



Facility Rentals - Event Hosting Policy

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1. Policy Statement

- 1.1 It is the policy of the Town of LaSalle (hereby referenced as “the Town”) that facilities owned and operated by the Town and being rented to an external group for the purpose of hosting an event should be effectively regulated to ensure proper asset management and fair allocation and use distribution

2. Scope

- 2.1 This policy applies to all events delivered or supported by the Town and applies to private Event Organizers hosting an event at an indoor and/or outdoor facility owned and operated by the Town.

3. Definitions

- 3.1 **Amusement devices** refers to devices such as carnival rides, aerial rides, inflatables, games or shows that require appropriate permits and inspections.
- 3.2 **Authorized Vendor** shall mean refers to a vendor or contractor who has provided appropriate documentation to the Town and is permitted to provide services to users on Town property.
- 3.3 **Capacity** refers to a limit of persons permitted in an occupied space. Capacity may be determined by the Ontario Fire Code, use of the occupied space, health measures and restrictions and Town limits. In all circumstances, the Town reserves right to determine capacity.
- 3.4 **Event** shall refer to any type of festival, tournament or activity held for the purposes of social, cultural or recreational objectives.

- 3.5 **Event Organizer** shall be defined as any individual, organization, committee, event, or other designation that has been approved to use Town owned and operated facilities and engages in a contract with the Town for the use of Town-owned facilities.
- 3.6 **Facility** refers to any Town-owned or operated building, structure or space, both indoors and outdoors.
- 3.7 **Festival** refers to an event which occurs over two or more days.
- 3.8 **Service animals** refer to any animal used by a person with a disability for reasons relating to the disability where it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or where the person provides a letter from a physician or nurse confirming that he or she requires the animal for reasons relating to his or her disability; or a valid identification card signed by the Attorney General of Canada or a certificate of training from a recognized guide dog or service animal training school.
- 3.9 **Special Event Review Team (SERT)** refers to the Municipal review group that reviews the event health and safety plan and provides guidance to Event Organizers so that events hosted on Town property are executed in a safe manner.
- 3.10 **Town** shall mean the Corporation of the Town of LaSalle.
- 3.11 **Tournament** shall be defined as a local, regional, provincial, national or international competition between teams or individual competitors. A tournament may be held at one facility or at several facilities within the span of one day or over multiple days.

4. Policy

4.1 Guiding Principles of Event Management

- 4.1.1 The following principles will guide event management and decision-making. In the process of delivering and supporting events, the Town will:
- a. Encourage the development of vibrant events, festivals and tournaments while balancing the needs of regular facility users and the community.
 - b. Facilitate an event application and approval process.
 - c. Evaluate an event request based on the suitability of the requested venue, and the anticipated impacts to regular users/groups, Town resources and the community.

- d. Promote inclusive and accessible environments where residents are encouraged to attend and participate. The Town does not support events that promote harassment or discrimination.
- e. Not permit events or activities that advance the business of a political party. Use of municipal-owned facilities is prohibited for any election-related purpose, which includes 'meet the candidates' night, parties and other expressions of appreciation, displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in any Town property, save and except a voting station in a federal, provincial, or municipal election.
- f. Not permit events that have the potential to negatively reflect the Town's image. The Town has the right to reject an event which:
 - i. Promotes any form of discrimination, including that based upon race, national origin, religion, sex, gender, sexual orientation or age;
 - ii. Degrades/slanders any individual, group, Town service, event or program;
 - iii. Promotes unlawful behavior including violence or hate.

4.2 Accessibility

- 4.2.1 Events must ensure compliance with all Accessibility for Ontarians with Disabilities Act (AODA) and the Town of LaSalle Accessible Customer Service Standards Policy. Event Organizers must provide a barrier free environment for visitors to the event. This includes well placed and clearly signed accessible parking spaces, entertainment viewing areas and restrooms that are easily accessible for those with physical challenges. For more information about how to make your event more accessible, please refer to the Ontario Guide to Accessible Festivals and Outdoor Events.
- 4.2.2 Service animals are permitted on Town property, but owners may be asked to provide documentation of the service animal.

