



Responsible Dept.: Community Services	Effective Date: May 7, 2012
Author:	Next Review:
Approved by: Director of Community Services	Relevant Corporate Policy/By-law:

1 PURPOSE

- 1.1 In addition to the guidelines set forth in this policy, Event Organizers are required to abide by any existing by-laws, provincial and federal laws, and any other policies pertinent to the Grand Bend Beach.
- 1.2 The Municipality of Lambton Shores recognizes the importance of special events in enhancing the quality of life, tourism, culture, recreation and education, and in providing economic benefits to the local economy. The Municipality welcomes input from the general public with respect to major decisions regarding the Grand Bend Beach.
- 1.3 The purpose of this policy is to establish guidelines for the allocation and management of special events on the Grand Bend Beach. It is also in place to protect the natural beauty of the beach and preserve the key focal use of the beach - that being a venue for unscheduled, spontaneous active and passive recreation opportunities.

2 DEFINITIONS

- 2.1 Special Event - Any planned event (annually or infrequently occurring) requiring and having permission for the exclusive use of a portion of the lands for the operation of an organized activity that may be open to the public where admission is charged or not.
- 2.2 Community Event - A special event that does not profit an individual, group of individuals or a "for profit" company. Not for profit groups have an elected Executive Board, annual meeting and may have non-profit charitable numbers. To be considered a community event, the host organization must have its main focus within the Municipality of Lambton Shores. Funds raised from community events must directly contribute to the quality of life for residents of the Municipality of Lambton Shores.

Individuals cannot operate community events.
- 2.3 Non-Community Event - An event that is held for the purpose of business, profit making or promotion of (for profit) an individual, group, organization or Corporation. Events run by non-profit organizations whose main focus is outside of the Municipality of Lambton Shores will be considered as non-community events.

Non-community events must develop a formal partnership with a Lambton Shores non-profit organization or business in order to apply to host an event at the Grand Bend Beach. The partnership must be arranged prior to the Event Organizer submitting the application. The Event Organizer must provide details of this partnership in writing, submitted with the application and the local group/business must acknowledge this partnership in writing, also due with the application.

The partnership must provide a clear benefit to the local organization or business, and must be agreed upon by both parties.

Failure for the Event Organizer to arrange a partnership with a local non-profit organization or business by the application deadline will result in denial of the application.

- 2.4 Major Event - Any special event lasting more than eight (8) hours, including set up and takedown of equipment.
- 2.5 Minor Event - Any special event lasting less than eight (8) hours, including set up and takedown of equipment.
- 2.6 Prime Time - Dawn to dusk daily from Father's Day weekend through Labour Day weekend, as well as weekends from Victoria Day to Father's Day, inclusive.
- 2.7 Non-prime Time - Before dawn and after dusk daily from Father's Day weekend through Labour Day weekend. Monday to Friday from Victoria Day to Father's Day (excluding holidays), and weekends and weekdays before Victoria Day and after Labour Day.

3 HOW TO APPLY

- 3.1 The applicant must be a person or corporation who has the capacity to enter into a legal agreement.
- 3.2 Event Organizers must submit a completed application form, a proposed event site plan, and the required deposits and permit fees. Applications are available at the Community Services Department, and must be forwarded to:

**Lambton Shores Community Services Department
9577 Port Franks Road, RR #1
Thedford, ON N0M 2N0**

- 3.3 Applications, permit fees and deposits must be received no less than 120 days prior to the event for minor events. Major events and non-community events are required to submit applications, permit fees and deposits by October 31 of the previous year for consideration. Failure to meet this deadline may result in the event request being denied.
- 3.4 Each Event Organizer must submit an application every year. Event Organizers may be required to meet with staff to review the application and discuss details. Additional forms may be necessary depending on the activities discussed in the event.

4 CONSIDERATION OF APPLICATIONS

- 4.1 The Municipality reserves the right to accept or reject applications for the use of the beach or any other area or facility under its jurisdiction at its discretion.
- 4.2 A booking cannot be confirmed until the site plan and application has been approved, and appropriate fees and deposits have been paid. This process takes a minimum of 120 days for minor events and all major event and non-community event requests must be submitted by October 31 of the previous year for consideration and review.
- 4.3 Municipal staff may approve applications and site plans of existing major events (i.e. Optimist Drive and Jive, Not So Pro Beach Volleyball, Aquafest, and Canada Day) and any minor event requests. Staff can also approve applications for active living programs and wedding ceremonies. Applications for new major events will be submitted to Council for approval.

