

# Guidelines for Use of

## MISSISSAUGA **CELEBRATION** **SQUARE**



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## SECTION I: EVENT PLANNING GUIDELINES



## **WELCOME TO MISSISSAUGA CELEBRATION SQUARE**

Mississauga Celebration Square (MCS) is the premier location for free outdoor events, connecting residents and community groups through arts, culture, and heritage. The Square hosts a dynamic line-up of free year-round events and festivals that showcase eclectic arts, cultural diversity, and the spirit of the city.

MCS is regarded as a “people place” that is open and accessible to all members of the community. Therefore, steps must be taken to ensure that both the facility and its patrons are protected. Procedures are required to ensure all events are safe and enjoyable experiences for the public. These guidelines provide an overview of facility and event procedures that will make your event successful and enjoyable for all patrons.

### **AMENITIES**

When you have been accepted to host an event at MCS, your rental includes both the upper and lower squares including use of the amphitheatre, fountain, City Centre Drive, the market trellis and raised gardens, the lawn area and the main stage.

#### **Amphitheatre**

Located on the upper square on the east side of the colonnades, the amphitheatre offers theatre-in-the-round seating for 300. Use of the amphitheatre space is included with each booking; quotes for sound and lighting packages are available upon request.

#### **Fountain**

The fountain at MCS has become a popular destination for families looking to cool off during hot summer afternoons. The water is kept to swimming pool standards, and is regularly tested and undergoes constant treatment.

#### **City Centre Drive**

This road between Duke of York Blvd and Living Arts Drive separating the upper and lower squares is permanently closed to traffic. Vehicles are strictly controlled during load in and load out to accommodate vendors but are not allowed onsite during the event.

#### **Market Trellis**

This area on the lower Square is the dedicated place for vendors and has electrical outlets and potable water hook-ups. 15 vendors can be accommodated under the market trellis without surcharge. There are additional fees for 16 or more commercial vendors on the Square.

#### **Furniture**

There are 44 bistro tables, 176 bistro garden chairs, and 18 picnic tables throughout the Square. There are 20 shade umbrellas that span a 10X10 space.

#### **Lawn Area**

The lawn area is 156 feet by 189 feet of artificial turf and can accommodate up to 9,000 concert goers.

#### **Main Stage & Digital Screens**

Your Celebration Square booking comes with the full use of the stage, screens, lighting systems, sound systems, and two cameras. More details about the stage and screens can be found in guideline section entitled “Event Planning Meeting #2”.

#### **Glass Pavilion**

This indoor room has doors leading out to the Square close to the main stage. It has café style seating for up to seventy people. Catering is available through the City of Mississauga’s licensed restaurant, **C Café**. Use of this room is included with each booking for the approved hours of the event.

## EVENT PLANNING MEETINGS

Event Organizers will receive appointments via Microsoft Outlook for four mandatory event planning meetings with City staff. At the meetings, the MCS Supervisor, Event Services and the Event Organizer review policies and by-laws pertaining to requested event activities and create an “event worksheet” based on the original event application and other forms that are due during the event planning process. The worksheet and forms are used to detail approved activities and service requests. The worksheet and corresponding service fees are reviewed at each meeting to ensure accurate information is provided to both parties.

The meetings are as follows:

1. Meeting I – in this event planning meeting, all the details pertaining to the festival space are discussed.
2. Meeting II – in this technical planning meeting, all aspects of the stage and screen specifications are discussed.
3. Meeting III – in this meeting, the Event Organizer provides the completed forms necessary to execute the event.
4. Meeting IV – in this meeting, the Event Organizer and City Staff walk through the site together to ensure all event details have been finalized including all services required from Facility Operators, City of Mississauga Security, the Parks Team and the Technical Crew.



## **EVENT PLANNING MEETING #1**

At this meeting, the following topics will be discussed:

### **EVENT SCHEDULE**

The acceptance letter sent out in December, outlines the approved dates and times of the event. Often, as an event evolves, these times will change. At each meeting, programming times, set up, tear down and load in times are reviewed. Fees will change based on increase/decrease of hour's onsite. Organizers cannot be onsite without City staff.

Mandatory services, provided by City staff, are booked based on the confirmed schedule and include the following staff:

- operators (mechanical/electrical)
- onsite liaison
- stage and screen technicians
- park maintenance
- custodians

Service Fees specific to the event are included in the acceptance package and detail mandatory and optional fees for City services.

### **INDOOR / OUTDOOR VENUES**

The Glass Pavilion, the Noel Ryan Theatre, and any Central Library classrooms, are booked on a first come, first serve basis, according to the information provided in the original application. The Glass Pavilion is available at no additional cost to groups that are hosting an event on the Square. All other indoor venues are charged by the hour (see Service Fees for applicable rates).

### **RULES, POLICIES AND BY-LAWS**

All event activities must be approved and included on the final worksheet. Any unapproved activities will be removed from site at the organizer's expense. The following list outlines the most common event activities that require additional approvals. These approvals may involve other City departments and can take several weeks to process. This list is not meant to be exhaustive; all activities must be discussed in advance with the MCS Supervisor, Event Services.

- Cooking Demonstrations (see page 20)
- Inflatables (see page 20)
- Petting Zoo/Animals (see page 22)
- Raffles (see page 24)
- Signage (see page 25)
- Sponsor activations (see page 20)
- Tents (see page 25)
- Vehicles (see page 25)
- Vendors (see page 25)

All other Rules, Policies and By-Laws can be found in Section 2 "The Rules".

### **CANCELLATIONS / INCLEMENT WEATHER**

Outdoor festivals and events are, by their nature subject to inclement weather. In the case of rain, a performance can continue if it is safe for both the performers and equipment to do so. In the case of thunder and/or lightning, the technical supervisor is required to shut down the stage to reduce the risk of being hit by lightning. Once 30 minutes have passed without hearing thunder or seeing lightning, will the technical supervisor will advise the crew to re-open the stage. If the event organizer cancels the event or reduces the hours of the event for any reason, including inclement weather, the event organizer remains responsible for 100% of costs incurred.

**ELECTRICAL SAFETY AUTHORITY**

It is a requirement of the Electrical Safety Authority to inspect all electrical hook-ups under the Television, Film, Live Performance and Event Electrical Guidelines (Revised July 2013). Inspections will happen randomly at events and any equipment not meeting ESA standard will be removed. In order to avoid costly one time inspections at the expense of the event organizer, Celebration Square has registered with the ESA to pay an annual fee for all events on the Square. This will result in a surcharge to groups using electricity on the Square and will appear on the final Facility Rental Contract.

**FACILITY RENTAL CONTRACT**

A Facility Rental Contract detailing all fees, charges, and conditions of use will be issued by the Customer Service Centre (CSC) when all event details are confirmed by the Event Organizer and MCS Supervisor, Event Services. Failure to return signed contracts or to comply with the terms and conditions of the contract may result in the City cancelling the booking. (Payment of Facility Rental Fees – Policy #04-01-05) Interest will accrue on overdue accounts at a rate of 1.25% per month and compounded every thirty (30) days (for an effective rate of 16.08% per annum). (Financial Controls and Budget Monitoring – Policy #04-04-02) All rental rates and fees are subject to annual increases as approved by Council.

At this meeting the organizer must sign a draft Facility Rental Contract based on the information provided in the application. All information changes that are made between the initial application and the event will be captured on the Final Contract to be reconciled 30 days after the event once all third party invoices have been received by the City. Please note that all indoor facility room booking are final as of ten days before the event. There are no changes or cancellations after this time.

**SERVICE FEES**

Fees for MCS services are estimated based on information submitted in the original application. As events grow and develop, fees may change depending on the services/hours the Event Organizer requests. At each meeting, the MCS Supervisor, Event Services will review all fees with the Event Organizer. See page 18 for current rates.

**PAYMENT SCHEDULE**

<b>Schedule</b>	<b>Amount Due</b>
Upon acceptance	Nonrefundable prepayment of 10 % of estimated costs
30 days before the event	\$5000 damage deposit; this will be returned once it has been determined that no damage has been done to the site; this typically takes 3 – 4 weeks
10 days before the event	Balance of estimated costs of the event
30 days after the event	Balance owing after reconciliation due upon receipt

## VOLUNTEER REQUIREMENTS

The Event Organizer must assign a member of their group to the following key positions:

- **Lead On Site Coordinator** – responsible for all decision making on site during the event;
- **Vendor Coordinator** – responsible for all vehicles entering and leaving the site and controlling traffic onsite; must direct vehicles/vendors to their locations and ensure they are setting up safely and within guidelines; must have several volunteers assisting in guiding vehicles to their proper location;
- **Stage Coordinator** – responsible for providing information required to run the stage on the day of the event (i.e. stage plots and input list for each performance, run of show, including screens, copies of show related content, etc.) ensuring every person who will be onstage or backstage understands and signs the Code of Conduct, acts as sole stage liaison with the technical staff, remains on site until the stage has been closed down; a second coordinator should be dedicated to the Amphitheatre if that venue is also in use;
- **Volunteer Coordinator** – responsible for supervising volunteers;
- **Screen Content Coordinator** – responsible for providing digital screen content.

During the event, the event organizer must have staff or volunteers who are responsible for:

- setting up any tables, chairs, booths
- setting up garbage and recycling stations where they are needed most
- assisting with traffic control onsite during load in / load out
- answering inquiries from the general public about the event
- assisting with maintenance of the site
- emptying garbage and recycling cans when needed

## CLEANING REQUIREMENTS

The Organizer is responsible for:

- Placing garbage and recycling stations throughout the site;
- Emptying garbage / recycling containers, replacing bags, and delivering the full bags to the industrial bin;
- Overall general maintenance of the site.

**Onsite cleaning during the event can be done by volunteers or event staff as arranged by the Event Organizer.**

Alternately, the Event Organizer can choose to pay for onsite cleaning by the MCS cleaning contractor. (See Service Fees for applicable rates)

**Post event waste management by the MCS cleaning contractor is mandatory.** Events with more than 1000 attendees and more than 6 vendors will require a “heavy” post event power washing. In the case where an event has been scheduled for a “light” post event power washing but the site has been left in poor condition, the MCS on site liaison, the MCS cleaning contractor and the Event Organizer will determine that a “heavy” cleaning is required and the Event Organizer will assume the additional charges. (See Service Fees for applicable rates)

**Standard Post Event Site Cleaning** of all concrete and turf is mandatory for all events and is coordinated through MCS. If additional cleaning is necessary, it will be charged on the final Facility Rental Contract (See Service Fees for applicable rates).

**Industrial garbage bins are mandatory** when there are more than six vendors onsite. Services are coordinated through MCS. (See Service Fees for applicable rates)

**Recycling bins are mandatory.** A Region of Peel Eco-Station consists of a garbage container, a recycling container and an optional organics container with Region of Peel signage. These will be provided free of charge. MCS will ensure that a sufficient number of stations are delivered to site. The Event Organizer is required to set up the stations around the site where they are needed most.

