

# Outdoor Special Event Requirements



Review the below requirements for hosting an event at a City of Mississauga park, if you have any questions or require more information please contact [saugacelebrates@mississauga.ca](mailto:saugacelebrates@mississauga.ca). All events require a **MINIMUM 30 day** processing period.

## ACTIVITIES NOT ALLOWED ON CITY PROPERTY:

- Chinese Lanterns
- Car Washes
- Zip Lining
- Air Bag Jumping
- Bungee Jumping
- Drones

## ACCESSIBILITY:

Event organizers are required to provide an accessible environment for all visitors to the event.

Links:

- [www.mississauga.ca/accessibility](http://www.mississauga.ca/accessibility)
- [www.AccessON.ca](http://www.AccessON.ca)

## COMMUNITY BENEFIT:

The City requires that community benefit must be derived from events hosted on City property. Commercial events 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 as having the capacity to raise the City's profile and / or adding to the economic benefit as per the Culture Master Plan or Sports Tourism Strategy.

## EVENT INSURANCE:

Basic insurance coverage is required in the amount of \$2 or \$5 million. This insurance must name the City of Mississauga as an additional insured for all of the dates of your event including set up and take down. You must provide a completed [City of Mississauga COI – Proof of Insurance template](#).

### **Additional Insurance**

May be required where an activity falls outside of the event organizers policy. This insurance must name the City of Mississauga as an additional insured.

[Insurance information](#)

### **These are subject to change without notice.**

Requirement	Activity
\$2,000,000	Theatre Performance, Vendors(non-alcohol), Rental Stage/Screen, Pony Rides, Petting Zoo, Hay Rides, Rental Tent, Some Sport Activity
\$5,000,000	Inflatable, Alcohol, Fireworks, Major Concert/Event, Carnival, Hot Air Balloon, Motorized Races, Some Sport Activities, Watersport &Activities

A-Z Requirement	Approval Required by City Staff	Recommended Approval/Processing Timeline				Resource/Application/More Information
		30 Days	60 Days	90 Days	> 90 Days	
Amplified Sound/Noise	Yes			✓		Not all parks allow for sounds systems or amplified sound. <a href="#">Apply for a Noise Exemption</a>
Admission	Yes			✓		Any charge of admission on site (or pre-sale) must be approved by City of Mississauga Staff.
Alcohol	Yes			✓		Restricted activity that requires multiple approvals. <a href="#">Alcohol and Gaming Commission of Ontario</a>
Animals	Yes		✓			All animal activities must be approved by City of Mississauga Staff. <a href="#">Peel Public Health</a> <a href="#">City of Mississauga Animal Services</a>
Balloons/Hot Air Balloons	Yes		✓			Contact <a href="mailto:saugacelebrates@mississauga.ca">saugacelebrates@mississauga.ca</a> for more information.
Buskers/Street/Fire Performers	Yes		✓			Performance details will be requested. Contact <a href="mailto:saugacelebrates@mississauga.ca">saugacelebrates@mississauga.ca</a> for more information.
Carnival/Amusement Rides	Yes			✓		Carnivals are considered as a restricted activity and require multiple approvals, including operation limitations (no more than three days).
Damage Deposit	N/A	✓				A \$5,000 Damage Deposit may be requested and required no later than 30 days before the event.
Dunk Tanks	Yes		✓			Dunk tanks are considered a restricted activity with multiple approvals.
Environmental Compliance	N/A					All events must be environmentally friendly. Park must remain in the same condition as before the event.
Fires/Open Flames	Yes		✓			Multiple approvals required. Any use of open flames is subject to approval of the Parks Supervisor and the City of Mississauga Fire and Emergency Services, and requires a permit.

<b>Fireworks</b>	Yes				✓	All public displays of fireworks being set off on City property require approval and a “Fireworks Permit”.
<b>First Aid</b>	N/A		✓			Required at all events – first aid provisions on site will vary per event. The Event Organizer is responsible for providing a highly visible first aid station/s as part of the event. Certified first aid attendants must be present.
<b>Food: Serving at no cost</b>	Yes	✓				Requires Peel Public Health notification and approval. Event organizer is required to complete an event application a minimum of 4 weeks prior to their event. <a href="#">Apply for Approval at a Public Event</a>
<b>Food: Selling</b>	Yes		✓			Requires purchasing a mobile event licence. Mobile event license must be obtained in PERSON. <a href="#">Apply for a Special Event Vendor Licence</a>
<b>Inflatables</b>	Yes		✓			Locations must be approved by City of Mississauga staff.
<b>Kite Festivals</b>	Yes		✓			Kite festivals are considered as a restricted activity and require multiple approvals.
<b>Movies in the Park</b>	Yes			✓		Depending on location and scope of the request, multiple approvals may be required – contact <a href="mailto:saugacelebrates@mississauga.ca">saugacelebrates@mississauga.ca</a> for more information.
<b>Parking</b>	N/A		✓			Parking is NOT GUARANTEED as part of a park permit rental, nor do park permits include exclusive use of parking lots, particularly adjacent to Community Centres. Depending on the scope of the event, a parking plan may be required.
<b>Raffles/Games of Chance/Ticket Draws</b>	Yes				✓	Groups must obtain a licence. <a href="#">Apply for a Lottery Licence</a>
<b>Road Closures</b>	Yes			✓		All City Road Closures must be approved by City of Mississauga, Transportation and Works Traffic Operations unit. <a href="#">Apply for a Road Occupancy Permit</a>

Security Plan	Yes			✓	Depending on the scope of the event a security plan may be requested. Level of details will vary and may include the Peel Regional Police and/or private security coverage. If the security plan is insufficient for the proposed event activities, the Event Organizer must hire additional security, and/or Peel Regional Police coverage as recommended. If you are required to hire Peel Regional Police, you should give as much notice as possible. <a href="#">Apply for a Paid Duty Officer</a>
Staging	Yes		✓		Full scope of staging is required (size of stage, staging company, vehicle access to site/special arrangements). Site approval is required. Contact <a href="mailto:saugacelebrates@mississauga.ca">saugacelebrates@mississauga.ca</a> for more information.
Tents	Yes			✓	All tents (including canopy covers) require permission/approval from the parks supervisor and or liaison and need to be identified on the event site plan. Tents larger than 20 x 30 require a building permit <a href="#">Apply for a Building Permit</a>
Vendors/Mobile Licensing	Yes		✓		A special event license is required when vendors at an event are <b>SELLING</b> to the public (including food). <a href="#">Apply for Special Event Vendor/Mobile License</a>
Walkathons	Yes			✓	Route approval is required. Depending on the scope of the request, road permits and other safety elements may be required prior to approval being granted.
Waste Management	N/A		✓		Responsible waste management is a responsibility of the event organizer. A waste plan may be required as part of the event plan. <a href="#">Apply for Special Event Recycling Services</a>
Water Activities	Yes			✓	If your event includes water activities, you will be required to meet requirements set out by the Marina Manager (and possibly require Coast Guard and/or require Peel Regional Police, Marine Unit presence).