



City of
PICKERING



2026 Community Festival & Events Manual



Introduction

The City of Pickering has developed the Community Festival & Events Manual to assist prospective and reoccurring event organizers in planning safe and successful public events and festivals within Pickering.

The manual clearly outlines all areas of responsibility for event organizers. It includes information about how to apply, available site locations, permits, policies, procedures, and best practices. This valuable information will guide event organizers through the event planning process and assist in ensuring all necessary approvals are in place prior to an event.

Planning a festival or event will require a significant investment of time and resources. The contents of the manual should provide insight into the timelines and requirements for any events hosted on City or private property.

Event organizers should review the City's **Community Festivals & Events Policy (CUL 070)** when considering hosting an event or festival in Pickering.

If you still have questions after reviewing the Community Festival & Events Manual, please contact City staff at events@pickering.ca or by calling 905.420.4620.

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How to Apply

Public Events – Outdoor

Event organizers are asked to submit a **Community Festival & Event Application** to formally initiate the review process for public festivals and events in Pickering occurring on City property.

The **Community Festival & Event Application** is presented to the City's internal Corporate/Community Events Committee (CEC) for review and if the application is satisfactory, the Committee's endorsement. Typically, applicants will receive an update of the CEC's decision within 4 weeks of the application being submitted.

The City will not consider applications that replicate events or programs that the City already offers, as per the **Community Festivals and Events Policy (CUL 070)**.

The recommended timeline for submitting a **Community Festival & Event Application** varies depending on event type:

Community Event

- An event with an estimated attendance of 20 – 999 guests per day. Open to the public.
- Timeline to apply: a **Community Festival & Event Application** must be submitted a minimum of 90 days in advance of the event date for new applicants. The deadline is August 1 of the year prior for renewing applicants.

Community Festival

- An event that includes any of the following:
 - 1,000 – 4,999 guests per day;
 - alcohol;
 - carnival or fair;
 - electrical hookups;
 - road closures.
- Timeline to apply: a **Community Festival & Event Application** must be submitted a minimum of 1 year in advance of the event date for new applicants. The deadline is August 1 of the year prior for renewing applicants.

Partner Event

- An event that includes any of the following:
 - 5,000 + guests per day;
 - takes place in Esplanade Park;
 - includes parade and/or fireworks.
- Timeline to apply: a **Community Festival & Event Application** must be submitted a minimum of 18 months in advance of the event date for new applicants. The deadline is August 1 of the year prior for renewing applicants.

Please note: all Partner Events, including any event in Esplanade Park regardless of the estimated attendance, must be approved by Council the September or October prior to the calendar year of the event (i.e. an event on June 16, 2027, must be presented and approved in the September 2026 Council meeting).

Applicants must receive written confirmation of endorsement of their **Community Festival & Event Application** from a representative of the Corporate/Community Events Committee (CEC) prior to operating or promoting their festival or event, if occurring on City property.



How to Apply

Private Gatherings – Outdoor

Picnic shelters and park space can be rented to host small private gatherings through the **Picnic Shelter & General Park Rental Request**. Picnic shelters are available at Kinsmen Park, Centennial Park, and Whitevale Park.

Sports fields or tracks can be rented by organized/amateur leagues or for pick-up games through the **Seasonal Sports Field Rental Application** or **Tournament Sports Field Rental Application**.

More information about booking private gatherings in City parks, picnic shelters, sports fields, or tracks can be found online at pickering.ca/outdoorrentals.

Indoor Bookings - Public & Private

Indoor bookings for private and public events are available at the following locations:

- Chestnut Hill Developments Recreation Complex
- Don Beer Arena
- Dorsay Community & Heritage Centre
- East Shore Community Centre
- George Ashe Library & Community Centre
- Pickering Museum Village
- Dr. Nelson F. Tomlinson Community Centre
- West Shore Community Centre

More information about venue rentals, including the **Facility Rentals Guide** and **Facility Information Chart**, can be found at pickering.ca/venuere rentals.

Applicants may be directed to complete a **Community Festival & Event Application** depending on the scope of their indoor event.

Event Fees

Application Fees

All event organizers looking to host an event in Pickering must apply through the **Community Festival & Event Application**. Before an application can be reviewed, applicants are required to pay an application fee determined by event type.

- Community Event Application Fee: \$29.87 + HST
- Community Festival Application Fee: \$120.51 + HST
- Partner Event Application Fee: \$294.58 + HST

Application fees are scaled based on anticipated attendance and impact of an event.

Event type will be determined based upon the checkboxes selected in the first section of the **Community Festival & Event Application**. The application timeline and application fee will automatically populate below.

Applicants are to follow the application fee link to ActiveNet and once the fee has been paid, input the receipt number into the required field. This is required to submit the form.

For approved events, the application fee will be deducted from final permit costs.

Permit Fees

Park permit fees are based on the estimated attendance of an event per day.

- Community Events (25 – 999 guests per day): Permits range from \$44.29 - \$1,003.22/per day
- Festival or Partner Events (1,000 – 5,000+ guests per day): Permits range from \$1,115.49 - \$1,671.69/per day

The park permit fee ranges above are outlined on Page 30 of the **2026 Approved User Fees**.

Park Damage/Security Deposit (Refundable)

The park damage and security deposit is required for all events in City parks. This fee is refundable upon final inspection of the park once the event has concluded.

