



# *events & festivals*

Photo by Martin Pinker

**2013**  
**Guidelines & Requirements**  
**for Hosting a **COMMUNITY** Festival or Event**

*[mississauga.ca/communityevents](http://mississauga.ca/communityevents)*



## DEFINITION OF AN OUTDOOR FESTIVAL/SPECIAL EVENT

An OUTDOOR FESTIVAL/EVENT is one which is held on City property that is either open to the public or closed (e.g. church or association picnics) and includes activities that:

- pose a level of risk such as alcohol, carnivals, inflatables etc., not normally expected with the use of the property; and/or
- require City approval(s) in addition to the approval for the use of the property itself such as advertising, staging, tents etc; and/or requires temporary closure of City streets; and/or
- require the approval of outside agencies such as the Peel Region Health Department, Peel Regional Police, Region of Peel, and the Alcohol and Gaming Commission of Ontario (AGCO.)

### Commercial Activity

The City requires that community benefit must be derived from events held on City property for all events that have an expectation of revenues. Therefore, events organized or sponsored by a commercial entity will only be permitted when the City has received written confirmation that all or a portion of the proceeds from the event will be donated to a not-for-profit group or registered charity in the City; or an event is deemed by the City to raise the City's profile *as per the Culture Masterplan*; or the event adds economic benefit to Mississauga from a tourism perspective *as per the Culture Masterplan*.

### Prohibited Activities

The following activities are **PROHIBITED** (not allowed) on City of Mississauga Property as part of an Outdoor Special Event Application;

ZIP LINING, AIR BAG JUMPING, BUNGEE JUMPING

## HOW TO BOOK AN OUTDOOR FESTIVAL/EVENT

Call the Customer Service Centre at 905-615-4100 to request a booking. At that time, your request will be identified as within the scope of a "special event" and you will be assigned staff liaison.

Event organizers will be asked to complete the Outdoor Festivals/Events Request form, either on their own or with their liaison.

The Request form must be submitted NO LATER than 8 weeks prior to the event.

All applicants whose event request has been approved shall be responsible for meeting all requirements of the City of Mississauga, including fees, by-laws and policies as well

as any regulatory approvals required by outside agencies, and assume responsibility for their actions, and any consequence thereof associated with the event.

It is important to note that approvals for the event or any of the event activities may not be granted, and the event or those activities can only take place with the proper approvals and permits. The City retains the right to determine whether or not a particular applicant shall be entitled to hold an event on City property.

Applicants who do not meet the application submission deadline will be required to complete all necessary City applications and compile all relevant attachments and submit them directly to each individual department and provide copies to the staff liaison at least **30 days** prior to their event.

## INSURANCE REQUIREMENTS

In accordance with City By-law 0264-2007, Mandatory Liability Insurance requirements, **all Indoor & Outdoor Special Events/Festivals require liability insurance.**

You must provide a Certificate of Insurance **at least eight (8) weeks** prior to the event. **Your event will not be processed without a properly completed City of Mississauga COI – Proof of Insurance.**

*Event Insurance* is required in the amount of \$2 million or \$5 million as determined by your staff liaison. This insurance must name the City of Mississauga as an additional insured for all of the dates of your event including set up and tear down. Proof of Insurance must be provided on the City of Mississauga template (Form 9)

*Additional Insurance* may be required where an activity falls outside of the event organizers policy. Examples can include, but are not limited to, inflatables, security companies, sponsor activations, sporting activities and vendors. These third party entities must supply proof of insurance (on the City of Mississauga template) naming the City of Mississauga as an additional insured in the amount of \$2 million. Insert chart here. **These are subject to change without notice.**

*Blanket Insurance Coverage* covers all third parties coming on site during an event and is highly recommended to ensure enough coverage is in place to protect both the event organizer and the City. It can also save time and money.

*The City of Mississauga's User Fee Program* offers blanket insurance coverage to event organizers as well as vendors where individual vendors do not have adequate proof of coverage. This program can be accessed by adding the additional insured to the event organizers' Facility Rental Contract. All insurance purchases must be paid for in full before the event.

