

# Mel Lastman Square Special Event Guidelines

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Mel Lastman Square has 20,000sq.ft. of open space and is open to host events that accommodate up to 5,000 participants. The stage is an outdoor amphitheatre, which can accommodate over 2,000 spectators. More than 600 audience members can be seated in permanent, raised, concrete bleachers in addition to temporary seating and standing areas.

The stage is spherical in shape and measures 34' wide by 30' deep and it is elevated 3'3" off the ground. The stage is made of concrete and is partially covered by a sloping roof. Access is available upstage right and upstage left.

Mel Lastman Square also has a 6,724sq.ft. Garden Court, a 23sq.ft. shaded Wedding Pavilion and a 7,656sq.ft. Reflecting Pool. The grounds have convenient access to public transit and washrooms which are located on the lower levels of the North York Civic Centre.

## Equipment List

Barricades - 14

Chairs - 200

Choir Risers (4' x 8') - 10

Plywood Sheets 4' x 8' (rental fee: \$15 / piece)

Podium (22.5" height x 14.5" width)

Portable P.A. System and Microphone

Power Outlets (110 volts, 15 amp circuits)

Pylons

T T-stand Sign Posts (22" x 28") portrait - 8

U Tables (2.5' x 6') - 20

Water Outlets (non-drinkable)

Water Outlet (fresh water)

Event organisers are responsible for the purchase or rental of any other equipment needed in order to carry out the event.

**Existing planters, light standards etc. will not be relocated.**

## Guidelines

**Advertising** – please note that The City of Toronto does not advertise for political events.

Electronic (LED) Sign

- Telephone Hotline – 416-395-7582
- Flyers / Posters distributed to Community Centres in the North District only
- Toronto Website – Melevents Page - Event info. will be posted with other Mel Lastman Square events at <http://www.toronto.ca/events/melevents.htm>

## Application for Permits

All permit applications must be submitted at least 8 weeks in advance of the event date to:

Patsy Zagotsis  
Community Recreation Programmer  
North York Civic Centre  
5100 Yonge Street, 3<sup>rd</sup> Floor  
Toronto, Ontario M2N 5V7  
(Tel.) 416-338-3343  
(Fax) 416-395-7886

Permit approval will be granted on a first-come first-serve basis as long as the event is suitable for Mel Lastman Square. First-time events on City property will be limited to one day. Future events may be held for more than one day, for example over a weekend. Due to the number of demands for the use of the Square, organisations may be limited to no more than 2 events per year. A Parks Forestry and Recreation Staff will be designated to work directly with the permit applicants to facilitate the event. All permit documentation and requirements (i.e., site plans, permits, insurance, etc.) must be submitted at least 10 working days prior to the scheduled event.

Events are confirmed when the Parks Forestry and Recreation Division has issued an Official City of Toronto permit prior to the event.

### **Balloons & Bouncers**

No helium-filled balloons. Decorative balloons must be firmly affixed at a location not accessible to the public. Balloons for distribution to the public must be air-filled. Releasing balloons is prohibited. At the conclusion of the event, all balloons must be removed and properly discarded.

Balloon Bouncers must provide the following documentation as per the Amusement Devices Act:

- License or Operator's Certificate
- Liability Insurance – specifically for operation of the device or structure

### **Bandannas**

To reduce the risk of gang activity at Mel Lastman Square, the wearing of bandannas signifying group or gang membership will not be permitted during events. Police may ask participants to remove bandannas while on Mel Lastman Square property, and may remove individuals who do not comply.

### **Barbecues**

Only propane barbecues will be permitted, provided the event organiser supplies one fire extinguisher per barbecue unit. For safety reasons, barbecues must be enclosed within a barrier, e.g. barricades.

Barbecues must have a minimum clearance of 10 feet in all directions from structures, tents, equipment, etc. Barbecue tanks may not be stored on City property overnight.

All cooking grease and oils are to be removed from the square after the event. Nothing is to be poured down any exterior or interior drain except for clean water. No hot water, grease etc., to be poured on any grass areas. Failure to comply will result in a clean-up fee.

Cooking areas may be located on concrete only. Plywood must be placed under all cooking areas, especially under barbecues and electric cooking units.

