

## MISSISSAUGA CELEBRATION SQUARE GUIDELINES

Mississauga Celebration Square (MCS) is the premier location for free outdoor events, connecting residents and independent event organizers through arts, culture, and heritage. MCS is regarded as a “people place” that is open and accessible to all members of the community. Guidelines are required to ensure that both the venue and its patrons are protected and that all events are safe and enjoyable experiences for everyone. These guidelines provide an overview of facility use and event procedures that will make events

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All activities must be approved by MCS. Unapproved activities, failure to follow these guidelines, or failure to comply with any applicable laws or By-laws will result in permission for the use of Mississauga Celebration Square (MCS) being withdrawn, and may jeopardize future applications to host events.

To learn more about the venue, visit the [Mississauga Celebration Square Venue Rental & Technical Guide](#).

## ACCESSIBILITY

The event organizer must provide an accessible environment for all visitors to the event, including designated entertainment viewing areas, and pathways to accommodate people with accessibility needs in accordance with the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#). For additional information, please refer to the [Guide to Accessible Festivals & Outdoor Events](#), [Planning Accessible Events So Everyone Feels Welcome](#), or contact Taghreed Alz, the City of Mississauga's Accessibility Planning, 905-315-3200 ext. 8372 [taghreed.al-zubaidi@mississauga.ca](mailto:taghreed.al-zubaidi@mississauga.ca). There are three accessible public transit providers in Peel: TransHelp, Brampton Transit and MiWay. The [TransHelp](#) bus stop for Celebration Square is at the Hazel McCallion Mississauga Central Library on Living Arts Drive just north of Burnhamthorpe.

## ALCOHOL

Intention to serve alcohol at a Celebration Square event must be indicated on the event application. Approval is required by the City of Mississauga; in addition, a Special Occasion Permit must be obtained from the Alcohol and Gaming Commission of Ontario (AGCO). A Special Occasion Permit (SOP) is needed any time alcohol is sold or served anywhere other than in a licensed establishment or a private place. A Special Occasion Permit holder is responsible for the safety and sobriety of people attending the event, as well as compliance with the [Liquor Licence Act and Regulations](#). Additional information is available on the [Smart Serve website](#), on the [AGCO website](#) or the AGCO's [SOP Guide](#). Events that are not in compliance with all laws, by-laws, rules and regulations, may be cancelled either before or during the event. For additional details on serving alcohol at events, see the [Alcohol Fact Sheet](#).

## AIR DANCERS (HIGH RISK)

All air dancers are subject to approval by MCS. Event organizers must submit a *High Risk Activities Request*, sixty (60) days prior to the event. If approved, further documentation, including all technical specifications (dimensions, electrical requirements, image or photo) must be submitted to MCS thirty (30) days prior to the event for review.

## AMPLIFIED SOUND (NOISE BY-LAW 360-79)

Megaphones are prohibited at MCS. All amplified sound must be approved by the Supervisor, Technical Services. There is a restriction on maximum decibel level, which will be enforced by City staff. Hours for stage programming at MCS are Monday-Thursday 12pm-

10pm; Friday–Saturday 12pm–11pm; Sunday 12pm–7pm. Permission may be granted to start earlier at the discretion of the Supervisor, Technical Services.

## AMPHITHEATRE

The Amphitheatre is located on the north-east portion of the Upper Square, near the Civic Centre, Art Gallery of Mississauga and The Fountain/rink.

The Amphitheatre is an outdoor space available for smaller theatre shows, events and performances. Seating is in traditional fixed, multi-level amphitheatre style and is concrete; the seating capacity is 300 people. Lighting, sound equipment and other technical services are available to organizers that wish to rent the space.

## ANIMALS (HIGH RISK) ([ANIMALS BY-LAW 98-04](#), [PARKS BY-LAW 186-05](#))

Bringing any animal other than a domesticated animal (dog or cat) to MCS without authorization is prohibited. All animal attractions are subject to approval by MCS. Animals must be continuously supervised by qualified staff. Event organizers must submit a *High Risk Activities Request*, sixty (60) days prior to the event. If approved, additional documentation will be required and must be submitted to MCS thirty (30) days prior to the event for review.

Examples of additional documents that may be required are:

- A list of species and numbers on display
- Standards of care for housing, tethering, and extreme weather
- Animal handler 24 hour contact information in case of emergency
- Plan for cleaning of animal Waste
- A copy of the service providers business license
- \$5 million liability insurance naming the City as an additional insured on the [City's template](#)

Animal Services will be notified and may be onsite for inspection. Hand washing stations and proper signage are required; [Peel Public Health Environmental Health Division](#) provides Canadian Food Inspection Agency [tips for preventing illness at petting zoos](#).

## BALLOONS ([PARKS BY-LAW 186-05](#))

Releasing and/or distributing balloons to the public is prohibited. This includes both air-filled and helium-filled balloons.