Park Damage/Security Deposit fees are based on anticipated attendance of the event.

Signature Park Event Deposit (Non-Refundable)

The Signature Park Event Deposit (\$530.45) is required for Partner Events to be considered for Council approval. Once approved by Council, the deposit amount will be applied towards the final permit costs.

Insurance

It is mandatory for event organizers, at their own expense, to carry and maintain a minimum of \$2 million per occurrence in Commercial General Liability, where the City of Pickering must be added as an “Additional Insured” on a Certificate of Insurance. If owned/leased vehicles are a part of the event operation, a minimum of \$2 million per occurrence in Commercial Auto Liability will be required as well.

For events with event features such as, but not limited to, alcohol service, carnival/fairs, parades, temporary stages, fireworks, or water sport competitions, event organizers will be asked to provide a Certificate of Insurance for a minimum of \$5 million per occurrence in Commercial General Liability with the City of Pickering added as an “Additional Insured.”

In some cases, event insurance can be purchased through the City of Pickering using a third-party provider. This is also at the expense of the event organizer.

Other Fees

Additional fees may be incurred by the event organizer depending on the event features and associated permits, inspections, and/or licenses required by the City or other governing bodies.

Event organizers are responsible for the costs of event rentals, such as but not limited to, tents, tables, chairs, stages, portable washroom units, and free-standing fencing. This cost includes any additional permit days required for rental deliveries and pick-up.

Picnic tables and garbage bins can be rented through the City:

- Picnic Tables (5 per load) – Delivery & Pick Up: \$155.53 + HST per load
- Garbage Cans (5 per load) Delivery & Pick Up: \$49.44 + HST per load

Depending on the scale of the event, City staff or Security may be assigned to the event for required support roles and/or on-site supervision during any portion of set-up, operation, or take-down. Requirements will be identified upon approval of an applicant's **Community Festival & Event Application**.



Site Locations

Pickering has many beautiful park spaces that may be used for outdoor festivals and events. It is important for event organizers to consider their site requirements, such as capacity, access to hydro or water, lighting, parking availability, transit options, park composition, and vehicle access, when selecting a possible event location.

Event capacity is determined based on event features and anticipated traffic. Event capacity may differ from the total park capacity.

Esplanade Park

One The Esplanade, Pickering, ON

Esplanade Park is located in Pickering's downtown core beside the Pickering Civic Complex, Chestnut Hill Developments Recreation Complex, and The Shops in Pickering City Centre. This picturesque landmark park features a gazebo, two large lawn spaces on either side of the paved pedestrian pathway and has access to hydro upon request.

Parking is available in the Pickering Civic Complex and Chestnut Hill Developments Recreation Complex parking lots upon request. New applicants will be required to provide a **Traffic & Parking Management Plan** for review.

All events in Esplanade Park are considered a **Partner Event** which requires approval from Council. Therefore, a **Community Festival & Event Application** must be submitted a minimum of 18 months in advance of the event date for new applicants.

Please note: West of Esplanade Park is under construction with the CentreCourt development. This may impact event logistics (parking, road closures, etc.) for event organizers. [View more about this project.](#)



Park Capacity: 10,212

Beachfront Park & Millennium Square

505 Liverpool Road, Pickering, ON (Bottom of Liverpool Road)

Millennium Square is a large public square adjacent to Beachfront Park and Nautical Village, that overlooks Lake Ontario, Frenchman's Bay, and the Hydro Marsh. This location features seasonal washrooms, lakeside seating, and is home to the City's Thursday Night Summer Concerts. Power generators are required at Millennium Square for electrical requirements.

Paid/Permitted Waterfront Parking is in effect from May 1 to October 1 annually. Event organizers applying to host their event in Millennium Square in July and August will be required to arrange a shuttle service for event staff, volunteers, vendors, and/or performers to avoid impacting the municipal lot and street parking availability.



Park Capacity: 1,132

Community & Neighbourhood Parks

Community and Neighborhood Parks may be suitable for Community Events depending on the park size and composition, estimated attendance of the event, and other event features, particularly ones which may have an impact on park users or the surrounding residences.

As per the **Sports Field Allocation Procedure**, sports fields, ball diamonds, and courts are not available to host public events. When applying, event organizers should ensure there are NO items placed on those surfaces in their Site Map.

Community Parks

- Brockridge Community Park
- Claremont Memorial Park
- David Farr Memorial Park
- Dunmoore Park
- Forestbrook Park
- Major Oaks Park
- Progress Frenchman's Bay East Park
- Whitevale Park

Neighbourhood Parks

- Baldson Park
- Beechlawn Park
- Bruce Hanscomb Memorial Park
- Denmar Park
- Ernie L. Stroud Park
- Frenchman's Bay Rate Payer's Memorial Park
- Glendale Park
- Glengrove Park
- J. McPherson Park
- Lookout Point Park
- Lynn Heights Park
- Maple Ridge Park
- Pinegrove Park
- Rick Hull Memorial Park (Rosebank Park)
- Rick Johnson Memorial Park
- Rouge Valley Park

Please note: Parkettes, greens, and tot lots are not available for public events.



Filming Locations

Film permit requests for commercial, television or photography uses are subject to the City's policies and procedures. Learn more about the process, fees, and additional requirements of filming in Pickering at pickering.ca/film.

