



SUMMER VILLAGE OF  
JARVIS BAY

Policy Title <b>Special Events Policy</b>	Date: <b>November 7, 2023</b>	Resolution No. <b>JBC-23-150</b>
--	----------------------------------	-------------------------------------

**PLEASE NOTE: The Summer Village of Jarvis Bay will not issue permission for events that include rides or carnival activities, fireworks or lasers, open flames for the purpose of warming, cooking or otherwise, and any other activity deemed as not in keeping with the general peace and natural environment in the Summer Village of Jarvis Bay. A permit may not be issued for any event that is for profit and or has the potential to become an event whereby money is exchanged.**

#### **POLICY STATEMENT:**

The purpose of this policy is to establish guidelines for the allocation and management of Special Events on municipal parks in the Summer Village of Jarvis Bay.

It is the goal of this policy to:

- a. Provide a fair and transparent means of service delivery
- b. Ensure equitable access to the Municipal Parks
- c. To promote a diverse range of activities
- d. Establish uniform criteria and procedures for the reservation and use of Parks for special events
- e. Facilitate scheduling that will support proper maintenance of Parks
- f. Permit the planning and implementation of Special Events and programs in which a large number of people are expected to participate
- g. Ensure that the Summer Village Parks are used for the benefit of the entire community
- h. Balance the needs of Permit Holders, casual participants, and the summer village as a whole.

#### **DEFINITIONS:**

**“Park”** means any land owned, leased, or controlled by the Municipality, designation, or used as parkland or as a trail, including gardens, playgrounds, sports fields, or beach areas.

**“Regional Event”** means an event that attracts a large number of visitors may receive significant media attention and develop a provincial and/or national profile for the event and the region.

**“Permit Holder”** means any person or organization that holds a permit of any kind for use of Parks within Jarvis Bay.

**“Special Event”** means an event defined as, but not limited to, a festival, procession, march, drill, parade, or other organized event that has any of the following components:

- a. Street closures
- b. Traffic control
- c. Need for security
- d. Live entertainment
- e. Generators/electrical distribution
- f. Food or beverage sales
- g. Invited guests
- h. Wedding

## **PROCEDURE:**

### How to apply

1. Complete the attached booking application form and submit the \$100.00 application fee to the Summer Village Administration Office.
2. The application must be received 10 days prior to the next scheduled Council meeting.
3. The Summer Village may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect municipal property or maintain the enjoyment of the Park for the public, which shall include identification of:
  - a. Permit Holder, whether an individual, individuals or corporation
  - b. Permitted use
  - c. Applicable fees
  - d. Confirmation of payment of applicable insurance
  - e. Time and date of permitted use
  - f. Place of permitted use

4. Before the final permit will be issued the following information must be submitted with the completed application:
  - a. Contact name, including phone number and email (if available) of Permit Holder(s)
  - b. Insurance Certificate
  - c. Applicable fees
  - d. Site Plan
  - e. Parking Plan
  - f. Signage
  - g. Emergency Plan
  - h. Garbage and Waste Disposal Pan

#### Application Approval

1. All applications will be reviewed at the 1<sup>st</sup> Council meeting following receipt of all applicable information.
2. Council will review each application and provide its decision based on the needs of permit holders, casual participants, and the summer village as a whole.