<i>Activity</i>	<i>Minimum Required</i>	<i>Activity</i>	<i>Minimum Required</i>
<b>Inflatable</b>	<b>\$5,000,000</b>	<b>Theatre Performance</b>	<b>\$2,000,000</b>
<b>Pony Rides</b>	<b>\$2,000,000</b>	<b>Vendors (non-alcohol)</b>	<b>\$2,000,000</b>
<b>Petting Zoo</b>	<b>\$2,000,000</b>	<b>Alcohol Served</b>	<b>\$5,000,000</b>
<b>Hay Rides</b>	<b>\$2,000,000</b>	<b>Rental Stage/Screen</b>	<b>\$2,000,000</b>
<b>Carnival</b>	<b>\$5,000,000</b>	<b>Fireworks Display</b>	<b>\$5,000,000</b>
<b>Hot Air Balloon</b>	<b>\$5,000,000</b>	<b>Major Concert/Events</b>	<b>\$5,000,000</b>
<b>Motorized Races</b>	<b>\$5,000,000</b>	<b>Rental Tent</b>	<b>\$2,000,000</b>
<b>Sport Activities</b>	<b>\$(2 or 5),000,000</b>	<b>Watersport &amp;Activities</b>	<b>\$5,000,000</b>

(this list is not inclusive)

Additional insurance information and premiums are available on the City's website: [www.mississauga.ca/portal/residents/facilityinsurance](http://www.mississauga.ca/portal/residents/facilityinsurance)

**The City is not an Insurance Broker or Provider and, as such, the City assumes no responsibility for coverage under these policies.**

<b>BY-LAWS AND POLICIES GOVERNING SPECIAL EVENTS</b>
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<b>Accessibility</b>  "Accessibility for Ontarians with Disabilities Act" (AODA - Provincially mandated and adopted by Council	Event Organizer should provide an accessible environment for all visitors to the event, including: <ul style="list-style-type: none"> <li>• Clearly visible accessible parking signs.</li> <li>• Designated entertainment viewing areas.</li> <li>• Pathways to accommodate people with disabilities.</li> </ul> For more information contact: City of Mississauga – Accessibility Coordinator Phone: 905-615-3608 TTY: 905-615-3411 E-mail: <a href="mailto:accessibility.info@mississauga.ca">accessibility.info@mississauga.ca</a>
<b>Admission</b>	Approval is required from your staff liaison to charge admission on-site or in advance. All inquiries <b>must</b> go through your liaison.
<b>Alcohol</b>	Where the presence of alcohol has been approved, the organizer will receive a MAP (Municipal Alcohol Policy) package from the staff liaison outlining the responsibilities of the organizer. This package will include a "no objections letter" that the organizer must submit to the AGCO (Alcohol and Gaming Commission of Ontario) with their application. The organizer is then responsible for: <ol style="list-style-type: none"> <li>1) Applying and obtaining a Special Occasion Permit through the AGCO at <a href="http://www.agco.on.ca/">http://www.agco.on.ca/</a>;</li> </ol>