4.3 Alcohol Risk Management

- 4.3.1 Events that wish to serve or sell alcohol must adhere to both Provincial and Municipal requirements and laws. Event Organizers must abide the Town of LaSalle Municipal Alcohol Risk Management Policy. In addition to adhering to Municipal policies, Event Organizers must abide by all Alcohol and Gaming Commission of Ontario (AGCO) guidelines. The

AGCO is responsible for granting Special Occasion Permits (SOPs). No event may serve or sell alcohol without an authorized SOP.

4.4 Event Venues and Conditions for Use

- 4.4.1 Town indoor facilities, parks and outdoor spaces have been evaluated to determine which are appropriate as event, festival, or tournament sites. Events, festivals, and tournaments will only be approved if the anticipated event attendance combined with other schedule programs and events does not exceed the total approved capacity for the event site.

4.5 Event Space Allocation

- 4.5.1 Event permit allocation will be completed using the following list in order of first prioritization:
 - a. Priority 1: Municipal Events
 - b. Priority 2: Returning events, festivals and tournaments that continue to provide value to the Town and community, with the organizers requesting the same general date and location annually, within established timelines.
 - c. Priority 3: New community events, festivals and tournaments.
 - d. Priority 4: Private events.
- 4.5.2 Allocations for the following year will be held for thirty (30) days after the conclusion of the event. Should the event fail to express interest in returning during this period, the facility shall be deemed available for other events.
- 4.5.3 Events that have significant importance to the Town and community or align with the Town's Strategic Plan, the Ontario Culture Strategy and support local business and tourism, may be afforded priority for event space allocation. The Town reserves the right to reschedule an event or relocate it to an alternate site at any time.

4.6 Permits and Fees

- 4.6.1 Full payment is due twenty (20) days prior to the event date. Bookings are not confirmed until full payment has been received. All festivals, events or tournaments will be charged rental fees as outlined in the Town's User Fee By-law. In addition to the space and permit fee, you may be assessed other permit fees such as Town personnel or resource fees. Rental fees will be charged for all event dates including the set up

and tear down dates. The Town requires a credit card number on file to charge any damage fees.

- 4.6.2 Once a deposit or full payment is received, refunds or credits will not be provided if the Event Organizer cancels or postpones the event for any reason, including inclement weather.
- 4.6.3 It is the responsibility of the Event Organizer to ensure that Town property is protected from damage and vandalism during an event. The cost to repair damages to Town property will be the responsibility of the user. All damage fees will be assessed in accordance with the Respect and Responsibility Policy. Depending on the nature of the event, a damage deposit may be required. The amount of the deposit will be indicated on the event permit.
- 4.6.4 If the event venue and event date are approved, Town employees will issue a Tentative Facility Use Permit to the Event Organizer who is then required to obtain and provide a Certificate of Insurance (COI), naming the Town as an additional insured in the amount of five million dollars (\$5,000,000). Some Event Organizers may be eligible to purchase insurance through the Town. See [Insurance](#) for more information. To receive an approved Rental Permit, the following items must be provided prior to the event date:
 - a. Full payment
 - b. Signed contract/agreement
 - c. Certificate of Insurance
 - d. Health and Safety Plan with all necessary paperwork and documentation
- 4.6.5 Events cannot take place without an approved Facility Use Permit. The final permit issued by the Town of LaSalle is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan. The Town of LaSalle may place conditions or not approve all venue areas and/or activities requested. Failure to comply with the terms and conditions of the contract and any additional requirements of the Town of LaSalle, may result in the immediate cancellation of the event and/or denial of future special event permit applications.

4.7 Special Event Review Team (SERT)

- 4.8 The Special Event Review Team (SERT) refers to the Municipal review group that reviews the event health and safety plan and provides guidance to Event Organizers so that events hosted on Town property are executed in a safe manner and in accordance with Town policies.
 - a. Ensure all relevant forms and documentation are submitted.