## BOLLARDS

Automated bollards are located at the entrances to Mississauga Celebration Square. Vehicular access to MCS must be pre-approved by City Staff. Access on and off the site must also be coordinated by City Staff to raise or lower the automated bollards.

## **BUILDING SERVICES OPERATOR**

The Building Services Operator is a facility staff person who will provide electrical and plumbing support and participate in pre and post event site walkthroughs to assess damages and determine cleaning requirements. Building Services Operators are mandatory for all Large Events from the beginning of load-in to minimum one hour after event end and have a 4 hour minimum per day per staff. Rates are determined by the Fees & Charges By-law and approved by Council.

## **CANDLES**

Candles with real flame are prohibited at MCS. Safety light sticks or candles that are LED, flameless or battery-run are acceptable alternatives.

## **CANNABIS VENDORS**

Consumption, distribution or sales of Cannabis products are not permitted at MCS. Sale of merchandise that is cannabis-related will be permitted (i.e. t-shirts with logos, devices used for smoking but not Cannabis products).

**CARNIVAL RIDES (HIGH RISK)** ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#)) Carnival and amusement rides that are not part of a City-produced or co-produced event (excluding inflatables and trackless trains) are not permitted at MCS.

## **CLEANING**

Celebration Square provides during event and post event cleaning services through a third-party provider. All festivals require this mandatory service. Their responsibilities include litter picking, emptying garbage/recycling bins, and maintaining the overall cleanliness of the venue.

During event site cleaning begins 2 hours after the event start time and goes on until the end of the event. There are two categories for cleaning: regular and heavy.

Post event cleaning services happen after the event is complete and continues until the site is returned to its original manner. For more information in regards to cleaning services, please refer to the [large event fees](#).

## **CONFETTI**

- Confetti requires pre-approval by Supervisor, Parks Operation. The amount of confetti (i.e. 5 litres)
- Material of confetti to be used (note: biodegradable, rice paper confetti is preferred)
- Intended use (i.e. to be fired from a confetti cannon)

Note: additional cleaning fees will apply if approved.

### COOKING DEMONSTRATIONS (HIGH RISK)

Cooking Demonstrations require prior approval from MCS. Cooking demonstrations must comply with all food, cooking and fire guidelines provided by the Coordinator, Outdoor Bookings.

### CONSUMABLES

MCS can provide certain equipment to event organizers on event day, for an additional fee. Consumables include: cable path tape, velcro straps, tent weights, zip ties, and cable mats. Fees will be added to the event organizer's final settlement.

### DAMAGES

Any damage to City property, furnishings or equipment during an event, load-in, or load-out, including but not limited to cleaning, is the responsibility of the Event Organizer. The Event Organizer accepts financial responsibility for damages and will be charged for any such damages.

### DEMONSTRATIONS, PROTESTS, RALLIES, VIGILS, ETC.

The City of Mississauga does not issue permits for demonstrations, rallies, protests, and vigils. MCS is a free, open space and groups have the right to protest as long as they are not impeding an event or breaking the City of Mississauga's Respectful Workplace Policy. Should Event Organizers observe a protest taking place on the venue during their event, they are asked not to engage directly with the group and instead notify the Onsite Event Coordinator or Technical Services staff. City staff will take the correct measures to notify Security Services and address the situation. For more information, refer to the [MCS Protest Restrictions](#).

### DRONES/AERIAL PHOTOGRAPHY ([PARKS BY-LAW 186-05](#))

The use of remote-controlled devices including aerial drones is prohibited at MCS unless authorized by a [permit issued by Transport Canada](#). All [Transport Canada safety guidelines](#) apply. It is not possible to meet the requirements to operate under a Transport Canada exemption given the location of Celebration Square. Event organizers must collect and submit the following to MCS thirty (30) days prior to event on behalf of any company providing commercial drone photography services:

- Copy of Transport Canada Special Flight Operations Certificate (SFOC)
- Drone registration from Transport Canada
- Flight plan
- A copy of the service provider's business license
- \$5 million Aviation Liability insurance naming the Corporation of the City of Mississauga as an additional insured on the [City's template](#).
- Insurance must contain a waiver of subrogation in favour of the City of Mississauga

## ELECTRICAL ACCESS & APPLIANCES

Electrical access is available across the [site](#) and must be requested in advance with precise specifications. Each vendor with electrical requirements must provide:

- List of all equipment with exact amps and voltage required
- Extension cord(s) rated for outdoor use in safe working condition (ideally 2/3 guage)
- Cable path tape (for pedestrian roadways) or cable mats (for vehicle roadways) to secure all cords and prevent tripping hazards

All electrical appliances must display a sticker indicating proof of inspection by the Electrical Safety Authority (ESA) or the Canadian Standards Association (CSA). If City staff determine that appliances without proof of inspection are unsafe, they will be removed. It is a requirement of the ESA to inspect all electrical hook-ups under the [Television, Film, Live Performance and Event Electrical Guidelines](#). If you are holding an event with electrical requirements that are outside of regular usage of what is available at Celebration Square, an ESA inspection will be required before your event can begin. The MCS Building Service Technician reserves the right to shutdown any electrical appliances or setups that have not been inspected or do not meet ESA/CSA requirements. Requests for Inspection can be downloaded from the [ESA website](#).