**Organics collection is optional.** When the Event Organizer requests organics containers at the event, they must commit to mandatory training for volunteers who will be dedicated to supervising these Eco-Stations at all times. The Region of Peel provides the training sessions as well as identifiable t-shirts and written information about their recycling and organics program. Detailed information on the Region of Peel Eco-Station Program is available at:

[www.peelregion.ca/SpecialEventRecycling/ApplicationForm.aspx](http://www.peelregion.ca/SpecialEventRecycling/ApplicationForm.aspx)

## **WASHROOM REQUIREMENTS**

**Events with expected attendance of under 2500** can be accommodated by the existing indoor washroom facilities at MCS. Custodial charges for the use of these washrooms are mandatory (see Service Fees for applicable rates) with a minimum of 2 staff working from the start of the event to one hour past the end of programming.

**Events with expected attendance of over 2500** must arrange for portable washroom facilities including wheelchair accessible and hand washing stations in addition to the custodial services described above. Location of portable washroom facilities must be clearly marked on the final site plan and submitted for approval.

## **FIRST AID REQUIREMENTS**

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.

St. John Ambulance is a charitable, non-denominational organization that specializes in the provision of first aid services in the community. For information on how you can request their assistance for your event, please call 905-568-1905 or e-mail [mississauga@on.sja.ca](mailto:mississauga@on.sja.ca).

If first aid has not been confirmed with documentation received by the deadline, the City reserves the right to hire first aid required to safe guard the event at the expense of the organizer.

## **Security Plan**

The Security Plan provides identification of high risk areas (e.g. stage during a popular performance), types of guards patrolling (e.g. Private, Corporate Security, Peel Pay Duty Officers), times and route of patrols, and a list of artists performing at the event. It is mandatory to station 2 guards at each gate during load in and load out; the first guard is responsible for allowing a vehicle to drive on site and the second is to walk each vehicle on site to its' position.

### **City of Mississauga Corporate Security and Peel Regional Police:**

If it is deemed that the Event Organizer's Security Plan is insufficient for the event activities, the Event Organizer must hire additional private security and/or Peel Police coverage as recommended. (See Form 2 for applicable rates).

### **Private Security Companies must provide:**

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;
2. A copy of their business license
3. Copies of current licenses of guards who will be present during the event.

### **Security through the City of Mississauga provider:**

The MCS Supervisor, Event Services will, upon request, book the required security through a third party security company already under contract with the City of Mississauga (see Service Fees for applicable rates).

**Overnight security (two guards, minimum) is mandatory** for events where the main stage is to be left set up overnight. In the event that appropriate overnight security, consisting of a minimum of two officers, is not confirmed, the event organizer will be responsible for labour costs involved in taking down and re-setting the stage the next day.

If security has not been confirmed with documentation received by the deadline, the City reserves the right to hire security required to safe guard the event at the expense of the organizer.

**PARKS SERVICES**

The amenities and equipment at Celebration Square are managed through the City of Mississauga Parks team through the Supervisor, Event Services. Once a site plan has been submitted, the event organizer will decide what equipment needs to be moved/set up and who will be responsible for it. If the parks team is being used, additional service fees will apply.

The following chart outlines the responsibilities of the event organizer and additional fees for services:

<b>Equipment</b>	<b>Rental Fee</b>	<b>Set up by Parks</b>	<b>Set up by Organizer</b>
First 18 picnic tables	Included in permit fee	\$136.84 (flat rate)	Free
Up to 10 loads of additional picnic tables (9 tables per load)	\$273.65/load for delivery/pick up	\$136.84 (flat rate)	Free
Crowd control barriers (up to 70 pieces)	Included in permit fee	\$136.84 (flat rate)	Free
*Sun shade umbrellas	Included in permit fee	\$136.84 (flat rate)	Not Applicable
**Bistro tables and chairs	Included in permit fee	Not Applicable	Free

\* **MCS umbrellas** are very heavy and cannot be moved by the Event Organizer due to Health and Safety Regulations. The event organizer may request to have MCS umbrellas moved by clearly marking their desired locations on the site plan. MCS umbrellas will be closed by City staff in the event of high winds, inclement weather, and at sunset.

\*\*The Parks staff do not move the bistro tables and chairs – organizers are welcome to move them but are asked to put them back to the original location at the end of the event.

The Parks staff will only move equipment into position if a site plan has been received by the deadline.

**VENDOR INFORMATION**

The market trellis can accommodate up to twelve food vendors with electrical and potable water hook-up. Each bay has four (4) 15A/120V circuits. In addition, every other bay has one (1) 4 pin 30A twist-lock (L14-30) circuit. Grey water is managed through a portable sink installed per event and used by all vendors.

**The event organizer MUST** submit a draft vendor list 30 days prior to the event and a final vendor list ten days before the event at the site walk through. Information about the vendor list is found below.

**All vendors MUST** submit a completed “Special Event License Application” and provide an original copy of appropriate insurance to Mobile Licensing located at 3235 Mavis Road. Organizers can collect these applications and insurance documents and submit on behalf of their vendors no later than one week before their event. Any applications received less than one week will not be guaranteed a permit. Fees for all licenses are paid directly to Mobile Licensing and are not included in the MCS Facilities Rental Contract.

**C Café** is located on the ground level of the Mississauga Civic Centre and is operated by the City of Mississauga. **C Café** features a seasonally fresh menu and can seat up to 80 patrons on its fully licensed patio overlooking the Celebration Square fountain. The portable food vending service **C on Wheels** operates daily on the Square and is located outside of the glass pavilion on the lower square. **Note:** New this year, **C on Wheels** will be in operation during the 2014 summer season at all events and festivals. See the location of both marked on the site plan.

**All Vendors MUST** comply with guidelines, by-laws and rules governing Celebration Square and the City of Mississauga. Vendors are responsible for their own space and any costs incurred to remove excessive refuse, grease or staining will be charged back to the event organizer. Vendors are expected to conduct themselves in a professional manner and treat members of the public and City staff in a courteous and respectful manner.

**All food vendors MUST** submit a completed Vendor application form online to **Peel Public Health** at least 15 days prior to the event. Events **MUST** comply with the Food Safety Guidelines for Special Events and with applicable sections of the Food Premises Regulation, under the Health Protection and Promotion Act, R.S.O., 1990. All food must be obtained from an approved and inspected commercial source. A Public Health Inspector will contact you prior to your event to discuss the application.

<https://www.peelregion.ca/health/enviroNew/forms/vendor-info-form.asp>

**All food vendors MUST** bring grease mats to put down under all food preparation appliances (bbq's, etc). Event organizers will be charged for additional cleaning if vendors leave grease behind in their food prep area.

**VENDOR LIST**

Every vendor at your event must be named on this form including display vendors, information booths, artist booths etc. The City of Mississauga will not guarantee that approval will be given and/or permits will be issued for vendors added after the one week deadline.

	<b>Insurance Requirements:</b>	<b>Permit Requirements:</b>
Food Vendor	<ul style="list-style-type: none"> <li>• must have original Proof of Insurance Certificate</li> <li>• must include \$2 million in liability and must name the City of Mississauga as an additional insured for the dates the vendor is on site</li> <li>• insurance is available through the city for a user fee of \$25 per day plus tax</li> </ul>	<ul style="list-style-type: none"> <li>• must be permitted through Mobile Licensing to operate on MCS on the specific days of the event</li> <li>• all vendors must be approved by the MCS Supervisor, Event Services</li> <li>• all food vendors must be approved by Peel Health.</li> </ul>
Non – Food Vendor	<ul style="list-style-type: none"> <li>• must have insurance broker or provider fill out the City of Mississauga Proof of Insurance Form;</li> <li>• must include \$2 million in liability and must name the City of Mississauga as an additional insured for the dates the vendor is on site;</li> <li>• insurance is available through the city for a fee</li> </ul>	<ul style="list-style-type: none"> <li>• must be permitted through Mobile Licensing to operate on MCS on the specific days of the event</li> <li>• all vendors must be approved by the MCS Supervisor, Event Services</li> </ul>
Display Vendor	<ul style="list-style-type: none"> <li>• does not require insurance unless the activities are deemed medium to high risk as determined by the MCS Supervisor, Event Services.</li> </ul>	<ul style="list-style-type: none"> <li>• does not require a permit through Mobile Licensing. All vendors must be approved by the MCS Supervisor, Event Services.</li> </ul>

**LOAD IN/LOAD OUT**

Event organizers will receive vehicle permits in advance of the event. Every vehicle entering Celebration Square must have a signed vehicle permit displayed on the dashboard of their vehicle, indicating they have read the rules for driving on Celebration Square.

**Vendor load in and load out** must be managed by the event organizer in a safe manner with security persons on each gate to ensure pedestrian and vehicle safety. Security guards are responsible for every vehicle they allow onsite.

Each vehicle must be accompanied by a safety volunteer that will walk the car to its' unloading zone.

The MCS onsite liaison supervises both load in and load out. In the event the liaison feels that safety is being compromised, the Event Organizer will be immediately notified to step in to provide guidance to security/volunteers.

If safety continues to be a concern, the MCS liaison will call in additional City staff (tech crew) to take charge of vehicles and ensure pedestrian safety. This may result in a delay to the start of programming. **As it is the organizer's responsibility to ensure safety on site at all times, the programming will not be extended to accommodate a late start if the tech crew has had to assist with load in.**

At the end of the event, the MCS liaison will notify the organizer when the site is clear enough of patrons to allow vehicles to come back on site to tear down and load out. Again, if safety becomes a concern, the liaison will notify the Event Organizer. If the situation does not improve, the liaison will again call in City staff (tech crew) to assist with vehicles and ensure pedestrian safety. **As it is the organizer's responsibility to ensure**



**safety on site at all times, the programming will not be extended to accommodate a late start if the tech crew has had to assist with load out.**

## **PARKING**

**Underground parking is available** at both the Civic Centre and the Central Library. Underground parking is available free of charge on weeknights after 6:00 p.m. and on weekends. Vehicles are allowed within designated areas on MCS for load in / load out purposes only. Any display vehicles must be pre-approved and be clearly marked on the site plan.

**No vehicles will be allowed on site during an event.**

**Paid parking spots are available for performers** on Burnhamthorpe Road West behind the main stage for \$1/hour/spot. Hours must be requested in advance and are added to the Worksheet and Facility Rental Contract. These spots are identified by orange cones. It is the responsibility of the organizer to control vehicle access to these spots.