### **Beauty Pageants/Contests**

Activities that degrade men or women through sexual stereotyping, or exploit the bodies of men, women, boys or girls for the purpose of attracting attention, are not permitted.

### **By-laws**

- 1) The City of Toronto has a By-law and Enforcement Division, which ensures that the city guidelines are adhered to for the protection of the public. All events are different in size and complexity; therefore, once you have determined the programming details and logistics of your event, it would be beneficial to contact a By-law Inspector.
- 2) Urban Planning and Development Department, Municipal Licensing and Standards can provide you with information and assistance in the following areas:
  - ◆ Noise
  - ◆ Commercial/boulevard uses (Vending, Marketing and Cafes)
  - ◆ Encroachments
  - ◆ Vending Enforcement

### **Cancellations**

Cancellation of the permit by the Permit Holder must be received three weeks prior to the permit event date. All cancellation and “no-shows” by the Permit Holder will be subject to an additional \$25.00 administration fee.

**The City of Toronto reserves the right to cancel a permit / event at any time.**

### **Candles**

Candles are not allowed on the square. Safety light-sticks are an acceptable alternative.

### **Clean up**

All materials and equipment belonging to the event must be removed upon completion of the event. The City of Toronto will not be responsible for any items left behind.

Nothing is to be poured/drained into reflecting pool or fountain systems.

Left over coffee or drinks are to be brought to the Maintenance Staff for proper disposal.

Cardboard boxes are to be flattened and placed against a wall on Mel Lastman Square for pick up and recycling by Maintenance Staff. Event presenters will be charged over time rates if extra clean-up work is required on the day(s) following the event.

### **Commercial Use**

Events with a commercial purpose will be charged a fee and staffing and related costs will be determined by the level of service required.

## **Damages / Deposit**

A damage deposit is required for all events and is determined based on size and type of event.

The event organiser is responsible for any costs associated with an event, which may not have been otherwise agreed to prior to the event. The event organiser is liable for any physical loss or damage to the City of Toronto property or equipment. These costs are payable immediately upon receipt of an invoice by the City of Toronto.

## **Dignitaries / Political Representation**

Confirmation is required if dignitaries will attend your event. Letters of invitation for the Mayor of the City of Toronto or members of Toronto City Council should be addressed directly to the Mayor or City Councillor. Requests for donations or fees from dignitaries or politicians are prohibited.

## **Dogs**

Dogs will only be permitted on the Square during events if they are leashed and with the owner / guardian at all times. If a dog prevents an individual from enjoying or taking part in an event, the owner will be asked to remove the dog from the Square.

**ANIMALS** – Toronto Animal Services By-Law 349 prohibits the use of animals in conjunction with events for the purpose of entertainment. Animals can only be used in conjunction with events with proof of the following in place:

- 1) All companies providing the animals for the event must be registered with CAZA (Canadian Zoos and Aquariums) and must provide insurance along with a copy of their CAZA accreditation.
- 2) There must be an educational component in the form of printed material conveying information about the animal(s) and its role in nature on display along with a knowledgeable person on site to give verbal presentations to the public.
- 3) There is to be no evidence of an entertainment purpose for any of the animals involved in the event.
- 4) We would require the approval from Toronto Animal Service and they would only approve the use of animals in conjunction with an event if all above mentioned elements were in place.

## **Dressing Rooms**

There are two dressing rooms backstage – one women's and one men's. Each is equipped with chairs, mirrors, lockers and washrooms including toilets, sinks and showers. Each room can accommodate ten people and is equipped with a clear-com station.

## **Dumpster**

Special events that involve food vending and are longer than one day will require the rental of a dumpster and recycle bin for the duration of the festival. Location of the dumpster will be arranged with Mel Lastman Square Facility and Maintenance Staff.

## **Electrical**

Use of 220V must be arranged by qualified electrician – at organizers expense.

Each vendor (up to 20 at specified locations) may use 1-15A service – all confirmed at site meeting with Mel Lastman Square Staff.

## **Fees**

There is no permitting fee for non-profit or charitable organizations; however event costs may arise based on the needs of your event. A security deposit, determined by event type, will be required before the event date.

