



Town of
**SOUTH BRUCE
PENINSULA**

Special Event Guidelines

For more information contact the
Town of South Bruce Peninsula
Box 310, 315 George St., Warton
519-534-1400
[ecodevelopment@
southbrucepeninsula.com](mailto:ecodevelopment@southbrucepeninsula.com)
www.southbrucepeninsula.com

Table of Contents

1	Purpose.....	4
1.1	Definitions.....	4
2	How to Apply	4
3	General Policies & Procedures.....	5
3.1	Special Event Considerations	5
3.2	Approvals	5
3.3	Location.....	5
3.4	Booking Facilities	5
3.5	Lottery Licenses	6
3.6	Additional Services/Equipment	6
3.7	Attachments	6
3.8	Cancellations.....	6
3.9	Insurance.....	6
3.10	Events by Committees of Council	6
3.11	Site Plan	6
3.12	Road Closures.....	7
3.13	Temporary Structures	7
3.14	Inspections	7
3.15	Food Concessions.....	8
3.16	Alcohol Sales/Service	8
3.17	Open Flame/Fireworks.....	8
3.18	Open Air Burning.....	9
3.19	Outdoor Entertainment.....	9
3.20	Socan Fees	9
3.21	Dynamic Beaches By-Law	9
3.22	Parking	9
3.23	Fencing, Digging or Staking.....	9
3.24	Signage/Banners.....	10
3.25	Security/Policing.....	10
3.26	Public Access	10
3.27	Health and Safety.....	10
3.28	Emergency Access.....	10
3.29	Accessibility.....	10
3.30	Emergency Medical Services/First Aid	10
3.31	By-Law Enforcement.....	10
3.32	Portable Toilets	10
3.33	Noise Allowance.....	11
3.34	Amusement Devises and Inflatable Devises.....	11
3.35	Animals.....	11
3.36	Keeping Green	11
3.37	Take Down/Clean Up.....	12

3.38	Greywater Disposal.....	12
3.39	Garbage and Waste Disposal	12
3.40	Overnight Camping on Private Property.....	12
3.41	Damage to Town Property	12
3.42	Post Event Report	13
Checklist		13
Appendix A Listing of Relevant Contacts, Policies and By-Laws		14
Appendix B Facility& Parks Listing		16
Appendix C Tips for Greening Your Event		16

1 Purpose

The Town of South Bruce Peninsula 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 purpose of this policy is to establish guidelines for the allocation and management of Special Events within the Town of South Bruce Peninsula.

Goals of this policy are to:

- Assist Event Organizers in planning safe and successful events and establish uniform criteria and procedures for the reservation and use of Town property for Special Events.
- Ensure that Town liability is minimized and that all appropriate insurance requirements are met.
- Provide a fair and transparent means for service delivery and ensure that costs for municipal services provided are kept at a reasonable level.
- Facilitate the administration of special events to a central point of contact and facilitate scheduling of staff and resources that will support appropriate service delivery.
- Provide equitable access to parks and facilities and ensure that public property is being used for the benefit of the entire community.

1.1 Definitions

Special Event

Defined as, but not limited to, a festival or other organized activity involving the use of, or having impact upon public property, public facilities, parks, pathways, streets or the temporary use of private property that varies from its current land use.

Events may include any of the following components: rides/carnival activities, tournaments, rodeos, parades, street closures, fireworks or lasers, traffic control, need for security, use of elevated stages or other temporary structures (i.e. bleachers, platforms, barricades), animals, entertainment, food or beverage sales.

Public Property

Any land, structure, or building owned, leased or controlled by the Town, designated or used as a facility, parkland, trail, gardens, playgrounds, sports fields or beach area.

Private Property

Land owned by private individuals or corporations other than the Town.

2 How to Apply

The Event Organizer shall read through the Special Event Guidelines, complete the Special Event Application, review the Checklist and submit all required supporting documents to:

Economic Development Officer (or designate)
Town of South Bruce Peninsula
Box 310, 315 George St., Wiarton, ON N0H 2T0
ecodevelopment@southbrucepeninsula.com

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 included in the event.