Accessibility

Event organizers must provide and maintain an accessible environment for participants, volunteers, and attendees. This may include:

- Well-placed and clearly signed accessible parking spaces;
- Entertainment viewing areas;
- Washrooms that are located along paved pathways for ease of access;
- Use of directional signage prominently displayed throughout the event venue, to indicate the barrier-free path of travel to:
 - Location of the accessible washroom;
 - Accessible seating areas and other amenities;
 - Goods and services at the event;
 - Signage should consist of high contrasting colours and use the International Symbol of Accessibility where applicable.

Event organizers must ensure that everyone associated with the festival or event is in full compliance with the Accessibility for Ontarians with Disabilities Act, 2005.

The Government of Ontario provides free online training modules to help individuals meet the training requirements under the Accessibility for Ontarians with Disabilities Act, 2005. Please visit the **AccessForward** website to access the training modules and additional resources.

Admission Fees

Any form of soliciting of funds on City of Pickering property including canvassing for donations, parking fees, or charging admission to parks grounds must be identified by the applicant in the **Community Festival & Event Application** in order to be considered for approval.



Advertising

City-issued promotions for events are dependent upon the scale of event and target audience.

All events permitted by the City are welcome to receive:

1. Inclusion in annual Event Summary;
2. Inclusion in the **Corporate Events Calendar** – event organizer to submit listing once event has been approved;
3. One social mention on Facebook and/or Instagram – content must be provided by event organizer at least 30 days in advance of the event date.

Partner Events and/or events with a tourism aspect may receive additional advertising opportunities based on the City's partnership level and the event's target audience.

Alcohol

Event organizers planning to serve or sell alcohol at their event must plan in accordance with the City's **Municipal Alcohol Policy**. Plans to serve or sell alcohol must be identified by the applicant in the **Community Festival & Event Application** in order to be considered for approval.

If approved, event organizers are responsible for applying for a **Special Occasion Permit (SOP)** from the Alcohol and Gaming Commission of Ontario (AGCO) at least 30 days prior to the event.

In order to process the application, the AGCO will require a Letter of Municipal Significance from the City's Clerks Department. To request a Letter of Municipal Significance, event organizers must submit a written letter to the City Clerk with the following information:

- Organization's Name
- Address
- Contact person
- Event date
- Explanation why the event should be considered "significant"

Before a Letter of Municipal Significance can be issued, applicants must pay the \$60.00 (+HST) application fee. Payment can be made in person at the Clerk's Office by credit, debit, or cheque payable to:

Alcohol – Continued

City Clerk
Legislative Services Division
City of Pickering
One The Esplanade
Pickering, ON L1V 6K7

Submission deadlines to request a Letter of Municipal Significance are based on estimated attendance:

- Under 5,000 attendees per day: Submit 45 days before the event
- 5,000 or more attendees per day: Submit 75 days before the event

Events eligible for a Letter of Municipal Significance include:

- Events that benefit the entire community and are of significant community profile;
- A community celebration of special importance that will benefit the entire community; or,
- Events where the public gather to participate in athletic, social, religious, cultural, recreational, educational programs or one with other community objectives.

Trade shows and other commercial events will not be designated as a municipally significant event and these proponents are encouraged to partner with a non-profit charitable organization or third party in order to obtain a Special Occasion Permit.

The City requires that all events serving or selling alcohol meet the following criteria:

- Obtain a Special Occasion Permit (SOP) and post the permit at the event;
- Ensure all rules of the ACGO are strictly adhered to and that alcoholic beverage sales are organized, led and served only by persons with Smart Serve certification;
- Limit sales and service of alcohol between the hours of 11:00 am and 11:00 pm on all days of the week except on Sundays, where sales and service must end by 9:00 pm (excluding Sundays when the following Monday is a statutory holiday);
- **Book Durham Region Police Services paid-duty officers for the entire duration of the event.** If DRPS is unable to fulfill the pay-duty request, alcohol sales will not be permitted.

For more information about obtaining a **Special Occasion Permit (SOP)**, please visit agco.ca or contact the Alcohol and Gaming Commission of Ontario (AGCO) at 416.326.8700 or licensing@agco.ca.

For more information about Letters of Municipal Significance, please contact the Clerk's Office at 905.420.4611 or by email clerks@pickering.ca.

Carnivals

Event organizers planning to host a carnival during their event must plan in accordance with the **Carnival By-law (5621/00)**. Plans to host a carnival on City property must be identified by the applicant in the **Community Festival & Event Application** in order to be considered for approval.

Carnivals operating at events on City property must be located in a parking lot or on a paved area. When applying, event organizers should ensure the carnival is placed in a parking lot or paved surface on their Site Map.

If approved, event organizers are required to apply for and receive a **Carnival Permit** a minimum of 2 weeks prior to the event operation. This applies to events occurring on private property within the City of Pickering as well.

It is the responsibility of the event organizer to ensure and confirm with the carnival operator that an Electrical Safety Authority (ESA) permit or inspection will take place before the carnival is in operation.

For more information about Electrical Safety Authority (ESA) requirements for carnival operators, please visit esasafer.com or contact the Electrical Safety Authority (ESA) by phone at 1.877.ESA.SAFE.

Damage

Damage deposits are charged for events.

