

# Special Events Policy Manual

ST. JOHN'S

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## Contents

I.	PURPOSE.....	3
II.	SPECIAL EVENT .....	3
III.	APPLICATION FOR SPECIAL EVENTS.....	3
IV.	GENERAL POLICIES AND PROCEDURES .....	4
V.	INSURANCE REQUIREMENTS.....	4
VI.	CIVIC PROPERTY RENTAL AGREEMENT .....	5
VII.	EVENT CHARGES AND FEES.....	5
VIII.	BUILDING POLICIES AND PROCEDURES .....	6
IX.	STREET CLOSURES .....	6
X.	SITE CLEAN UP AND RESTORATION.....	6
XI.	NOISE POLICY .....	7
XII.	VENDOR POLICIES AND PROCEDURES .....	7
XIII.	LIQUOR LICENSE.....	7
XIV.	GOVERNMENT SERVICE CENTRE (GSC).....	8
XV.	ROYAL NEWFOUNDLAND CONSTABULARY (RNC) .....	8
XVI.	ST. JOHN'S REGIONAL FIRE DEPARTMENT (SJRFD).....	9
XVII.	OCCUPATIONAL HEALTH AND SAFETY .....	9
XVIII.	FIRST AID .....	9
XIX.	FIREWORKS AND PYROTECHNICS .....	10
XX.	PROPANE INSPECTION .....	11
XXI.	FILM INDUSTRY GUIDELINES.....	11

## I. PURPOSE

This manual is intended to be a comprehensive document which outlines the policies and procedures a Special Event Organizer (the “Organizer”) is to follow in order to receive approval by the City of St. John’s and the Special Events Advisory Committee (SEAC). This manual is intended to ensure consistence, convenience and safety of the Organizer and patrons alike. All efforts have been made to ensure the information contained herein was correct at the date of publication, however, no representations or warranties, expressed or implied, are made as to the accuracy of information contained herein. Notwithstanding the legislation, regulations, policies, procedures and Municipal By-Laws addressed in the appropriate sections, the Organizer is reminded that he/she is responsible for compliance with all applicable Federal, Provincial and Municipal legislation and regulations.

## II. SPECIAL EVENT

A Special Event Application is required when any **one** of the following applies:

- A) attendance exceeds 1,000
- B) event is held in a City park or other City owned property
- C) event impacts traffic flows or results in road closures
- D) application has been made for a special event liquor license
- E) fireworks or pyrotechnics are being used
- F) public safety is an issue

## III. APPLICATION FOR SPECIAL EVENTS

The Organizer shall complete a Special Events Application Form a minimum of sixty (60) days prior to the event and submit to:

**Email:**  
[specialevents@stjohns.ca](mailto:specialevents@stjohns.ca)

**Drop off at the following location:**  
 Access St. John’s  
 1<sup>st</sup> Floor, City Hall  
 10 New Gower Street

**Mail:**  
 City of St. John’s  
 Community Services  
 Special Events Advisory Committee  
 P.O. Box 908  
 St. John’s NL A1C 5M2

**Fax:**  
 709-576-8300

The SEAC will review the application and provide assistance to the Organizer in meeting all policy requirements. The SEAC will forward recommendations to Council relating to all applications for Special Events. If the event is approved by Council, a Special Events Permit will be issued to the Organizer. City officials or the SEAC may, at any time, cancel the Special Events Permit for reasons of non-compliance with these regulations and/or in the interest of public safety.

An event emergency safety plan may be required depending on possible risks associated with the event. The determination for a plan will be made by the SEAC, upon review of a Special Event Application, in consultation with SJRFD.

#### **IV. GENERAL POLICIES AND PROCEDURES**

The Organizer shall adhere to the policies contained herein. Non-compliance with the policies may result in event cancellation or closure of an event. The Organizer may also be prohibited from holding future events.

The Organizer shall pay all fees related to municipal property rental and services a minimum of ten (10) days prior to the event.

Proof of all necessary permits and licenses is required to be submitted a minimum of ten (10) days prior to the Special Event.

A list of vendors is to be provided to the City of St. John's no later than ten (10) days prior to the event for approval. Only those vendors who hold valid Mobile Vending Permits from the City of St. John's will be allowed to operate on City property.