- b. Facilitate a comprehensive event review by using the expertise and experience of SERT members.
 - c. Review the event health and safety plan for compliance with Federal, Provincial and Municipal legislation and regulations. The Event Organizer is responsible to ensure compliance with all government regulations, laws, codes and by-laws.
 - d. Ensuring applications for special events satisfy all necessary town requirements.
- 4.8.1 Event Organizers must attend a SERT meeting prior to the event date to review the safety plan for the proposed event activities. Events that anticipate an expected attendance of 200 or more persons or meet one of the additional criteria below must attend a meeting:
- a. Includes a street closure
 - b. Alcohol sold or consumed (as per Municipal Alcohol Risk Management Policy)
 - c. Includes amusement rides or inflatables
 - d. Includes installation of tents or temporary structures
 - e. Includes aerial equipment

4.9 Indemnification

- 4.9.1 The Event Organizer shall defend, indemnify and hold harmless the Corporation of the Town of LaSalle, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Event Organizer in accordance with this contract and shall survive this contract/rental permit.
- 4.9.2 The Event Organizer agrees to defend, indemnify and save harmless the Corporation of the Town of LaSalle from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Event Organizer's status with

WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Event Organizer in accordance with this contract and shall survive this policy as a binding part to the contract/rental permit.

4.10 Communications and Promotions

- 4.10.1 The Town logo shall not be used in any promotional and/or marketing material unless the Town is a sponsor or partner for the event and has provided consent. In circumstances that the Town logo is permitted to be used, the Town Brand Standards Guide must be followed, and any use must be approved by the Town. Event Organizers are responsible for promoting their event and can submit their event to the Town's online events calendar.

4.11 Sponsorship

- 4.11.1 Event Organizers that are seeking sponsorship opportunities for their event must obtain written approval from the Town in advance prior to selling any amenity as a sponsorship opportunity. The Town reserves the right to decline any sponsorship recommendations from the Event Organizer. The Event Organizer must also seek approval to have any temporary signs, banners or promotional material of the sponsor installed at the event. The Town is not responsible for installing or removing any approved sponsorship materials. All sponsorships obtained by the Event Organizer reflect the opinions of the Event Organizer and do not express the views or opinions of the Town.
- 4.11.2 The Event Organizer is responsible for costs incurred for the collection and installation of any approved sponsorship materials, as well as the deinstallation of those materials.

4.12 Town Resources and Equipment

- 4.12.1 The amenities available at Town facilities are limited to those already available on site. A list of amenities available at each Town facility can be found on the Town website. The Town shall not provide additional resources for private events.
- 4.12.2 All private equipment coordinated for the event is the responsibility of the Event Organizer. All equipment must be maintained and in safe condition. Some equipment may be subject to approval by the SERT committee. Heavy equipment such as forklifts, cranes and trucks must operate on paved surfaces only. All applicable permits must be present on site and only professional licensed individuals shall operate this equipment. The Event Organizer is responsible to coordinate the delivery and removal of

all equipment. Additional charges may be incurred if equipment is not removed in a timely manner.

4.13 Fire Safety and Open Flame

- 4.13.1 By-law 8013 regulates the use of fireworks. By-law 7170 regulates open-air burnings. The use of candles, sparklers, incense, paper lanterns, open flames, smoke foggers, combustible figurines or pyrotechnic devices is prohibited on Town property unless written permission is provided by the Chief Fire Official.
- 4.13.2 Barbecue grills are permitted provided that the operator has a fire extinguisher present and has a non-expired propane cylinder. Barbeque grills must not be left unattended and shall be supervised by a responsible person.
- 4.13.3 All temporary textiles being used for décor must be flame resistant or treated with a fire-resistant material. Textiles include pipe and drape, drapery, and cloth-like materials. All textiles used by an Event Organizer must be declared and are subject to review and approval by SERT prior to use.

