

**APPENDIX E  
OPERATIONAL PLAN REQUIREMENTS**

If Section 4.2.2 or 4.2.3 requires an Operational Plan to be submitted, please complete the following information. The questions will assist you, the Event Organizer, in preparing for and executing a successful event.

Once the operational plan has been completed a meeting will occur with the Operation Plan Committee to review and approve your plan for your event:

Operation Plan Committee - Police Services; Alcohol & Gaming Commission of Ontario; Fire Services, Health Department; Emergency Medical Services; and Municipal Staff.

<b>APPLICANT INFORMATION</b>			
Group/Organization			
Person in charge of event			
Address			Unit number
City	Postal code	Province	E-mail
Telephone number (        )	Fax (        )	Cell number (        )	
<b>EVENT INFORMATION:</b>			
Location of event			
Date(s) of Event			
Time of event		When will doors/gates open	
Projected attendance		How many people do you expect to arrive at once	
Admission Fee			

What time will the music/entertainment occur (if event is more than one date, list all times).

What is the type of music/entertainment will be at your event. Provide schedule of music/entertainment.

Will there be any heating units provided for event? If yes please indicate the type i.e. propane heaters etc.

Will there be on site vendors, if yes, how many and what type of vendors will there be. *(all vendors would require a Hawker & Peddler License if they currently do not have a business license with the City).*

Will there be a designated smoking area, if so where will it be located.

How you will handle the parking for the event? How many accessible handicapped parking spots will be available at your event?

Who will be providing your janitorial cleanup crew?

Will you be erecting any portable structures such as tents, stage etc. be set up at the event? If so, include the details for installation. The ( city, township or municipality) must issue permits and inspect these structures. How is the provider of the portable structures?

Is on-site camping available? If yes, how will this operate in detail.

Name of company who will be providing your electrical requirements.

**Are there any road closures being requested for this event? If so, which roads (provide details)**

**Will there be an application for noise by-law exemption?**

**ALCOHOL SERVICE**

List your licensed hours for each day of your event (i.e. Saturday, October 1, 2013 9:00 a.m. – 11:00 p.m.) (*approved hours of operation for an outdoor licensed event as per Policy PRC #31 is Monday-Friday no earlier than 11:00 a.m. and not later than 11:00 p.m.; Saturdays 11:00 a.m.; Sundays 12:00 noon – 11:00 p.m. Requests to extend these hours must be approved by City Council*).

Type of event you will be applying for:

- Private Event (limited to invited guests only and may not be publicly advertised; public cannot be admitted and there can be no intent to gain or profit directly or indirectly from the sale of alcohol at the event).
- Public Event (open to the public; event can be advertised, and fundraising from the sale of alcohol at the event is permitted).  
Select the one that applies to you:
  - Registered charity (under the Income Tax Act (Canada))
  - Non-Profit association or organization
  - Other (event of municipal significance) (events of municipal significance will require a municipal resolution - form for submitting request is available through Community Services)
  - Provincial, national or international significance.
- Catering Endorsement: Name of Company providing service: \_\_\_\_\_
- Industry Promotional Event (are events that promote a manufacturer's product(s))

Is the event an age of majority or are minors permitted? If minors are permitted in your licensed areas, include in detail how you will keep them from consuming alcohol.

How will you be identifying those that can be served alcohol (i.e. wristbands, stamps etc.):

Describe where and how you will check for id (refer to Appendix D)?
Price of alcohol tickets (i.e. beer, coolers, wine etc.)
Type of alcohol to be served i.e. specify rye, whiskey, vodka etc and alcohol content % of each type of alcohol.
Type of non-alcoholic beverages served
What method of alcohol service i.e. plastic cups, cans etc.
How will alcohol be stored during the event and for multiple day events when the event is not open?
Do you have a safe transportation plan in place: If yes, what are the plans?
Bar service location.
Ticket sales location.
Describe your refund policy for unused alcohol tickets.
Ensure sufficient numbers of washrooms are available, including accessible facilities. Pump-out and clean washrooms during the event. Maintain supplies such as toilet paper, hand sanitizer, soap and water at each station. How many washrooms will you have, the location and the name of your provider:

Provide a schedule of your security by the hour.