## **Upcoming Deadlines:**

### **PROMOTIONAL CONTENT (FORM 1)**

**Due Date: January 30, 2014**

MCS has unique opportunities to promote events. The information provided on the Promotional Content Form will be placed in the following e-media:

- Promotional slide on the Stage Screens in regular rotation one week before your event
- Promotion on the Digital Ribbon Screen on the MCS Gateway Sign
- Promotion on City Digital Reader Boards where available (14 in total)
- All other publications that request the MCS Calendar for publication (eg. Toronto Tourism Guide)
- Promotion on the MCS webpage, Facebook page, and Twitter feed
- Promotion on the City of Mississauga's Special Events webpage

Contact information for potential vendors must also be included on this form.

### **PEEL REGIONAL POLICE NOTIFICATION (FORM 2)**

**Due Date: January 30, 2014**

The event organizer is responsible for notifying Peel Regional Police of the event on MCS. This form can also be used to notify Peel Regional Police of your intention to hire pay duty officers. See Form 2 for fees.





## EVENT PLANNING MEETING #2

At this meeting, the following topics will be discussed:

### MAIN STAGE, AMPHITHEATRE & DIGITAL SCREEN INFORMATION

**Rental of Celebration Square includes** the use of the main stage and digital screens. The fee for set up and tear down of main stage includes rental of two cameras, screen content set up and scheduling.

**The hourly rate for technicians includes** a Supervisor, a Video Operator, and six technicians charged from the first time the event organizer would like to be onstage to end of show. If the festival runs for more than one day, one hour of set up and one hour for take down per day at the hourly rate will apply.

Specifications for the main stage and amphitheatre including equipment are listed below. The Supervisor of Technical Services manages and approves ALL aspects of the Main Stage, Amphitheatre and Screens.

#### Stage

---

Mississauga Celebration Square is operated using in-house technical crew.

##### Dimensions

40' wide X 40' long  
Stage to ground – 4' high  
Stage to roof – 30' high  
Trim height of lighting truss varies

##### Floor Type

Concrete

##### Access

Accessible Ramp located on Stage Left  
Stairs located on Stage Left

#### Audio

---

##### Speakers (FOH)

Meyer Milo  
Meyer M3D Subs

##### Wireless Microphones

6 Channels of ShureUR24D  
Wireless, hand helds with Beta 87A's

##### Monitors

7 x Clair Brothers DFM's bi-amp boxes  
( 7 + 1 listen 8 total)

##### Console (FOH)

Digico SD8

Amphitheatre Equipment	
<b>Amphitheatre Stage Dimensions</b> (Semi-Circle)	26 feet wide at the furthest point upstage 32 feet long from up centre to downstage
Floor Type	Concrete
<b>Lighting:</b> Fixtures	
<b>Lighting:</b> Console	
<b>Audio:</b> Speakers	LCR System
<b>Audio:</b> Monitors	1 x Overhead

## **DIGITAL PROGRAM SCREENS - CONTENT**

The Digital Program Screens on MCS are located within a highly visible public space that is accessible to people of all ages and backgrounds. For this reason, content guidelines for screenings have been established, based on a modified format of the Ontario Film Review Board Parental Guidance (PG) rating. Please see Screen Content Guidelines (page 22) for more information.

If you choose to use the screens, they will be used exclusively for the duration of the programming hours of the event. The digital screens can be used in a number of ways:

1. **Cameras to display the onstage performance.** This eliminates any issues with audience site lines and creates an exciting performance space.
2. **Images** can be used to brand your event and provide information such as event schedule and sponsor recognition
3. **Short films, movies, animation** related to the event.

**Commercial Advertising** is not allowed on the screens. Sponsor logos are permitted but must not include a commercial message and must include information such as “Proud Sponsor” or “Event Sponsor”, etc.

Content must be submitted on a USB stick and must be in the formats noted on page 11. Content must be received with the Content Form (5) and the Content Consent Form (Form 6). Content is subject to review and must meet MSC requirements (see Digital Screen Rules page 21). Final screen content must be received by the final walk through.

**MAIN VIDEO BOARD ACCEPTED FORMATS**

Video	Image
File Extension: AVI, M4V, MPEG-2, H264  Frame Size: 1920 x 1080 Actual Screen size: 540px X 300px  Audio: Stereo Audio	File Extension: (JPEG, PNG)

**RIBBON SCREEN ACCEPTED FORMATS**

**Please note: Ribbon Screens cannot be changed during an event but are pre-programmed only**

Video	Image
File Extension: AVI, M4V, MPEG-2, H264  Size: 1280 X 1024  See below for the size and location of each individual ribbon (illustrator version available on website)	File Extension: (JPG), PNG  Size: 1280x1024.  See below for the size and location of each individual ribbon (illustrator version available on website)

Example content:

Ribbon Screen Size: 1280W x 1024H





## EVENT PLANNING MEETING #3

At this meeting, the following forms are due and will be discussed:

### **RUN OF SHOW FORMS - MAIN STAGE (FORM 3.1); AMPHITHEATRE (FORM 3.2)**

**The Run of Show** documents everything that will happen from the time the group arrives on stage to the time they leave including setup, sound checks, rehearsals, breaks, show acts, and strike. A Run of Show must be submitted for each day of performances and each stage.

The form, provided by MCS, is an example of what a final Run of Show should look like. Delete the information in the columns and fill in details specific to the performances.

### **STAGE PLOT / INPUT LIST – MAIN STAGE (FORM 4.1); AMPHITHEATRE (FORM 4.2)**

**The Stage Plot and Input List** provide a picture of what will be onstage for each performance. The Stage Plot must include:

- any plans to use special effects (e.g. fog, strobe lights, etc.; these would be provided by the Event Organizer);
- \*backline information;
- any plans for non-equipment items on stage (chairs, tables, trees, decorations, etc.)
- banners details; banners can be hung over the upstage curtain of the stage; banners must be a minimum of 20' wide and 15' long and must be received 2 days before the event to ensure there is enough time to have it hung;

**\*Note: it is the Event Organizer's responsibility to supply backline equipment**

### **SCREEN CONTENT SCHEDULE FORM (FORM 5)**

The Screen Content Schedule documents each file that will be screened in a schedule. This schedule is for the board operator (see Fee Worksheet for applicable rates).

### **SCREEN CONTENT CONSENT FORM (FORM 6)**

**The Event Organizer is responsible for screen content provided.** Content will not be screened without signing this form.

### **SCREEN CONTENT**

Screen content must be provided on a USB stick unless other arrangements are made with the Technical Supervisor. This stick becomes the property of MCS and we do not guarantee that it will be returned.

**Upcoming Deadlines:**

**EVENT INSURANCE (FORM 9)**

**Due Date: 30 Days Before Event**

**Event Insurance** is required in the amount of \$5 million for all events on MCS. 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.

**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.

**DAMAGE DEPOSIT**

**Due Date: 30 Days Before Event**

A \$5,000 Damage Deposit must be submitted to the MCS Supervisor, Event Services **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. All additional repair and additional costs will be deducted from the Event Organizer's deposit. If the Damage Deposit does not cover the above noted cost, the Event Organizer will be invoiced for additional charges.

A Pre and Post-Event Walk-through with the Event Organizer and MCS Staff will occur to determine if any damages are present and additional cleaning is warranted.

If it has been determined that damages have not been incurred, the City of Mississauga reserves the right to reconcile any outstanding city event fees owing from the damage deposit.

**Final Vendor List (Form 8)**

**Due Date: Site Visit with City staff**

**Site Plan (Form 10)**

**Due Date: Site Visit with City staff**

**Contact & Delivery Information (Form 11)**

**Due Date: Site Visit with City staff**

**Balance of Payment**

**Due Date: Site Visit with City staff**

## **SITE WALK-THROUGH WITH CITY STAFF**

### **FINAL SITE PLAN (FORM 10)**

**The Event Organizer is responsible for providing six copies of the site plan** indicating the location of all tents, tables, stations, load in points, fencing, portable washroom facilities, car displays etc. A site plan template is available in PowerPoint, EPS, and JPEG. The MCS Supervisor, Event Services will review best practices in terms of where to place items on the site.

**C Café** is located on the ground level of the Mississauga Civic Centre and is operated by the City of Mississauga. **C Café** features a seasonally fresh menu and can seat up to 80 patrons on its fully licensed patio overlooking the Celebration Square fountain. The portable food vending service **C on Wheels** operates daily on the Square and is located outside of the glass pavilion on the lower square. Note: New this year, **C on Wheels** will be in operation during the 2014 summer season at all events and festivals. See the location of both marked on the site plan.

### **FINAL VENDOR LIST (FORM 8)**

**The Event Organizer is responsible for providing 6 copies of the final vendor list** ensuring each vendor has provided their electrical and water requirements.

### **FINAL SCREEN CONTENT**

**Final Screen Content must be received on a USB stick. Content received after this walk-through WILL NOT BE CONSIDERED.** If content is not submitted a generic background will be provided on the screens.

### **KEY CONTACTS AND DELIVERY FORM (FORM 11)**

**The Event Organizer is responsible for providing** cell phone numbers of key on site leaders during the event including the lead on site coordinator, vendor coordinator, volunteer coordinator, and stage coordinator.

**The Event Organizer is responsible for** being present for the delivery of all event components such as tents, portable washrooms, fencing etc. Contact information, delivery and pick up times must be included on the event worksheet.

### **BALANCE OF PAYMENT**

The balance of payment can be paid through the Customer Service Centre on the main floor of the Central Library. Fees will reflect all costs estimated for the event. After the event, final costs of garbage collection, cleaning and power washing will be reconciled 30 days after the event. Payment will be due upon receipt of the final invoice.

## **EVENT DAY**

### **PRE / POST EVENT WALK-THROUGHS**

The Event Organizer must be the first person on site on event day. The event organizer will meet the MCS on site liaison to conduct a pre-event walk-through. This walk-through will detail any pre-existing conditions the Event Organizer will not be held responsible for.

A post-event walk-through with the Event Organizer will be scheduled with the MCS on site liaison to assess clean-up and/or damage and to ensure that all conditions and requirements outlined in the Event facility rental contract were adhered to. The evaluation may be undertaken with applicable City staff (e.g. Facilities and Property Management and Parks) and will be kept on file by MCS.