	<p>2) Reviewing the documents in the MAP package; completing and returning the “Conditions of Serving Alcohol Agreement” and the “Transportation Plan”. The “Transportation Plan” and the “It’s the Law” document must be copied and displayed prominently in various locations throughout the area where alcohol is being served.</p> <p>3) Ensuring the serving area permitted to serve alcohol is fenced according to AGCO requirements; all fencing, set up, and tear down are the responsibility of the Event Organizer.</p> <p>4) Supplying mandatory additional security coverage throughout the site as well as officers located at all entrances/exits of the serving area.</p>
<b>Appliances Electrical Standards Association</b>	<p>All electrical appliances must display a sticker indicating proof of inspection by the Electrical Standards Association (ESA) or the Canadian Standards Association (CSA). Requests for Inspection can be downloaded at: <a href="http://esasafe.com/B2B/iaf_001.php?s=4">http://esasafe.com/B2B/iaf_001.php?s=4</a></p>
<b>Balloons (Helium / Hot Air)</b>	<p>Helium Balloons for distribution to the public must be air-filled and fully consider environmental impact.</p> <p>Hot Air Balloons area Federally regulated and under the jurisdiction of the Canadian Aviation Regulations or the Aeronautics Act. Event Organizer should contact NAV directly.</p> <p>Not all parks allow hot air balloons on site. Balloon locations need to be approved by the Parks Supervisor and/or your City of Mississauga liaison.</p> <p>NAV Canada IFR Operations Toronto <a href="mailto:ontyyzups@navcanada.ca">ontyyzups@navcanada.ca</a></p>
<b>Banners (Street Banners)</b>	<p>All banners must meet the requirements of the Sign By-law (By-law 38-88, as amended). Applications for street banners can be submitted to Transportation and Works Department.</p> <p>Transportation and Works Department 3185 Mavis Road (Ground Floor) Mississauga ON L5C 1T7 <b>Phone:</b> 905-615-3200 ext. 3638</p>
<b>Barbecues/Propane TSSA Requirements</b>	<p>Only propane barbecues will be permitted, provided that the Event Organizer/Applicant supplies one (1) fire extinguisher per barbecue unit. Events with BBQ arrangements must comply with requirements set out by the Technical Standards &amp; Safety Authority (TSSA). Further information can be found at:</p> <p><a href="http://www.tssa.org/home/default.asp?loc1=home">http://www.tssa.org/home/default.asp?loc1=home</a></p>
<b>Carnival/Amusement Rides</b>	<p>Carnivals are considered as a restricted activity and require multiple approvals. Contact Liaison to ensure that this type of activity is allowed on the site you’ve booked for your event.</p> <p>Carnival/Circus Companies are NOT allowed to operate independently for commercial gain on City property, they must be contracted by a community group for which proof must be provided. It is the responsibility of the host community group to book the park or parking lot.</p> <p>Carnival’s cannot operate for a length of more than three (3) days on City of Mississauga property. It is the Carnival/Circus Company who is responsible for providing a site plan, meeting all conditions outlined in</p>

	<p>the terms and conditions letter, provide a damage/ security deposit of \$5,000, apply for and obtain a Mississauga license to operate the Carnival/Circus and pay the license fee. Carnivals/Circus' will be monitored for community tolerance and impact will determine future availability.</p> <p>Applications, contact:  Licensing Administration Assistant  300 City Centre Drive, Ground Floor  Mississauga, ON L5B 3C1  <b>Phone:</b> 905-615-3200 ext. 5056</p>
<b>Damages / Damage Deposit</b>	<p>A \$5,000 Damage Deposit may be requested and required NO LATER THAN 30 DAYS BEFORE THE EVENT. This amount is based on the potential for repair costs and fees for services resulting from the event. The Event Organizer is responsible for any costs related to an event which has not been otherwise agreed to, in writing, prior to the event. The Event Organizer is liable for any loss or damage to City of Mississauga property or equipment. These costs are payable immediately upon receipt of an invoice and/or taken from the Damage Deposit.</p> <p>A pre and post event walk through with the Event Organizer and Liaison is strongly recommended.</p>
<b>Environmental Compliance</b>	<p>All events must meet the legislative requirements regarding discharges into the City's storm water sewer system.</p> <p>Vendors must ensure that <u>NO</u> contaminants are permitted to be discharged into the storm sewer. During set-up and for the duration of the event, any spills must be cleaned up and reported to your City Liaison for assessment.</p> <p><u>Storm Sewer Use By-law 259-05</u></p> <p>City of Mississauga  Environmental Services  201 City Centre Drive, Suite 800  Mississauga ON L5B 2T4  <b>Phone:</b> 905 615-3200 ext 3124</p> <p>Region of Peel  Environmental Control Section  3515 Wolfedale Rd.  Mississauga, ON L5C 1V8  <b>Phone:</b> 905-791-7800 ext. 3101</p>
<b>Fire Extinguisher TSSA Requirements</b>	<p>The Mississauga Fire Department requires that a portable fire extinguisher is on hand at all cooking activities and requires that barbecues be located at least three (3) metres from any structure (i.e. shelters, tents, buildings, etc.). Prior to events where propane or other hydrocarbon fuels (such as gasoline, diesel, propane, and natural gas) as used for cooking and/or heating appliances, the Event Organizer must comply with TSSA requirements.</p>
<b>Fireworks</b>	<p>All public displays of fireworks being set off on City property require approval and a "Fireworks Permit". <b>Public Display Fireworks</b> must be set off by a person who has a valid fireworks supervisor card.</p> <p>You/Your group will be issued a "no objection" letter of approval from your</p>

