

2016 Terms of Reference for the Events and Programming Process for Streetsville Village Square Event Committee

For reporting of Incidents at Streetsville Village Square please contact City of Mississauga Security Services Operations Centre (24 hrs/7 days a week) at 905-896-5040 or Peel Regional Police 904-453-3311 for non-emergencies. Please dial 9-1-1 for emergencies

Streetsville Village Square is an open air venue that is suitable for theatrical, musical or other small scale artistic/cultural events. Streetsville Village Square is regarded as a “people place” that is open and accessible to all members of the community. Amenities on the square include a trellis stage, access to water and electrical, a sound system and outdoor seating. Streetsville Village Square has a standing capacity of 3000 people when Main Street between Queen and Church is closed and 200-250 people when the road is open to local traffic.

Amenities:

- Trellis:** The main stage is a permanent structure located at the intersection of Main Street and Queen Street. The Roof is comprised of metal with a glass roof.
- Sound System:** The main audio system is an RH iconyx system located on speaker towers just in front of the main stage. They are currently configured to run analog signal from the patch bay in FB1 (located just behind the planter upstage right)
- Lighting:** There are 12 Martin Tripix Wash fixtures permanently mounted to the structure of the stage. These fixtures cannot be removed or refocused. For live events a lighting console must be rented – it should be capable of outputting at least 1 universe of DMX512 (5 pin XLRconnector).
- Furniture:** Patio seating with umbrellas for 50 persons, four picnic tables and four benches

Definitions

“Event” means any pre-planned, organized activity that will need to be facilitated with the support and expertise of City staff.

“Event Organizer” means any individual or organization booking an Event.

“Streetsville Village Square Event Committee” means a committee of the Streetsville B.I.A responsible for assessing and approving event requests for Streetsville Village Square. The Committee is composed of a Director from the board of the Streetsville B.I.A and an alternate, Manager of the Streetsville B.I.A, representative of the Streetsville Legion, Community Development Coordinator, City of Mississauga; Parks Manager or delegate, City of Mississauga; Transportation & Works, City of Mississauga; Culture Division, City of Mississauga; Peel Regional Police; members from not for profit community groups based within the town of Streetsville; members of the Streetsville B.I.A; local residents of the town of Streetsville

“Major Outdoor Event” is an event planned for more than 250 people

- i) when Main Street between Queen and Church may or may not be requested to be closed
- ii) pose a level of risk such as alcohol, inflatables, entertainment
- iii) or require the approval of outside agencies

“Program” means any repeated, weekly or regularly occurring activity for children, youth or adults

The City of Mississauga does not issue permits for **demonstrations, protests, rallies or vigils.** Streetsville Village Square is a public space and these activities are vetted, reviewed and monitored by City of Mississauga Corporate Security in accordance with City of Mississauga policies and procedures. Please contact Corporate Security for any questions/concerns at 905-896-5040

PRIORITY EVENTS

First Priority of the booking of Streetsville Square for an event will be given to:

- 1) Streetsville B.I.A, and/or a Streetsville B.I.A member, sponsored produced or co-produced Events, such as Canada Day celebrations, tree lighting, Santa Clause parade, Bread & Honey, Remembrance Day, movie nights, summer concerts, etc.

Second Priority of the booking of Streetsville Square for an event will be given too:

- 2) City of Mississauga cultural activities and programs

Third Priority of the booking of Streetsville Square for an event will be given too:

- 3) New or existing events/programs deemed by the Streetsville Village Square Event Committee to contribute to the town of Streetsville’s cultural diversity, heritage, raise its arts and culture profile and/or add economic benefit to the town from a tourism perspective:

****Only one major outdoor event on Streetsville Square is permitted per month during the 2016 spring/summer and fall season**

BOOKING PROCESS –MAJOR OUTDOOR EVENT

A Streetsville Village Square special event application for a major outdoor event must be completed and submitted to the Streetsville Village Square Event Committee. Terms and Conditions for booking and an overview of the Event process are detailed in the City of Mississauga Special Event Guidelines and Road Closure Permit for a Special Event.

City of Mississauga residents, businesses, elected officials, and not for profit groups/organizations can apply.

Application Deadlines

All applications will be evaluated by the Streetsville Village Square Event Committee. All eligible applications will be fairly evaluated based on the Conditions for Approval outlined as follows:

- Community Benefit
- Contribute to the cultural diversity, heritage, raise its arts and culture profile
- Economic benefit to the town of Streetsville from a tourism perspective:
- Community Safety and Impact

Event Organizers must also meet the following eligibility criteria:

- Event Organizers must have proven experience with large-scale events;
- Event Organizers must demonstrate a proven track-record of fiscal responsibility with a balanced and realistic budget
- Event and Event Organizers must comply with the Ontario Human Rights Code
- Event Organizers must comply with the City's Respectful Workplace Policy (01-03-04):
- Event and Event Organizers do not conflict with the City's Values;
- Event and Event Organizers are in compliance with all provincial laws, federal laws, City policies and by-laws;
- Event Organizers and the Event meet all the requirements in the City of Mississauga Special Event Guidelines and Requirements , Special Event Road Occupancy Permit and Special Events Temporary Road Closure By-Law 51-06

City staff will assist the Event Organizer in meeting all conditions for approval. A final road closure special event permit, detailing all fees and charges and specific requirements (e.g. payment/cancellation terms, insurance, additional security, maintenance, technical support, furniture, etc.) will be issued by city staff when all terms and conditions for approval are met. The contract must be signed and returned to the City at least thirty (30) days prior to the event.

The City of Mississauga may rescind approval for an event at any time if the eligibility criteria and conditions for approval outlined above are not met. Furthermore, approval may be rescinded if conditions and requirements for the hosting of an event are not met or the conditions and requirements on the Special Event Road Occupancy Permit are not met.