### **The Event Organizer is responsible for providing:**

- Four stapled copies of the final Run of Show and Stage Plot & Input Lists
- Final copies of all show content (video)
- Signed Performer Code of Conduct Forms (Form 12)



## Section II: The Rules



<b>Service Fees</b>	<b>Cost (Pre Tax)</b>
<b>In effect from January 1, 2014 to December 31, 2014. Published rates from third party contractors can change without notice.</b>	
Administration Fee	\$ 72.20
<b>Park Permit (Weekends &amp; Holidays)</b>	
MCS Park Permit Fee for not-for-profit/charitable groups	\$ 152.55/day
MCS Park Permit Fee for commercial groups	\$ 2132.77/day
Vendor Surcharge I (more than 15 vendors less than 30)	\$ 520.19 / event
Vendor Surcharge II (more than 30 vendors less than 60)	\$ 1040.38 / event
<b>Indoor Bookings (3 hour minimum, per room)</b>	
Central Library Classrooms 1-5	\$ 22.50/hour
Noel Ryan Auditorium (Weekends & Holidays)	\$ 98.49/hour
<b>Technical Services</b>	
MCS Onsite Coordinator (MANDATORY From Set-up to Tear-down)	\$ 45.78/hour
Main Stage and Screen <ul style="list-style-type: none"> <li>• Includes full set up and tear down of main stage, rental of two cameras, screen content set up and scheduling</li> </ul>	\$ 1619.50/event
Technical Support (Minimum 4 hour, from first time onstage to end of show) <ul style="list-style-type: none"> <li>• Includes Supervisor, Video Operator, Lighting, Audio, Stage technicians</li> <li>• (from first time onstage to end of show; additional fees apply if multiple day festival; minimum 4 hour call)</li> </ul>	\$ 234.00/hour
Amphitheatre Tech Support - to be quoted based on requirements (minimum 4 hour call)	various
Rental/Purchase Surcharge (on all additional rentals/purchases made on behalf of the client)	10% of cost
<b>Facilities and Property Maintenance Services</b>	
Electrician and Mechanic (MANDATORY 2 staff From Set-up to Tear-down)	\$ 120.00/hour
Custodian (MANDATORY 2 staff for start of event to 1 hr past end)	\$ 70/hour
<b>Security – booked through City of Mississauga</b>	
Primary Response Security Supervisor	\$22.50/hour
Primary Response Security Guard	\$18.50/hour
<b>Parks Services</b>	
Standard Post Event Site Cleaning (MANDATORY Surface Cleaning of concrete & turf)	\$ 467.44
Additional Post Event Site Cleaning **Only if standard cleaning was insufficient**	\$58.43/hour
Equipment - 18 picnic tables & 10 Event Garbage/Recycling Stations	\$136.84
Equipment - additional picnic tables: Delivery and pick up per load (9 per load)	\$136.84
Equipment Set Up - 18 picnic tables (as per submitted site plan)	\$136.84
Equipment Set Up – additional picnic tables (as per submitted site plan)	\$136.84
Equipment Set Up - 20 umbrellas (as per submitted site plan)	\$136.84
Equipment Set Up - crowd control (up to 70 pieces) (as per submitted site plan)	\$136.84
<b>Third Party Waste Management</b>	
Waste management (during event) (3 <sup>rd</sup> party contractor; rates subject to change)	\$ 125/hour
Post event waste management (MANDATORY) - Determined by number of vendors and attendees (3 <sup>rd</sup> party contractor; rates subject to change)	TBD/LIGHT TBD/HEAVY
Industrial Garbage Bin/Dumpster Delivery & Disposal (3 <sup>rd</sup> Party Contractor; rates subject to change)	\$ 75.00/bin & \$ 49.50/tonne
ESA Surcharge (Electrical Safety Authority Inspection)	tbd
<b>Parking</b>	
Burnhamthorpe Parking - Load in load out (maximum 12 spots)	\$ 1/hr/spot
Underground Paid Parking – Bulk Rate	\$ 3/use
<b>City of Mississauga User Fee Insurance</b>	
Non Food Vendor / Food Vendor (per day)	\$15 / \$25
Permit Fees Payable to other City Departments	
Tent Permits (applicable for tents with an aggregate area of more than 60 m <sup>2</sup> ; payable to Planning & Building)	\$170/permit
Vendor Permits (Payable to Mobile Licensing)	\$49/permit

## **Outdoor Events in the Civic District, POLICY #05-03-03**

**Contravention of by-laws, policies, regulations and rules governing the Square will result in immediate termination of event activities and will jeopardize future requests.**

### **CONDITIONS FOR APPROVAL**

(Outlined in 'Outdoor Events in the Civic District' – Policy # 05-03-03)

1. The event must be open to the public and free of charge.
2. The minimum expected attendance for public holiday and weekend events is 1,000 people per day.
3. The event is deemed to raise the City's profile, support its arts and culture agenda as outlined in the Culture Master Plan, incorporates original and/or innovative programming, adds economic benefit to Mississauga from a tourism perspective, and/or has a demonstrated benefit to the community.
4. The event does not endorse views and ideas that are likely to promote discrimination, contempt, or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status, or level of literacy.
5. The event is consistent with the City's principle of respect for the dignity and worth of all persons.
6. The event does not conflict with the City's core values, vision, strategic goals, or does not adversely impact the City's identity.
7. The event does not interfere with normal business conducted by staff or with activities in the immediate area.
8. The submitted security plan ensures event participants, patrons, and all venues are adequately safeguarded.
9. The event does not conflict with any applicable laws, City by-laws or policies.
10. The event organizer ensures that all regulatory approvals are obtained (i.e. alcohol, lottery license, etc.).

### **Requirements Once Approved:**

11. The event organizer must obey all federal and provincial laws and municipal by-laws and policies.
12. The event organizer must adhere to any existing City contracts and/or agreements.
13. The event organizer must ensure any City signage, including sponsorship recognition, is not obscured, removed or altered.
14. The event organizer must adhere to all aspects of the Guidelines for Use of Mississauga Celebration Square.

### **The following activities will be restricted:**

15. Use of outside technicians and/or crews if the stage and/or media screen is required. The City's sound and lighting equipment must be booked in conjunction with the Event and use of City Technicians and/or crews to operate the equipment is mandatory.
16. Fireworks that are not part of a City produced or co-produced Event (e.g. Canada Day).
17. Mechanical amusement rides (excluding inflatables) will not be permitted.
18. Amplified sound will only be allowed in accordance with the Guidelines.
19. Any other restrictions on activities addressed in the Guidelines.

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

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

## GENERAL FACILITY AND STAGE RULES

1. At all times during an event, the stage will remain under the control of the MCS Supervisor, Technical Operations (or designate) who will retain the right to limit, delay, or in extreme circumstances cancel shows.
2. The MCS Supervisor, Technical Services (or designate) will make decisions about executing stage performances in the event of inclement weather. In the case of thunder and/or lightning, the technical staff are required to shut down the stage to reduce the risk of being hit by lightning. Only when 30 minutes have passed without hearing thunder or seeing lightning will the technical supervisor advise the crew to re-open the stage.
3. City staff reserves the right to have any person or group removed from site.
4. Technical staff are employees of the City of Mississauga; outside technicians are not permitted.
5. Hazardous materials, open flames, and pyrotechnics are not allowed on the stage. Some exceptions may apply if approved in advance in writing by the MCS Supervisor, Technical Services. All relevant licences, additional insurance and experienced personnel will be the responsibility of the Event Organizer.
6. No food or drink (with the exception of bottled water) will be allowed onstage unless specifically required and agreed upon in advance with the MCS Supervisor, Technical Operations. This includes all setup and performance times.
7. The backstage area is limited to immediate performers and event organizers *only*. Access to the stage/backstage areas are restricted to approved scheduled times and under no circumstances are groups allowed on or back stage unless under the supervision of MCS staff.
8. Confetti of any kind is prohibited.
9. MCS staff are not responsible for any items brought onto the stage area or facility.
10. All performers are required to wear appropriate footwear.
11. MCS requires that all groups provide a Stage Coordinator as a key contact for their event. This person must NOT be a performer or an audience member during any live event. The stage coordinator is responsible for all aspects of the stage show.
12. Access to the stage will be restricted until the Stage Coordinator arrives on site. It is recommended that the Stage Coordinator arrives 30 minutes before the first performer is scheduled to arrive.
13. At the end of the event the Stage Coordinator is responsible for the removal and disposal of any items no longer require by the group. Any oversized items must be disposed of offsite. The Stage Coordinator is responsible for completing final walk-through with MCS Supervisor, Technical Operations.
14. All music, either pre-recorded or live, played at a public event is subject to tariffs governed by SOCAN (Society of Composers, Authors, and Music Publishers of Canada). It is the Event Organizers responsibility to apply for a SOCAN license and pay the appropriate tariffs to SOCAN. Details can be found on their website at <http://www.socan.ca/>.
15. There is a restriction on maximum decibel level, which will be enforced by the MCS Supervisor, Technical Operations.
16. Hours for programming at Mississauga Celebration Square are:
 

Monday-Thursday:	12:00 p.m. – 10:00 p.m.
Friday & Saturday:	12:00 p.m. – 11:00 p.m.
Sunday:	12:00 p.m. – 7:00 p.m.

17. Cooking Demonstrations that have electrical and water requirements will require prior approval from both MCS and Peel Health. Peel Public Health, Environmental Health Division, Phone: 905-799-7700, Website: [www.peelregion.ca/health](http://www.peelregion.ca/health).
18. Inflatables are restricted to a maximum of three (3) at any one time. Inflatables are restricted to the lawn area of the lower square and must be secured with sand bags or water barrels. All technical specs and contact information of the rental company must be provided in order for approval to be given. It is recommended that the rental company also provide qualified staff to supervise inflatables when open to the public.
19. A lottery exists when money is paid for a chance to win a prize regardless of the intended use of the funds raised. The City of Mississauga's Charity Gaming office issues licences for raffles with total prize value less than \$50,000 to eligible charitable or not-for-profit organizations which have been in business for more than one year and have shown that they provide a benefit to the Mississauga community. Licensed organizations must conduct and manage their events in accordance with licensing policies, terms and conditions and must fulfill all prescribed reporting and spending requirements.  
 To obtain general information regarding Charity Gaming or to register a complaint, please call 905 615-3200, extension 5657, Monday to Friday, 8:30 a.m. to 4:30 p.m. or check their website: [www.mississauga.ca/portal/business/businesslicensing](http://www.mississauga.ca/portal/business/businesslicensing) and click on Charity Gaming at the bottom of the page.
20. Sponsor activations including handouts, solicitation, inflatable games, displays etc must obtain prior approval.
21. The organizer accepts financial responsibility for any damages to property or furnishings, or personal injury claims resulting from any activity.
22. The organizer ensures that security services (police and/or security services) are available on-site.
23. The organizer ensures that adequate event staff and/or volunteers are provided.
24. The organizer ensures that alcoholic beverages are served only with specific approval to do so, and under permit from the AGCO (refer to Corporate Policy and Procedure "Property and Facilities - Serving Alcohol at City Facilities").
25. The organizer ensures that first aid services are available on-site.
26. The organizer must submit forms 1 – 12 by the required due dates. Not supplying the required paperwork will compromise the event and jeopardize future requests for Mississauga Celebration Square.
27. **C Café** is a fully licensed restaurant located on the Upper Square adjoining City Hall with an outdoor patio. Event Organizers are prohibited from obstructing the entrance with any programming equipment, fencing and/or barricades. **C on Wheels** is a mobile extension of **C Café** and will be located on the lower square close to the Glass Pavilion. Event Organizers are prohibited from obstructing access with any programming equipment, fencing and/or barricades. **C Café** and **C on Wheels** are open to the public on evenings and week-ends.