Event organizers are responsible for any damage to the park, facilities, streets, sidewalks, including any illegal dumping by vendors within the bounds of the event. No pavement or directional markings are to be applied to any streets or sidewalks without prior approval from City staff.

Damage caused during events will be repaired by the City at the expense of the event organizer (i.e. deducted from the refundable Park Damage/Security Deposit fee).



Electrical

Hydro access may be permitted in parks that have hydro available. Plans to access electrical on-site must be identified by the applicant in the **Community Festival & Event Application** in order to be considered for approval.

If available and approved, event organizers are responsible for ensuring there is no overloading or altering of City electrical systems.

If generators are being used, the Electrical Safety Authority (ESA) requires generators exceeding 12kW/240V be permitted and inspected. It is the responsibility of the event organizer to ensure and confirm with their electrician or generator supplier that an Electrical Safety Authority (ESA) permit and/or inspection will take place before the generator is in operation.

For more information about Electrical Safety Authority (ESA) requirements for generators, please visit esasafer.com or contact the Electrical Safety Authority (ESA) by phone at 1.877.ESA.SAFE.

Where possible, whisper-quiet generators are recommended for both event organizers and participating vendors.



Emergency Response Plan

Event organizers must prepare a final Emergency Response Plan (ERP) to be submitted to City staff at least 2 weeks prior to an event.

An emergency response plan should include the event name, date(s), time(s), location, contact information, and procedures for potential emergency scenarios, such as but not limited to, evacuation, lost/found child, active threat, weather, and alcohol management. The role of security (volunteer/paid) and/or Durham Regional Police Services Pay Duty or Auxiliary officers, if required, must be reflected in the emergency response plan as well.

Event organizers are responsible for ensuring that event staff, volunteers, partners, and vendors have thoroughly reviewed the emergency response plan and are aware of their roles and responsibilities in detecting emergency situations and actioning next steps. Print copies should be provided to all event staff, volunteers, partners, and vendors.

The City of Pickering reserves the right to cancel, delay, and/or postpone any event due to severe weather conditions in accordance with the Emergency Weather Plan – Events and Programs Standard Operating Procedure (SOP)

Entandem (Music Licensing)

Entandem is a not-for-profit organization created by RE:SOUND and SOCAN designed to simplify licensing for the use of recorded and/or live music. Events featuring recorded music or live covers are subject to SOCAN and RE:SOUND licensing fees.

Event organizers are responsible for obtaining an Entandem license and paying the applicable Entandem fees. For indoor events, these fees can be added to an event permit and paid through the City.

For more information about Entandem, please visit entandemlicensing.com.



Fireworks

Plans for a fireworks display must be identified by the applicant in the **Community Festival & Event Application** in order to be considered for approval.

If the event is approved, event organizers must complete an **Application for the Display of Fireworks** to obtain a permit.

In order to submit an **Application for the Display of Fireworks**, the applicant must complete all required fields on the online application form and provide the following attachments:

- Permit fee of \$100.00 per location;
- Approval letter from the owner of the property where fireworks will be displayed;
- Sketch of the proposed location for the fireworks display;
- Description of fireworks to be discharged, the discharge techniques to be used, and the manner and means of restraining unauthorized persons from being too near the discharge location;
- Written confirmation from the Durham Regional Police Service that appropriate arrangements have been made by the applicant for traffic and crowd control during the display;
- Proof of insurance in the minimum amount of \$2 million naming the City of Pickering as an additional insured;
- Copy of the Fireworks Supervisor's licence issued pursuant to the Act.

Please note: The Fire Chief must approve the Display of Fireworks Permit, prior to any Park Permit or Licence Agreement being issued.

Please see the City's **Fireworks By-law (6783/07)** for more information.

First-Aid Services

Event organizers must provide certified first-aid service on-site during all operating hours of the event through a qualified agency. The location of the first-aid service must be clearly identified through site maps, signage, promotional materials, etc.

Flag Raisings

Flag raisings can recognize the efforts and commitments of an individual, event or organization that enhances the City of Pickering.

To request a flag raising, an **Application for Flag Raising/Display** must be submitted at least 30 days prior to the proposed flag raising date.

Requests may be approved for:

- non-profit or charitable organizations;
- recognition of a state/country recognized by our federal government visiting the Mayor and Members of Council;
- public awareness campaigns.

Requests may not be approved for:

- politically based parties, organizations, or individuals;
- religious organizations or the celebration of religious events;
- matters of political controversy or ideological beliefs;
- promotion of a business or commercial enterprise;
- matters designed to incite hatred or disorder;
- if the intent is to defame the integrity of Pickering Council;
- if the event or organization has no direct relationship to the City of Pickering.

Flag(s) must be 4 ½ x 9 ft (1.40 x 2.80 metres). If approved, flags must be submitted to the Customer Care Centre no later than 7 days prior to the requested date.

For more information, please review the City's **Flag Raising Procedure (ADM 110-002)** or contact the Council's office by phone at 905.420.4605 or by email at **council@pickering.ca**.

Food Vendors

Event organizers and food vendors at an event are required to meet the following deadlines set out by Durham Health for special events and farmers' markets:

- The special event/farmers' market coordinator(s), must submit a **community special events and farmers' markets event coordinator/organizer application form** 45 days prior to the event/market.
- Any food and farm food vendors must submit a **community special events and farmers' markets event vendor application form** 30 days prior to the event/market.