## ESCALATION POLICY

The City has identified several high risk documents that must be submitted by clients by the outlined due date:

Document	Due Date
Security Plan (Detailed) Balance Payment	30 days prior to event date
AGCO Requirements <ul style="list-style-type: none"> <li>• Letter of Delegation</li> <li>• Special Occasions Permit</li> <li>• Conditions of Serving Alcohol Agreement</li> <li>• Municipal Alcohol Transportation Plan</li> <li>• </li> </ul>	14 days prior to event date
Certificate of Insurance Final Security Details <ul style="list-style-type: none"> <li>• Proof of Peel Regional Police Paid Duty Coverage</li> <li>• Proof of First Aid Coverage</li> <li>• Third Party Private Security <ul style="list-style-type: none"> <li>• Certificate of Insurance</li> </ul> </li> </ul>	7 days prior to event date



- Security providers business license

Should the Client not meet one or a combination of the above the following escalation process will be initiated by the Supervisor, Outdoor Event Bookings:

Step	Overdue by:	Action
Escalation 1	1-2 days	Email sent by Supervisor, Outdoor Event Bookings to Client.
Escalation 2	3-4 days	Email sent by Manager, Event Development to Client.
Escalation 3	5-6 days	Email sent by Senior Manager, Culture and Events.
Escalation 4	7 days	<p>Director, Recreation and Culture makes decision to any of the following actions:</p> <ul style="list-style-type: none"> <li>• Cancelling the event.</li> <li>• Reducing points in the Celebration Square Large Event Application (under Event History).</li> <li>• Revoking Community Group Registry status.</li> <li>• Requiring additional deposits or financial guarantees for future event applications.</li> <li>• Placing the organizer on probation, requiring additional oversight for future events.</li> <li>• Limiting access to City venues or services for non-compliance.</li> <li>• Referring the case to the City's Legal Department for further review if necessary.</li> </ul>

Email communication must be sent to the designated Event Contact person and at least one other designated contact for the Event to ensure Event Organizers are aware of the issue and action taken.

## EQUIPMENT RENTAL

Rental companies that will be onsite at MCS to drop off or pick up equipment outside of venue hours listed in a Facility Rental contract must have prior approval from MCS. Event organizers must submit a request for equipment to be onsite outside of venue hours to MCS thirty (30) days prior to event for consideration. Proposed drop-off and pick-up times must



be included with this request. If approved, the event organizer must submit the following to MCS by seven (7) days prior to event on behalf of any company providing equipment rentals:

- A copy of the service provider's business license
- \$2 million liability insurance naming the City as an additional insured on the [City's template](#).

Additional documentation including WSIB clearance may be required depending on the type of equipment being rented and the work being performed.

## FEES & PAYMENT

Fees are either mandatory, or applicable for services requested by the event organizer. [MCS Fees & Charges](#) are subject to annual increases as approved by Council through their respective By-laws. For **Small Events**, estimated event fees are due and payable at contract signing and post-event fees will be reconciled within thirty (30) calendar days. Payment of any outstanding event fees will be due within thirty (30) calendar days of issuance of the final invoice. Payments and refunds are subject to the City of Mississauga's [Payment and Refund Policy](#).

At the time of booking for a **Large Event**, full payment of the non-refundable Facility Rental Fee is required, along with a pre-authorized payment or postdated cheques covering 100% of the estimated Event Fees. A payment of 25% of the estimated Event Fees is due 60 calendar days before the event, with the remaining balance of estimated Event Fees due 30 calendar days before the event. Any additional charges incurred during or after the event must be paid within 30 calendar days of receiving the final invoice.

Balance payments made less than 14 days prior to event must be made by debit, credit card, certified cheque or money order. Celebration Square Fees exclude: Peel Regional Police, third party security, first aid, insurance, vendor licensing, road closures & all associated costs, engineering assessments, all other external consultation and services, all other City of Mississauga charges not listed here. Payments are made to the Customer Service Centre, Paramount Fine Foods Centre, North Building, Ground Floor, 5600 Rose Cherry Place or by calling 905-615-4100 x3 Monday- Friday 8:30am to 4:30pm.

## FENCING ([FENCE BY-LAW 397-78](#), [PARKS BY-LAW 186-05](#))

All events at MCS must be free and open to the 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 receiving written authorization from Council. If approved by Council, MCS must be advised of the exact location and details of temporary fencing structures.