The Organizer shall follow recycling programs and procedures during the event and its subsequent clean up.

The Organizer may be required to provide a performance bond ten (10) days prior to the event. The amount of the bond will depend on the size and type of event planned.

A viewing area and appropriate access shall be provided for persons with disabilities.

Animals and pets may or may not be permitted on the site depending on the nature of the event. If animals are permitted, the Animal Control Regulations shall be adhered to.

#### **V. INSURANCE REQUIREMENTS**

##### **Insurance**

At least 10 days prior to the event, the Organizer must provide proof that they have obtained a Commercial General Liability Insurance Policy in relation to the special event with limits of not less than **TWO MILLION DOLLARS (\$2,000,000.00)** inclusive per occurrence for bodily injury, death and damage to property, including loss of use thereof. The Policy must be in the name of the Organizer and must name the City as an additional insured. The Policy must include coverage for Cross Liability and shall contain an endorsement to provide the City with thirty (30) days written notice of cancellation or material change that would diminish coverage.

**Fireworks/Pyrotechnics**

If fireworks or pyrotechnics are used in the event, all of the same terms and conditions of insurance shall apply and, in addition, the insurance certificate must include fireworks or pyrotechnics as an insured activity and the limits of the General Liability Insurance Policy must be increased to not less than **FIVE MILLION DOLLARS (\$5,000,000.00) inclusive per occurrence.**

**Liquor**

If liquor is to be provided, the Organizer must comply with all of the requirements set out by Newfoundland Liquor Corporation including, but not limited to, providing an insurance certificate containing coverage for Host Liquor Liability.

**Agreement to Indemnify and Hold Harmless**

Upon signing the application, the applicant agrees to save harmless and indemnify the City of St. John's and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the City and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the special event described in this application or anything pertaining to the Special Events Permit should one be required and granted.

**Release of Waiver of Liability**

Upon signing the application, the applicant hereby releases, waives and forever discharges the City and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the City may be responsible in respect of the conduct of the said event.

**VI. CIVIC PROPERTY RENTAL AGREEMENT**

The rental of City of St. John's property is subject to a formal rental agreement, with advance payment, based on the requirements of both the City of St. John's and the Organizer.

**VII. EVENT CHARGES AND FEES**

The Organizer is liable for all fees and charges which may include, but are not limited to the following:

- A) City of St. John's property and equipment rental fees
- B) City of St. John's labour cost recovery
- C) Municipal and provincial permit costs
- D) fencing (snow fencing, barricades, etc.)
- E) turf recovery
- F) utility consumption costs (water, electrical, etc.)
- G) road closures

- H) agency labour costs
- I) clean up
- J) site restoration
- K) advance deposit (where required)

## **VIII. BUILDING POLICIES AND PROCEDURES**

The Organizer shall apply to the City of St. John's for a building permit and/or electrical permit for all temporary structures (i.e. tents, booths, stage, fencing, etc.). All such structures shall comply with all applicable Municipal regulations and by-laws and are subject to inspection.

Organizers of events which incorporate the use of a stage are advised that the staging must meet an acceptable engineering standard for the proposed use. The Organizer is responsible to provide the required engineering certification to the City of St. John's to show the stage has been designed and constructed in accordance with accepted standards.

Fees for applicable permits, plans examination and structure inspections shall be the sole responsibility of the Organizer.

Where the site permits, the Front of House sound staging shall be located not less than 300 feet from the front of stage barriers.

Capacity of tent and outdoor sites shall be determined by the St. John's Regional Fire Department.

## **IX. STREET CLOSURES**

The Royal Newfoundland Constabulary and the City of St. John's Roads and Traffic Division will determine the requirements for temporary road closures and/or parking restrictions.

Any resident or public transportation organizations that will be affected by the road closures shall be notified by the Organizer, in writing, a minimum of ten (10) days prior to the event.

The Organizer will be solely responsible for all fees for any services provided by the City of St. John's in association with the road closures and/or parking restrictions.

## **X. SITE CLEAN UP AND RESTORATION**

The Organizer is responsible for the clean-up of the site and removal of all garbage, refuse and debris by a time as determined by the City of St. John's. Any hazardous materials shall be removed promptly upon completion of the Special Event in accordance with all applicable regulations.