- **Damage Deposit** – all events require a deposit of \$1,000 to cover the cost of any damages to the square caused by vendors, vehicles, etc. The deposit will be returned if no damages have been caused and the cost of the event does not exceed the deposit. It may be used as partial payment for an event.
- **Garbage Removal** – Maintenance Staff will deliver any extra garbage to the dump. The City is charged by weight (usually \$18-\$25 / delivery) and will charge back the permit group.
- **Liability Insurance** - may be purchased through the City of Toronto. Rates vary based on the size and type of event.
- **Plywood Rental** – plywood for barbecues may be rented for \$15/plywood sheet.
- **Security** – may be required based on size and type of event. Permit groups will be charged back a fee of \$39.00 / Security Officer / hour.
- **SOCAN** – Society of Composers, Authors and Music Publishers of Canada charges Mel Lastman Square royalty fees for strolling musicians and buskers, and recorded music. Permit groups that provide music at their event will be charged back a flat rate of \$5.25 / event.
- **Sound Technician** – hours and technical fees for services are to be arranged by meeting or by phone with the Sound Technician prior to the event. The format as to how and when payment will be received will be made at the Sound Technician's discretion.
- **Staff Overtime** - All regular services and in-hours equipment within normal operating hours and service levels are free of charge (subject to change). Regular service includes general activity levels for cleaning and event logistics. Any extra clean up that is required after the event will be charged back to permit holders.
  - Grounds Maintenance Staff work from 7:00 AM to 10:00 PM. Event organisers will be required to pay all staff overtime (\$46.00 per hour per worker, \$66.00 per hour per worker on a statutory holiday).
- **Washroom Facilities** - use of washroom facilities located in the Civic Centre. Corporate Services requires that for use of the Skate Change Washrooms located on the lower level of the North York Civic Centre, a custodian must be hired for a fee of \$35/hour, minimum 4 hours.

## **Film**

Filming during an event requires a permit from the Film & Television Office: 416-392-7570.

## **Fire**

Any form of open flame is prohibited (Section 2.4, Subsection 2.4.4.1, Section 2.6, Subsection 2.6.3.4, Fire Protection and Prevention Act, 1997. Ontario Regulation 388/97 Fire Code, Last Amendment: O. Reg. 213/07). All Fire Code Regulations must be enforced.

## **First Aid / Lost Children**

Event organisers are required to make the necessary arrangements for First Aid and Lost Children.

## **Food Sales/Services**

Food sales are permitted only with prior approval from Toronto Public Health (416) 338-8357. Public Health enforces federal, provincial and municipal legislation. If laws are contravened, food vendors will be prohibited from vending on Mel Lastman Square and this may jeopardize future permits for the Event Organizer.

Food concessions are to be completely shut down by 10:00 P.M. It is the responsibility of the Event Organizer to ensure that this takes place.

Nothing is to be poured down any exterior or interior drain except for clean water. Hot water and grease are not to be poured on any grass areas.

## **Fundraising**

The sale of items for the purpose of fundraising is only permitted in support of non-profit or charitable organisations. Soliciting for donations may be permitted at pre-approved fixed locations.

## **Grants**

Please visit the following website for grant applications, information, and deadlines.

<http://www.toronto.ca/parks/grants/index.htm>

## **Greenroom**

The greenroom is located backstage across from the dressing rooms. It is equipped with a clear-com station and a telephone for local calls only. Food may be served in the greenroom.

## **Insurance**

The event organiser is responsible for obtaining necessary insurance for the event. A copy of your Certificate of Insurance for Comprehensive Liability Insurance coverage, indicating the following provisions, will be required:

- a minimum of \$2,000,000 limit of liability,
- The City of Toronto named as an additional insured,
- A cross liability/severability of interest clause.

Liability insurance may be purchased through the City of Toronto. Participants in your event may be required to sign waivers, if the activity is deemed risk sensitive.

## **Lottery**

To obtain a lottery licence, contact the Legislative Services, City Clerk's Office at (416) 395-7302.

## **Media**

A confirmation of any media that will be present at your event is required. Unless staff is notified that media are welcome at the event, the media will be asked to leave.

## **Noise Bylaw**

The Toronto Municipal Code prohibits amplification of sound or any other disruptive noise from 11:00 PM to 7:00 AM the next day or 9:00 AM on Sundays or statutory holidays. A “Noise Exemption” may be obtained from the Noise Section Office at 416-395-7011.