## FIRE & FIRE ENTERTAINMENT ACTS (**HIGH RISK**) ([PARKS BY-LAW 186-05](#))

Any form of open flame or fire entertainment acts are considered a high risk activity and subject to approval by MCS. Event organizers must submit a *High Risk Activities Request*, sixty (**60**) days prior to the event. The following documentation must be submitted to MCS at least thirty (30) days prior to the event for approval:

- Dimensions (size & weight)
- Electrical requirements
- Image or photo
- Fire safety plan

If approved, the performance must be barricaded to ensure public safety and event organizers must have a working fire extinguisher present for the duration of the act. Failure to comply to these parameters may result in shutdown of the performance by MCS staff.

## FIREWORKS ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

Fireworks that are not part of a City-produced event are prohibited at MCS.

## FIRST AID ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

Event organizers must ensure that all participants and patrons are adequately safeguarded. A highly visible first aid station operated by professional and licensed first aid service providers is mandatory. [St. John Ambulance](#) first aid coverage for events is available on a first come first served basis; requests must be submitted eight (8) weeks prior to the event. [Peel Regional Paramedics](#) paid duty coverage for events is also available. If first aid has not been confirmed, the City reserves the right to hire first aid at the organizer's expense.

## FLYERS ([PLACING ADVERTISEMENT WITH THE CITY](#))

All printed materials to be distributed or displayed are subject to prior approval by MCS. Any materials, displays or speeches that would be frightening or deemed inappropriate to any age group are prohibited.

## FOUNTAIN/ICE RINK

Located on the Upper Square, this multi-purpose space measures 147'x155' and functions as a fountain from May to October and an ice rink from November to March (weather permitting). There is a standard setup of furniture (umbrellas, fencing, and tables) around the fountain, which cannot be removed or reconfigured for events.

## GENERATORS

Portable generators require pre-approval by MCS and are only permitted in specific areas of the venue where built-in power is not available. The Outdoor Bookings team can identify where use of a generator can be permitted. The following information must be submitted for approval:

- Brand, size and specs of the generator to be used
- Vendor name and list of appliances using generator with exact electrical requirements

Note: Generators larger than 12 kilowatts or 240 volts must have an electrical notification. An ESA inspector must also review the electrical work. Call 1-877-ESA-SAFE (372-7233) at least a week before your event to arrange this.

### GREASE COLLECTION BIN

The grease collection bin is located behind the Market Trellis, and available to event organizers and vendors to dispose of used cooking oils & grease in a secure, contained location. Any solid materials, such as food or fats may NOT be disposed of in this bin. The grease bin will be inspected before event start and after event end by MCS staff; a cleaning penalty will be applied to the Event Organizer's final settlement if food, fats, or damage is seen in the bin. Disposal of grease or food in the Grey Water Sink or any other location in the venue will incur additional cleaning penalties at the Event Organizer's expense.

### GROUND STAKES

Staking, spiking, or digging into the ground, grass or concrete/pavement is prohibited at MCS. Any damages to the site or underground utilities as the outcome of staking, spiking, or digging will be charged to the event organizer.

### HIGH RISK ACTIVITIES

A high-risk activity is any activity that significantly increases the likelihood of injury, property damage, or public safety concerns. These activities typically require additional risk assessments, insurance coverage, security measures, or permits.

### HOURS OF OPERATION

#### Venue

Events at Celebration Square have standard hours of operations:

Day of the Week	Load-in Start	Event Start	Event End	Load-Out End
Mon - Thurs	7:00 AM	12:00 PM	10:00 PM	2:30 AM
Friday	7:00 AM	12:00 PM	11:00 PM	2:30 AM
Saturday	7:00 AM	12:00 PM	11:00 PM	2:30 AM
Sunday*	7:00 AM	12:00 PM	7:00 PM	11:00 PM

\*All schedules are subject to approval by the Supervisor, Outdoor Event Bookings.

#### Stage

Approved hours for stage performances and sound checks are:

Day of the Week	Stage Start	Stage End
Mon - Thurs	12:00 PM	10:00 PM
Friday	12:00 PM	11:00 PM
Saturday	12:00 PM	11:00 PM

Sunday*	12:00 PM	7:00 PM
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\*All schedules are subject to approval by Supervisor, Technical Production.

On long weekends programming on stage can be extended at the approval of the Manager of Live Events and Media Production and the Manager of Event Development.

## INDOOR SPACES

Indoor facilities located in close proximity to Mississauga Celebration Square (MCS) are available for event organizers to book on a first-come, first-served basis. These spaces offer added flexibility for programming, meetings, or support areas.

### Hazel McCallion Central Library (HMCL)

The HMCL is a modern, multi-purpose facility designed to support a range of interests and event needs. It features a variety of rentable spaces, including meeting rooms, program rooms, and a dedicated event space on the 4th floor.

