



### TEMPORARY STRUCTURES AND TENTS

- 1) The Ontario Building Code requires building permit approval for all tents that exceed 60m<sup>2</sup> (646 sq. ft).
- 2) A tent does not require a building permit under the Ontario Building Code Act provided that it is:
  - Not more than 60m<sup>2</sup> in aggregate ground area
  - Not attached to a building; and
  - Constructed more than 3 metres from other structures
- 3) Building Permits can be obtained by application to the Township of Lake of Bays Building/By-law Services.
- 4) Tents that are larger than 30 square metres must meet flame resistance requirements of the Ontario Fire Code. No open flames are permitted in the tent or within 10 metres of the tent.

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## CORPORATE SERVICES

### Special Events



The Township of Lake of Bays recognizes the benefits of special events that promote and enhance our communities and has provided event organizers with a standard guideline that outlines the policies, procedures and by-laws of the municipality when applying to host a special event on municipally owned land. Any special event on municipal property or which requires municipal services requires a Special Events Permit.



The **Special Events Permit application**, accompanied by a complete detailed description of the event, expected attendance and application fee shall be submitted 90 days in advance of the event to the Corporate Services Department. A special event is defined as, but not limited to, a festival, a procession, a march, a drill, a parade or other organized event that has any of the following components:

- Rides/carnivals activities;
- Street closures;
- Fireworks or lasers;
- Traffic control;

- Need for security;
- Use of elevated stages or other temporary structures;
- Live entertainment;
- Barbecues/open flames;
- Generators/electrical distribution;
- Food or beverage sales;
- Shooting of films, televisions commercials or videos;
- Competitive or non-competitive operation of motorized and/or non-motorized vehicles.



Public liability insurance in the amount of \$2,000,000 is **mandatory** for all special events. For an event that involves the selling or serving of alcohol the liability insurance must include liquor liability coverage in the amount of \$2,000,000.

The Township of Lake of Bays has established a Special Events Liability Insurance Program for any groups, organizations and individuals, not affiliated with the municipality, to obtain liability insurance coverage for their special event.



The Township will circulate the Special Event Permit application to the local Health Unit, O.P.P. detachment, Medavie EMS Ontario and the Huntsville/Lake of Bays Fire Department for their determination of any requirements they may deem necessary.

Consideration of the following must be addressed on all applications:

- Use of temporary structures and tents
- Advertising signs and banners
- Temporary road closures and proposed traffic control
- Fireworks and/or music
- Food and Merchandise vendors
- Serving of alcohol
- Washrooms
- Garbage and waste disposal