	<p>City Liaison to accompany your Fireworks Permit application.</p> <p>Completion of an application for a Fireworks Permit and payment of the applicable fee must be made directly to the Mississauga Fire &amp; Emergency Services, on the 2nd floor of the Civic Centre, by the licensed certified fireworks supervisor.</p> <p>More information and fireworks permit application forms can be found on-line at <a href="http://www.mississauga.ca/portal/residents/firesafety">www.mississauga.ca/portal/residents/firesafety</a></p> <p>The sale of fireworks on City property is not permitted.</p>
<b>First Aid</b>	<p>The Event Organizer is responsible for providing a highly visible first aid station/s as part of the event. Certified first aid attendant/s must be present.</p> <p>St. John Ambulance is a charitable, non-denominational organization that specializes in the provision of first aid services in the community.</p> <p>For information on how you can request their assistance for your event, please call 905-568-1905 or e-mail <a href="mailto:mississauga@on.sja.ca">mississauga@on.sja.ca</a>.</p>
<b>Food</b>	<p>If your event is open to the <b>general public</b>, Peel Public Health requires notification. Peel Public Health requires a letter of the organizer's intent to host an event involving food, a <u>minimum of 8 weeks</u> prior to their event. Information may also be submitted on-line through the Peel Public Health website: <a href="http://www.peelregion.ca/health/environ/htmfiles/events-intro.htm">www.peelregion.ca/health/environ/htmfiles/events-intro.htm</a>  <u>Your City of Mississauga Liaison will require a copy of the letter or your completed Peel Public Health on-line Special Event Information form.</u> Upon receipt of notification, a Public Health Inspector will contact the event organizer and vendors to obtain any further information regarding food vendors and other details. A Public Health Inspector may conduct inspections at your event.</p> <p>For private events such as family or company picnics there is no need to contact Peel Public Health. However, to keep your picnic food safe, please contact Peel Public Health at the number provided to obtain safe summertime food handling information.</p> <p>For additional onsite cooking requirements, see fire extinguisher, barbeque, propane and TSSA guidelines.</p> <p>Peel Public Health, Environmental Health Division, Phone: 905-799-7700, Website: <a href="http://www.peelregion.ca/health">www.peelregion.ca/health</a>.</p>
<b>Inclement Weather Occupational Health and Safety Act – Safety Guidelines for the Live Performance Industry in Ontario</b>	<p>Outdoor festivals and events are by their nature subject to inclement weather. In the case of thunder and lightning, the event organizer is required to shut down the stage to reduce the risk of being hit by lightning. Only when 30 minutes have passed without hearing thunder will the event activity be allowed to resume.</p> <p>For additional emergency preparedness resources;  <a href="http://www.mississauga.ca/portal/residents/emergencymanagement">http://www.mississauga.ca/portal/residents/emergencymanagement</a></p>
<b>Inflatables</b>	<p>The location of these activities must be approved by the Parks Supervisor/Your liaison due to the potential for damage. All technical specs and contact information of the rental company must be provided in order for</p>