To explore the layout and availability of Library spaces, visit:

<https://mississauga.stackmap.com/explore>

### Civic Centre

The Civic Centre offers additional indoor spaces that can support your event needs, including the Great Hall and Council Committee Rooms. These spaces are available for booking outside of regular business hours.

## INFLATABLES (HIGH RISK)

All inflatables are subject to approval by MCS. A maximum of three (3) inflatable bouncers are allowed onsite at any one time.

Inflatable bouncers are restricted to the lawn area of the Lower Square or the upper square by the southeast doors into the great hall. They must be secured with sand bags or water barrels and be continuously supervised by qualified staff. Staff from the supplier company must also be present.

Event organizers must submit a High Risk Activities Request to MCS sixty (60) days prior to event for consideration. If approved, the event organizer must submit the following to MCS eight (14) days prior to event on behalf of any company providing inflatables or any other high-risk activities:

- TSSA Amusement Device License
- TSSA Amusement Device Permit
- AD Permit number for each device
- If setup on concrete, soft rubber matting must be setup at the entry of the inflatable
- A copy of the service provider's business license

- \$5 million liability insurance naming the City and the Event Organization as an additional insured on the [City's template](#)

## INSURANCE

Proof of insurance must be submitted to the City of Mississauga fifteen (15) days prior to your event. For additional details about insurance, see the [Insurance Fact Sheet](#).

## LARGE EVENT ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

A Large Event is any pre-planned, organized activity with an expected attendance of 5,000 or more per day that will be facilitated with the support and expertise of City staff. Large Events are selected annually through a competitive application process.

## LARGE STRUCTURES & ART INSTALLATIONS (HIGH RISK)

Any large non-tented structures, art installations, or immersive experiences are considered high risk, and are subject to approval by MCS. Event organizers must submit a High Risk Activities Request to MCS sixty (60) days prior to event for consideration. If approved, the event organizer must submit the following to MCS eight (30) days prior to event:

- Design concept with renderings and dimensions
- Engineering drawings stamped by a licensed engineer in Ontario (parameters)
- Inspection plan and confirmed scheduled inspection
- Load-in/setup and load-out/removal plan

Any structures over 18 square feet in total area must also obtain a Building Permit from the City of Mississauga. For more information on Building Permit criteria, requirements, and application, visit [Building & Renovating webpage](#).

## LOAD-IN/LOAD-OUT

Load in and out may begin only when City Staff - Onsite Event Coordinator, has given permission. Event load-in and load-out must be managed by the event organizer in accordance with the [LoadIn/Load-Out Fact Sheet](#), which should be distributed to all parties coming onsite.

A minimum of two (2) security guards at each gate used during load-in and load-out is mandatory; one (1) guard must remain at the gate, and the other must walk each vehicle to its location. Security guards are responsible for every vehicle they allow onsite.

If City staff determine that safety is being compromised, the event organizer will be notified immediately and will be required to provide support to third party security. Event organizers must work with third party security to manage load-in and load-out responsibilities.

Onsite Event Coordinators will supervise load-in and load-out (with support from City of Mississauga Security Services) from start to finish to ensure safety is not being

compromised. City staff may also request support from Peel Regional Police paid duty officer onsite at the organizer's expense. If safety continues to be a concern, MCS technical staff will be called to assist, which may delay the start of programming. As it is the event organizer's responsibility to ensure safety on site at all times, programming will not be extended if the MCS technical staff was needed to assist with load-in.

### **LOST AND FOUND**

The City of Mississauga is not responsible for the loss or theft of items. All lost and found items at Celebration Square are to be turned into the Welcome desk located on the ground floor of City Hall during business hours. Outside of business hours, any lost and found items can be returned to City of Mississauga staff. City of Mississauga staff will log the items, and surrender them to the welcome desk upon re-opening during business hours.

### **MARKING THE GROUND**

Applying temporary markings to the ground is subject to approval by MCS. Only standard, white chalk may be used to mark the ground. Exact brand of chalk and location to be marked must be provided to MCS for approval.

### **ONSITE EVENT COORDINATOR**

The Onsite Event Coordinator is the primary liaison for Event Organizers will supervise load-in/load-out, ensure that all Laws, By-laws and Guidelines are followed, conduct pre and post event site walkthroughs to assess damages and determine cleaning requirements, and serve as the event organizer's point of contact for all site and City issues. Onsite Event Coordinators are mandatory for all Large Events from the beginning of load-in to the end of load-out

### **OUTDOOR BOOKINGS (CITY OF MISSISSAUGA)**

The City of Mississauga's Outdoor Bookings Team works with independently-produced event organizers to coordinate event services, pricing and operations. They are responsible for the implementation and execution of the MCS and City-wide policies, event application process, venue guidelines, and ensuring that event organizers meet all requirements. They are the main point of contact for event organizers during the planning process and will coordinate with all City departments to ensure that the required City services are provided.