For additional information on Durham Health requirements for special events, please review the requirements for community special events information document, or contact the Durham Region Health Department directly at 905.668.2020, toll free 1.800.841.2729, or visit durham.ca/health.

Pickering Fire Services requires food vendors with any type of outdoor cooking and food trucks to complete a **Mobile Food Service Equipment Checklist** to confirm the vendors are fully TSSA certified, using commercial grade appliances, and have valid extinguishers.

Free Drinking Water

If an event organizer is required to confiscate attendees' water/water bottles upon entry into the event, due to liquor licensing requirements, the event organizer shall provide and ensure that a free source of drinking water is continuously available and accessible to all attendees following their entry into the event.



Grants

Each year the City of Pickering accepts grant applications from local non-profit community organizations. Applications are due September annually for events occurring in the following calendar year.

Please visit pickering.ca/communitygrants for eligibility criteria and other application details.



Inflatables and/or Air Supported Structures

The use of inflatable amusement devices at events or activities held on City property are prohibited if any of the following apply:

- the device has an inflated floor or surface which patrons interact with, play on, or jump on (e.g., bouncy castles);
- the device utilizes bungee cords as a means to assist or inhibit the movement of a patron; or
- the device includes an inflated slide or roof.

The Technical Standards and Safety Authority (TSSA) regulates amusement rides and devices in Ontario in accordance with the:

- **Technical Standards and Safety Act;**
- **Ontario Regulation 221/01 – Amusement Devices;**
- **AD 541/21 – Code Adoption Document Amendments for Amusement Devices;**
- and all other applicable regulations and codes.

Event organizers are responsible for ensuring any TSSA requirements for eligible inflatable amusement devices are obtained prior to event operation. More information and next steps can be found at tssa.org/amusement-devices.

Supervision of eligible and licensed (if applicable) inflatable and/or air supported structures is required to ensure that the procedures for safe operation of the device are followed and that all users are participating in a safe manner. The procedures that are put in place should address items including, but not limited to emergency situations, injuries or device deflation.



Insurance

All events require insurance.

Permit holders, during the term of the permit, at their expense must take out and keep in full force and effect, general liability insurance including; bodily injury and property damage, tenant's legal liability, and contractual liability covering the activities and occupancy for which the permit was issued. The policy shall be written on an occurrence basis with coverage for any one occurrence of not less than two million (\$2,000,000), named the City of Pickering as an "Additional Insured," and contain a severability and cross liability clause.

The City of Pickering reserves the right to require the permit holder to purchase additional insurance, higher limits of insurance or otherwise alter the types of insurance coverage requirements as the City may reasonably require at that time.

The policy of insurance shall:

- be written with an insurer licensed to do business in Ontario;
- be non-contributing with and will apply only as primary and not access any other insurance or self-insurance available to the City of Pickering; and
- any deductible amounts shall be borne by the Permit Holder.

Permit holders shall provide proof of insurance no less than thirty (30) days prior to the commencement of the festival or event. Proof of insurance shall be in the form of a Certificate of Insurance, signed by an authorized representative of the insurer. If required by the City of Pickering, the permit holder will provide complete certified copies of all applicable insurance policies for examination.

Event organizers will be asked to collect and provide to the City insurance for all vendors and service providers participating in their event and ensure that insurance coverage meets City requirements.

Insurance covers festival and event organizers and volunteers for liability claims made by another person related to injury to that person and/or damage to their property. Property owned by the volunteer or personal injury to a volunteer is not covered. Volunteers should ensure that they have adequate property insurance as well as insurance for personal injury or disability either through their employment or otherwise if self-employed. Volunteer drivers must be insured by an insurance company of their choice and must carry a minimum of one million (\$1,000,000) in Third Party Liability Insurance in order to transport passengers and/or equipment.

Noise

Event organizers should be aware of the City's **Noise By-law 8048/23** if there will be amplified sound as part of the event operation or production. Sound levels during events must remain at an acceptable volume considering the event type and location.

Parades

Parades are considered Partner Events. Therefore, any applications to host a parade in Pickering must be received at least 18 months in advance of the proposed event date.

Applicants proposing to operate a parade on municipal roads must apply through the **Community Festival & Event Application**. Confirmation of Durham Regional Police Services Pay Duty or Auxiliary support may be required as a condition of endorsement.

Upon receiving endorsement from the Corporate/Community Events Committee (CEC), event organizers must also complete an **Application for Parade Permit** in accordance with the City's **Parades By-law 3825/70**.

Event organizers must attend all preliminary meetings with City staff and Durham Regional Police Services to ensure safe operation of the parade. Event organizers are also responsible for all applicable staffing and permit costs.

Please see **Police & Auxiliary Support** on Page 29 for more information about requesting pay duty or auxiliary officers from Durham Region Police Services.



Pets & Service Animals

Event organizers have the right to prohibit pets (excluding service animals) in a fenced section of the park for the duration of their permit. Where the sale and consumption of food is the primary objective of an event, event organizers must prohibit pets (excluding service animals) from the event in order to provide a safe and clean environment for humans, and to avoid stress and confusion for pets.