In order to assist you with obtaining the necessary permits and services, it is essential to review the Special Events Policy and complete the Special Events Application and submit it to the Economic Development Officer:

- **at least ninety (90) days prior to your event if your event is taking place for the first time or has significantly changed.**
- **at least sixty (60) days prior to your event if your event is an annual event and has no significant changes.**

**Failure to submit your application on time could result in the event not receiving approval.

3 General Policies & Procedures

A Special Event application submitted to the Town for approval must meet certain criteria to be eligible for approval, including compatibility with the provisions of municipal, provincial and federal laws as well as in accordance with rules and regulations administered by outside agencies.

Violations of policy or Town approvals could result in the immediate cancelation of your event.

3.1 Special Event Considerations

To be considered for approval a Special Event must provide a meaningful public benefit and must have a direct impact on one or more of the following areas: arts and culture, education, health and wellness, physical fitness, enrich the character and identity of the Town, create unique or innovative experiences, contribute to programming in slow seasons or extend the overall range and mix of programming in the Town.

3.2 Approvals

Upon receipt of the application and supporting documentation, the information will be circulated to applicable departments for review and input. The Event Organizer may be contacted to provide additional information or to fill out additional forms.

Once information is circulated to applicable departments, staff will respond to the EDO within two weeks with their approval or further requirements. When all requirements have been met, one letter of approval will be issued to the Event Organizer.

Staff will prepare a report to Council for all new events. New events or existing events that have significant changes must be approved by Council.

3.3 Location

Event Organizers must confirm that the location of the event complies with the requirements of the zoning by-law. Staff will determine whether the zoning is appropriate when events take place on Town property. When the event location is on private property, zoning information can be acquired at the Bruce County Planning Office.

3.4 Booking Facilities

Town facilities are booked at the Municipal Office through the Recreation Programmer or by calling: 519-534-1400 x132. When booking a Town-owned facility, separate rental

agreements need to be filled out in addition to this application. Rental requests should be outlined in the Special Event Application Form.

3.5 Lottery Licenses

All lotteries, which include merchandise raffles, cash or 50/50 raffles, bingo and Nevada ticket sales, require a separate license from the AGCO, which can be obtained by application to the Town's Lottery Licensing Officer located in the Town's Clerk Department. The Town may attach terms and conditions, in addition to those established by the AGCO, provided that they do not conflict with provincial terms and conditions or policies.

3.6 Additional Services/Equipment

The Event Organizer is responsible for any costs incurred by the Town that are related to the event. These costs include, but are not limited to, road allowances, rental of site amenities such as snow fencing, road barricading, garbage receptacles, licensing fees etc.

The Town's Public Works department may be asked or may be required to supply labour, equipment and materials. These services and related fees are listed in the Town's current Fees By-law.

3.7 Attachments

The Town may attach such terms and conditions to an application as deemed necessary to ensure public safety, protect Town property or maintain the enjoyment of the property/facility for the public.

3.8 Cancellations

The Town 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 Town, the Event Organizer fails to comply with the requirements of the Special Events Guidelines or any other Town by-law.

3.9 Insurance

The Event Organizer must maintain and provide proof of general liability insurance of no less than \$2,000,000 naming the Town of South Bruce Peninsula as additional insured.

The Town reserves the right to request additional liability insurance where the very nature of the event exposes the Town to potentially greater liability. All insurance documents must be provided to the Town at least 10 days prior to the event.

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 Town property.

3.10 Events by Committees of Council

Events organized by Committees of Council must adhere to all policies within the Town's Policy Manual. Specific policies in regards to purchasing, advertising and cash handling can be found in the Town's Policy Manual.

3.11 Site Plan

A comprehensive site plan detailing event layout must be included with the application form and must be adhered to once approved. All site plans are subject to approval by the Town.