### **PARKING ([TRAFFIC BY-LAW 555-00](#))**

Paid parking is available in the Mississauga Civic Centre/Central Library and the Living Arts Centre. Parking in the Mississauga Civic Centre/Central Library is free on weekends and after 6p.m. on weekdays. Reserved parking is not available underground. Parking spots on the layby on Burnhamthorpe can be reserved through MCS, although they cannot be guaranteed. No vehicles other than display vehicles are allowed onsite during an event.



## PERFORMER CODE OF CONDUCT

All performers at Celebration Square must sign and adhere to the [Performer Code of Conduct](#). The event organizer must ensure that each performer or act 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.

## POLE BANNERS

Pole banners at Celebration Square are permanent fixtures reserved for City of Mississauga branding. Banners cannot be removed or replaced for events, unless granted a special exception by MCS.

## PORCH VENDORS

Porch food vendors hold an annual contract with the City of Mississauga to vend daily at MCS on non-event days. These food vendors are typically located under the Market Trellis, and are not onsite during events unless they have made arrangements with MCS or the Event Organizer to participate.

## PROPANE

All propane tanks must be properly labelled and secured vertically by chains to a stable support. Event Organizers are responsible for providing valid TSSA & Propane Inspection Certificates dated within the past 12 months for all equipment. Propane tanks must be barricaded and/or placed away from public reach during an event.

## RAFFLES & LOTTERIES

A lottery exists when money is paid for a chance to win a prize, regardless of the intended use of the funds that are raised. The [Alcohol and Gaming Commission of Ontario](#) (AGCO) is responsible for regulating and overseeing licensed lottery events. 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 1 year, and have shown that they provide a benefit to the Mississauga community. Licensed organizations must meet all AGCO lottery licensing [Terms and Conditions](#) including maintaining a separate lottery trust account, and must fulfill all prescribed reporting and spending requirements. To determine eligibility, contact the [Charity Gaming](#) office, and complete and submit the [Eligibility Questionnaire](#) a minimum of forty-five (45) days prior to event. For additional details on lottery licences, see the [Lottery Licence Fact Sheet](#).

## ROAD CLOSURES & PARADES ([ROAD OCCUPANCY BY-LAW 251-12](#))

All road closures and parades are subject to approval by MCS. Applications for a [Road Occupancy Permit](#) must be submitted a minimum of twelve (12) weeks in advance of an event. Event organizers must meet all Road Occupancy Permit [Terms and Conditions](#). Applications must be endorsed by MCS. Both the City of Mississauga and the Region of Peel



must be named as additionally insured on the event organizer's [Certificate of Insurance](#). Prior to permitting road closures, Transportation and Works and MCS may consult with the Peel Regional Police, Mississauga Fire Department, MiWay and GO Transit, other emergency response providers, the Mississauga Central Library, affected utilities, affected property owners, Square One and any other person or agency who may have an interest in this application. Road closure signage will be required in advance of and during the closure, to be determined by Transportation and Works and MCS. The cost of road closure signage is the responsibility of the event organizer. A copy of the approved permit must be available on the location at the time of the event. Costs for Road Occupancy Permit and required signage are determined by the [Transportation and Works Fees & Charges By-law](#) and approved by Council.

## SCREENS

The MCS digital billboard screens are available for all Large Events. They can be used to show live stage performances, provide information (event schedules or maps), introduce artists, recognize sponsors and show films, movies or animation. All content, including website addresses, requires MCS approval. For additional information about screens, see the [Screens Fact Sheet](#).

## EVENT SECURITY ([OUTDOOR EVENTS IN THE CIVIC DISTRICT 05-03-03](#))

Event organizers must ensure that all participants and patrons are adequately safeguarded. Events require paid duty police, professional third party security and professional first aid services, subject to approval by the City of Mississauga and Peel Regional Police. Event organizers must submit a security plan to MCS sixty (60) days prior to the event for consideration by the City of Mississauga and/or Peel Regional Police. If approved, the event organizer must submit the following to MCS seven (7) days prior to event on behalf of any company providing security services:

- A copy of the service provider's business license
- \$5 million liability insurance naming the City as an additional insured on the [City's template](#).

## SECURITY SERVICES (MISSISSAUGA BY-LAW ENFORCEMENT)

Mississauga Security Services officers are present during event load-out to support clients and staff. Security Services officers ensure all laws, by-laws, and venue guidelines are being followed. They also assist with maintaining public safety during vehicle movement and event strike. A minimum of 2 officers are required for minimum 4 hours during load-out.