5 GENERAL TERMS AND CONDITIONS

- 5.1 Availability: Certain areas of the Grand Bend Beach are available for use for special events.
- 5.2 Site Plan: The site plan drawing must contain information about the following: the placement of equipment, barriers, structures, waste receptacles, emergency access points, and any other equipment associated with the event, and is subject to approval. The site plan must be to scale and is due with the application.
- 5.3 Event Length: Events will not exceed three (3) days in length, including set up and tear down of any equipment. Set up will begin no earlier than 9:00am on day one (1), and any equipment/materials associated with the event must be removed by 9:00pm on day three (3). Beach rental fees apply for set up/takedown day(s).

- 5.4 Public Address Systems: Amplified announcements are permitted during special events from 8:45am – 10:00pm. Amplified music is permitted from 11:00am to 9:00pm. Appropriate decibel levels will be determined by the Municipality. All amplifiers (i.e. speakers) must be turned so that they are facing the lake. The Municipality reserves the right to stop any amplified noise at any time.

Exceptions will be made to accommodate existing operating hours of Optimist Drive and Jive and Canada Day events.

- 5.5 Event Parking: The Municipality of Lambton Shores will not provide parking passes for special events at the Grand Bend Beach, unless approved through the Community Grant Program. The applicant is required to purchase passes at the daily rate. The applicant must submit a parking plan for special events that will help to alleviate congestion of the Grand Bend Beach parking lots. The parking plan is due with the application. Alternative parking areas for event participants, staff and volunteers is to be encouraged.

- 5.6 Temporary Structures: The Ontario Building Code requires a building permit be obtained for a single tent or group of tents whose aggregate area exceeds 646 square feet, is attached to a building, or is constructed closer than 10 feet from other tents or structures.

Building permits can be obtained from any municipal office and must be submitted to the Building Department before final approval.

- 5.7 Inflatables/Amusement Rides: Inflatables and/or Amusement Rides are prohibited on the Grand Bend Beach.
- 5.8 Security: Event Organizers are responsible for, and may be required to provide security services during an event. Security requirements will be at the discretion of the Community Services Department. Only certified security or off duty OPP will qualify.
- 5.9 SOCAN Fees: Events playing music (whether it be a band, DJ or radio) are required to obtain a Society of Composers, Authors & Music Publishers of Canada (SOCAN) license and provide a copy to the Municipality. The Event Organizer must pay SOCAN (including royalty fees) within five (5) business days from the conclusion of the event.

The Municipality may request a deposit prior to the event for this purpose. Proof of payment shall be submitted to the Municipality. SOCAN licenses can be purchased at www.socan.ca or by calling: 1-866-944-6223.

- 5.10 Damage to Facilities: The Event Organizer is responsible for all damage which occurs to the premises during the rental period.
- 5.11 Decision Respecting Damage: The Municipality, acting reasonably, shall determine the extent of any damage and cost of repairs.
- 5.12 Additional Services/Equipment: The Event Organizer is responsible for any costs that are related to the event. These costs include, but are not limited to licensing fees, permits, applications, and equipment rentals.

If Municipal staff are required to provide labour, equipment and materials, the services and related fees will be invoiced back to the Event Organizer at the hourly rate identified in the Municipality's current Fee By-Law. Fees are subject to change without notice.

- 5.13 Monitoring and Control: The Beach Manager and staff will be responsible on site for the monitoring and control of the event. When required, By-law officers and OPP will be contacted via hand radios.
- 5.14 Insurance: The Event Organizer must maintain and provide proof of general liability insurance of no less than \$2,000,000.00 naming the Municipality of Lambton Shores as additional insured. Proof of insurance must be provided prior to the event. Failure to do so will result in a cancellation of the event and all municipal approvals will be revoked.

The Municipality reserves the right to request additional liability insurance where the very nature of the event exposes the Municipality to potentially greater liability. All insurance documents must be provided at least two (2) weeks in advance.

The Event Organizer agrees to indemnify and hold harmless against any liability, loss, claims, demands, costs or expenses, including reasonable legal fees, occasioned whole or in part by any negligence or acts or omissions during the use of Municipal property.