**FOR ADDITIONAL RULES RELATED TO MANDATORY MCS SERVICES, PLEASE REFER TO**

**PAGES 1 TO 15**

**OF "GUIDELINES FOR USE OF MISSISSAUGA CELEBRATION SQUARE"**

## DIGITAL SCREEN CONTENT RULES

The Digital Program Screens on MCS are located within a highly visible public space that is accessible to people of all ages and backgrounds. For this reason, the content guidelines for screenings have been established, based on a **modified** format of the Ontario Film Review Board Parental Guidance (PG) rating. Commercial Advertising is prohibited on the digital screens.

<b>General Screen Content Rating Information</b>	
<b>Alcohol, Smoking, &amp; Illegal Drugs</b>	Content depicting legal use of tobacco and alcohol (i.e. not by minors, no excessive use) is permitted as long as the material does not encourage its use.
<b>Horror</b>	Scenes containing some grotesque images may be allowed in a fantasy or comedic context, but there will be no detailed and/or prolonged focus on gory images or suffering.
<b>Language</b>	Use of expletives such as bastard, shit, and/or limited slurs; mild sexual references. Blasphemy.
<b>Nudity</b>	Non-sexual nudity with no close-ups (including still images.)
<b>Psychological Impact</b>	Content shall be sensitive to scenes or situations impacting a child's sense of security and well-being. Psychological impact may be a state of mind, mood or feeling, and/or other effects on the viewer, resulting from the treatment of scenes and situations within the film. Treatment may include intensity, degree, pace, atmosphere, tone, visual effects, and dialogue.
<b>Sexual Activity</b>	Embracing, kissing; mild sexual innuendo.
<b>Violence</b>	Restrained portrayals of non-graphic violence. The portrayals are not prolonged; there are no close-ups; bloodletting and/or tissue damage is limited.

In addition, we have also established the following guidelines for any video or image content that is produced by event organizers:

<b>Children &amp; Consent</b>	Written consent of parents or legal guardians should be obtained before interviewing children or young people under the age of 18, or otherwise involving them in video projects.
<b>Links to Third Party Websites</b>	External Addresses of websites are permitted under the approval of the MCS Supervisor, Event Services.
<b>Music Copyright</b>	All work submitted must have full clearances for rights including music and other talent rights covered. If the work includes a soundtrack you must obtain clearance for use in the work including paying any fees applicable.
<b>Portrayal</b>	<p>Scenes and situations that may cause adverse psychological impact on children. May include frightening or emotionally upsetting situations involving threats, injury, illness, family problems, or death to young people, family member, and animals (particularly pets.) Bullying. Substance referencing. Visual reference. Crude Content.</p> <p>The City of Mississauga will not allow screening of any content that minimizes or detracts from the image of the City or its employees; condones discrimination; or condones, exploits, or incites violence, hatred, or unlawful activity.</p>

**BY-LAWS AND POLICIES GOVERNING MISSISSAUGA CELEBRATION SQUARE**

<p><b>Accessibility</b>  <b>“Accessibility for Ontarians with Disabilities Act”</b>          (AODA - Provincially mandated and adopted by Council)</p>	<p>Event Organizer should provide an accessible environment for all visitors to the event, including:</p> <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> <p>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></p>
<p><b>Alcoholic Beverages Policy #05-01-03</b>  <b>Governed by Alcohol and Gaming Commission of Ontario (AGCO)</b></p>	<p>Where the presence of alcohol has been approved, the organizer will receive a MAP (Municipal Alcohol Policy) package 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:</p> <ul style="list-style-type: none"> <li>• 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> <li>• 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.</li> <li>• 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;</li> <li>• Supplying mandatory additional security coverage with increased patrols throughout the site as well as officers located at all entrances/exits of the serving area.</li> </ul>
<p><b>Animals</b>  <b>Animals By-law #98-04 and Parks Bylaw #186-05</b></p>	<p>No person shall keep, or cause to be kept, a reptile, insect, or amphibian permitted under this Bylaw outside a building or structure unless it is in an animal enclosure. No owner shall bring any animal other than a domesticated animal into a park unless authorized by a permit. Animals at events must be approved by the MCS Supervisor, Event Services and included in the final MCS Facility Rental Agreement. Animal Services will be notified and may be onsite for inspection. The company providing services will need to provide a copy of their business license and an insurance certificate to MCS. Contact Peel Public Health for further information on Petting Zoo's as hand washing stations and proper signage must be present. Peel Public Health, Environmental Health Division, and Phone: 905-799-7700, Website: <a href="http://www.peelregion.ca/health">www.peelregion.ca/health</a>.          City Parks and Security staff are authorized to remove any animal or persons with such an animal, who is in contravention of these Bylaws, from MCS.</p>
<p><b>Appliances</b>  <b>Electrical Standards Association</b></p>	<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>



<p><b>Balloons</b> <b>Parks Bylaw #186-05</b></p>	<p>Helium-filled balloons are prohibited at MCS. Balloons for distribution to the public must be air-filled. Releasing balloons is prohibited.</p>
<p><b>Barbecues/Propane Use</b> <b>Policy #05-03-03</b> <b>TSSA Requirements</b></p>	<p>Only propane barbecues will be permitted, provided that the Event Organizer/Applicant supplies one (1) fire extinguisher per barbecue unit. All concrete slabs in food service area must be covered to prevent staining. Power washing fees will apply. Events with BBQ arrangements must comply with requirements set out by the Technical Standards &amp; Safety Authority (TSSA). Further information can be found at: <a href="http://www.tssa.org/home/default.asp?loc1=home">http://www.tssa.org/home/default.asp?loc1=home</a></p>
<p><b>Beauty Pageants</b> <b>Policy # 05-03-03</b></p>	<p>An event must not endorse views and ideas that are likely to promote discrimination, contempt, or hatred for any person on the basis of race, nationality or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status, or level of literacy.</p>
<p><b>Carnival/Amusement Rides</b> <b>Policy # 05-03-03</b></p>	<p>Carnival and amusements rides (excluding inflatables) will not be permitted on MCS.</p>
<p><b>Damages</b> <b>Policy #04-08-03</b></p>	<p>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 <i>Damage Deposit</i>.</p>
<p><b>Feature Film</b> <b>Copyright Act of Canada</b> <b>(R.S.C. 1985, c C-42)</b></p>	<p>It is the responsibility of the event organizers to ensure that they have proper licensing for displaying any content protected by copy right. Have this available as you may be asked to produce it at any time.</p>
<p><b>Fencing</b> <b>Fence Bylaw #397-78</b> <b>Parks Bylaw #186-05</b></p>	<p>Events must be free and open to the general public. No person shall erect any fence at MCS or any surrounding road allowance, opened or unopened, or in any City right-of-way, or City easement, without first having received the written authorization of Council. If approved by Council, the MCS Supervisor, Event Services must be advised of the exact location of temporary fencing structures, and details must be included on the Facility Rental Contract.</p>
<p><b>Fire Extinguisher</b> <b>Parks Bylaw #186-05</b> <b>Policy #05-03-03</b> <b>TSSA Requirements</b></p>	<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) meters 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>
<p><b>Fireworks/Pyro</b> <b>Policy #05-03-03</b></p>	<p>Fireworks that are not part of a City produced or co-produced event are prohibited on MCS.</p>
<p><b>First Aid</b> <b>Policy #05-03-03</b></p>	<p>Event participants and patrons of all venues are adequately safeguarded. A highly visible first aid station is a required part of every event at MCS. Emergency Medical Services (EMS) can be contacted to provide first aid at the event. St. John Ambulance can be contacted at: Phone: 905-568-1905 E-mail: <a href="mailto:mississauga@on.sja.ca">mississauga@on.sja.ca</a></p>

<p><b>Ice Rink Policy #05-03-03</b></p>	<p>The ice rink may not be booked for exclusive use by outside groups.</p>
<p><b>Inclement Weather Occupational Health and Safety Act – Safety Guidelines for the Live Performance Industry in Ontario</b></p>	<p>Outdoor festivals and events are by their nature subject to inclement weather. In the case of rain, a performance can continue provided that it is safe to do so. In the case of thunder and lightning, the technical staff are required to shut down the stage to reduce the risk of being hit by lightning. Only when 30 minutes have passed without hearing thunder or seeing lightening will the technical supervisor advise the crew to re-open the stage.</p>
<p><b>Inflatable signs Sign By-law 54-2002</b></p>	<p>Inflatable signs on MCS require a sign permit (\$100.00 fee) and a variance to the Sign By-law (\$415.00 non-refundable fee) which takes approximately 8-12 weeks to process. An approval is not guaranteed. The variance fee for a sign erected without a sign permit is \$930.00. Contact: Planning and Building Department, Sign Unit, Phone: 905-615-3200 ext. 4169. Applications are available online at <a href="http://www.mississauga.ca/portal/residents/pbformscentre">http://www.mississauga.ca/portal/residents/pbformscentre</a>.</p>
<p><b>Open Flame Parks Bylaw #186-05</b></p>	<p>Any use of open flame is subject to approval by the City of Mississauga Fire Chief. This includes hot plate warmers for food service. Safety light sticks are an acceptable alternative.</p>
<p><b>Parking Traffic By-law 555-00</b></p>	<p>Paid parking is available in the Mississauga Civic Centre and Living Arts Centre. Reserved parking is not permitted and not guaranteed with a Facility Rental Contract. Hours of Operation: 8:00 a.m. - 10:00 p.m.</p>
<p><b>Propane Technical Safety Standards Association (T.S.S.A.)</b></p>	<p>Use of Propane on MCS is 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>Security Policy #05-03-03</b></p>	<p>Event participants and patrons of all venues are adequately safeguarded. Security coverage is mandatory for all events on MCS. 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, Corporate Security and/or Peel Regional Police) coverage as recommended.</p>
<p><b>Signage Sign Bylaw #54-02</b></p>	<p>No signs can be posted at any time on the pillars, building, walkways, or trees. No signs of any kind are permitted in the Jubilee Garden. Signage is permitted on a limited amount of barricades. The display of any tobacco company or product identification is strictly prohibited on MCS. 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>Tents</b>  <b>Policy #05-03-03</b>  <b>Ontario Building Code</b></p>	<p><b>Tents that are improperly secured will be removed at the expense of the event organizer. Staking is prohibited anywhere on the MCS.</b></p> <p><b>Vendor Tents</b> (usually 10 X 10) MUST be secured by appropriate sandbags or rubberized concrete weights.</p> <p><b>Tents less than 60 m<sup>2</sup> (645 ft<sup>2</sup>) aggregate area</b> require approval from MCS and must be clearly marked on the site plan.</p> <p><b>Tents more than 60 m<sup>2</sup> (645 ft<sup>2</sup>) aggregate area</b> 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 at <a href="http://www.mississauga.ca/portal/residents/pbformscentre">http://www.mississauga.ca/portal/residents/pbformscentre</a>.</p> <p><b>Fire Safety Requirements for tents less than 60 m<sup>2</sup> (645 ft<sup>2</sup>) aggregate area.</b></p> <p>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. 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><b>Vendors</b>  <b>By-law #522-04</b></p>	<p>Appropriate licenses and insurance are required and must be prominently displayed during an event.</p>
<p><b>Vehicles</b>  <b>Policy #05-03-03</b></p>	<p>Driving is only permitted on City Centre Drive and the roadway behind the market trellis. Event vehicles are only permitted to unload from the designated load-in zones. Vehicles are not permitted to stay on site during an event. Permission must be obtained to place any display vehicles on site during an event. All other vehicles are subject to parking and traffic regulations.</p>

## TERMS & CONDITIONS OF FACILITIES RENTAL CONTRACT

**Municipal Freedom of Information Act:** Personal information contained on this form is collected under the authority of section 11 of the Municipal Act 2001, SO2001, c.25. The information will be used for the purpose of administering the City of Mississauga Recreation and Parks Facility Rental contracts and will also be used for business you may conduct with the City relating recreation programs. Questions about this collection should be directed to: Manager, Recreation & Services, Customer Service Centre 905-615-4100.