The following must be identified on your Site Plan:

- Overview of area (including all street names or areas that are part of or surrounding the venue)
- Dimensions
- Overview of activity areas
- Road Closures and alternate routes, indicating direction of travel, dates/times/duration of planned closures
- Location of onsite vehicles, staff/dignitary/public parking areas
- Tents or temporary structures (bleachers, canopies, stages)
- Food operating areas and alcohol serving area
- Animal exhibits/shows
- Washrooms/washing stations
- Sign locations
- Waste disposal
- First Aid and/or medical services
- Emergency access routes

3.12 Road Closures

Road closure requests must accompany the Special Events Application; appropriate forms can be picked up at the Town's Public Works Department. For both partial and full road closures, the applicant must provide a map/drawing and specific details of closure request (road names, dates, times, nearby businesses and other pertinent information before approval is granted).

Events that require road closures will require all vehicles to be off the road before the event starts. Road barricades will be placed at the access point to the road in accordance with the road closure permit.

It is the responsibility of the Event Organizer to pick up and return all barricades and return on the first business day following the event, (fee may apply). The Event Organizer will be held responsible and will be invoiced accordingly if there is damage done to any equipment (barricades, etc.). Failure to compensate for any losses may result in the suspension of the event the following year.

3.13 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. Section 3.14 of the Building Code outlines the requirements.

Building permits can be obtained by application to the Town's Building Department and must be submitted to the Town before final approval.

After the erection of the tent, the Town requires an inspection by the Fire department, Building Department and if the tent exceeds 2,420 square feet, a final inspection by a Registered Professional Engineer prior to occupancy. Stages and portable bleachers may also require inspection.

3.14 Inspections

Inspections may take place during set-up, at the event and following the event. The Town has the authority to suspend/cancel an event on site if any of the following event components are deemed unsafe or do not meet the inspection requirements: amusement

rides, inflatable devices, outdoor music entertainment, alcohol, food concessions, structures or any activities prohibited by Town by-laws.

3.15 Food Concessions

The Event Organizer must supply a complete list of food concessions no later than 1 month prior to the start of the event. Event Organizers and/or agents must comply with any third party agreements in place at Town facilities. Any refreshment vehicles or vendors contracted for the provision of food in Bluewater Park, Wiarton, must first be approved by the Town.

An application to the Grey Bruce Public Health Unit must be submitted and approved for the sale and distribution of any food items. The Event Organizer will ensure that the food vendor application is completed and sent to the Grey Bruce Public Health Unit four weeks prior to the event by each food vendor. Food service provisions must be administered, approved, monitored and inspected by the Health Unit. The Event organizer must follow guidelines pertaining to potable water, wastewater, garbage receptacles, and proper food handling and food storage.

All Event Organizers must provide public access to washrooms. There are requirements for the number of washrooms needed based on expected attendance, and increase when the public has access to tents serving food and/or beverages.

3.16 Alcohol Sales/Service

Town approval is required for Special Events where alcohol is being served. The Event Organizer must provide a detailed Site Plan clearly and accurately identifying the set up area, location(s) of tent structures, beer garden(s) and fenced areas with all the necessary dimensions.

If the event is being coordinated by an organization that does not have non-profit or charitable status, a resolution from Council or a letter from the Town's designated official deeming the event "municipally significant is required. This letter must accompany the application for a Special Occasion Permit (SOP) to the AGCO (Alcohol and Gaming Commission of Ontario).

Event Organizers must complete an application for a SOP and submit it in accordance with AGCO timelines. Specific requirements are listed on the Special Occasion Permit Application Form and can be found at <http://www.agco.on.ca/>. Applications can be picked up and returned to a local LCBO store.

A copy of the special occasion permit must be provided to the Town.

Event must complete and comply with the Town's Alcohol Policy (Policy Manual). Alcoholic refreshments must be provided to the public in plastic containers. Hired staff or volunteers serving alcohol must be Smart Serve trained.

Event Organizers must notify the OPP of specific dates and locations for all events providing alcohol service or sales.