Alcohol liability insurance is required for licensed events.

- 5.15 Cancellations: If an event is cancelled by the Event Organizer with written notice more than thirty (30) days before the event, the deposit is refunded. In all other circumstances, the deposit is forfeited.

The Municipality reserves the right to cancel any scheduled Special Event and revoke any approvals in order to ensure public safety or, if in the sole opinion of the Municipality, the Event Organizer fails to comply with the requirements of the Beach Use Policy or any Municipal by-law.

6 LICENSED EVENTS

- 6.1 Liquor: Liquor service at an event requires a Special Occasion Permit or caterer's endorsement in partnership with a local business or service club. The Event Organizer must obtain and show proof of this permit before the event. Provincial legislation applies.
- 6.2 Compliance with Municipality's Policies Regarding Alcohol Service: The Municipality will consent to use of the rental area for the service of alcohol, subject to compliance by the Event Organizer with the municipality's policies respecting same, and such special conditions as are set out in the rental agreement.
- 6.3 Licensed area: Licensed events will be permitted on the Observation Deck of the Grand Bend Beach House only. An exception will be made to accommodate the existing licensed area of the Optimist Drive and Jive in the condo parking lot.
- 6.4 Proof of Insurance: The Event Organizer must present proof of alcohol liability insurance (minimum \$2,000,000.00), to the Municipality, listing the Municipality of Lambton Shores as an additional insured party, not less than two (2) weeks before the event.
- 6.5 Glass Containers: The Municipality does not permit service in the beach area using glass containers at any time.
- 6.6 Washrooms: The Event Organizer is required to provide portable toilet(s) at the event, if deemed required by the Community Services Department.
- 6.7 Hours of Service: Hours of liquor service are limited from 11:00am – 9:00pm, with the exception of the Optimist Drive and Jive where hours will be extended to accommodate existing operational hours.
- 6.8 Consumption of Alcohol: Consumption of alcohol is limited to the parameters interior of the licensed areas.
- 6.9 Restrictions: Individuals are not eligible to host licensed events on the Grand Bend Beach. Licensed events may only be hosted in conjunction with a community event or pre-existing event. Non-community events are not eligible to host licensed events on the Grand Bend Beach.

7 ACTIVE LIVING PROGRAMS

- 7.1 Permits will be granted during non-prime time only.
- 7.2 Active Living Programs will be permitted on the Observation Deck of the Beach House only.

7.3 The applicant must have an affiliation or partnership with a Lambton Shores fitness centre, gym, studio, etc. and this partnership must be described on the application form.

8 WEDDING CEREMONIES

8.1 Permits will be issued for the pavilion or Observation Deck of the Beach House only

8.2 The renter is responsible for all set up and tear down of decorations or equipment

8.3 Confetti and balloons are not permitted

8.4 Tape, tacks and nails are not to be used to hang decorations

8.5 Receptions are not permitted

8.6 “Reserved” signs will be provided by Lambton Shores. It is the renter’s responsibility to ensure that the area is clear of other beach patrons during the rental period.

9 DEPOSITS AND FEES

9.1 All deposits and application fees are due with the application. All rental fees are due prior to the event. Active living programs will be invoiced at the start of each season.

10 COMMUNITY EVENTS

Description	Fee (as per Fees and Charges By-law)
Security Deposit – to be applied towards rental, due with application	
Application Fee – due with application	
Damage Deposit for events with less than 300 attendees– refundable upon final inspection following the event. Due with application.	
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. Due with application.	

Main Beach and Observation Deck Daily Rental Fee - without hydro	
Main Beach and Observation Deck Daily Rental Fee - with hydro	

11 NON-COMMUNITY EVENTS

Security Deposit – to be applied towards rental, due with application	
Application Fee – due with application	
Damage Deposit for events with less than 300 attendees– refundable upon final inspection following the event. Due with application.	
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. Due with application.	
Main Beach and Observation Deck Daily Rental Fee - without hydro	
Main Beach and Observation Deck Daily Rental Fee - with hydro	

12 ACTIVE LIVING PROGRAMS AND WEDDING CEREMONIES

Hourly Observation Deck Fee – active living programs and wedding ceremonies		
Daily Pavilion Fee (wedding ceremonies only)		