	<p>approval to be given. It is recommended that the rental company also provide qualified staff to supervise inflatables when open to the public. Inflatables must be secured with sand bags or water barrels, not pegs or stakes. If structure requires tethering because of height and size a proper stakeout is required. This is to be arranged with the Parks Supervisor and/or liaison. <i>***please be advised that there is a fee for a stakeout.</i></p> <p>If just inflatables are being used no carnival license is required.</p> <p>Proof of Insurance must be provided on the proper certificate.</p>
<p><b>Noise (Projected Sound / Sound Systems)</b></p>	<p>Not all parks allow for sound systems. Site approval is required.</p> <p><b>Operation of amplified sound may only occur Monday-Saturday between the hours of 7:00am- 5:00pm &amp; 9:00am- 5:00pm on Sundays.</b></p> <p><i>Requests for exemptions to the Noise Control By-Law have to be submitted to the Compliance and Licensing Enforcement Office a minimum of <b>eight (8) weeks</b> before the event date.</i></p> <p>Proximity of residents is consideration of approval. Volume levels will also be monitored during the event. There is a restriction on maximum decibel level, volume levels will be monitored and enforced.</p> <p>Compliance and Licensing Enforcement Section at 905-615-3200 ext. 5655 or <a href="http://www.mississauga.ca/file/COM/2326_2011.pdf">http://www.mississauga.ca/file/COM/2326_2011.pdf</a></p>
<p><b>Open Flames</b></p>	<p>Any use of open flames is subject to approval by Parks Supervisor and the City of Mississauga Fire Dept.</p>
<p><b>Parking</b></p>	<p>Parking is <b>NOT GUARANTEED nor includes exclusive use of parking lots, particularly adjacent to Community Centres.</b> Event participants should use designated areas only. Illegally parked vehicles on grassed areas, roadways, etc., will be tagged or towed away at the owner's expense</p> <p>Exemptions and Considerations to Parking By Laws, can be requested through Parking Enforcement.</p> <p>A parking schedule, monitoring times and locations, number of monitors' etc., may be required from your liaison depending on the size and nature of your event. Groups may also want to encourage participants to take City transit to event.</p> <p>Event organizers are responsible for making additional parking arrangements for your participants. These should be identified on your site plan. You should have accessible parking areas that are clearly marked and on firm ground, as close to the event as possible. Traffic Control by police and parking attendants are to be provided by the event organizer if they are required.</p>
<p><b>Pony Rides/ Petting Zoos / Animals</b></p>	<p>Animal Services need to be notified of any animal activities as part of your event. The company providing services will need to provide a copy of their business license and an insurance certificate. Animal Services and Peel Health may be on site for inspection.</p> <p>Contact Peel Public Health for further information on Petting Zoo's as hand washing stations and proper signage must be present.</p>



	<p>City Parks and Security staff are authorized to remove any animal or persons with such an animal who is in contravention of these Bylaws.</p> <p>Peel Public Health Environmental Health Division (905) 799-7700 <a href="http://www.peelregion.ca/health">www.peelregion.ca/health</a>.</p> <p><a href="http://mississauga.ca/portal/residents/animalservices">mississauga.ca/portal/residents/animalservices</a></p>
<p><b>Propane Technical Safety Standards Association (T.S.S.A.)</b></p>	<p>Use of Propane should be carefully monitored. All tanks must be properly labeled according to content by suppliers and secured vertically by chains to a stable support. Technical Safety Standards Association (T.S.S.A.) Fuel Safety Inspectors must check propane fuelled cooking and/or heating appliances and tank storage areas where commercial appliances with multiple tanks or cylinders in excess of 20 lbs are utilized. Certificates of inspection must be obtained.</p>
<p><b>Raffles, Games of Chance, Ticket Draws</b></p>	<p>Group must obtain a licence from the Enforcement Division. Licensing Department. Phone 905-896-5643.</p>
<p><b>Road Closures or Road Allowances</b></p> <p><b>(parades, walkathons, street parties, etc.,)</b></p>	<p>Every applicant for a temporary road closure for a special event shall file an application with the Transportation and Works Department.</p> <p>City Roads - Applications for temporary road closures not exceeding twenty-four (24) hours shall be filed eight (8) weeks in advance of the special event, and applications for temporary road closures exceeding twenty-four (24) hours shall be filed twelve (12) weeks in advance of the special event.</p> <p>Regional Roads - You are required to complete a letter of intent to be sent to the Region of Peel a minimum of five (5) weeks before the event. This letter of intent must also be sent to the Ontario Provincial Police.</p> <p>City of Mississauga Transportation and Works Traffic Operations (905) 615-3200 ext 3638 <a href="http://www.mississauga.ca/file/COM/TW_APPLICATIONFORM_RoadOccupancyPermit_Special_Events.pdf">http://www.mississauga.ca/file/COM/TW_APPLICATIONFORM_RoadOccupancyPermit_Special_Events.pdf</a></p>
<p><b>Security Plan (Police / Private Security)</b></p> <p><b>Peel Regional Police</b> <b>(905) 453-3311</b> <b>12 Division – ext. 1213</b> <b>(east of Miss Rd)</b> <b>11 Division – ext. 1113</b> <b>(west of Miss Rd)</b> <b>21 Division – ext. 2113</b> <b>(Malton)</b></p>	<p>Event participants and patrons of all venues are adequately safeguarded.</p> <p>The Event Organizer is asked to prepare a Security Plan that is reviewed by City of Mississauga Corporate Security and Peel Regional Police. If the security plan is insufficient for the event activities, the Event Organizer must hire additional security, and/or Peel Regional Police coverage as recommended.</p> <p>Peel Police Regional – notification of event and intention to hire pay duty officers.</p> <p>The Security Plan provides identification of high risk areas (eg. stage during a popular performance), types of guards patrolling (eg. Private, Corporate Security, Peel Pay Duty Officers), times and route of patrols, and a list of artists performing at the event.</p>