### **Non-discrimination**

All event organisers will be required to complete and sign a *Declaration of Adoption of Non-discrimination Policy*.

### **Parade Permit**

If your event includes a parade on a street, please contact Police, Traffic Services – Parades and Special Events at (416) 808-1937 to obtain a parade permit.

### **Parking**

It is the responsibility of the event organiser to make arrangements for parking. Any vehicles that park on Mel Lastman Square will be tagged and or towed at owner’s expense.

The North York Civic Centre underground parking lot has 500 spaces available at a \$6 flat rate after 5:00 PM on business days.

### **Printed Materials**

Distribution of printed materials such as flyers, posters, brochures are permitted in conjunction with an event. We reserve the right to request copies of printed materials for approval. The City’s Media Hotline will be notified of any political events that take place on City Property. The City will not advertise for political events.

### **Pools**

Use of the reflecting pool is prohibited. The pool will not be drained for special event purposes. Nothing is to be poured/drained into reflecting pool or fountain systems.

### **Proclamations**

Request for proclamations should be addressed to: Mayor’s Office, Toronto City Hall, 100 Queen Street West, 2<sup>nd</sup> Floor, Toronto, Ontario M5H 2N2

### **Raffles**

Raffles require a lottery license (see [Lottery](#))

### **Road Closure**

Road closures require a Street Occupation Permit from WES, Transportation, District 3 – former North York: 416-395-7112. Please note that applications must be received eight weeks prior to the event.

### **Sale of Merchandise**

The sale of merchandise for purpose of fundraising is permitted for non-profit and charitable organisations. The sale of merchandise at commercial events will be allowed only with prior approval.



All concession and vendors must cease to operate by 10:00 P.M. It is the responsibility of the Event Producer to ensure that this takes place.

### **Security, Crowd Control and Extra Policing**

All security services for your event must be co-ordinated with City of Toronto staff. The Supervisor of Security with Corporate Services at the North York Civic Centre will determine how many security officers are required based on type and size of event. In-house Security Officers cost a fee of \$39.00/hour (minimum 4 hours).

Security must be present for the duration of your event, and must stay for one hour after the event to ensure crowd and traffic-control for vendors leaving the Square. Security guards and police officers must be present up to one hour after a Special Occasion Permit expires.

It is the responsibility of the event organiser to have a security officer or volunteer stand at the backstage entrance to ensure that only performers and event staff enter the backstage area.

### **Signage**

Mel Lastman Square will not advertise for private, political or commercial organisations' programs. All signage and location of signs must be approved prior to your event. Signs may not be posted at any time in the Wedding Chapel. Tape, screws etc. are not to be placed on light poles. Signs or banners are not to be hung from trees.

### **Site Plan**

A site meeting must occur prior to event. The event organiser must provide a finalised site plan two weeks prior to the event. Changes may not be possible once set up has commenced.

### **Skating Rink**

Exclusive use of the skating rink on the square for events that prevent public access is not permitted.

### **Sound Amplification / Technician**

Any sound system in operation on a civic square must not exceed 85 decibels at any time.

All organisations using amplification must hire the Mel Lastman Square Sound Technician Bernie Sandor. Contact Information is [berniesandor4@sympatico.ca](mailto:berniesandor4@sympatico.ca)

Sound Technician hours and technical fees for services are to be arranged by meeting or by phone with the Sound Technician prior to the event. The format as to how and when payment will be received will be made at the Sound Technician's discretion.

All arrangements for the use of the Square's sound equipment must be arranged directly through the Sound Technician, who is available for a minimum 6-hour call. The Sound Technician works primarily with the house system in the amphitheatre and may be able to arrange for the rental of extra equipment, if it is needed. A portable stereo system and microphone, sufficient for announcements or background music, are available for use without the Sound Technician's supervision. The portable system does not include a CD player.

If it is raining, strong wind or lightning, the sound system must be shut down due to electrical hazards.

When events feature loud amplified music, the organiser can apply for a noise exemption permit from the Noise Section Office: 416-395-7012. If a permit is granted, events will receive authorisation for use of amplification equipment depending on conditions stipulated by the Noise Section Office. Please note that the application must be submitted at least eight weeks prior to the event. If the application is refused, the applicant may appeal to Community Council in writing.