4.14 Lottery and Raffles

- 4.14.1 In accordance with By-Law 7935, no user shall operate a lottery without holding a valid license. Lottery licensing is issued by the License Commissioner or the Deputy Clerk of the Council Services Department and can be obtained at the LaSalle Civic Centre. Further information on lottery licensing eligibility is available on the Town website.
- 4.14.2 If a user operates an illegal lottery, they may be in contravention of statute laws such as the Criminal Code of Canada and the Alcohol and Gaming Commission of Ontario, as well as Town By-laws. As a measure of risk management, any user-group that operates an illegal lottery shall be reported.

4.15 Smoking and Vaping

- 4.15.1 In accordance with the Smoke Free Ontario Act, 2017, smoking and vaping is prohibited at all events on Town property. Users shall enforce this policy and ensure event attendees refrain from smoking while attending their events. The Windsor-Essex County Health Unit tobacco enforcement officers conduct inspections to ensure compliance of the Act. Users must also abide by Town By-law 7775.

4.16 Tents and Temporary Structures

- 4.16.1 A Temporary Building Permit is required for all tents that are larger than 640 sq ft when erected. This is a requirement as listed in the Ontario Building Code and is enforced by the Town's Building Department. If a tent larger than 640 sq ft is erected without an approved permit, the tent is in violation with these codes. Tents must be at least ten feet from any building structure.
- 4.16.2 In addition to the Temporary Building Permit, an Engineered Inspection is also required on tents larger than 2400 sq ft. The Town's building department will approve the permit on these tents once a structural engineer has inspected and signed off on the tent installation.

4.17 Health and Safety

- 4.17.1 Event Organizers must comply with all applicable health and safety laws, including the Occupational Health and Safety Act and the advice and instructions of public health officials. Event Organizers must also comply with all orders issued by the Chief Medical Officer of Health and the Region's Medical Officer of Health, as well as the Windsor-Essex County Health Unit. The Event Organizer must comply with all additional health and safety guidelines and requirements of the Town.
- 4.17.2 In the event of a medical emergency, the Event Organizer must immediately suspend activity and take appropriate action. It is the responsibility of the Event Organizer to provide first aid to participants and spectators of their activity. Town employees may assist by way of calling 911 and providing a first aid kit and/or an automated external defibrillator.
- 4.17.3 Event Organizers are responsible for tracking and communicating extreme weather conditions to event participants.
- 4.17.4 The Event Organizer is required to provide all of the necessary safety equipment for the event including, but not limited to:
 - a. Fire extinguishers
 - b. First aid equipment
 - c. Drinking water
 - d. Barricades
 - e. Directional signage
 - f. Fencing
 - g. Lighting
 - h. PPE/Reflective Equipment

- 4.17.5 Event Organizers shall identify methods for mitigating and managing risks associated with their event through their Event Health and Safety Plan. Event Organizers required to attend a SERT meeting must prepare a Plan for review. A Plan ensures adequate preparedness to deliver a safe event. The Town provides a template to complete and submit your plan.

4.18 Food Preparation

- 4.18.1 Event Organizers must abide by all regulations of the Windsor-Essex County Health Unit (WECHU). Event Organizers that will be hosting food vendors on site must complete a Special Event/Market Organizer Application available on the WECHU website. This form shall be submitted to WECHU prior to the event. Any food vendor attending the event shall submit a Food Vendor Application available on the WECHU website. This form shall be submitted to WECHU prior to the event. The Event Organizer is responsible to ensure proper food handling and preparations are adhered to.
- 4.18.2 Events that offer food trucks must take precautions to ensure safe operation of equipment. The Event Organizer must ensure that all food trucks are up to date on their inspections, have valid insurance, have valid TSSA field approval licenses and have notified the health unit in advance about their participation in the event. All food trucks on Town property may be subject to inspection at any time by Town personnel, LaSalle Fire Service personnel, health unit inspectors, TSSA inspectors, ESA inspectors or by-law enforcement officers. All food trucks must be parked on asphalt surfaces. Parking on any grass surface is prohibited. Food trucks and vendors must comply with all public health laws.