	<p>Private Security Company must provide</p> <ol style="list-style-type: none"> <li>1. An insurance certificate for the date of the event naming the City as an additional insured for general liability in the amount of \$2 million;</li> <li>2. A copy of their business licence</li> <li>3. Copies of current licenses of guards who will be present during the event.</li> <li>4. Overnight security is mandatory for events where equipment is left set up overnight.</li> </ol>
<b>Signage</b>	<p>Signage must not obscure any City sponsor logos. Locations and sizes for event signs are limited and must be approved by The City of Mississauga.</p> <p><b>Road Signs</b> - there are a number of conditions, which must be considered and met. These are set out in Sign By-law 54-2002 as amended and the City of Mississauga Corporate Policy entitled "Portable Signs on Road Allowances" (05-01-08). Enquires may be directed to the Sign Unit at <b>905-615-3200</b> ext. <b>4169</b>.  <a href="http://www.mississauga.ca">www.mississauga.ca</a>.</p>
<b>Site Plan</b>	<p>Event Organizers are required to submit a detailed site plan to their staff liaison prior to the event.</p>
<b>SOCAN / Re-Sound</b> Society of Composers, Authors, and Music Publishers of Canada	<p>All music, either pre-recorded or live, played at a public event is subject to tariffs governed by SOCAN and Re-Sound. As the venue owner, the City of Mississauga is responsible for the appropriate collection of fees for the "fair compensation" for artists, musicians and recording companies when others make use of their recorded performances and or sound recordings.</p> <p>It is the Event Organizer's responsibility to ensure that Staff Liaison's is aware of any SOCAN and Re-Sound implications so that the appropriate fee can be applied to the event permit.</p> <p>Details can be found on their website at <a href="http://www.socan.ca/">http://www.socan.ca/</a>.</p>
<b>Tents</b>	<p><b>Tents LESS than 60 m<sup>2</sup> (645 ft<sup>2</sup>) (20x30 feet)</b> aggregate area requires approval and must be clearly marked on the site plan.</p> <p>Canopy Tents / Vendor Tents (usually 10 X 10) MUST be secured by appropriate sandbags or rubberized concrete weights. Tents that are improperly secured will be removed at the expense of the event organizer.</p> <p>Fire Safety Requirements for tents less than 60 m<sup>2</sup> (645 ft<sup>2</sup>) aggregate area. Tents shall meet the match flame test in N.F.P.A. 705 "Standard Methods of Fire Tests for Flame-Resistant Textiles and Film." Smoking shall not be permitted within a tent or air supported structure. Open flame devices (candles) shall not be permitted within a tent or air supported structure unless approved by the Chief Fire Official. Cooking or heating devices using open flame shall not be permitted within a tent or air supported structure. Tents or air supported structures shall not obstruct or block building exits, fire department access routes, fire department connections, or building fire protection systems. Tents and air supported structures shall be separated from buildings and each other, by a minimum distance of 3 m. A ULC Listed 2A 10BC rated (5 pound ABC) type portable fire extinguisher shall be provided in an easily seen and accessible location for each tent.</p>

