

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:	Community Development and Health Services	Policy No.:	
Department:	Recreation and Culture	Approval Date:	May 6, 2013
Division:		Approved By:	M167-2013
		Effective Date:	May 6, 2013
Subject:	Riverfront Festival Plaza Booking Policy	Procedure Ref.:	Special Events Manual
		<i>Pages:</i>	Replaces:
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1. POLICY

1.1 The Riverfront Festival Plaza is the premier host location in the community for Special Events. The Corporation of the City of Windsor will manage Special Events at the Riverfront Festival Plaza according to established City Council priorities to maximize the benefits to the community. The City of Windsor recognizes that Special Events contribute to a sense of place and quality of life for residents and visitors. Special Events enhance tourism, culture, recreation and education while contributing significantly to the economy of the city.

2. PURPOSE

2.1 The policy will provide for a diverse range of activities and opportunities at the Riverfront Festival Plaza while maintaining fair and flexible access to the riverfront.

3. SCOPE

3.1 This policy covers all individuals and organizations requesting the use of the Riverfront Festival Plaza for a Special Event.

4. RESPONSIBILITY

4.1 City Council is responsible to:

4.1.1 Approve the Riverfront Festival Plaza booking policy and any amendments as may be presented from time to time

4.1.2 Approve requests for use of Riverfront Festival Plaza which are not Recurring Events

4.1.3 Approve any Special Events seeking to completely restrict access to the river front for a period of time.

4.1.4 Approve the User Fee Schedule annually as part of the budget process.

4.2 The Chief Administrative Officer is responsible to:

4.2.1 Subject to 4.1.4, approve requests for Recurring Events for use of Festival Plaza, pursuant to Delegation of Authority By-law 208-2008, section 1.10, as it may be amended from time to time

4.3 The Community Development & Health Commissioner is responsible to:

- 4.3.1 Direct a review of the policy at least once every term of Council to ensure its alignment with established Council priorities.
- 4.4 The Executive Director of Recreation and Culture is responsible to:
 - 4.4.1 Undertake a review of the policy every term of Council.
 - 4.4.2 Approve the Special Events Manual annually
 - 4.4.3 Direct implementation of the policy, procedures and application process
 - 4.4.4 Make recommendations to City Council or the CAO, as applicable, relative to Special Events
 - 4.4.5 Approve the site plan for each Special Event in consultation with affected City departments and the Special Events Resource Team to maintain the safety of all attendees and generate the maximum financial return
- 4.5 The Manager of Leisure Outreach is responsible to:
 - 4.5.1 Determine the deadlines to receive applications requesting use of Festival Plaza and incorporate into the Special Events Manual
 - 4.5.2 Provide oversight to the annual review of the Special Event Manual
 - 4.5.3 Provide oversight to the evaluation of requests for Special Events at Festival Plaza
 - 4.5.4 Make recommendations to the Executive Director regarding all of the above
- 4.6 The Coordinator of Community Special Events is responsible to:
 - 4.6.1 Coordinate the annual review and update of operational guidelines and procedures
 - 4.6.2 Coordinate the assessment of requests for use of Festival Plaza with affected departments and the Special Event Resource Team
 - 4.6.3 Ensure that all paperwork required by City of Windsor departments is completed by the Event Organizer and received by the appropriate department according to established timelines
 - 4.6.4 Serve as liaison between the Special Event organizer and the Special Events Resource Team (SERT)
 - 4.6.5 In consultation with the Special Event organizer and SERT, make recommendations regarding the site plan to the Executive Director
 - 4.6.6 Maintain any records produced
- 4.7 The Special Events Resource Team will:
 - 4.7.1 Act in an advisory capacity regarding the execution of Special Events at Riverfront Festival Plaza
 - 4.7.2 Advise of any changes in their governing legislation (Fire code, Alcohol and Gaming Commission of Ontario regulations, etc.) that may affect the application process, requirements and procedures
 - 4.7.3 Provide input into annual operations review
 - 4.7.4 Work with Special Event organizers to execute the Special Event.
- 4.8 Special Event Organizers will:
 - 4.8.1 Submit requests for the use of Festival Plaza and Stage in writing and accompanied by a non-refundable deposit identified in the Schedule of Fees approved annually by City Council.
 - 4.8.2 Ensure all required documentation i.e. insurance requirements, proof of legal name, is submitted to the City within established timeframes as identified in the Special Events Manual.
 - 4.8.3 Be responsible for any additional fees resulting from the requirement to adjust the site plan of the Plaza for the safety and security of patrons.