13 RESTRICTIONS

- 13.1 Major Events: No new major events will be permitted to operate on the Grand Bend Beach during prime time. This is due to the limited amount of weekends available in the summer. Major Events are encouraged to submit an application for an event taking place during non-prime time.
- 13.2 Non-Community Events: A maximum of two (2) non-community events meeting the proper guidelines and criteria will be granted permission to operate an event on the Grand Bend Beach per calendar year.
- 13.3 Long Weekends: No event or activity of any type will be permitted to operate on the Grand Bend Beach during a long weekend. This includes: Victoria Day, Canada Day, Civic Weekend and Labour Day. This does not apply to pre-existing Canada Day events.
- 13.4 Sports Tournaments: Sports tournaments take up a significant portion of the beach and can impact regular beach traffic. Sports tournaments and large-scale sporting events will not be permitted on the Grand Bend Beach during prime time, with the exception of the pre-existing Not So Pro Beach Volleyball Tournament. Sports tournaments and large-scale sporting events will be encouraged to apply for non-prime time.

14 COMPLIANCE

- 14.1 Failure to comply with the guidelines in this policy or any existing policy, by-law or law may result in the cancellation of the event and/or jeopardize any future rentals with the Municipality of Lambton Shores.

15 APPROVAL

CAO	Date May 7, 2012
Amended/Modified/Replaced	Date

Schedule C



The Municipality of **Lambton Shores**

APPLICATION FOR USE OF THE GRAND BEND BEACH

Note: The completed application, site plan and all other supporting documents, deposits and application fees must be submitted to the Community Services Department a minimum 120 days prior to the proposed event for minor events. Applications, supporting documents, deposits and fees for major events (those exceeding eight hours in duration) and non-community events are required by October 31 of the previous year.

Applicants must review the Grand Bend Beach Use Policy prior to completing the application.

A. Applicant Information

Organization Name: _____

Contact Name: _____

Mailing Address: _____

Contact Number: _____

Email: _____

Website: _____

On Site Contact: _____

On Site Phone Number: _____

B. Event Information

Event Name: _____

Preferred Location: Main Beach
 Pavilion
 Observation Deck (Beach House)
 Other: _____

Alternate Location: Main Beach
 Pavilion
 Observation Deck (Beach House)
 Other: _____

Anticipated Attendance: _____

Is this an annual event? YES NO

Event Date(s)		Time(s) Required	
FROM: (mm/dd/yy)	TO: (mm/dd/yy)	FROM: hh:mm	TO: hh:mm
1.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
Alternate Date(s)		Alternate Time(s)	
FROM: (mm/dd/yy)	TO: (mm/dd/yy)	FROM: hh:mm	TO: hh:mm
1.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>

Event set-up to begin on: _____ at _____ am pm

Event clean-up to end by: _____ at _____ am pm

Note: Active living programs must attach a separate schedule indicating dates and times of all programs.

C. Event Overview

Please provide an outline of the activities you plan to present on the Grand Bend Beach (Include agendas and/or flyers that may be in place for your event):

D. Food Service, Goods and Acceptance of Donations

Check all that apply:

- Goods or merchandise to be sold? Yes No
- Food and/or non-alcoholic beverages Yes No
If yes, sold or served? Sold Served
- Alcoholic beverages: Yes No
If yes, sold or served? Sold Served

The sale of goods or merchandise on the Grand Bend Beach requires an exemption to By-law 38 of 2009.

If alcoholic beverages are to be served/sold in conjunction with the event, adherence to the Municipal Alcohol Policy and provincial laws is required. Individuals or non-community events are not permitted to host alcohol licensed events on the Grand Bend Beach. The exception to this is pre-existing annual events.

Provision of food service must follow Lambton County Health Unit guidelines. The Health Unit must be contacted directly for food service at special events.

4. Will participation/entrance fees be charged? Yes No

5. Will donations be solicited and/or accepted? Yes No

If any items are to be sold, if entrance fees are to be charged or donations to be accepted, specify for what purpose these proceeds are being raised:

E. Non-Community Events

Non-community events are those that are held for the purpose of business, profit making or promotion of (for profit) an individual, group, organization or corporation. Events operated by non-profit organizations whose main focus is outside of the Municipality of Lambton Shores will be considered as non-community events.