	<p><b>Tents MORE than 60 m<sup>2</sup> (645 ft<sup>2</sup>)(20x30)</b> aggregate area require a building permit. It is the responsibility of the tent rental company to apply for the building permit. Permits take a minimum of 30 days to process. Permits can be obtained through the City of Mississauga’s Planning &amp; Building Department, Permit Administration, 300 City Centre Drive, 3rd Floor, Mississauga, ON, L5B 3C1, Phone: 905-615-3200 ext. 5619, Fax: 905-896-5638. The new “Building Permit Form” is available online <a href="http://www.mississauga.ca/portal/residents/pbformscentre">http://www.mississauga.ca/portal/residents/pbformscentre</a>.</p> <p>Tents more than 60 m<sup>2</sup> are subject to the requirements of the Ontario Building Code under Section 3.13.1.</p> <p>Planning &amp; Building Department, Permit Administration, 300 City Centre Drive, 3rd Floor, Mississauga, ON, L5B 3C1, Phone: 905-615-3200 ext. 5619</p>
<b>Vendors</b>	<p>All vendors must comply with licensing requirements, have a special event licence specific to the event and produce an ORIGINAL copy of appropriate insurance, listing the City of Mississauga as an additional insured. Appropriate licenses and insurance are required and must be prominently displayed during an event.</p> <p>Vendors can obtain a special event permit through Mobile Licensing. Special event licenses MUST be obtained in person. Fee for a Special Event License is \$ 49.00.</p> <p>Please allow 7 DAYS processing time, those not allowing adequate processing time may have their application declined.</p> <p>The Event Organizer is responsible for providing a final vendor list, vendor applications and original proof of vendor insurance to Mobile Licensing to apply for vendor permits. Fees for all licenses are paid directly to Mobile Licensing.</p> <p>Display Vendors do not require insurance unless the activities are deemed medium to high risk as determined by Staff Liaison.</p> <p>If a vendor does not have the appropriate insurance, insurance is available through the city for a fee.</p> <p>Mobile Licensing 3235 Mavis Rd Main Floor (905) 615-3200</p>
<b>Vehicles</b>	<p>Permission must be obtained to place any display vehicles on site during an event. All other vehicles are subject to parking and traffic regulations. Vehicles are not permitted to stay on site during an event. Any vehicles approved to access the event site, must be managed by the event organizer in a safe manner and must ensure pedestrian and vehicle safety.</p>
<b>Walkathons</b>	<p>Short walks/runs that are under 5km must have a well-marked first aid station &amp; water station at the start and finish of the route. Larger events that may involve road allowances will need to complete a road occupancy permit (see road occupancy application).</p>

	<p>Depending on the size, location and type of event, you may be required to meet existing governing body sanctioning guidelines of the sport.</p> <p>The route should be well marked and clean up of the markers must occur immediately following your event. You are not allowed to attach markers to any trees.</p> <p>All participants <u>must</u> wear a helmet at wheeled events that include rollerblading, biking, skateboarding etc. You should have a communication tool for volunteers in case of emergencies along the route.</p>
<b>Waste Management</b>	<p>Recycling at events is a responsible way to help keep our City clean and green. Our parks do provide recycling containers however; eligible events are required to make arrangements with the Region of Peel for special event recycling services by completing an online application form available at <a href="http://www.peelregion.ca/waste">www.peelregion.ca/waste</a>.</p> <p>Event organizer is responsible for the removal and disposal of any items no longer require by the group. Any oversized items must be disposed of offsite.</p>
<b>Water Activities</b>	<p>Where in water events are part of your planned activities, contact The Lifesaving Society at 416-490-8844 for event safety management information</p>