained on this policy with respect to their specific job function, and

- Ensuring applicable staff comply with this policy

Mississauga Celebration Square Section

The Mississauga Celebration Square Section is responsible for managing events at Mississauga Celebration Square. This involves:

- Adhering to the application processes and deadlines outlined in this policy
- Assisting in the selection and approval of events for Mississauga Celebration Square, in accordance with this policy
- Ensuring all eligibility criteria, additional requirements and Terms and Conditions of the facility rental contract are met
- Once notified, taking appropriate action as required to ensure all aspects of this policy, the Guidelines and the facility rental contract are adhered to (e.g. ensuring the Event Organizer has secured insurance and security)
- Ensuring a signed copy of the facility rental contract is obtained from the CSC prior to the event and kept on file
- Advising appropriate City staff of all permitted events and of all subsequent changes
- Ensuring a physical pre-event and post-event venue inspection(s) is completed, and
- Evaluating the overall event following the post-event venue inspection(s) and documenting any issues and/or concerns

Civic Centre District Venues

Mississauga Celebration Square is comprised of the outdoor upper and lower square, the main stage, the Glass Pavilion and the Amphitheatre, an open air venue with a seating capacity of 300.

Permitted Venues

The following venues may be permitted for events through the Supervisor, Event Services:

- Lower Square (includes the main stage and the Glass Pavilion), and
- Upper Square (includes the Amphitheatre)

Non-Permitted Venues

The following venues are not permitted for Events:

- The Ice Rink and Fountain, which are available for use by the general public, at no charge. (The City may, on occasion, reserve the Ice Rink and/or Fountain for a major outdoor event.)
- Parks in the Civic District:
 - While not available for event bookings, the Jubilee Garden, which is open for the enjoyment of the general public at no charge, may be booked through the CSC for film projects, wedding photography and/or marriage ceremonies
 - Community Common – may be utilized by the City as required
 - LAC Park – may be utilized by the City as required for Internal Events. Indoor Events booked at the Living Arts Centre that wish to expand the event into a portion of LAC

Park may do so with the approval of the LAC. In these instances, a park permit is required

- Scholar's Green - may be used for Sheridan College events, upon approval of the City (a park permit is required). The space may also be utilized by the City as required

Mississauga Celebration Square Priority Events

The following priorities will apply when evaluating events:

- First Priority:
 - Mississauga Celebration Square Produced Events and Internal Events
- Second Priority:
 - New or existing Large Events deemed by the City to contribute to the City's arts and culture profile through their cultural impact and innovative programming and that add economic benefit to Mississauga from a tourism perspective
- Third Priority:
 - Small Events, based on availability of space and City resources

External Events - Eligibility Criteria

Event Organizers must ensure that:

- Event applications include all requested information and documentation
- The event does not endorse views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of political affiliation, economic status, level of literacy or the protected grounds defined in the Ontario *Human Rights Code*, as amended (race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability)
- The event does not conflict with the City's core values or vision or does not adversely impact on the City's identity
- The event does not interfere with normal business conducted by staff or with other activities in the Civic District and adheres to any existing City contracts or agreements
- No City signage, including sponsorship recognition, is obscured, removed or altered
- Event participants and patrons of all venues are adequately safeguarded
- The security and protection of all venues is adequately safeguarded
- Event Organizers obey all City policies, including the Respectful Workplace policy and the City's Respectful Workplace Statement of Commitment (posted at City facilities), City by-laws and municipal, provincial and federal laws
- All regulatory approvals are obtained (alcohol, lottery licence, etc.)
- The event adheres to all aspects of the Mississauga Celebration Square Guidelines
- There has been no previous known noncompliance with this policy or the Guidelines
- The event will be open to the public and free of charge, and
- The minimum expected attendance for Public Holiday and Weekend Events is 1,000 people

Additional Criteria

In addition to the criteria outlined above, Large Events must:

- Have proven experience with large-scale events
- Demonstrate a proven track-record of fiscal responsibility by providing a balanced, realistic budget and references who can speak to the financial accountability of a previous event
- Be in good financial standing with the City (e.g. there are no monies owing for facility rental contracts), and
- Raise the City's profile, support its arts and culture agenda as outlined in the Culture Master Plan and/or add economic benefit to Mississauga from a tourism perspective

Third Party Liability Insurance

External Events are required to secure third party liability insurance and may be required to make a damage deposit, in accordance with the Guidelines. In some cases the risks related to the External Event may require additional coverage or limits of insurance. The Supervisor, Event Services may consult with the Manager, Risk Management, Legal Services Division, City Manager's Department, who may recommend additional coverage or limits.