The Organizer shall be solely responsible for any and all costs associated with turf and site restoration. Restoration work to commence immediately following the event. Hazards must be corrected immediately.

The Organizer shall provide the specified number of garbage cans at the site as determined by the City of St. John's Manager of Parks and Open Spaces, and dispose of all debris, as required, during and immediately at the end of the event.

## **XI. NOISE POLICY**

This policy is subject to change based on site/event specific guidelines.

The amplification of sound for Special Events will be limited to the hours of 9 a.m. to 11 p.m. and shall comply with the City of St. John's Noise By-Law unless otherwise approved by Council.

Speaker stacks shall be positioned to tilt downward toward the crowd versus projecting straight out over the crowd and the site.

Sound levels shall not exceed levels of one hundred (100) decibels, one hundred (100) feet from the stage.

## **XII. VENDOR POLICIES AND PROCEDURES**

The City of St. John's reserves the right to operate its concession services at any Special Event. The City of St. John's Mobile Vending Regulations shall be in effect at all times.

All vendors shall be actively licensed with the City of St. John's to operate a concession at a Special Event. Vendors shall be required to obtain and pay for any required permits.

Vendors approved to operate from the site shall operate in the designated locations during the event.

Vendors may be refused entry on private property.

## **XIII. LIQUOR LICENSE**

When alcohol is offered to the public, the organizer shall complete and submit to the Newfoundland and Labrador Liquor Corporation a Special Event Liquor License application (<http://www.nliquor.com/corporate/services/apply-for-a-special-event-license>) . Only registered charities or non-profit organizations (corporations without share capital) may obtain a Special Event Liquor License from NLC.

The Special Event Liquor License requires approval from the City of St. John's, St. John's Regional Fire Department and the Royal Newfoundland Constabulary for the sale of alcohol during the Special Event.

The Organizer shall obtain evidence of host liability in an amount not less than \$2,000,000.00, this is required as an additional coverage under the Commercial General Liability Insurance evidence whenever liquor is to be available for consumption.

Double fencing shall surround the licensed area in which liquor will be sold and consumed. The outside fence shall be no less than seven (7) feet from the inner fence.

#### **XIV. GOVERNMENT SERVICE CENTRE (GSC)**

When food services are offered to the public, the Organizer shall complete and submit to the Government Service Centre a Temporary Food Permit application [http://www.servicenl.gov.nl.ca/licenses/env\\_health/food/](http://www.servicenl.gov.nl.ca/licenses/env_health/food/) a minimum of fifteen (15) days prior to the event.

Note: If the application has not been received, food vending services will not be permitted to operate until their space/facility has been inspected by an authorized inspector.

Evidence of Products and Completed Operations coverage in an amount of not less than \$2,000,000.00 is required as an additional coverage under the Commercial General Liability whenever perishable food is to be available for consumption.

A site map outlining water service, food vendors, washrooms and garbage disposal must be submitted either with the SEAC application or directly to the Government Services Centre.

Information regarding requirements on public washroom facilities, hand washing stations, food preparation, site sanitation and more can be found by visiting: [http://www.servicenl.gov.nl.ca/licenses/env\\_health/food/premises/temporary\\_establishments.pdf](http://www.servicenl.gov.nl.ca/licenses/env_health/food/premises/temporary_establishments.pdf)

Recipients of Temporary Food Permits may be required to attend a meeting with the Government Service Centre prior to the event to ensure that all standards are met. Copies of all permits are to be provided to the City of St. John's prior to the Special Event.

#### **XV. ROYAL NEWFOUNDLAND CONSTABULARY (RNC)**

The security personnel requirements for the Special Event, including the provision of police officers shall be determined in consultation with the RNC.

The RNC will work with City personnel to determine the requirements for temporary road closures and/or parking restrictions as well as the need for escort vehicles for parades.

The Organizer is solely responsible for all fees for services provided by the RNC.



## **XVI. ST. JOHN'S REGIONAL FIRE DEPARTMENT (SJRFD)**

All assembly occupancies shall have a detailed site plan for consultation with St. John's Regional Fire Department.