4.19 Utility Locates

- 4.19.1 Any digging or use of ground stakes requires utility locates to prevent damage to underground utilities. The contractor (person digging or installing ground stakes) is responsible for submitting the locates inspection with Ontario One Call. The Event Organizer is responsible for ensuring the contractor receives locates through Ontario One Call. Locates must be completed one week prior to the event. Ontario One Call will provide written documentation through email that the locates have been completed. The Town may request confirmation of utility locates. The Event Organizer assumes all responsibility for obtaining utility locates prior to digging and assumes all liability for damage to underground infrastructure and utilities.

4.20 Police and Security

- 4.20.1 Event Organizers have a responsibility to provide a safe and secure

environment during the event. Once your Health and Safety Plan has been submitted, the LaSalle Police Service may review the plan. The Police Service has authority to require an event to provide a minimum number of licensed private security guards, volunteer and staff positions, as well as police officers and traffic controllers necessary to staff the event. These requirements will be reviewed by the SERT committee.

- 4.20.2 Security may be required to provide services to an event. If the Event Organizer has not planned for security, they may be directed to hire security by the SERT committee. The Event Organizer is responsible to ensure security providers are familiar with the Town's Customer Service Standards Policy and the Harassment and Discrimination Policy.

4.21 Parking and Traffic Management

- 4.21.1 Parking is permitted in designated parking spots only. The Event Organizer shall ensure that all event attendees abide by the parking rules. The Event Organizer is responsible to ensure sufficient parking for event attendees.

- 4.21.2 The Event Organizer shall consider the following parking considerations:

- a. Additional off-site parking must be arranged if on-site parking is insufficient.
- b. All event attendees should be made aware of parking arrangements and enforcement policies for the event.
- c. Parking on grass, pathways, driving lanes, fire routes, and all other areas outside of designated parking spaces is prohibited.

- 4.21.3 All requests for a temporary street closure, including parades and tours, shall require an accompanying Traffic Management Plan (TMP) for consideration. A TMP shall be submitted in the form of a written proposal and shall include the following information:

- a. Suggest detour routes for affected vehicle/pedestrian traffic.
- b. Identify the duration of the requested street closure.
- c. Indicate the location of the event, names of streets and/or parks to identify the site.

- 4.21.4 Access for vehicles onto Town property shall be permitted for the purpose of event setup and tear down only and shall be restricted to designated areas approved by the Town. At no time will vehicles be permitted to drive or park on grass. The Event Organizer will ensure that vehicle access into the event area is controlled and monitored throughout the event at the designated areas. The conduct of vehicle operators involved with the event is the responsibility of the Event Organizer. The cost to repair any

damages caused by vehicles will be the responsibility of the Event Organizer. Repair costs will be assessed by the Town and invoiced to the Event Organizer.

4.22 Aerial Equipment

- 4.22.1 Events taking place in Town parks that wish to use hot air balloons, helicopters, drones, remote control toys, planes or other aerial equipment must follow risk management measures in order to be considered for approval. Requests will be considered by SERT on a case-by-case basis. Drone operators must comply with requirements outlined by Transport Canada.

4.23 Amusement Rides and Inflatables

- 4.23.1 Events using amusement devices such as inflatables and rides must follow stringent risk management measures to be considered for approval as part of a festival or event. Requests will be considered by the SERT committee on a case-by-case basis. Event Organizers should be aware of the required permits, licensing and insurance when renting or operating an amusement device. In Ontario, the procedure to follow is outlined by the Technical Standards and Safety Authority (TSSA). The rental, installation and operation of an amusement device must be installed by an authorized vendor who shall adhere to TSSA procedures.

4.24 Electrical

- 4.24.1 If the event includes amusement rides, inflatables, a concert stage, food trailers, and/or large generators to provide power, an electrical inspection is required by the Electrical Safety Authority (ESA). If a generator will be used for the event, proper grounding and connections are required. Event Organizers must take all precautions to ensure these devices are inaccessible to participants. All electrical installations that involve a hardwire or camlock connection to a generator must be inspected by ESA prior to being energized. It is the responsibility of the Event Organizer renting the generator to obtain a permit from the ESA for inspection in all circumstances.

