



**Arts, Culture & Recreation**  
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North Bay, ON P1B 8V6  
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## Facility Event Requirement Check List

**Event:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

***Your event may require an on-site visit with Parks personnel to discuss your plans.*** Contact the Parks and Facility Supervisor at 705-472-3932 to determine if and when an on-site visit should take place.

Your facility request indicates plans for the following items (checked below). Please read the corresponding information for any requirements that apply. Items that require additional documentation or permits are to be completed no less than **ten (10) days prior** to your event.

\_\_\_\_\_ **BBQ** – If barbecuing, a fire extinguisher must be on hand. See attached Propane Barbeque Safety Tips.

\_\_\_\_\_ **Sale of food (documentation required)**

When food is served to the general public, the North Bay and District Health Unit must be notified and a copy of their agreement must be attached to your Facility Rental Contract. The Health Unit is located at 345 Oak Street West, 705-474-1400.

\_\_\_\_\_ **Vendors (Food and Product)**

A Business License may be required for food/product vendors participating in your event. Please call the Customer Service Centre Licensing Clerk at 705-474-0400 x 2104 for more information.

\_\_\_\_\_ **Bonfire (documentation required)**

A Fire Permit must be obtained from Customer Service, at The City of North Bay. Please note depending on the circumstances you may be required to go to the Fire Prevention office, located at 119 Princess Street West 705-474-0626, Ext. 4834. Please provide a copy of the fire permit to be attached to your Facility Rental Contract.

\_\_\_\_\_ **Fireworks (documentation required)**

Contact the Fire Prevention office, located at 119 Princess Street West 705-474-0626, Ext. 4834 for regulations pertaining to fireworks. *\*Please provide a copy of this permit to be attached to your Facility Rental Contract.*

**\_\_\_\_\_ Special Occasion Permit (to serve alcohol – documentation required - only in designated areas)**

The City of North Bay's Municipal Alcohol Policy regulations must be followed. The individual overseeing the licensed event for your group is required to set up an appointment to review the policy with the City personnel designate for the facility being used. **Municipal Parks/Athletic Fields** – Erin Vaughan at 705-474-0626 Ext. 2312, **Arenas/Halls** – Melinda Fry at 705-474-0626 Ext. 2662.

**\_\_\_\_\_ Amplified Music**

If you have indicated that you will have amplified music in a park area, you may be required to request exclusion from the noise by-law. With the use of parks for events there is an expectation that there may be a "reasonable" level of noise in association with the event. As such, events that occur during park hours, 8:00 am to 11:00 pm, are exempt from the noise by-law by way of the Facility Permit issued by the Parks Recreation and Leisure Services Department.

Should the plans for your event fall outside of the above times and/or noise levels, you will be required to request a formal exemption to the noise bylaw. This process must be initiated 60 days prior to your event. Contact the City Clerk's Department at 705-474-0400 Ext. 2506 for more information.

**\_\_\_\_\_ *Your event as described in your application is covered by your Park Permit.***

**\_\_\_\_\_ *Please contact the Clerk's Department to initiate the Noise By-law exemption process.***

**\_\_\_\_\_ Use Of Vehicle On Park Property For Loading Or Unloading Supplies/Equipment, Operator Must Adhere To The Following:**

Where the operator of a vehicle, mobile equipment, crane or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment or its load, the vehicle, mobile equipment, crane or similar material handling equipment shall only be operated as directed by a signaller who is a competent person and who is stationed,

- (a) in full view of the operator;
- (b) with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load; and
- (c) clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load. R.R.O. 1990, Reg. 851, s.56.

## **\_\_\_\_\_Event Advertising Sign:**

Upon approval of the City, special event advertising signs are permitted subject to the following guidelines:

1. Location:
  - (a) Signs are permitted only in the location authorized through this facility permit.
  - (b) No person shall place or permit to be placed an event advertising signs that:
    - i. is illuminated, has flashing lights, or rotating parts;
    - ii. is located within 2.0 metres of the Travelled Roadway or within a Sight Triangle;
    - iii. is located on a utility pole;
    - iv. obstructs, impedes or interferes with any fire escape, fire exit door, window, skylight, flue, air intake or exhaust, or any means of access by a firefighter to any part of a building or fire hydrant;
    - v. impedes, hinders or prevents parking of vehicles on private lands;
    - vi. impedes or obstructs the passage of pedestrians where they are reasonably expected to walk;
    - vii. interferes with the safe operation of vehicular traffic or the safety of pedestrians, including the visibility of warning devices and traffic signals; or
    - viii. impedes or obstructs City maintenance operations.
2. Maximum size:
  - (a) 0.5 square meters (6 square feet)
3. Duration:
  - (a) Event advertising signs are permitted to be placed for a maximum of four (4) days in advance of the event and must be removed within one (1) day of the event ending.
4. No other signs, including Mobile Signs, are permitted unless approved by the City's. Please contact the planning department at 705-474-0400 ext. 2414.

## **Equipment and Services Needed:**

### **Washrooms:**

\_\_\_\_\_ A key may be required to access washroom facilities (this is dependent upon the time of the year). A refundable key deposit of \$30.00/key is required.

\*\* Portable toilets may be brought in at your expense. Parks staff will indicate where they can be placed in the park area. Have your supplier contact the Parks office at 474-0400 Ext. 2600 or direct at 472-3932 to arrange for a site visit.

### **\_\_\_\_\_ Garbage Cans**

Available in limited numbers. All park areas have a base number available for use. Extra garbage

cans available in sets of 8 at a cost of (\$67.84 + HST) and are picked up at the Lee Park office.

### \_\_\_\_\_ **Hydro**

Access to hydro (usually 110) is accessible at some locations and there is an additional charge at a cost of \$34.15 + HST for a ½ day or \$68.26.27 + HST for the full day. Most require a key to access the service. A \$30.00 refundable key deposit is required, per key. Any other hydro requirements may require a change of venue or additional service charges (i.e. entertainment).

### \_\_\_\_\_ **Hydro for Large Events**

Any large event using hydro will need to have an ESA inspection. Please see the attached list of City approved electricians.

### \_\_\_\_\_ **Barricades**

These are available for rental in sets of 10 at 8 feet each and will be delivered at a cost of \$67.48+ HST. You Are Responsible for Set Up and Take Down.

### **Turf Care:**

If your event utilizes a grassed area, a deposit of \$500.00 is required in order to safeguard the grassed area. *This is payable by Cash or Cheque ONLY.*

### \_\_\_\_\_ **Tents**

Anything, regardless of size, that requires stakes or anchoring to be put into the ground at any City Park requires the organizer to contact the following to have locates done. **Please allow sufficient time prior to your event to arrange for locates.**

**Contact the following to arrange for locates:**

**Lee Park Office: 705-472-3932**

**ONTARIO ONE CALL: 1-800-400-2255**

**A Building Permit may be required for tents over the size of approx. 25' x 25'. Please contact the Building Department, 2<sup>nd</sup> Floor, City Hall at 705-474-0400 Ext. 2415 to check if a building permit is required for your specific tent(s).**