## **Sports**

Sports events must meet all safety regulations and obtain a Certificate of Insurance. Participants may be required to sign a waiver prior to the event.

## **Stage**

Use of the stage requires barriers around the outer edge, attached to the stairs on either side. This is necessary to cut off access from the public if there is a standing audience, and for security purposes for performers.

Event Organisers must provide a Stage Manager to control the timing and organisation of stage performances and provide CDs and performer requirements to the Sound Technician.

## **Storage**

Storage space is not available on Mel Lastman Square. Facility staff is not responsible for personal items, merchandise, tools, equipment etc. left in the Sound Booth, Maintenance Office, Backstage or anywhere on the square.

## **Tents**

There will be no drilling of holes into the ground, walkway, roadways, stage, etc. for erecting tents or any other purpose. Tents are to be anchored with cement blocks and rope. Trees may not be used for this purpose.

Tents must be placed on the cement, not on the grass. In the winter, they may be erected on grass only if a temporary plywood floor is placed underneath the tent, to protect the grass and underlying irrigation system.

## **Trees**

Trees are to be protected from abuse and must not be used to hang signs, affix banners, anchor tents or any other purpose. Event presenters will be charged for emergency arborist services or tree replacement if trees are damaged. No set-up of tables or chairs on turf areas. Any use of turf area to be authorized by Mel Lastman Square Staff and damage deposit may be required.

## **Vehicles**

Access to Mel Lastman Square is from Yonge Street southbound only. To enter, use ascending yellow portion of curb and follow the lane way to the amphitheatre. Please note that the amphitheatre is not accessible to vehicles larger than a cube van.

Weight and size restrictions apply due to the configuration of the Square. Weights of vehicles may be required.

During events, vehicles are not permitted on the square. Deliveries must be scheduled outside of events hours and made to designated areas of the square. Only vehicles essential to the operation of the event will be permitted on the Square. Parking is permitted for loading and unloading purposes only. A Parks Forestry and Recreation representative must first authorise any exceptions to this rule. Failing this all cars/trucks will be tagged and towed at the owner's expense. Maximum: 3 vehicles on lower level at one time and 2 on upper level.

The speed limit on the Square must not exceed 5 km/hour. All vehicles driving on the Square must have hazard lights on and must be escorted on and off the Square.

No vehicles to block main entrance at any time. No vehicles of any kind will be permitted on the lawn areas, garden areas, pool etc.

### **Vendors**

Must unload vehicles promptly.

Event organisers are responsible for photocopying and distributing the Vendor Information before their event. Any damages will be charged back to the event organiser.

### **Washroom Facilities**

Events for 2,500 participants or more are required to provide portable toilets. Toronto Public Health recommends one portable toilet for each gender for every 100 – 150 people. Please also provide at least one wheelchair accessible portable toilet. Additional toilet tissue for the portable toilets must be provided and paid for by the Permit Holder.

The Skate Change washroom facilities located on the Lower Level of the North York Civic Centre are managed by Toronto Corporate Services. For events on weekends or after 6:00 PM on weekdays that have 500 participants or more and at the discretion of Facilities & Real Estate, Toronto Corporate Services will charge a contract-cleaning fee of \$35.00/custodian/hour and \$40/building operator/hour for use of these washrooms. The custodians will be hired for a minimum of 4 hours and will be booked for one hour after the event for cleaning. Any questions can be directed to Facilities & Real Estate, Corporate Services at 416-397-0817. *(All fees quoted above are subject to change)*

### **Waste Diversion**

The City of Toronto supports waste diversion and encourages all participants using the square to recycle. Recycling bins are located on the square for public use. Maintenance Staff will deliver garbage and recycled materials to the Transfer Station. All other waste removal will be charged back to the Permit Holder. The City is not charged for disposal of recycling materials, however a fee of \$0.10/kg is charged for garbage. This fee will be charged back to the event organizer.

### **Wedding Pavilion**

The wedding pavilion has standing room to accommodate up to 50 people.

### **Other**

The desecration of flags or other national symbols is prohibited. Any action that could incite violence is prohibited.