Service animals must be identified by the owner prior to being admitted. Event organizers may request documentation that certifies the requirement(s) for a service animal, however, event organizers may not require that documentation be provided prior to admittance.

Where pets are permitted, pet-owners must comply with the Pet Policy.

Pet Policy: For the safety of all attendees, we encourage any dogs that do not do well with people, crowds, loud noises, or other dogs to be left at home.

Please note, all dogs entering any City event must comply with the **Responsible Pet Ownership By-law 6811/07** and the **Dog Owners Liability Act**.

Dogs that have characteristics similar to a Pit Bull (under the act) must wear a muzzle.

Pet access restrictions and rules must be promoted, signs must be erected at the event entrances, and event organizers are responsible for enforcement.

Petting Zoos

Event organizers intending to host a petting zoo or display of exotic animals are required to obtain a **Temporary License To Keep Prohibited Animals** as per the **Exotic Animal By-law 7110-11**.

For more information, please contact Pickering Animal Services by phone at 905.427.0093, or by email at animalservices@pickering.ca, or visit pickering.ca/animals.

Pedestrian Crossing & Route Marshalls

Events with road closures, including parades, may require police supervision to safely direct participants and/or vehicles in the event area. Auxiliary officers may be used to assist with pedestrian crossing, traffic management, route marshalling, and crowd control. Please see “Police & Auxiliary Support” for more information about requesting Pay Duty or Auxiliary officers from Durham Region Police Services.

No event organizer or designate(s) shall “man” any roadways or direct traffic without Road Safety (Book 7) Training. Proof of training must be provided in advance. Anyone assisting in operating a road closure must wear a reflective safety vest.

Police & Auxiliary Support

Durham Regional Police Services pay duty officers are required for all events serving alcohol and may be required for other events depending on risk factors. Durham Region Police Services will determine the pay duty staffing requirements based on the scope of the event. Event organizers are responsible for the cost of hiring pay duty officers.

For information on how to hire a Pay Duty officer, please contact the Pay Duty Office by phone at 905.579.1520 ext. 4352 or by email at payduty@drps.ca, or visit drps.ca/online-services/hire-a-pay-duty-officer/.

Durham Regional Police Services auxiliary officers may be used to assist with pedestrian crossing, traffic management, route marshalling, and crowd control. City staff will assist event organizers in requesting Durham Regional Police Services auxiliary support.

Portable Washrooms

Event organizers are responsible for providing sufficient portable washrooms, including accessible units and hand sinks, if the location for the event does not have sufficient facilities to accommodate the anticipated attendance.

Please note: every effort must be made to locate portable washrooms in an area that does not adversely affect residences or businesses.

Proclamations

A proclamation is a ceremonial document designating a period (special day, week or month) given to reward the efforts and commitments of recognized organizations or events that enhance our community and for a reason that is significant to City of Pickering residents.

Requests for proclamations which primarily serve to benefit one or more of the following causes are generally accepted:

- arts and cultural celebrations;
- charitable fundraising campaigns;
- civic promotions; and
- public awareness campaigns.

Requests for proclamations which fall into any one of the following groups will not be approved:

- matters of political controversy, ideological or religious beliefs or individual conviction;
- promotion of business or commercial enterprise;
- if the intent is contrary to corporate policies or municipal by-laws;
- if the intent is to defame the integrity of the City, Member of Council, or staff person; or
- if the event or organization has no direct relationship to the City of Pickering.

Proclamation requests must be submitted at least 3 weeks prior to the desired proclamation period.

All proclamations are posted on the City's website. View the **current list**.

For more information, please contact the Council's office by phone at 905.420.4605 or by email at **council@pickering.ca**.



Public Access to Parks & Public Property

Public access to parks, sidewalks, and parking lots must be maintained at all times during event operations, unless otherwise arranged with the City of Pickering. This includes all play structures for children.



Raffles

Plans to operate a raffle must be identified by the applicant in the **Community Festival & Event Application** in order to be considered for approval.

The City of Pickering has the authority to issue lottery licences to eligible organizations for raffles with a total prize value of less than \$50,000, which may include:

- 50/50
- Catch the Ace
- Blanket Raffles
- Stub Draw

To apply, please complete the **Application to Conduct a Raffle Lottery** and review the **Raffle Licence Terms and Conditions**.

Raffles with a total prize value over \$50,000 and all electronic raffles, must apply for a licence through the **Alcohol and Gaming Commission of Ontario (AGCO)**.

Additional information on Lottery Licences is available **online**. Please contact the Clerk's Office by phone at 905.683.7575 or by email at clerks@pickering.ca with questions.

Road Closures

Requests to close municipal roads as part of event operation, including for the purposes of parades, walks, and runs, must be identified by the applicant in the **Community Festival & Event Application** in order to be considered for approval.

Only road closures that are essential to event operation will be considered by the Corporate/Community Events Committee (CEC). Event features should be located within the park space, where possible. At minimum, a single lane of traffic (6 metres) must remain unobstructed on closed roads for emergency vehicle access.

Depending on the request, additional approvals from the Region of Durham and/or Durham Regional Police Services may be required.

Hostile Vehicle Mitigation is required for all municipal roads closed as part of event operation. For events endorsed by the Corporate/Community Events Committee (CEC) and Council, the City will allot staffing, blocker trucks, and barricades for the purpose of Hostile Vehicle Mitigation where necessary.