## SIGNAGE

All signage is subject to approval by MCS. No signs can be posted on the buildings, walkways, or trees. No signs of any kind are permitted in the Jubilee Garden. Signage may be permitted on crowd control barricades or pillars if properly installed. The display of any tobacco company or product identification is strictly prohibited. Signage must not obscure

any City sponsor logos. Requests for consideration must be submitted to MCS by thirty (30) days prior to the event and must include the following:

- Dimensions
- Locations on site
- Method of installation
- Materials used to secure in place

## SITE MAP

All site maps are subject to approval by MCS. Event organizers must provide a Site Map indicating the location of all tents, activations, equipment and displays. Preliminary site maps are due (30) days prior to your event for review by the Event Services team. The Event Services Site Map is available in the Event Planning Toolkit section of the [MCS website](#).

## SMALL EVENT ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

A Small Event is any pre-planned, organized activity with an expected attendance of less than 5,000 that will be facilitated with the support and expertise of City staff. Full set-up of the main stage is not available for Small Events. Small Events are considered on a case-by-case basis, based on the availability of City resources. Event organizers must submit a Small Event Application Form to MCS 12 weeks prior to event date for consideration.

## SMOKING/VAPING ([SMOKING BY-LAW 94-14](#))

MCS is a smoke-free space. Any person who violates this By-law may be fined.

## STAGE

The main stage is available for all Large Events. MCS approves and manages all aspects of the main stage, amphitheatre, screens, alternate performance locations and any technical equipment on the site. The main stage sound system and lights are stored in winter due to weather conditions. Large Events using the main stage after the second weekend in October and before the second weekend in May will require additional time for set up. The main stage is only available for Small Events between the second weekend in May and the second weekend in October. For additional information about stage, see the [Main Stage Fact Sheet](#).

## TECHNICAL SERVICES (CITY OF MISSISSAUGA)

The City of Mississauga's Technical Services team oversees the Celebration Square stage and screens. They work with event organizers to determine production requirements and scheduling of all performances, and can assist with sourcing rentals or providing company contacts. They are responsible for ensuring that production work is in compliance with all laws and regulations, and that screen content meets the [criteria for screening](#). They have final say over all stage and screen activities at Celebration Square.

## TENTS & SHADE STRUCTURES

All tents and temporary shade structures must be properly weighted at all times, regardless of weather conditions. Proper weights can be:

- Rubber tent weights
- Sandbags
- Water barrels
- Concrete blocks (on City Centre Dr or Market Trellis only)

10x10' temporary shade structures must have a minimum of 40 lbs attached to each leg. Structures larger than 50x50' must have a minimum of 50 lbs attached to each leg.

All tents & temporary shade structures are subject to inspection by MCS staff prior to event start. If structures are not properly weighted, the Event Organizer and/or vendor will be given one warning by MCS staff and asked cease operations until proper weights can be arranged. Failure to comply after receiving a warning will result in removal of the structure, or MCS staff will provide weights (if available) at cost to the Event Organizer.

## TERMS & CONDITIONS

Once an event is approved, organizers are required to submit a non-refundable facility rental payment to confirm their Rental Contract. Details regarding the deposit amount, payment instructions, and rental terms will be outlined within the Contract.

All facility rentals at Mississauga Celebration Square are governed by the terms and conditions outlined in the [Rental Contract](#). It is the responsibility of the event organizer to review and understand these terms prior to event confirmation. Organizers are encouraged to connect with their Event Coordinator to discuss any questions or, if needed, reach out to the Supervisor of Outdoor Event Bookings and Coordination to schedule a time to review the contract in detail.

## TRACKLESS TRAINS

All trackless trains are subject to approval by MCS and are restricted to the concrete pad around the fountain area on the Upper Square. The train must be escorted by a qualified person at all times and operated by a staff from the supplier company.

Event organizers must submit a High Risk Activities Request to MCS sixty (60) days prior to event for consideration. If approved, the event organizer must submit the following to MCS eight (14) days prior to event on behalf of any company providing inflatables or any other high-risk activities:

- TSSA Amusement Device License
- TSSA Amusement Device Permit
- AD Permit number for each device
- A copy of the service provider's business license
- \$5 million liability insurance naming the City and the Event Organization as an additional insured on the [City's template](#)

## VEHICLES

Driving is only permitted on City Centre Drive and the roadway behind the Market Trellis. Vehicles are not permitted to drive on the lawn or the upper square under any circumstance. Vehicles are only permitted onsite during designated load-in and load-out times; vehicles must be safely escorted by City staff, the event organizer or event organizing team, or security whenever driving onsite. Vehicles are not permitted onsite during events with the exception of display vehicles or vehicles necessary for reasons of food safety (freezer van) with prior approval from MCS. Display vehicles are not permitted to move once parked, until load-out begins. Event organizers must request permission to keep vehicles onsite during an event by seven (7) days prior to the event. For more information and a map of drive zones, see the [Load in and Load Out Fact Sheet](#).

## VENDORS

All vendors are subject to approval by MCS. Event organizers must provide a list of vendors including full electrical requirements thirty (30) days prior to the event. Event organizers may have a maximum of seventy (70) commercial food (cooking/non-cooking) or display vendors during their event.