Provide a schedule of volunteers by the hour.

Procedure for handling intoxicated persons.

Is there a lost child contact area and procedure, if so, please describe.

Who is selling alcohol tickets? How many ticket sellers will be on duty during all times of the event?

Will your servers all be smart trained?

How will volunteers be identifiable i.e. name tag, uniforms?

Based on your site map, what is the capacity of your licensed/permit area? *(Maximum capacities for all outdoor areas (and indoor areas without a designated Building or Fire Department capacity) is determined by dividing the actual size of the a permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person (example: 30m x 60m = 1,800 square metres divided by 1.11 = 1,621 persons/100 ft x 200 ft = 20,000 square feet divided by 12 = 1,666 persons).*

How will you handle the security of money of the event:

Serving practices i.e. maximum 5 tickets sold to a person at a time, 2 servings of alcohol at a time.

Will you be applying for a license to allow for raffles, 50/50's etc.



**EMS and Fire Services**

Include details if EMS and Fire Services will be servicing the event, including their schedule and what services will be on site (i.e. 1 ambulance, 4 paramedics, 6 first-aiders and a tented infirmary, 4 firefighters etc.). If you do not plan to have EMS or Fire Services on site, please specify how you will contact them in case of an emergency:

## SECURITY PLAN

When planning security for your event, employ a risk-based strategy: the higher risk to public safety, the more security measures should be put in place. The number of staff, security and police will be based on, but not limited to, the following:

- The nature of the event and the sponsor;
- The age range of the people that your event will appeal to;
- Location of the event;
- Dates and hours of event;
- Number of people expected to attend;
- Size of the area where patrons will be allowed to consume alcohol;
- Whether there is any tiered seating in the area where patrons can take alcohol;
- Types of alcohol beverages (beer, wine and/or spirits) and non-alcoholic beverages you are going to sell or serve;
- Portion size, container types (plastic cups, cans etc) and price per serving;
- Whether minors will be permitted in the licensed area(s);
- How will people get into and out of the event?

Number of volunteers and how will the volunteers be identifiable i.e. name tag, uniforms etc.

Name of licensed private security company.

Number of licensed private security.

Number of paid duty police officers.

How will you communicate during the event (portable radios, headsets, cell phones etc?)

Who and how many people will be checking ID?

Will the facility have adequate lighting? Will you providing additional lighting? Will the exits and entrances be well-lit?

Proposed fence type and height: *(fencing will be discussed and decided by Operational Planning Committee). The following are best practices: Low Risk – minimum allowable is 36" or portable 4' modular fencing; Medium Risk – single or double 4' modular fencing; if double, include a 10" no-go zone" between fences; High Risk – double 6' or 8' modular fence with a 1-' moat between fences).*

How will you ensure accurate capacity numbers for your licensed area?

What are your plans to monitor the parking area, entry line ups for orderly conduct etc?

Describe your emergency plan in the case of a hurricane, emergency medical condition, bomb threat etc.?

**SITE MAP**

Your site map should indicate the dimensions of the overall site, including licensed area and serving area. If guest will be permitted to carry alcohol through the event area please show where all the fencing will be positioned. Other items to include on site map include: (please attach)  
Entry and exit gates/location; lighting; fencing; food area; washrooms; licensed area; first aid location/child lost area; street references; tent location, cooking area, id check location; on-site vendors; smoking area, ticket sales location; bar service area location; EMS and fire routes; structures within licensed area or adjacent fencing.

**SIGNAGE**

Consider using easy to read black and white signs identifying the following:  
Ticket sales – Price, Refunds; Enter and Exit; Washrooms; Menu items; Bag search, if applicable; First Aid Station; Age Of Majority, if applicable; No "Re-entry", if applicable; Wheelchair accessible areas.

Include signage that is required in accordance with the MAP

**FOOD SERVICES**

What type food will be available at your event? Is the food being prepared on-site or being delivered? Ensure that your food arrangements, whether prepared on-site or delivered, comply with local health authority and fire service requirements. Remember that food must be available whenever alcohol is being sold or served.

**SIGNATURE OF APPLICANT**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Date of meeting with Operation Committee Members: \_\_\_\_\_