3.17 Open Flame/Fireworks

Events involving the discharge of high-powered fireworks for display must obtain permission from the Town's Fire Chief. Proof of a licensed Fireworks Officer on site for the event must be submitted with the application to be approved. A separate fireworks application must be filled out and accompany the application; this application is generally supplied by the fireworks supplier.

3.18 Open Air Burning

Open air burning (bonfires, fires contained in a non-combustible barrel etc.) is not permitted by the Ontario Fire Code unless otherwise approved by the Fire Chief. If open air burning is planned, it must be outlined on the application and on the site plan. The Fire Chief will review the proposal and conduct a site inspection to determine if the open air burning can be safely allowed. The Event Organizer will be advised in writing of the decision.

3.19 Outdoor Entertainment

Outdoor entertainment requiring additional equipment, staging, tents, etc. are subject to inspection from the appropriate authorities, ie. Building Department, Fire Department and the By-law Department. Staff from these departments will set up a time with the Event Organizer to visit the site prior to the event.

3.20 SOCAN Fees

Events playing music, including but not limited to a band, DJ radio, ipod, etc.) are required to obtain a SOCAN (Society of Composers, Authors & Music Publishers of Canada) license and provide a copy to the Town. The Event Organizer must pay SOCAN (including royalty fees) within (5) business days from the conclusion of the event when the event is held at a Town-owned facility.

The Town may request a deposit prior to the event for this purpose. Proof of payment shall be submitted to the Town. SOCAN licenses can be purchased at www.socan.ca or by calling: 1-866-944-6210.

3.21 Dynamic Beaches By-Law

Special regulations apply to the Town-owned portion of Sauble Beach and to other Town-owned beach areas. Regulations in regards to motorized vehicles, tents, alcohol, vending, structures, cooking, fireworks and more, should be reviewed in the Dynamic Beaches By-Law. Events proposing activities that are prohibited through this by-law must make a request to waive all or part of the by-law.

3.22 Parking

The Event Organizer is responsible for: ensuring there is sufficient parking for event attendees, arranging off-site parking if there is no available parking on site, arranging shuttle service for off-site parking if required and advising attendees of parking arrangements and enforcement for the event.

Parking areas should be clearly identified on the Site Plan. Where there is a large attendance expected, parking attendants should be arranged. The Town encourages accessible parking located in close proximity to the event entrance.

3.23 Fencing, Digging or Staking

All requests for installation of any object that penetrates the ground including fence posts, tent poles/pegs, and sign installation on Town land must be pre-approved by the Town. This information must be included in the site plan.

Locates shall be obtained prior to any excavation, or penetration of the ground for the purpose of installing posts, etc. Locates must be obtained for gas, electric and all other services in or near the area to be excavated or in any areas where an object will penetrate the ground.

3.24 Signage/Banners

Permission is required to erect any sign or banner on Town property and must be indicated in the application. Signs erected/posted must comply with the specifications of the Town's Sign By-law.

3.25 Security/Policing

Event organizers shall be responsible for the cost of officers to monitor these particular activities, which will be pre-determined by the Event Organizer and the OPP for each event.

3.26 Public Access

Free public access is to be allowed to all areas of public lands whenever possible and reasonable. Areas closed for safety or security reasons, damage control, event production, or event admission control must be fenced.

Parks, beaches, play structures, and splash pads must be made available to the public at all times unless special permission has been granted by the Town for exclusive use of these amenities.

3.27 Health and Safety

Public health and safety is a priority for the Town and is regarded as a responsibility of the Event Organizer. Health and safety issues are strongly considered during the approval process and Event Organizers must meet the necessary parameters with respect to fire safety and emergency services. The Event Organizer is asked to incorporate health and safety consciousness into his/her own planning (through such things as hazard assessments, volunteer orientation and training, and a site inspection before the event).

3.28 Emergency Access

Emergency access to parks, driveways, walkways and thoroughfares as well as parking lots must be maintained at all times during event operations at a minimum width of 4 meters, 8 meters if there's two lane traffic.