Non-community events must develop a partnership with a Lambton Shores non-profit organization or business in order to be considered for a special event on the Grand Bend Beach.

Partner Organization/Business: _____

Contact Person: _____

Phone: _____

Email: _____

Provide details of the partnership:

Describe the specific benefits of this partnership for the local organization/business:

Note: The partner organization or business must submit a letter of acknowledgement of the partnership with the Event Organizer, to be submitted with the application.

F. Installation of Tents

Do you plan to erect tent(s) or any other structures on the beach? Yes No
If yes, specify for what purpose:

Note: any structure over 646 square feet requires a building permit. Permits can be obtained for any municipal office and must be submitted to the Building Department for final approval.

Any necessary locates are the responsibility of the Event Organizer.

G. Sound Amplification

Do you plan to use any device or mechanism to amplify sound? Yes No
If yes, specify for what purpose:

Date(s) of Usage		Time(s) of Usage	
FROM: (mm/dd/yy)	TO: (mm/dd/yy)	FROM: hh:mm	TO: hh:mm
1.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.		am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>

H. Electrical Access

Will you require access to electrical power? Yes No
If yes, specify the purpose:

Power that is required (amps): _____

I. Site Plan

The site plan drawing must contain information about the following: the placement of equipment, barriers, structures, waste receptacles, speakers, emergency access points, and any other equipment associated to the event. The site plan must be to scale, and must be submitted with the application.

J. Parking

The Event Organizer is required to submit an event parking plan with the application. This plan should alleviate congestion of the Grand Bend Beach parking lots, and alternative modes of transportation are to be identified and encouraged.

K. Deposits and Fees

All deposits and application fees are due with the application. All rental fees are due prior to the event. Active living programs will be invoiced at the start of each season.

Community Events

Description	Fee (as per Fee and Charges By-law)
Security Deposit – to be applied towards rental, due with application	
Application Fee – due with application	
Damage Deposit for events with less than 300 attendees– refundable upon final inspection following the event. Due with application.	
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. Due with application.	
Main Beach and Observation Deck Daily Rental Fee - without hydro	
Main Beach and Observation Deck Daily Rental Fee - with hydro	

Non-Community Events

Security Deposit – to be applied towards rental, due with application	
Application Fee – due with application	
Damage Deposit for events with less than 300 attendees– refundable upon final inspection following the event. Due with application.	
Damage Deposit for events with over 300 attendees – refundable upon final inspection following the event. Due with application.	
Main Beach and Observation Deck Daily Rental Fee - without hydro	
Main Beach and Observation Deck Daily Rental Fee - with hydro	

Active Living Programs and Wedding Ceremonies

Hourly Observation Deck Fee – active living programs and wedding ceremonies	
Daily Pavilion Fee (wedding ceremonies only)	

In addition to the above rental and deposit fees, Event Organizers are responsible for any costs that are related to the event. These costs include, but are not limited to licensing fees, permits, applications, equipment rentals, etc.

If Municipal staff are required to provide labour, equipment and materials, the services and related fees will be invoiced to the Event Organizer according to the schedule below. These fees are according to the Municipality’s current fee by-law and are subject to change without notice.

Note: the Event Organizer is required estimate the number of hours/types of services required. Billing will be based on actual usage and hours.

Service	Quantity	Rate (as per Fees and Charges By-law)	Total
Beach Levelling			
Snow Fence Drop Off – set up by Organizer			
Garbage Removal			
Other			
Sub-Total Costs:			
HST:			
Total Additional Costs:			

** Note: The completed application, site plan and all other supporting documents, deposits and application fees must be submitted to the Community Services Department a minimum 120 days prior to the proposed event for minor events and by October 31 of the previous year for all major events and non-community events. Failure to meet these deadlines may result in the event request being denied.

**Lambton Shores Community Services Department
9577 Port Franks Road, RR #1
Thedford, ON N0M 2N0**

Applicant’s Signature: _____

Date: _____

The Applicant shall obey and observe all laws, by-laws and regulations of the Municipality of Lambton Shores and further, the Applicant personally, jointly and severally agrees to and with the Municipality that the Applicant will indemnify and save harmless the Municipality against all loss, costs, claims, damages, actions, suits of any nature and kind whatsoever which may arise as a result of the use of the beach or any facility or area.

Office use only:

Date Received: _____

Date Approved: _____

Approved by: _____