Appeal process: A request to appeal eligibility status must be made in writing to the Director Parks and Forestry, within two (2) weeks of notification of ineligibility. The appeal must clearly address all eligibility criteria that were not met.

Regulations: All Events and Event Organizers are required to obey all federal and provincial laws and municipal by-laws and policies; Adhere to any existing City contracts or agreements; Ensure any City signage, including sponsorship recognition, is not obscured, removed or altered.

BOOKING PROCESS –PROGRAMMING

A Streetsville Village Square programming application must be completed and submitted to the Streetsville B.I.A Manager. Examples of types of programming welcome on Streetsville Village Square are as follows:

- Yoga and Fitness Classes
- Youth related activities
- Art & Culture themed activities, such as sunset concert series, art in the park, outdoor movies, Open Mike
- Cultural activities from local community groups/organizations

City of Mississauga residents, businesses, elected officials, and not for profit groups/organizations can apply. All eligible applications will be fairly evaluated based on the Conditions for Approval outlined as follows:

- Community Benefit
- Contribute to the cultural diversity, heritage, raise its arts and culture profile
- Economic benefit to the town of Streetsville from a tourism perspective
- Community Safety and Impact

Programs must meet the following eligibility criteria:

- Must comply with the Ontario Human Rights Code
- Must comply with the City's Respectful Workplace Policy (01-03-04):
- Do not conflict with the City's Values;
- Are in compliance with all provincial laws, federal laws, City policies and by-laws
- Meet all the requirements in the City of Mississauga Special Event Road Occupancy Permit and Special Events Temporary Road Closure By-Law 51-06

City staff will assist the Program organizer in meeting all conditions for approval. A final Road Occupancy Special Event Permit, detailing all fees and charges and specific requirements (e.g. payment/cancellation terms, insurance, additional security, maintenance, technical support, furniture, etc.) will be issued by city staff when all terms and conditions for approval are met. The contract must be signed and returned to the City at least thirty (30) days prior to start date of the program.

Approval for programming on Streetsville Village Square is also subject to availability and the priority bookings of Major Outdoor Events. Programming on the square may be subject to exception dates for Major Outdoor Events.

Approval for a program on Streetsville Village Square may be rescinded at any time if the eligibility criteria and conditions for approval outlined above are not met. Furthermore, approval may be rescinded if conditions and requirements for the hosting of a program on Streetsville Village Square are not met or the conditions and requirements on the Special Event Road Occupancy Permit are not met.

Activities that have twenty-five (25) persons or less and do not have at-risk activities that would require insurance according to City of Mississauga by-laws, and/or additional approvals according to the City of Mississauga Special Event Guidelines and Requirements, will not need a Streetsville Village Square Special Event Road Occupancy Permit.

SUBMIT PROGRAM AND EVENT APPLICATIONS TO:

General Manager, Streetsville BIA

280 Queen St. S.

Streetsville, Ontario L5M 1M1

angela@villageofstreetsville.com

www.villageofstreetsville.com

P: 905-858-5974

F: 905-858-2366

RESTRICTIONS

The following activities are restricted:

- use of external sound system. The sound system on Streetsville Village Square must be utilized for all events and programs unless approval is granted from the City
- fireworks that are not part of a City approved event (e.g. Canada Day);
- mechanical amusement rides (excluding inflatables)
- vendors that are not approved by either the Streetsville BIA or the Streetsville Village Event Committee and the City of Mississauga
- Banners/Signage on the Trellis, Cenotaph or Streetsville Clock
- Activities that would block driveway access
- Activities that would be considered disrespectful to the Cenotaph and cultural/historical significance of Streetsville Village Square
- Organized skateboard activities

The City of Mississauga may rescind approval for an event or program at any time if restrictions are not respected

NOISE

Amplified sound is not permitted on Streetsville Village Square without an approved major outdoor event or programming application. Community organizations and groups that have been granted permission to utilize the sound system on Streetsville Village Square must meet with City staff prior to their event/program to determine the approved upon sound level for amplification. City staff will monitor that the approved sound level is adhered too. The City of Mississauga may rescind approval for an event or program at any time if sound restrictions are not respected.

INSURANCE

The City of Mississauga and the Streetsville BIA are to be added as an additional insured where all applicable evidence of insurance is required.

All Major Outdoor events and Programming on Streetsville Village Square will require a minimum evidence of third party liability insurance of \$2,000,000 (two million) naming the City of Mississauga and the Streetsville BIA . Additional insurance requirements may apply according to the City of Mississauga Special Event Guidelines and Requirements document.

PERMIT FEES

Streetsville Village Square Event Fees are as follows: (Effective January 1-December 31, 2016)

Streetsville Village Square Permit Fee- Affiliated/Community/Charitable Groups	\$160.27/Daily
Instructional Classes – per hour	\$34.80/Hourly

ADDITIONAL APPLICABLE FEES FOR MAJOR OUTDOOR EVENTS

Administration Fee	\$76.61
One Parks staff and truck, per hour	\$124.44/hour
Additional Picnic Tables (9 tables/load)	\$246.45/load
Set-Up: Picnic Tables, Bistro Tables and Chairs	\$121.40
Electrician	Direct Cost
Vendor Permits - Community Groups/BIA	\$30/permit

Additional fees may also apply for the following:

1. SOCAN fees
2. Portable Washrooms – required at major outdoor events
3. Security/Police
4. Road Closure signage and closing of Main Street
5. First Aid Requirements
6. Building Permit Fees for Tents

***A damage deposit is required for all major outdoor events as assessed by the City of Mississauga**

**Please refer to City of Mississauga Special Event Guidelines and Requirement document for information and details pertaining to further applicable fees. Fees are council endorsed and subject to change.