3.29 Accessibility

Event Organizers will be provided with and encouraged to implement any of the Town's Accessibility Guidelines. Event Organizers will also be required to implement the Town's Accessible Customer Service Policy (Policy Manual).

3.30 Emergency Medical Services/First Aid

It is strongly recommended that the Event Organizer provide certified first aid service on site during the operating hours of the event through a qualified agency (Bruce County EMS). All first aid stations should be clearly marked with appropriate signage.

3.31 By-Law Enforcement

During special events, officers will use as much discretion as possible and parking infraction notices will be issued for safety related issues or on a complaint basis.

3.32 Portable Toilets

As an Event Organizer, you are required to provide portable toilet(s) at your event, unless there is sufficient availability of accessible facilities in the immediate location available to

the public during the event. Please consider the nature of your event, length of time and guests requirements when determining the need for this service.

The Tip in the side bar is a guideline to help event organizers plan for their event. Flush units with wash basins are recommended. Cleaning service is required daily.

3.33 Noise Allowance

The Town reserves the right to require that the Event Organizer reduce public address system levels if these are found to be excessive (i.e., causing undue public complaint or unreasonably interfering with adjacent users). Please refer to the Town's Noise By-law for specific requirements.

The Event Organizer is expected to cooperate fully with any Town staff that may be on the site to monitor sound levels during events. Organizers that do not comply with a request to reduce levels, may have the event suspended and any future approvals may be jeopardized.

3.34 Amusement Devices and Inflatable Devices

All Amusement Devices and Air Supported Structures must be in compliance with the provisions of the Technical Standards and Safety Act. Authority must be submitted to the Town before a Special Events final approval and the following documentation must accompany your Special Event Application.

For Amusement Devices, Ontario License for the current year from the company. Mechanical Fitness Permit issued by the Technical Safety Standards and Safety Authority under the Amusement Devices Act for the current year for each amusement device in operation.

A certificate of insurance from the vendor in the minimum amount of \$2,000,000 dollars with the Town named as additional insured on the policy for the days of the event.

3.35 Animals

Special Events involving animals on Town property, including, but not limited to petting zoos, animal rides, animal competitions and animal exhibits must be in compliance with the guidelines established by Grey Bruce Public Health Unit:

Animal exhibit areas must be shown on the event site plan and submitted with the Special Event Application and illustrate how the animals, animal exhibits and/or animal competitions are safely barricaded from the public.

In addition, the plan will illustrate (in detail) how the Event Organizer intends to contain and mitigate the potential for animal wastes to impact adjacent receptors.

The Event Organizer may be responsible for additional insurance if animals are part of the event.

3.36 Keeping Green

The Town of South Bruce Peninsula recognizes that special events may have a direct or indirect effect on the local and/or regional environment. The Town therefore encourages Event Organizers to focus on sustainability and commit to green practices wherever possible. See Appendix "C" for "Tips for Greening Your Event".

3.37 Take Down/Clean Up

The Event Organizer is responsible for clean up during the event as well as clean up, removal of all event equipment and garbage upon completion of the event as outlined in the facility rental permit.

3.38 Greywater Disposal

The Event Organizer is responsible to dispose of greywater. If the organizer is disposing of it within the Town of South Bruce Peninsula it must be deposited so that it is treated by the Town's wastewater treatment plant.

3.39 Garbage and Waste Disposal

The Event Organizer is responsible for litter control and waste disposal. The Town can assist in providing resources in this regard, however additional fees may apply.

Upon completion of a Special Event, all litter, garbage and recycling collection must be completed by the event organizer and the lands must be left in their original condition. The Town may impose additional fees to clean up the event space if it is not left in a state that is satisfactory to the Town.

The Town reserves the right to impose additional restrictions and fees for waste removal depending on the size and nature of the Special Event.

3.40 Overnight Camping on Private Property

Except as otherwise provided in this section, and except in a campground properly zoned in the applicable zoning by-law, no owner of property in the Town of South Bruce Peninsula shall allow or permit a trailer or tent to be occupied on their property.