5. GOVERNING RULES AND REGULATIONS

5.1 Use of Riverfront Festival Plaza will be in accordance with the following rules and regulations:

- 5.1.1** East-west traffic flow will be maintained in some manner for all Special Events unless City Council directs otherwise
- 5.1.2** When modifications to Festival Plaza are required for a Special Event, Administration will act according to direction previously approved by City Council. All requests for Special Events at Riverfront Festival Plaza and Stage must be received in writing by the Recreation and Culture division according to established timelines and be accompanied by a non-refundable deposit
- 5.1.3** Special Events approved by City Council and hosted by the City of Windsor will be given priority consideration for use of the space. In the event that a Council approved event displaces a previously booked event, Administration will make every effort to accommodate the displaced event in an alternate location or on an alternate date
- 5.1.4** Requests by Recurring Events in Good Standing, submitted with the required non-refundable deposit, will receive priority booking
- 5.1.5** Where Recurring Events request a date change, the Recurring Event will be given a new date, subject to availability, in priority to other Special Events which are not Recurring Events in Good Standing
- 5.1.6** Subject to the assessment noted in Section 4.6.2., requests for Special Events which are not Recurring Events, but the organization is in Good Standing, will be considered according to Section 1.1 – the strategic priorities of City Council and the impact on the economy of the community. After such evaluation, if two or more events are considered equal, the date shall be awarded based on the order in which the request was received by the Recreation and Culture department. Requestors must have the required documentation in order and be in Good Standing
- 5.1.7** Verbal requests for Special Events at Riverfront Festival Plaza and Stage will not be considered

5.2 Definitions:

- 5.2.1** Special Event – an event that has a greater impact on Festival Plaza than casual use; or has more than 300 people in attendance; or may impact traffic flow; or includes amplified sound; or may require municipal services
- 5.2.2** Recurring Event – a Special Event returning to Festival Plaza after 1 year, providing such notice is given in writing and required deposit paid
- 5.2.3** Good Standing – a Special Event will be considered to be in good standing provided there are no outstanding monies owing to the Corporation; any complaints against the Special Event (or organizer) have been addressed; no outstanding or ongoing litigation related to the Special Event or the host/organizer of any Special Event; and all requested documents and fees have been received by the Corporation within established deadlines
- 5.2.4** Special Events Resource Team – representatives of Windsor Police Services, Windsor Fire & Rescue, Windsor Port Authority, Public Works – Traffic, Operations, County of Essex – Operations, By-law Enforcement, Caesars Windsor, Windsor Essex County Health Unit, Alcohol and Gaming Commission of Ontario, 311, Inspections,

Engineering, Risk Management, Maintenance and other resources as required from time to time

5.3 Related policies and legislation:

- 5.3.1** User Fee and Pricing Policy (CR408/2006)
- 5.3.2** Festivals & Special Events Insurance Matrix Policy (CR468/2007)
- 5.3.3** Waiver of Fees Policy (M219/2012)
- 5.3.4** Central Riverfront Implementation Plan (CR910/2000)
- 5.3.5** Parks By-law 200-2002
- 5.3.6** Noise By-law 6716
- 5.3.7** Municipal Alcohol Policy (CR41/1998)
- 5.3.8** Delegation of Authority By-law 208-2008
- 5.3.9** Riverfront Trail – Permit for Events Policy (CR359/2000)
- 5.3.10** Alcohol and Gaming Commission of Ontario Regulations

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1** Documents produced will be retained according to Records Retention By-Law #21-2013
- 6.2** Forms and documents related to this policy include the Riverfront Festival Plaza Booking Procedures and Special Events Application Form and the Festival and Event Operations Manual.