**Observance of Law:** The Requestor agrees to comply with any bylaws, policies or regulations imposed by the City of Mississauga governing the use of the Facility.

**Limited Liability and Release:** The Requestor hereby releases and forever discharges the City, including its elected officials, officers, employees, agents and contractors, and the Requestors further agrees that notwithstanding anything to the contrary contained herein, the City, including its elected officials, officers, employees, agents and contractors shall not be liable to the Requestor or to anyone for whom the Requestor may be in law responsible for, any loss of or damage to property, personal injury or death, or any other losses action, damages, both direct or indirect and such other costs and expenses, howsoever and whatsoever incurred, suffered or sustained by the Requestor or any of the Requestor's permitted invitees, guests or participants during or otherwise in relation to or in connection with the Requestor's use of the Facility and all activities relating to such use or any other matters under this contract negligent mis-representation, breach of the *Occupiers' Liability Act* or breach of statutory duty on the part of the City or the part of anyone for whom the City is in law responsible, by the presence of the Requestor or anyone else upon the Facility, the conditions or state of repair of the Facility and the breach of any of the provisions of this Agreement by the City, including, but not limited to, any negligent act or omission of the City, its or their employees, agents, contractors or invitees, which causes or contributes to any such injury, damages or loss.

**Liability Insurance:** To avoid the financial risks associated with the Limited Liability and Release and indemnity clauses, it is recommended that the Requestor have general liability insurance adding the City as an additional insured. The City reserves the right to demand the Requestor to procure at its own expense, and to provide a certificate of insurance adding the City as an additional insured, liability insurance in such amounts as deemed reasonable and appropriate by the City's Risk Manager, in his/her discretion having regard to the nature and size of the event.

**Indemnity:** The Requestor shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors, from and against any loss, cost and expenses incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, including such other costs and expenses, howsoever and whatsoever incurred, suffered or sustained by the Requestor using the City Facility, or by anyone else permitted on the Facility by the Requestor or by anyone for whom in law the Requestor is responsible, including any losses or damages which have been caused or contributed to by any negligence, negligent misrepresentation, breach of the *Occupiers' Liability Act* or breach of statutory duty on the part of the City or on the part of anyone for whom the City is in law responsible, by the presence of the Requestor or anyone else upon the Facility, the conditions or state of repair of the Facility and the Breach of any of the provisions of this Agreement by the City including, but not limited to, any negligent act or omission by the City, its or their employees, agents, contractors, or invitees, which causes or contributes to any such injury, damage or loss.

**As is where is:** The Requestor hereby confirms that the City has not provided any representation, warranty or other assurance regarding the suitability of the Facility for use by the Requestor and that the Requestor is using the Facility on an as is where is basis.

**Waste and Nuisance:** The Requestor agrees not to do or to suffer or to allow to be done any action which would damage, waste or disfigure or injure the Facility or any part thereof or otherwise cause a nuisance. Any such action to the City's property will be the financial responsibility of the Requestor and all costs and expenses required to repair such damage to the Facility shall be paid to the City on demand.

**Use of Premises:** The Requestor agrees to use the Facility only for the uses set out in this contract. Any breach of the terms or conditions of this contract and provision of false or incorrect information by the Requestor to the City in seeking this contract on any questionnaire or information sheet will result in the immediate cancellation of this contract. All monies paid by the Requestor to the City may be retained by the City and applied towards any losses or damages incurred by the

City as result of the contract's cancellation. Gambling, betting for gain/reward or adult entertainment or any illegal activity is not permitted in any City facility.

**Assigning or Subletting:** The Requestor agrees not to assign, sublet or permit use and occupancy by any other person of the whole or any portion of the Facility unless prior written approval is given by the City.

**Rate Increase:** The Requestor agrees that any Council approved rate increase during the term of the contract will be paid upon notice.

**Termination:** The City may terminate this contract and all the Requestors rights hereunder immediately at any time in the event of any breach or default by the Requestor in the performance of any term or condition contained in this contract, including, without limitation, failure by the Requestor to pay the required fees and amounts in accordance with the payment terms hereof, and the City shall be entitled to recover, and the Requestor shall be liable for, all damages and losses incurred by the City arising directly or indirectly or in consequence of or in relation to the breach or default by the Requestor.

**Pre-emption:** This contract may be pre-empted and terminated at any time in order that the City may use the Facility for a specific purpose. Wherever possible every effort will be made to give reasonable advance notice of pre-emption and termination.

**Additional Charges:** Any charges for extra clean-up required after a function in the sole view of the City would be paid by the Requestor.

**Interest Charge:** The Requestor agrees that if they fail to make payment in accordance with the terms of this contract it will pay interest on all overdue accounts at the rate of 1.25% per month applied and compounded every 30 days, for an effective rate of 16.08% per annum commencing from the due date until payment in full is received.

**Alcoholic Beverages:** If alcohol is being served and/or auctioned, a Special Occasion Permit is required to be procured by the Requestor and its sole cost and expense. The Requestor agrees to adhere to the conditions on all municipal bylaws, policies and regulations and the provisions of the *Liquor License Act of Ontario*.

**Payment Terms:** are outlined in the Guidelines for Use of Celebration Square on page 16. See Service Fees at the end of this section.

**Cancellations:** Customer may cancel a booking at any time, however, penalties may apply:

1. All bookings for a duration of three (3) hours or less are non-refundable
2. All other Bookings:
  - o 25% of the contract is non-refundable if cancelled more than thirty (30) day prior to the rental date
  - o 100% non-refundable if cancelled less than 30 days prior to the rental date
  - o Where facility space has been allocated by an allocation policy, the minimum number of weeks specified will apply for which no cancellations or refunds will be permitted.
  - o Cancellation of individual rental dates within any Contract that includes a series of bookings (e.g. one church group room booking; one week's practice ice) is not accepted. Meeting rooms that are booked at no charge in accordance with the Community Group Support Program must be cancelled if they will not be used. The cancellation charges outlined in By-Law0305-2011, as amended from time to time, will be applied if such notice is not provided.
3. Affiliated Groups are subject to the above payment/cancellation terms

**Acceptance:** Acceptance by the City of Mississauga does not guarantee acceptance in subsequent years.

**Contravention of by-laws, policies, regulations and rules governing the Square will result in immediate termination of event activities and will jeopardize future requests.**



## SECTION III: FORMS & DUE DATES

Form #	Title	Due Date
Form 1	Promotional Content	Meeting #1
Form 2	Peel Regional Police Notification	Meeting #1
Form 3	Run of Show	Meeting #3
Form 4	Stage Plots	Meeting #3
Form 5	Screen Content	Draft - Meeting #3 Final – Site Walk through
Form 6	Screen Content Consent	Meeting #3
Form 7	Security Plan	Meeting #3
Form 8	Vendor List	Draft - Meeting #3 Final – Site Walk through
Form 9	Certificate of Insurance Coverage	Meeting #3 (30 days in advance)
Form 10	Site Plan	Draft - Meeting #3 Final – Site Walk through
Form 11	Key Contact s & Delivery Form	Site Walk through
Form 12	Performer Code of Conduct	Prior to start of programming

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**DUE at Event Planning #1**

**FORM 1**

<b>Event Details:</b>	
Event Name:	
Event Date(s):	Event Time(s):
Public Inquiry Contact Name:	Public Inquiry Telephone Number:
Public Inquiry E-mail:	
Contact for Vendor Inquiries:	Vendor Inquiry Telephone Number:
Vendor Inquiry E-mail:	
Website:	
<b>Briefly outline below your marketing and promotional plans ensuring that you are using a wide range of tools to advertise across the City of Mississauga.</b>	
<b>Description of event (maximum 250 words):</b>	

MCS reserves the right to exclude the event organizer's event from any of its promotional initiatives if the required documentation in this package is not received on time, or if the event contravenes the Corporate Advertising Policy. (Placing Advertisement With the City – Policy #03-09-01). MCS reserves the right to edit copy where publication is at the expense of the City of Mississauga.

MCS has unique opportunities to promote events. The information provided on the Promotional Content Form will be placed in the following e-media:

- Promotional slide on the Stage Screens in regular rotation one week before your event
- Promotion on the Digital Ribbon Screen on the MCS Gateway Sign
- Promotion on City Digital Reader Boards where available (14 in total)
- All other publications that request the MCS Calendar for publication (eg. Toronto Tourism Guide)
- Promotion on the MCS webpage, Facebook page, and Twitter feed
- Promotion on the City of Mississauga's Special Events webpage



**DUE TO PEEL REGIONAL POLICE & COPY TO MCS Event Planning #1**

**FORM 2**

The City of Mississauga requires that each event at MCS notifies Peel Regional Police of their onsite activities and expected attendance. Please ensure Peel Regional Police have been notified of your event by January 30, 2013 and forward a copy to the MCS MCS Supervisor, Event Services.

**By Mail**

**By Fax:** 905-456-5828

Attn: Peel Regional Police, 12 Division  
4600 Dixie Road, Mississauga, ON  
L4W 2R1

**Event is to be held at MCS, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1**

Event Name:	Event Date:
Name of Organization:	Expected Attendance:
Security Contact Name from Organization:	Security Contact Phone: Security Contact Email:
Expected Road Closures (list streets and times affected):	Is alcohol being served? ___ Yes    ___ No

Please indicate any special considerations or additional information about the event including names of performers if known and a description of the target audience.