An Event Emergency Safety Plan is to be completed as per the direction of the SJRFD Manager of Emergency Preparedness and Business Continuity. <http://sjrfd.ca/wp-content/uploads/2015/08/Event-Emergency-Plan-Guide.pdf>

Emergency exiting, exit lighting, fire alarm systems, fire extinguisher equipment and any other requirements of the Life Safety Code, as determined by SJRFD must be provided.

A fire safety inspection shall be conducted on site by the SJRFD prior to the event.

All event security personnel shall be equipped with portable flashlights for events occurring outdoors during non-daylight hours.

Site lighting shall be provided for events occurring during non-daylight hours.

A communications system may be provided for Security and is subject to approval by SEAC.

The Organizer is solely responsible for all costs and fees associated with Fire and Life Safety.

## **XVII. OCCUPATIONAL HEALTH AND SAFETY**

### **General Legislative Requirements**

All events must follow Provincial Occupational Health and Safety regulations. For full detail on these or other health and safety requirements, please refer to the Occupational Health and Safety Act and Regulations or contact the Workplace Health and Safety Inspections Division of the Department of Environment and Labour at 1-800-563-5471

## **XVIII. FIRST AID**

The following are suggested guidelines, provided by St. John Ambulance, for the provision of medical first response at major events.

Medical services shall be provided for all Special Events with the cost of services to be incurred solely by the Organizer. As it is not possible to give required number of personnel based on attendance size alone, number and training of medical personnel and specific medical resources will be determined on a per event bases by City staff in consultation with medical professionals.

Signage indicating the location of the first aid posts shall be clearly visible throughout the site.

Lighting shall be provided for all first aid posts during non-daylight event hours.

### **First Aid Stations**

Must be suitable in size and provide adequate privacy and shelter from the elements, e.g. modular tents or portable trailers. Each station should be clearly marked so that it is easily identified from a distance.

The number of stations is dependent upon the size of the area and expected attendance, i.e. Quidi Vidi Park with 20,000 people would require 3 first aid stations.

Provision for an overflow area should be identified in the Emergency Safety Plan.

If the event is expected to run near dusk or after daylight, provisions should be made for lighting each station either by land power or portable generator. An ample supply of drinking water should be available at each station. Equipment (cots, linen, supplies) should be the responsibility of the agency providing the service.

### **Communications**

Medical services should have their own channel for private uninterrupted conversation. Each emergency vehicle, first aid station and patrol team should be equipped with two-way VHF mobile or portable radios. For major events greater than 15,000 people this would require at least 15 radios with spare batteries or radios available. Other agencies should have the ability to communicate with the medical services and vice versa either through a multi-agency communication centre or through an on-scene commander (medical) with multi-channel radio capabilities. Cellular telephones are very useful for off-site communications such as notifying local hospitals of arriving casualties.

### **Site Access**

Emergency vehicles should have easy unobstructed access to and from the site at all times, with available parking near the first aid stations. Easy access should also be made available to medical staff entering and leaving the site.

### **Meals**

Medical staff are usually unable to leave their assigned stations and therefore provisions should be made for feeding these people at their assigned areas.

### **Hygiene**

Private or semi-private restrooms should be made available to medical staff near first aid stations with provisions for personal hygiene (i.e. hand washing).

## **XIX. FIREWORKS AND PYROTECHNICS**

The use of fireworks/pyrotechnics shall be in accordance with the Fire Prevention Act, a copy of which is available at the St. John's Regional Fire Department (SJRFD).

The Organizer is responsible for obtaining all necessary permits and will provide copies to the City of St. John's no less than ten (10) days prior to the event.

The SJRFD will determine the requirements of fire equipment and personnel from the SJRFD on site, the cost of which will be the responsibility of the Organizer.

Commercial General Liability Insurance in an amount not less than \$5,000,000.00 is required whenever the use of fireworks/pyrotechnics forms part of an event.

## **XX. PROPANE INSPECTION**

All propane cylinders shall be secured and stored outside the tents or structures in a safe and ventilated location.

All compressed gas cylinders shall be stored in racks and chained or tied for security.

The Organizer may be required to carry out a safety inspection and acquire a permit from the SJRFD.