Event organizers must receive written permission from the Town in order to have overnight camping on private property and are limited to a total of four (4) overnight camping days per calendar year.

The event organizer shall abide by all applicable terms with the Special Event Guidelines and shall submit a Special Event Application to the Town, including a letter of permission from the property owner and proof of general liability insurance of no less than \$2,000,000 naming the Town of South Bruce Peninsula as an additional insured.

New events or events that are requesting overnight camping for the first time will require the permission of Council. Events which have overnight camping requests and have previously been approved by Council can be approved by Town staff.

3.41 Damage to Town Property

A refundable security deposit may be requested at the time of application and must be paid before the permit is approved. If the event space or recreation facility is left clean, undamaged and the Event Organizer does not conduct activities that have not been approved the deposit will be returned to the organizer once a site inspection has been made by the Town. If policies, procedures or rules are not followed the deposit may not be returned.

Town property is to be protected from vandalism, crowd damage or excessive use during events. All damage costs will be the sole responsibility of the Event Organizer. Security deposits will be used to pay for any related costs and an invoice will be sent to the Event Organizer for any outstanding balance.

3.42 Post Event Reports

Within one week of an event taking place, staff shall provide the Economic Development Officer with any concerns, issues or suggestions regarding events that have taken place.

Where it is deemed appropriate, staff will meet following special events to discuss any issues or concerns that may have arose before, during or after the event. The Town may issue a letter to the Event Organizer in this regard.

CHECKLIST

The Checklist must be submitted with the application. Final approval will not be given until all (applicable) documentation has been submitted. Where applicable, copies of the following must be submitted to the Town.

- Completed and Signed Special Event Application Form**
- Detailed Site Plan**
- Schedule of Planned Events/Activities including dates/times/admissions**
- List of Food Concessions/Vendors**
- Road Closure Requests**
- Town Facility Rental Agreement(s)**
- Insurance Certificate: minimum \$2,000,000 of general liability coverage naming the Town as an additional insured**
- Public Health Notification**
- Special Occasion Permit (AGCO)**
- Temporary Structure Permit**
- Amusement Device/Air Structure Documentation**
- SOCAN License**
- Fireworks Application & Supplier Information**
- Overnight Camping Approval**
- The full amount of any outstanding amounts owed to the Town as a result of a previously permitted special event.**

Appendix A

Listing of Relevant Contacts, Policies and By-Laws

Town Contacts 519-534-1400

Booking Facilities	Ext.132
Building Department	Ext.140
By-Law Enforcement	Ext.143
Clerks Department (Lottery License, etc.)	Ext.120
Economic Development	Ext.123
Fire Chief	Ext.142
Public Works Department	Ext.130

Other Contacts

Grey Bruce Public Health Unit

519-376-9420

www.publichealthgreybruce.on.ca

[Alcohol and Gaming Commission of Ontario \(AGCO\)](http://www.alcoholandgaming.com)

1-800-522-2876 www.agco.on.ca

SOCAN

1-866-944-6210

www.socan.ca

Bruce County Festival and Events Resource Centre

1-800-387-3456

www.eventhelp.ca

Relevant Policies and By-Laws

Current copies of the following by-laws can be picked up at the Municipal Office or downloaded from the Town's website at www.southbrucepeninsula.com.

- **Dynamic Beach By-law**
- **Fees By-law**
- **Noise Bylaw**
- **Policy Manual**

Appendix B

Facilities & Parks Listing

The Town of South Bruce Peninsula has a number of facilities available to hold a wedding, dance, banquet, seminar or picnic. For further inquiries on rates, capacity, availability, etc. on any of the facilities listed below, contact the Recreation Programmer, 519-534-1400 ext. 132 or by email tsbprogrammer@bmts.com.