**Use this space to book Peel Regional Pay Duty Officers IF KNOWN.  
See Peel Regional Police Rate Sheet for full details about fees.  
(Fees are subject to change without notice)**

	<b>Date(s) Required:</b>	<b>Hours Required:</b>	<b>Number of Officer's Required:</b>
<b>Constable ( \$ 91.50 / hr)</b>			
<b>Sergeant ( \$ 103.42 / hr)</b>			
<b>Cruiser ( \$ 40.68 / hr) Required for road closure.</b>			

**Please note:** A security plan will be submitted to the MCS Supervisor, Event Services Event Planning Meeting III. This plan will be reviewed by Peel Regional Police and Corporate Security. If it is recommended that additional Paid-Duty Police, Traffic Control, or Corporate Security are required, the event organizer is obligated to book the recommended/adequate coverage. The security plan must include:

- Identification of high risk areas and times
- Names of performing artists
- Types of Guards Patrolling (eg. Private, Peel Pay Duty, Corporate Security)
- Times of Patrols
- Number of Guards Patrolling
- Locations of Patrols



**RUN OF SHOW - DUE MEETING 3**

**FORM 3.2**

USE THIS AS AN EXAMPLE – DELETE THE INFORMATION BELOW AND FILL IN DETAILS ABOUT YOUR OWN SHOW

Show Title:

Date:

(Use 1 run of show per day)

Show Start Time:

Crew Break Time:

Show End Time:

<b>Time</b>	<b>Amphitheatre</b>
10:00 am	Crew set-up
12:00 p.m.	Sound Check Band:
12:15 p.m.	Sound Check con't
1:00 p.m.	Sound Check con't
1:05 p.m.	Sound Check con't
1:45	Sound Check con't
2:00 p.m.	AM Performer #1
2:45 p.m.	Set Change
2:50 p.m.	Set Change

**MAIN STAGE - DUE MEETING 3**

**FORM 4.1**

**BAND: NAME**

**LOCATION:** *Main Stage*

*Celebration Square*

**TIME:** *14:00 – 16:00*

**Input List:**

<ol style="list-style-type: none"> <li>1. Kick</li> <li>2. Snare</li> <li>3. HH</li> <li>4. Rack 1</li> <li>5. Rack 2</li> <li>6. Floor</li> <li>7. Over L</li> <li>8. Over R</li> <li>9. Bass</li> </ol>	<ol style="list-style-type: none"> <li>10. Lead Guitar</li> <li>11. Keys L</li> <li>12. Keys R</li> <li>13. Lead Vox</li> <li>14. Keys Vox</li> <li>15. Bass Vox</li> <li>16. Guitar Vox</li> </ol>
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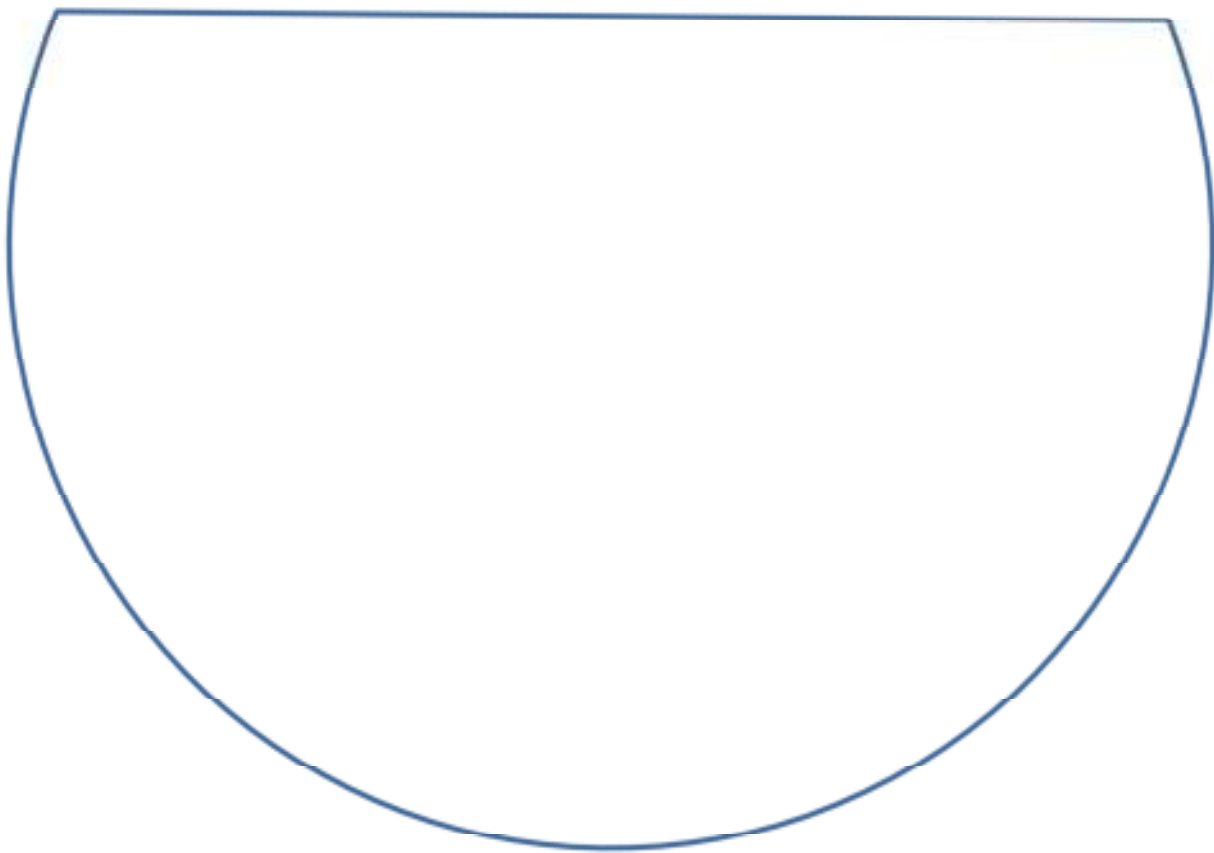
**AMPITHEATRE STAGE PLOT - DUE MEETING 3**

**FORM 4.2**

**BAND: NAME**

**LOCATION:** *Amphitheatre Celebration Square*

**TIME:** 14:00 – 16:00



1. Kick	10. Lead Guitar
2. Snare	11. Keys L
3. HH	12. Keys R
4. Rack 1	13. Lead Vox
5. Rack 2	14. Keys Vox
6. Floor	15. Bass Vox
7. Over L	16. Guitar Vox
8. Over R	
9. Bass	



**SCREEN CONTENT CONSENT FORM – DUE MEETING 3**

**Form 6**

***Event Organizers are asked to sign below indicating agreement with the points below.***

1. The City of Mississauga is assigned a non-commercial licence to screen the submitted work for a defined period.
2. Digital content must be accompanied by the appropriate permissions, rights or licenses required by law to publicly exhibit, including all music. The City of Mississauga will not be liable for any future claims. This includes all music, parts of other film and video output (whether it be news, documentaries, online material, television shows, etc.), material sourced from other people, and still photographs.
3. All minors must have parental/guardian consent to appear within a film and on the MCS screens. Proof of consent may be requested at any time.
4. All work must adhere to the MCS Digital Screen Content Rules.
5. Commercial advertising is not permitted. Work cannot serve any commercial purpose.
6. The City of Mississauga reserves the right to reject material that is deemed unacceptable or inappropriate for public exhibition in terms of quality, format type, or content.
7. The City of Mississauga will not be liable for any third party claims; this responsibility lies with the submission holder.
8. Only suitably authorized copies, which do not induce adverse effects (i.e. caused by flashing content, for example), will be accepted.
9. The City of Mississauga will not be held responsible for ensuring the safety of content provided for display on the MCS Screens.
10. The City of Mississauga agrees not to knowingly display, reproduce, transmit, broadcast, adapt, distribute, sell, modify, publish, or otherwise use any of the material provided by the contact named, including audio, except for using all or part of the material for promotional purposes and as permitted by the client or artist's prior written consent.

I, \_\_\_\_\_ agree to the terms and conditions listed above regarding content submitted to MCS

for the digital screens for the

(Event Name) \_\_\_\_\_

Signature & Date \_\_\_\_\_

**DUE MEETING 3**

**Security Plan for (Event Name):**

**Date of Event:**

**Expected Attendance:**

**List of Artists performing at event (use additional pages if necessary)**

**Areas of concern/patrol  
 (e.g. stage, give away booths, etc.)**

**Security Company Name:**

**Schedule including Number of Officers:**

**Contact Information:**

**Region of Peel Paid Duty Officers  
 Schedule including Number of Officers:**

**Mandatory Minimum Requirements for Load In / Load Out:**

- 2 security on each gate (4 in total);**
- 1 responsible for letting vehicles on site**
- 1 to walk vehicles to their position on site**

**FORM 7**

**Private Security Companies must provide:**

- 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;**
- 2. A copy of their business licence**
- 3. Copies of current licenses of guards who will be present during the event.**



**DUE AT MEETING 3 ; FINAL DUE AT SITE WALK-THROUGH**

**FORM 8**

**Name of Festival:**  
**Date of Festival:**

**Licenses will be processed for events up to ten business days before the event. Applications submitted less than ten business days before the event, will not be guaranteed a licence for the event. Use more than one page if necessary. Ensure each vendor has a unique number.**

	Business Name	Contact Person	Address & Phone Number	Selling or Displaying	Types of Goods	Electrical Req'd (eg. 2 lights, 15 amps each, 1 freezer 15 ams)	Water Req'd (D) Drinkable or (N) Non-drinkable	Propane BBQ Cooking? (yes or no)	Indicate Blanket Insurance OR Individual Vendor Insurance
1									
2									
3									
4									
5									
6									
7									
8									



# CERTIFICATE OF INSURANCE COVERAGE

This Form must be completed, if not purchasing insurance through the City, in order to book any City property or facility. FORM 9

Name of Insured:

Address of Insured:

Postal Code:

Telephone Number: ( )

Email Address:

## GENERAL LIABILITY INSURANCE COVERAGE

(Coverage only accepted by Insurers who are licensed in Ontario and governed by FSCO)

Name of Insurance Company:

Policy Number:

Effective from (d/m/y):

Expiry (d/m/y):

Description of Activity/Event/Use:

Location(s) and/or Name of City Facility:

Start Date (including set-up if any):

End Date (include tear down if any):

This is to certify the above Named Insured holds insurance coverage for the above activity as follows (check applicable boxes):

Commercial General Liability Limit per Occurrence;  \$ 2,000,000 (all other activities)  \$ 5,000,000 (Festivals, Parades, High Risk Sports, or as indicated under contract)

Aggregate Limit: \$ \_\_\_\_\_

### Coverage Above Includes:

- Third Party Bodily Injury and Property Damage Yes  No
- Products & Completed Operations Yes  No
- Owners and Contractors Protective Liability Yes  No
- Cross Liability/Severability of Interests Clause Yes  No
- Employees &/or Volunteers added as Additional Insureds Yes  No

### Answer below, ONLY if applicable:

- If Event includes Sport Activity - Bodily Injury to Participant Yes  No
- Participant to Participant Yes  No
- If Event includes Vendors - Independent Blanket Vendor coverage Yes  No
- If Event includes the serving of Alcohol - Liquor Liability Yes  No

It is understood and agreed that this policy includes ADDITIONAL INSUREDs with respect to the liability arising out of the operations of the Named Insured as follows; 1) The Corporation of the City of Mississauga, its employees and authorized agents. 2) It is warranted that Named Insured is/are solely responsible for any deductible(s) or Self-insured Retention(s) within the Insurance indicated above.