City staff are not responsible for managing entry/exit at any gate. City staff will be available to move the Hostile Vehicle Mitigation blocker trucks for Emergency Vehicle access, upon arrival of first responders or at the direction of the Event Coordinator or City staff designate. Event organizer(s) or designate(s) must be posted at access gates to manage access for performers, vendors, and/or to direct the public for the entire duration of event operation.

Event organizers may be directed to complete an **Application for Parade Permit** or **Road Occupancy Permit Application** for road closures, as required. Event organizers are responsible for all associated fees.

Signage

Event organizers are responsible for ensuring that any promotion event signage is in compliance with the City's **Sign By-law 8154/25**. Depending on the sign, it may be necessary to obtain a permit or a temporary **Sign Licence**.

For more information on the requirements for temporary signage, please visit the **Sign Licences** webpage, or contact By-law by phone at 905.683.7575 or by email at bylaw@pickering.ca.

Smoking

Event organizers are responsible for ensuring that event operations are in compliance with the Region of Durham **Smoking and Vaping By-law 28-2019**.

Please note: As per the regional by-law, “the proprietor of a public place shall ensure that such public place is posted with no-smoking and no-vaping signs in a conspicuous manner at each entrance to the public place to indicate that smoking and vaping are prohibited” (4.1).

Sponsorship

As per the City’s **Community Festivals and Events Policy (CUL 070)**, event organizers will not solicit or accept sponsorship or advertising from partners whose reputation could prove detrimental to the City’s public image and/or whose main business is derived from:

- the sale of tobacco or other addictive substances;
- pornography;
- the support of, or involvement in the production, distribution, and sale of weapons and other life-threatening products.

The City will not permit events which, either directly or through third party arrangements (i.e. vendors, **sponsors**), that:

- violate any City Policy;
- convey a negative religious message that might be deemed prejudicial to religious groups;
- promote alcohol and other addictive substances, at venues geared primarily to children;
- present demeaning or derogatory portrayals of individuals or groups or contain anything, which in light of generally prevailing community standards, is likely to cause deep or widespread offence; and,
- is in direct competition with City of Pickering services, programs or initiatives.

Event organizers may provide naming rights opportunities for components of the event, or the event title, but may not rename City parks, facilities, roads, or rooms.

Event organizers are responsible for ensuring sponsors have provided all necessary certificates and insurances, and that sponsors are aware of the Emergency Response Plan, prior to arriving on-site.

Staking, Digging, & Locates

All staking or digging deeper than 6 inches will require utility locates prior and should be noted on the site map submitted with the **Community Festival & Event Application**. This includes but is not limited to staking of tents or temporary structures and any grounding where required for generators.

Event organizers can request utility locates on public property through **Ontario One Call's web portal**. City staff may assist event organizers in obtaining utility locates on City property through a third-party contractor and bill back the cost.

Event organizers are responsible for all related fees. Any damage incurred to the utilities or irrigation due to the driving of stakes will be charged to the event organizer.



Tents & Temporary Structures

All tents and temporary structures, including stages, should be noted to scale with dimensions on the site map submitted with the **Community Festival & Event Application**.

Standard 10'x10' tents are to be kept in max groups of 6, and the standard 10' (3m) provided between all individual tents greater than 10'x10', groups of tents of up to 6 total, buildings, and/or other hazards.

No cooking, bleachers, or fireworks are to be near or directly under the tents.

Any tents larger than 10'x10' may be required to obtain a Building Permit as per the *Ontario Building Code Act, 2024*. If required, instructions will be provided as a condition of endorsement from the Corporate/Community Event Committee (CEC).

Temporary stages may also require a Building Permit as per the *Ontario Building Code Act, 2024*. If required, instructions will be provided as a condition of endorsement from the Corporate/Community Event Committee (CEC).

Event organizers are responsible for obtaining necessary Building Permits for tents and temporary structures, including permit fees and any application requirements such as but not limited to, technical drawings, geotechnical reporting, and a general review commitment letter from a Professional Engineer, at the cost of the event organizer.



Traffic & Parking Management

Events that will impact public lots or street parking must prepare a traffic and parking management plan. The plan should consider emergency service access routes, accessible parking, service entrances, parking and transit alternatives, and public notification or wayfinding.

Event organizers are encouraged to promote active or sustainable modes of transportation (e.g., cycling, walking, transit, carpooling) to the event, where possible.

Vehicle Access in Parks

Event organizers that require vehicle access within park grounds must indicate that request within the **Community Festival & Event Application** in order to be considered for approval. Vehicles remaining in the park during event operation, such as food trucks, must be noted on the applicant's required Site Map.

Vehicle access within park grounds should be for the purposes of event set-up and take-down only. There shall be no vehicles moving throughout the park during the event operating hours.

All vehicles moving throughout the park must have hazard lights on and be accompanied by the event organizer or designate(s) wearing a reflective safety vest. Event organizers are responsible for ensuring vehicle access into the park is safely monitored and controlled.

Service vehicles, such as golf carts, may be approved for use during event hours if essential to event operation (i.e. collecting garbage, transporting supplies). Service vehicles must be operated in a safe and responsible manner and if their operation is deemed unsafe to the public or the park, the City staff may ban their use immediately or for future events.

Please note: Event organizers are responsible for the cost of repairing any damage to the park.