4.25 Inclement Weather

- 4.25.1 Event Organizers are responsible for tracking and communicating extreme weather conditions to event participants. Severe temperatures, high winds, heavy rain, snow and sleet all pose safety risks for events. Town facilities may be closed by the Town during periods of inclement weather.

4.26 Fencing

- 4.26.1 Fencing for events may be required and will be evaluated by SERT. The Chief Fire Official will determine a maximum occupancy for the fenced area and corresponding number of required exits.

4.27 Petting Zoos/Animals for Amusement

- 4.27.1 Events that include a petting zoo or animal show as an attraction must have stringent risk management measures to be considered for approval. The Town reserves the right to limit which facilities an animal show is permitted at. The SERT will consider requests on a case-by-case basis.

4.28 Waste Management

- 4.28.1 Event Organizers are required to develop plans to ensure proper disposal of waste and recyclables generated by the event. At the conclusion of the event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition the site was received in. Failure to perform adequate clean-up to Town property will result in damage fees billed to the Event Organizer.
- 4.28.2 The amenities available at Town facilities are limited to those already available on site, including garbage and recycle cans. Event Organizers shall take measures to arrange for additional garbage collection and removal at expense of the Event Organizer.

4.29 Venue Housekeeping

- 4.29.1 The Event Organizer shall maintain a clean site at all times. All waste must be properly disposed of and removed from Town property. Town garbage cans shall not be overfilled. If a Town garbage can is full, any additional garbage must be removed at the cost of the Event Organizer. The Event Organizer is responsible to pay any additional cleanup costs or damage fees, as deemed appropriate by the Town.
- 4.29.2 Event Organizers are responsible for the clean-up and removal of garbage and debris from the permitted event site. Event Organizers must ensure that the grounds are provided with an adequate number of receptacles for all waste that is generated.
- 4.29.3 The use of washable chalk is permitted. Spray paints or chalk paints are not permitted. If spray paints are used, the Event Organizer will be responsible for repair costs.

5. Roles and Responsibilities

- 5.1 The Director of Culture and Recreation is responsible to oversee and administer this policy and may delegate authority to other employees to oversee and administer this policy.

6. References and Related Documents

- 6.1 Accessibility for Ontarians with Disabilities Act
- 6.2 Alcohol and Gaming Commission of Ontario Resources
- 6.3 Electrical Safety Authority Resources
- 6.4 Essex-Windsor Solid Waste Authority Resources
- 6.5 LaSalle 2050: Town of LaSalle Strategic Plan
- 6.6 Ontario Guide to Accessible Festivals and Outdoor Events
- 6.7 Ontario One Call Resources
- 6.8 Ontario Traffic Manual
- 6.9 Smoke Free Ontario Act, 2017, S. O. 2017, c. 26, Sched. 3
- 6.10 Technical Standards and Safety Authority Resources
- 6.11 Town of LaSalle Accessible Customer Service Standards Policy
- 6.12 Town of LaSalle Brand Standards Guide
- 6.13 Town of LaSalle By-Law 7935
- 6.14 Town of LaSalle By-Law 6407
- 6.15 Town of LaSalle By-law 8938
- 6.16 Town of LaSalle By-law 7775
- 6.17 Town of LaSalle By-law 8013
- 6.18 Town of LaSalle By-law 7170
- 6.19 Town of LaSalle Customer Service Standards Policy
- 6.20 Town of LaSalle Fee Waiving Policy
- 6.21 Town of LaSalle Flag Raising Policy
- 6.22 Town of LaSalle Harassment and Discrimination Policy
- 6.23 Town of LaSalle Municipal Alcohol Risk Management Policy
- 6.24 Town of LaSalle Respect and Responsibility Policy
- 6.25 Town of LaSalle User Fee By-law
- 6.26 Town of LaSalle Use of Corporate Resources for Election Purposes Policy
- 6.27 Windsor-Essex County Health Unit Resources