All equipment, fittings, connections and life safety equipment shall conform to applicable regulations.

## **XXI. FILM INDUSTRY GUIDELINES**

The company will comply at all times with the provisions of the established SEAC Policy Manual.

### **Residential Neighbourhood**

When filming in a residential neighbourhood, proper notification is to be provided to each neighbor who may be directly affected by the filming activity (this includes parking, base camps and meal areas). Written notice shall be delivered to these neighbours at least seven (7) days in advance of planned filming and the notice shall include:

- Name of the company
- Name of the production
- Type of production (i.e. feature film, movie of the week, TV pilot, etc.)
- Nature of activity and duration (i.e. times, dates and number of days, including prep and strike)
- Company contacts and phone numbers (first assistant director, unit production manager, location manager)

It is recognized that changes in production schedules occur on short notice. Please ensure that residents are informed in writing before shooting begins.

### **Commercial District**

When filming in a commercial district, details of the proposed filming activity shall be discussed with representatives of the Merchants Association in the vicinity, e.g. Downtown St. John's. Merchants shall receive written notification of filming at least seven (7) days in advance of planned filming and the notice shall include all information outlined above for filming in residential neighbourhoods. In addition:

- Permission must be obtained prior to entering private property.

- All precautions must be taken to ensure the safety and well-being of the general public.
- All set-up, filming and employment must comply with established municipal, provincial and federal statutes.
- All fees and cost recovery initiatives will be the sole responsibility of the production company.

### **Site Set-up and Restoration**

Ensure that filming on location will not cause any damage to public or private property. In the event of any damage, the film company will be responsible for all fees associated with restoration.

All catering, craft service, construction and personal garbage must be removed from the location at the end of each day. No production related materials shall be left behind (including trash, props, set pieces, etc.) after filming is completed.

Cast and crew meals shall be confined to the area designated in the location agreement or permit. All trash must be disposed of properly upon completion of the meal.

Proper receptacles including cigarette butt cans for the disposal of all production related trash shall be provided by the company and readily available to the cast and crew.

All personnel shall observe designated smoking areas and extinguish cigarettes in butt cans.

Removal, trimming and/or cutting vegetation or trees is prohibited unless approved by the municipal authorities or property owner in accordance with the City of St. John's Tree By-Law.

All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location, unless otherwise stipulated by the location agreement or permit. All signs posted to direct the company to the location shall also be removed.

Where permanent washroom facilities are not readily accessible, portable washroom facilities shall be provided on-site. Regular clean out and eventual removal shall be the sole responsibility of the production company.

### **Traffic and Parking**

Production vehicles shall park in designated areas. Obstruction of driveways is not permitted without the express permission of City authorities and/or the RNC.

Production vehicles arriving on location shall not enter the area before the time stipulated in the permit. Whenever possible, vehicles shall not be left with engines running. When viable, all crew, performers and production vehicles shall park away from the shooting location and residential neighbourhoods. City staff will assist in determining appropriate parking locations.

The removal, moving or towing of the public's vehicles is prohibited without the express permission of City authorities and/or the Royal Newfoundland Constabulary.

Traffic and pedestrian control and/or detours will be undertaken in consultation and supervision of City authorities and/or the Royal Newfoundland Constabulary.

**Noise**

Every member of the crew and cast shall keep noise levels as low as possible in accordance with the City of St. John's Noise By-Law.

**Insurance**

Commercial General Liability Insurance in the amount of not less than \$2,000,000.00 inclusive limit for any occurrence is required. Additional insurance may be required depending on other specific activities (e.g. filming), in which case the amount will be decided by the City Risk Manager. Liability must be provided by an insurance registered to do business in the Province of Newfoundland and Labrador.

Automobile third-party liability insurance in the amount of not less than \$2,000,000.00 inclusive limit covering all vehicles used in connection with the film-making activity is required.

On all policies, the City of St. John's must be named as an additional insured and a cross-liability clause must be included.

A thirty (30) day notification prior to the cancellation of policy must be included.

**Indemnification**

The company will be required to sign an indemnification agreement with the City, whereby it agrees to indemnify the City against all claims or otherwise in any way related to the activities of the company or its directors, officers, employees, agents or otherwise or the use of City property by the company for its activities.