Security

External Events are required to secure paid duty police, professional third party security and professional emergency medical services in accordance with the Guidelines. In some cases the risks related to the External Event may require additional police or security coverage. The Supervisor, Event Services may consult with Security Services and Peel Regional Police, who may recommend additional coverage.

Main Stage

The Mississauga Celebration Square main stage sound system and lights are stored in winter due to weather conditions. Large Events using the main stage after the second weekend in October and before the second weekend in May will require additional time for set up. The main stage is only available for Small Events between the second weekend in May and the second weekend in October. The amphitheatre and site are available year round.

Application Process

Mississauga Celebration Square applications are available through the Culture website.

Application Deadlines

Large Events

Applications for Large Events must be received by September 30 of the previous year. If this date falls on a weekend or statutory holiday, the deadline moves to the previous business day. Applications for subsequent years of a Large Event will not be accepted in advance.

Exceptions to the application deadline must be approved by the Director.

Small Events

Applications for Small Events must be submitted a minimum of 12 weeks in advance.

Exceptions to the applicable deadline must be approved by the Manager, Mississauga Celebration Square.

Internal Events

Applications for Internal Events are available on Inside Mississauga. Internal Events will be considered in light of the availability of space and City resources and are approved by the Manager, Mississauga Celebration Square.

Incomplete Applications

An application will be considered incomplete if it is submitted without the requested information or accompanying documentation. Incomplete applications will not be considered.

External Small Events – Approval Process

Applications for External Events with an expected attendance of less than 1,000 are submitted to the Supervisor, Event Services. Applications for Small Events are reviewed and considered by the Mississauga Celebration Square Section on a case by case basis, based on the availability of space and City resources and approved by the Manager, Mississauga Celebration Square.

Once Approved

A facility rental contract confirming the date and outlining all requirements and conditions will be sent to the applicant once the Small Event is approved.

The Mississauga Celebration Square Section may rescind approval for a Small Event at any time if the terms and conditions outlined in the acceptance package are not met.

External Large Events – Approval Process

Applicants deemed ineligible will be notified by the Mississauga Celebration Square Section. Decisions may be appealed and must be submitted in writing outlining how the applicant meets the eligibility criteria. Appeals must be received by the Mississauga Celebration Square Section within two weeks of notification. Appeals to eligibility status will be heard by an ad hoc panel, the members of which will be selected by the Director at his/her discretion. Applicants may reapply the following year.

All new and returning eligible applications will be evaluated and approved or declined by the Mississauga Celebration Square Community Reference Group (MCSCRG) based on the Mississauga Celebration Square Priority Events section of this policy. The City reserves the right to decline applications that do not meet the priority event criteria and/or the eligibility criteria outlined in this policy.

Successful applicants will be notified once the events and dates are decided. Assigned dates are final and may not be appealed.

Returning applicants are not guaranteed approval by the MCSCRG. Returning events that are approved will not be guaranteed the same date as the previous year.

If agreement on approving a Large Event and/or the selection of a Large Event from competing applicants cannot be reached by the MCSCRG, the Commissioner of Community Services will be consulted and will make the final decision.

Once Approved

A facility rental contract confirming the date and outlining all requirements and conditions will be sent to the applicant once the Large Event is approved.

The Mississauga Celebration Square Section may rescind approval for a Large Event at any time if the terms and conditions outlined in the acceptance package are not met.

Restrictions

The following activities will be restricted:

- Use of outside technicians and/or crews. The City's audio, lighting and video equipment must be booked in conjunction with the event and use of City technicians and/or crews to operate the equipment is mandatory
- Fireworks or pyrotechnics that are not part of a Mississauga Celebration Square Produced Event (e.g. Canada Day)
- Amusement rides that are not part of a Mississauga Celebration Square Produced Event will not be permitted
- Amplified sound will only be allowed in accordance with the Guidelines, and
- Any other restrictions on activities addressed in the Guidelines

Damages

Event Organizers will be charged for any damage to City venues (e.g. damage to protective surfaces, broken fixtures, etc.) and for any cost for services that the City incurred as a result of the terms and conditions of their facility rental contract with the City (e.g. garbage clean up, additional security, etc.) not being met.

Fees/Rental Rates and Payments

Rental fees for Civic District venues are mandatory and are established annually through a report to Council. Refer to the applicable Rental Rates and/or Fees and Charges By-law(s), as amended from time to time, for current rates.

Payment requirements and cancellation penalties are outlined in the facility rental contract and in Corporate Policy and Procedure – Payment and Refund of Facility Rental Fees.

Revision History

Reference	Description
GC-0590-2010 - 2010 09 15	
GC-0662-2012 – MCSEC-0033-2012 - 2012 10 10	
January 10, 2017	Scheduled review. Revised to update current practices; added section on Gatherings in Celebration Square.