



<b>Subject</b> Special Events in Provincial Parks		<b>Policy No.</b> PM 2.33	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Revised</b>
<b>Compiled by – Branch</b> Ontario Parks		<b>Section</b> Operations and Development	<b>Date Issued</b> February 1, 2008
<b>Replaces Directive Title</b> Same as above	<b>Number</b>	<b>Dated</b> Feb. 1/03	<b>Page</b> 1 of 4

**Purpose:** To provide direction for approval of special events in provincial parks.

**Definition:** A Special Event is any activity within a provincial park which is organized and carried out, primarily by any individual, group, agency or association, that is not sponsored by the Ministry.

A high risk activity special event is one which involves physical activity on behalf of the participants and has the potential for accidents and resulting liability claims, e.g. beach volleyball, cross-country ski loppets, fishing derbies, etc.

A low risk activity special event is one which involves static displays and demonstrations, e.g. arts/crafts shows.

**Policy:** High risk special events require a formalized agreement between the Ministry and the sponsor, (see Procedure PM 2.33.01 Appendix A). Reference should also be made to PM 2.47 “High Risk Activities by Organized Groups”.

Low risk activity special events require only the Park Superintendent's approval.

All special events in a provincial park must be approved by the Park Superintendent. In considering whether to approve a special event, give consideration to the following:

- 1) The availability of suitable, alternative areas outside of provincial parks;
- 2) Compatibility with the park management, resource management and marketing plans and impact on the resources of the park;
- 3) Compatibility with existing park services and facilities, (i.e. the maintenance program, level of staffing, parking area capacities, washroom facilities etc.). Provision for additional services and facilities may be made through a written agreement. Any out of pocket costs must be borne by the sponsor of the event. Any special fees or concession services associated with the Special Event must be specifically approved through the written agreement.

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- 4) Permanent structures or facilities, other than those provided for in the park management plan, may not be constructed for a Special Event. The construction of temporary structures or facilities may be permitted by written agreement, in designated areas, if they are constructed in accordance with designs approved by Ontario Parks. Any improvements must be removed from the area within a specified time following the event.
- 5) The sponsor of a Special Event must, in the judgement of the Park Superintendent, be capable of carrying out the event under the conditions contained in the letter of approval or letter of agreement.
- 6) Publicity regarding the Special Event must be appropriate and comply with park legislation and suitable credit given for the use of the park.

The agreement includes an indemnity clause as well as naming Ministry of Natural Resources as an additional insured. Recommended amounts for PL and PD insurance coverage may be obtained by contacting the Manager, Risk Management and Insurance Services Section, Ministry of Government and Consumer Services.

The sponsors of a Special Event will be responsible to the Park Superintendent while in a provincial park.

#### Application for a Special Event

At the discretion of the Park Superintendent, any individual or organization may be asked to submit to the Park Superintendent, a detailed outline of the proposed Special Event prior to the date of the event. This outline should include:

- a) A statement indicating why the proposed Special Event should be held in a particular park and who will be sponsoring it;
- b) A statement detailing the nature and objectives of the Special Event;
- c) A statement detailing whether a Temporary Food Service will be part of the activities. Include whether or not park patrons and the general public will have access to the food service;
- d) A proposed schedule of operations;

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- e) A statement of how the park environment and visitors will be affected by the Special Event;
- f) A statement of any special measures required in support of the Special Event, such as temporary structures or facilities;
- g) A statement detailing the fees charged for goods or services offered to the public;
- h) A statement about the number of participants involved in the Special Event and the expected number of people who might be attracted to the park because of the activity;
- i) The name, address and experience of the individual who will be in charge of the Special Event and the same for any assistants. The name, address and experience of any agency or association that is involved with the Special Event;
- j) A list of permits from other agencies that would be required;
- k) The proposed location(s) for the Special Event within the park;
- l) A statement of the public liability and property damage insurance carried by the individual, agency or group to cover such events;
- m) Such other information that the Park Superintendent may require.

#### Alcohol in Provincial Parks (Special Occasion Permit)

In 1995, the Provincial Parks Act was amended to remove the prohibition on the sale of alcohol in provincial parks.

This amendment allows for lodges, etc. in provincial parks to apply for a liquor licence through the LCBO. In addition, groups may apply for Special Occasion Permits (SOP) issued by the LCBO.

The following is taken from the Alcohol and Gaming Commission Website ([www.agco.on.ca](http://www.agco.on.ca))

#### SPECIAL OCCASION PERMIT (“SOP”)

A special occasion permit is required in the following circumstances:

- 1) If an individual is planning to sell or serve liquor at special occasions, such as weddings, charity fundraisers and receptions.

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2) SOP's are available for any type of location other than a residence, but common areas of multiple unit residential buildings are not disqualified.

A permit allows its holder to bring wine, beer and liquor purchased on the permit onto a premises for a qualifying event such as weddings, receptions, socials, fund raising, community festivals and outdoor events.

#### WHEN IS A SPECIAL OCCASION PERMIT NOT REQUIRED?

SOP's are not required if liquor is served in a "private place". To be considered a private place, the event must meet the following criteria:

- 1) Liquor may be served, not sold;
- 2) An indoor place to which the public is not ordinarily invited or permitted and is not available for rent to the public for occasional use but does not include a residence;

If the food and liquor are catered by a liquor licence holder who has a Caterer's Endorsement, a Special Occasion permit is not required.

#### WHICH TYPE OF PERMIT IS NEEDED - SALE OR NO SALE

**SALE-**A Sale special occasion permit is issued when money is collected directly for beverage alcohol through an admission charge to the event, when tickets for beverage alcohol are sold to people attending the event, or when there is any pre-collection of money for the beverage alcohol.

**NO SALE-** A No Sale special occasion permit is issued when beverage alcohol is served without charge or when there is no money collected for beverage alcohol – either directly or indirectly from guests.

#### HOW TO GET A SPECIAL OCCASION PERMIT

Special Occasion applications are available in all LCBO stores. Applications and a letter of approval from Ontario Parks must be submitted to the LCBO at least ten days in advance of the event. Other limitations may apply, details are available with the application.