Event organizers may have fifteen (15) commercial vendors without surcharge. There are additional fees for sixteen (16) or more commercial vendors. Cooking food vendors must be located under the Market Trellis or on City Centre Drive only. Non-cooking food or display vendors may be located on the Lower and/or Upper Raised Garden. For a map of all approved vendor locations, see the [Vendor Fact Sheet](#).

Event organizers require a Special Event License from [Mobile Licensing](#) when an event includes vendors selling any service or product, when sales proceeds are being donated, when a service or product is being given out for free but is paid for by the event organizer or other involved party.

Event organizers must also submit all required information to Peel Public Health for any food vendors. Events that are not in compliance with all laws, by-laws, rules and regulations, may be cancelled either before or during the event. All vendors are subject to approval by Mississauga Celebration Square. For additional information about vendors and important deadlines, see the [Vendor Fact Sheet](#).

Tented cooking vendors must ensure the following equipment is setup prior to operating:

- Tent weights on all four (4) legs of the tent
- Fire extinguisher in working order
- Grease mat to protect venue grounds from stain/damage, if cooking with oil or grease
- Barrier separating cooking grill and propane tank from public

## WASHROOMS

Events with daily-expected attendance of less than 2,500 can be accommodated by the existing indoor washroom facilities are located on the Upper Square. Custodial staff charges for indoor washrooms cleaning are mandatory for all Large Events. Events with expected attendance over 2,500 must arrange for portable washroom facilities, including accessible units and hand washing stations. Equipment Rental Guidelines apply to portable washrooms.

MCS Staff to determine the number of washrooms required based on event information. If sufficient portable washroom facilities are not provided, a penalty will be added to the event organizer's final settlement. Portable washrooms must be setup in the approved standard location.

## WASTE MANAGEMENT

Event organizers and vendors are responsible for the cleanliness of the venue. They must dispose of waste in a timely manner throughout the event. At the end of the event, vendors must leave their space clean and free from all garbage and debris.

A minimum of two (2) large industrial dumpsters and one (1) large industrial recycling roll-off bin is arranged for all large events. Vendors must dispose of all waste, including garbage bags, cardboard boxes, etc. in these roll-off bins.

A site inspection will be conducted by MCS staff and event organizers at the end of the event to evaluate cleanliness of the venue. Failure to dispose of waste correctly may incur additional cleaning costs at the event organizer's expense.

## WATER

There is a permanent potable grey water sink behind the Market Trellis. The sink must NOT be used for grease or food disposal. Disposal of grease or food in the sink will result in additional cleaning costs at the expense of the Event Organizer.

Potable water hookups are also available across the site. See Electrical Amenities site map for exact locations. Water access must be requested in advance. Vendors must supply their own potable water hose. Potable water is shut off between November 1 – April 1 annually; vendors must supply their own water at events during this time.

## WEATHER

All events at Mississauga Celebration Square are weather permitted. Outdoor events are subject to inclement weather. In the case of:

- Rain: a performance can continue if it is deemed safe by the Technical Supervisor.

- Lightning: the technical staff are required to shut down the event, including stage performances, to reduce the risk of being hit by lightning in accordance with the [Outdoor Venues Safety Guideline for the Live Performance Industry in Ontario](#).
  - o Only once thirty (30) minutes have passed without lightning the Technical Supervisor advise the crew to re-open the stage and the event can resume

*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.*

### Weather Trigger Chart

Weather Trigger	All Outdoor Programming (i.e. inflatables)	Main Stage & Satellite Stages	Vendors	Staff
Clear Blue Skies	As per event plan	As per event plan	As per event plan	As per event plan
Rain No thunder/lightning Wind <15km/hour	All activity proceeds as planned	All activity proceeds as planned	All activity proceeds as planned	All activity proceeds as planned. Hand out rain ponchos if available.
Thunder/ Lightning more than 8km away	Weight all fencing. Prepare to strike tents. Mitigate for rain if necessary. Proceed as planned.	Secure stage area. Mitigate for rain if necessary. Proceed as scheduled.	On standby to close. Proceed as planned	On standby to secure spaces. Proceed as planned.
Winds >15km/hour, <45km/hour	Weight all fencing. Strike tents if needed. Proceed as planned.	Secure stage, strike tents if necessary. Proceed as scheduled.	Strike tents, proceed as planned.	On standby to strike. Proceed as planned.
Thunder/ Lightning within 8km	Hold until clear	Hold until clear	Hold until clear	Shelter in place
Hail	Hold until clear	Hold until clear	Hold until clear	Shelter in place
Winds >45km/hour	Strike Tents. Hold until clear	Strike Tents and secure	Strike Tents. Hold until clear	Shelter in place



		stage. Hold until clear		
Prolonged (>2 hours) red zone forecast during event hours	Cancel	Cancel	Cancel	Cancel