Amabel Sauble School

555 Sauble Falls Parkway, Sauble Beach

- Community Room with kitchen
- Children's Playground
- Gymnasium
- Sports Field

Bannister Park

30 Community Centres Drive, Sauble Beach

- Ball Diamond
- Horseshoe Pits
- Tennis Courts
- Walking Trails

Berford Lake Pavilion

46 Berford Park Road, Berford Lake

- Covered picnic shelter
- Playground

Bluewater Park

400 William Street, Wiarton

- Ball Diamond
- Beach volleyball
- Boat launch
- Campground
- Children's playground
- Fitness Equipment
- Hiking/Walking Trails
- Information Centre & Look-out Tower
- Pavilions
- Pool
- Restaurant
- Splash Pad
- Tennis Courts
- Train Station
- Wiarton Willie's Home

Bayview Cemetery

441042 Elm Street, Wiarton

Edgehill Cemetery

247 Bruce Road 9, Colpoys Bay

Red Bay Cemetery

395 Huron Road, Red Bay

Dan Davidson Ball Diamond

108 Division Street, Wiarton

- Ball Diamond
- Tayja's Dog Park – fenced area for dogs

Jimmy Brown Rotary Park

McNaughton & Frank Street, Wiarton

- Children's playground & open space

Oliphant Off Leash Dog Park

1579 Sauble Falls Parkway, Oliphant

- Fenced area for dogs of all shapes and sizes

Ross Whicher Centre

578 Brown Street, Wiarton

- Meeting Room with kitchenette

Sauble Beach Boat Launch

Sauble Beach

- Boat Launch

Sauble Beach Community Centre

30 Community Centre Drive, Sauble Beach

- Auditorium with fully equipped kitchen
- Meeting Rooms – Bruce & Games Rooms

Warton & District Community Centre & Arena

526 Taylor Street, Wiarton

- Auditorium with fully equipped kitchen, Arena Floor

For further information on the following facilities, contact the number listed.

Allenford Curling Club

10 Alice Street, Allenford, 226-668-1623 or 519-934-2802

Hepworth Community Centre

454 Bruce Street, Hepworth, 519-935-2079

Elsinore Community Centre

692 Elsinore Road, Elsinore, 519-934-0353

Oliphant Women's Institute

5 Bryant Street, Oliphant, 519-534-2110

Park Head Community Centre

Park Head Road, Park Head, 519-935-2299

Purple Valley Community Centre

565 Purple Valley Road, Purple Valley, 534-0268

Appendix C

Tips for Greening Your Event

- Discuss options for greening your event with your team. Look for innovative and different ways of doing things to encourage creativity and sustainability; make it fun!
- Put someone in charge of your event's green program and give them the authority to make changes
- Use electronic advertising, promotion, and invitations
- Encourage participants to walk, ride a bike, carpool or use public transportation where available
- Let guests know you are greening your event and encourage their participation
- Create signage and flyers that can be reused in future events (avoid dates!)
- Use paper with minimum 30% post-consumer content and print on both sides
- Choose recyclable supplies with minimal packaging and avoid disposable decorations
- Train all of your event staff and volunteers in waste reduction and recycling
- Donate or recycle unwanted giveaways, decorations, and other supplies
- Use cloth or sturdy plastic tablecloths that can be cleaned and reused
- Choose entertainment and games that produce little or no waste
- Buy efficient LED lights where possible
- Purchase seasonal/locally-grown/organic/free-range foods, fair trade coffee and tea, and local beers and wine
- Offer substantial, appealing vegetarian meals, which have a lower carbon impact
- Serve finger foods that aren't individually wrapped and don't require utensils (fruits, vegetables, cheese, crackers, etc.)
- To save energy, serve food that does not require heating or refrigeration
- Have dishes delivered in returnable, recyclable, or compostable containers and/or purchase items in recyclable bulk containers
- Serve condiments (sugar, salt, creamer, ketchup, jelly, etc.) in bulk containers
- Use compostable serving utensils, dinnerware, napkins, etc. whenever possible
- Avoid plastic coffee stirrers, straws, and toothpicks (or use compostable wooden ones or silverware if they are truly necessary)
- Encourage participants to bring their own water bottles and provide refill stations throughout the venue
- Enlist vendors, exhibitors and caterers to be part of your "Green Team" and hold them to the same standards as your event production team