**\*NOTE\* Additional insurance coverage is required if any of the above boxes indicate "No".**

This is to certify that the policy or certificate (including endorsements) of insurance, as described above, has been issued by the insurer and/or undersigned to the Named Insured above and is in full force at this time. If cancelled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, fifteen (15) days prior written notice will be given by this insurance company to: City of Mississauga, Risk Management - Proof of Insurance, 10th Floor, 300 City Centre Drive, Mississauga, ON, L5B 3C1.

Dated this Day of , 20 at , Canada

Authorized Representative: -

(Signature & Stamp of Insurer or Authorized Broker)

Name of Broker:

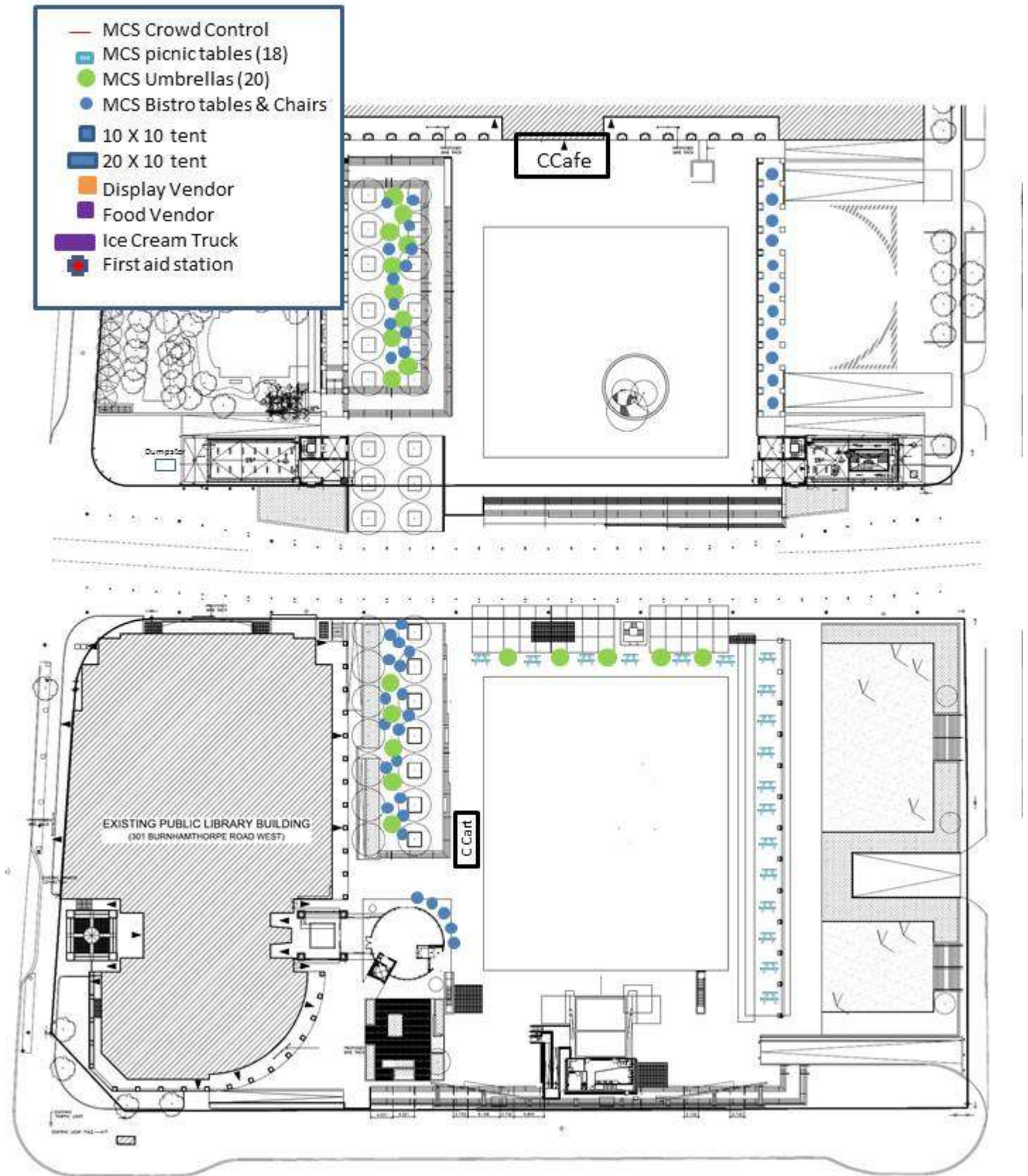
Address of Broker:

Prov.:

Postal Code:

FINAL SITE PLAN – DUE AT SITE WALK-THROUGH WITH CITY STAFF

FORM 10



**KEY CONTACTS & DELIVERY FORM - DUE AT SITE WALK-THROUGH WITH CITY STAFF FORM 11**

Event Name:		Radios: <input type="checkbox"/> Yes <input type="checkbox"/> No
Position:	Name:	On Site Cell Number:
Lead On Site Contact		
Vendor Coordinator		
Stage Coordinator		
Digital Screen Coordinator		
Volunteer Coordinator		
Other		

Delivery Details – List every delivery piece that will require a vehicle to drive on site.		
Tents	Company Name: Contact Name: Phone:	Delivery Date & Time: Pick Up Date & Time:
Portable Washrooms	Company Name: Contact Name: Phone:	Delivery Date & Time: Pick Up Date & Time:
Tables/Chairs	Company Name: Contact Name: Phone:	Delivery Date & Time: Pick Up Date & Time:
Fencing	Company Name: Contact Name: Phone:	Delivery Date & Time: Pick Up Date & Time:
Other	Company Name: Contact Name: Phone:	Delivery Date & Time: Pick Up Date & Time:
Other	Company Name: Contact Name: Phone:	Delivery Date & Time: Pick Up Date & Time:
Other	Company Name: Contact Name: Phone:	Delivery Date & Time: Pick Up Date & Time:

**DUE DAY OF SHOW – 1 FORM PER PERFORMER OR ACT**

**FORM 12**

All persons entering the Celebration Square stage areas must adhere to the Celebration Square Main Stage/Amphitheatre Code of Conduct. When contracting performers, it is the Event Organizer's responsibility to ensure that each performer signs the Code of Conduct, and that it is submitted to the Technical Supervisor or designate prior to the performance. **Persons who have not signed and returned this form will not be granted access to the Main Stage or Amphitheatre Stage.**



**Celebration Square Main Stage/Amphitheatre Code of Conduct**

The City of Mississauga has established and will equally enforce, among all persons entering the stage areas at Celebration Square, the Celebration Square Performers Code of Conduct outlined below:

**1. Personal Responsibility**

- 1.1 It is the responsibility of all persons entering the stage area to read the Celebration Square Main Stage/Amphitheatre Code of Conduct thoroughly and to clarify any details with MCS Event staff.
- 1.2 It is the responsibility of all persons entering the stage area to familiarize themselves with and adhere to the stage rules posted at the Main Stage and Amphitheatre.

**2. Personal Conduct**

- 2.1. All performers must sign and return the Performance Agreement.
- 2.2. All performers must sign and return the Code of Conduct.
- 2.3. All performers will conduct themselves in a professional, responsible, and respectful manner during their performance.
- 2.4. All performers will refrain from using unsuitable language during their performance.
- 2.5. All performers will refrain from behaving in an objectionable fashion during their performance.
- 2.6. All performers will refrain from committing any act(s) that can potentially endanger and/or harm the audience. Such acts include but are not limited to inviting members of the audience onto the stage; throwing objects into and/or onto the audience; jumping into and/or onto the audience; and encouraging inappropriate, dangerous, violent, and/or rowdy behaviour among audience members.
- 2.7. All performers will refrain from conducting their performance while under the influence of alcohol and/or illicit substances. Alcohol and/or illicit substances shall not be brought onto the City of Mississauga's property.
- 2.8. All performers will refrain from damaging the City of Mississauga's property. Any damage or disruption caused by a performer to the City of Mississauga's property shall be rectified immediately at the performer's expense, and the City of Mississauga also reserves the right to deny payment in such a circumstance.

**3. Insurance**

- 3.1. If specifically requested to do so by MCS Event staff, performers must purchase, at their own expense, liability insurance, in the requested coverage amount, via an external provider or via the City of Mississauga's user pay program. If a performer or band refuses to purchase this insurance, they will not be hired by MCS.

**4. Breach**

- 4.1. Performers shall be deemed to be in breach of the Code of Conduct if they:
  - 4.1.1. Refuse to sign the Performance Agreement, and/or
  - 4.1.2. Refuse to sign the Performers Code of Conduct, and/or
  - 4.1.3. Refuse to purchase, at their own expense, liability insurance, in the requested coverage amount, via an external provider or via the City of Mississauga's user pay program, if requested to do so by My Mississauga staff, and/or
  - 4.1.4. Disobey any of the articles contained in the Code of Conduct.

**5. Remedies in the Event of Breach**

- 5.1. If a performer is deemed to be in breach of the Code of Conduct, the City of Mississauga reserves the right to pursue any of the following remedies:
  - 5.1.1. Refuse to hire the performer, and/or
  - 5.1.2. Withhold or deny the entire payment or a portion of the payment due to a performer, and/or
  - 5.1.3. Remove, from the City of Mississauga's property, any performer behaving in an objectionable fashion, and/or
  - 5.1.4. Take legal action against the performer.

**6. Enforcement**

- 6.1. All MCS and Corporate Security staff persons have familiarized themselves with the Performers Code of Conduct and will enforce it equally among all performers.

By my signature hereunder, it shall be understood that I/we have read, understood, and agree to abide by all of the articles contained in the My Mississauga Performers Code of Conduct.

Performer's Full Legal Name: \_\_\_\_\_ Name of Performer's Authorized Representative: \_\_\_\_\_

Signature of Performer's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE AUTHORITY TO BIND THE PERFORMER.