Vendors

Event organizers must ensure that vendors, including carnival operators, hold the required insurances, technical certifications and licenses to operate. This includes accessibility training or certifications required under the *Accessibility for Ontarians with Disabilities Act*, 2005. Event organizers are also responsible for ensuring vendors are aware of the emergency response plan, prior to arriving on-site.

For market events with 10 or more vendors, event organizers are responsible for obtaining a market licence from the City of Pickering. The cost of market licences are:

- \$218.00 day if <100 stall
- \$1,095.00 day if >100 stalls

Event organizers must provide a final site map and vendor list for approval to the City no later than 30 days prior to the event. All vendors are subject to approval and must be in compliance with the City's **Community Festivals and Events Policy (CUL 070)**.

The final site map must indicate clear site lines and walking paths. The maximum site capacity will be determined based on the contents of the final site map. Event organizers are responsible for ensuring event attendance does not exceed site capacity.

As per the City's **Community Festivals and Events Policy (CUL 070)**, event organizers will not accept or solicit vendors whose reputation could prove detrimental to the City's public image and/or whose main business is derived from:

- the sale of tobacco or other addictive substances;
- pornography;
- the support of, or involvement in the production, distribution, and sale of weapons and other life-threatening products.

The City will not permit events which, either directly or through third party arrangements (i.e. **vendors**, sponsors), that:

- violate any City Policy;
- convey a negative religious message that might be deemed prejudicial to religious groups;
- promote alcohol and other addictive substances, at venues geared primarily to children;
- present demeaning or derogatory portrayals of individuals or groups or contain anything, which in light of generally prevailing community standards, is likely to cause deep or widespread offence; and,
- is in direct competition with City of Pickering services, programs or initiatives.



Volunteers

Event organizers are encouraged to develop their own volunteer management policies, procedures, and practices, in accordance with the City's **Volunteer Policy (CUL 080)**. These frameworks should ensure that all volunteers are recruited, trained, supported, and supervised in a manner that promotes safety, inclusivity, and effectiveness.

Volunteer monitoring is an ongoing responsibility. It is a shared obligation between the event organizer(s) and/or designate(s) and volunteers to ensure that the necessary work is being completed safely and effectively. Planning and monitoring must take into consideration the vulnerability of the participant, the amount of supervision provided, the setting, the nature of the volunteer role and the responsibilities associated with it. Expectations of the volunteer should be clearly communicated and documented.



Walk-a-thons / Bike-a-thons (excludes races)

Event organizers should submit a proposed route for a walk-a-thon or bike-a-thon with the **Community Festival & Event Application**. To simplify approvals, it is recommended that walk-a-thons or bike-a-thons abide by existing traffic regulations, such traffic signs, right of way, and use public sidewalks or bikes lanes, etc.

Waste Management

Any event organizer selling or giving away food and/or beverages must meet the following requirements:

- Create a waste diversion plan to reduce waste, increase diversion and reduce contamination, where possible. The plan must outline the number of waste disposal bins for each waste type (i.e. garbage, organics, mixed containers, paper), locations of bins, as well as when waste is scheduled to be picked up throughout the event.
- If bins are lined with bags, the bag must be appropriate for the items being collected – organics (compostable bag), mixed containers and paper (clear), garbage (black). This is necessary to ensure that when the bins are emptied the materials are brought to the correct space.
- Ensure waste disposal area(s) are easy to identify in busy areas and within close walking distance from where waste is being produced (i.e. near food vendors, picnic tables).
- Place organics, recycling and garbage disposal bins side-by-side in easy-to-access areas. All the options must be adjacent to each other. To increase effectiveness, it's suggested that the bins are colour-coded to align with typical collection: organics (green), mixed containers (blue), paper (blue or grey) garbage (black).
- All bins must be labelled to communicate what guests can dispose of in them. Examples and pictures help a lot to reduce confusion and contamination.
- Event organizers are responsible for ensuring all vendors are properly disposing their waste in the correct containers and/or bins.
- Events with food vendors that require used cooking oil disposal on-site must organize sufficient used cooking oil recycling services or another means to collect and remove the collected materials accumulated during the event.
- Multi-day events must organize the rental of an appropriate size dumpster(s) or another means to collect and remove the collected materials accumulated during the event.
- Event organizers are responsible for the collection and removal of all waste disposal containers and/or bins, including dumpsters.
- Event organizers are responsible for the clean-up and removal of all debris within the permitted area following the event.

Waste Management – Continued

Event organizers are encouraged to consider the following:

- When possible, avoid single-use items such as plastic containers, cutlery, stir straw sticks, condiment packages, etc.
- Serve food in containers that are reusable, recyclable or compostable. Paper plates and/or food containers can be disposed of in the green organics bin. Avoid the use of Styrofoam.
- Only distribute reusable or recyclable promotional items. Avoid single use, overly packaged, perceived ‘junkie plastic’ giveaways, and handouts.
- When handing out printed event or promotional materials (i.e. fliers), only supply copies to attendees that request a copy.
- Consider manning disposal areas with volunteers that can guide efforts and address any attendees’ inquiries about where to dispose of an item.



**For more information,
please contact:**

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Event Coordinator

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Cris Farrell

Supervisor, Cultural Services

cfarrell@pickering.ca

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