



THE TOWN OF  
**ANTIGONISH**

Special Events Planning Guide

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## Introduction

This guide was produced by the Town of Antigonish Community Development Department. While every effort has been made to make this guide as complete as possible, due to the unique nature of special events, it may not cover every possible area or question. For additional advice and guidance when planning a special event and your responsibilities as the Event Organizer, we encourage you to utilize the staff listed throughout this document and other documents provided by the Town of Antigonish.

## Beginning Stages of Your Event

As the Event Organizer, you are responsible for the planning and operation of your event. The Special Event Planning Guide has been developed by the Town to simplify and aid the Event Organizers in the planning of your special event.

If you would like to host your event on a Town-owned facility or property, please review and submit the Special Event Application Form. This form can be found on the Town's website: <https://townofantigonish.ca/permits-applications-licenses.html>.

Once complete, the Special Events Application Form can be submitted to the following Town contact:

### Tricia Cameron

Manager of Parks and Recreation

Email: [tricia.cameron@townofantigonish.ca](mailto:tricia.cameron@townofantigonish.ca)

Phone: 902-863-7612

The Manager of Parks and Recreation will review the application and provide assistance to the Event Organizer in meeting all policies and requirements.

The following chart is a recommendation showing the best approximated times to present your event plan to the Town in accordance with the type of special event you would like to hold:

Estimated # of Participants	Planning Time	Example of Event
>100 Participants	3 Months prior to Event	Fun Run/Walk
+100 Participants	4 Months prior to Event	Seniors Games/ Parade/ Rally
1 000 to 2 000 Participants	6 Months prior to Event	Street Festival
2 000 to 5 000 Participants	12 Months prior to Event	Canada Day Fireworks
+5 000 Participants	12 Months prior to Event	Highland Games/ Multi-cultural Festival

The Town recognizes that planning any event is detail-oriented work and is here to support the Event Organizers in any way. Please read through the rest of this Special Events Guide to ensure full comprehension when planning your next special event.

### **Antigonish Town Parks and Recreation Facilities**

The Town parks and open spaces are available (at a nominal rate) for special events. Once the event application forms are reviewed, along with the necessary information and intended use of the space is deemed appropriate, approval will be granted. It is the duty of the Event Organizer to review the any conditions provided by the Town and ensure that all municipal by-laws, public health guidelines and provincial restrictions are followed.

### **Event Infrastructure Available from the Town**

The Town has infrastructure available for Event Organizers to utilize during their events. Rental fees are involved with some infrastructure but not all, the infrastructure available includes:

- Saddlespan Tent (\$5 000 per event and 24 hour security must be supplied by the event organizers. Organizers are responsible for securing the tent permit at the Antigonish Town Hall)
- Safety Vests (10)
- Pylons (10)
- Street Closure Signs (4)
- Barricade (8)
- Event in Progress Signs (2)

Availability for Town infrastructure is on a first come, first serve basis. However, Town managed events take precedent.

To inquire about the availability of the infrastructure provided by the Town, please contact:

**Tricia Cameron**

Manager of Parks and Recreation

Email: [tricia.cameron@townofantigonish.ca](mailto:tricia.cameron@townofantigonish.ca)

Phone: 902-863-7612

### **Event Site Plan**

Event Organizers should prepare a drawn to scale site plan of the event. This is used to get a comprehensive idea of what your event site may look like. The Town requires a site plan for a number of different permits that must be obtained before the event can take place. These permits include:

- Town of Antigonish Facility Permit Application
- Building Permit Application (Set Up and Occupancy of a Tent)
- Liquor License (If Applicable)

- Electrical Inspection Permit (Antigonish Electrical Utility)

The following items should be included in the drawn to scale site plan but are not limited to:

- Tents/Trailers
- VIP/Hospitality Area
- Buildings
- Stage
- Backstage Requirements
- Entry/Exit Points
- Portable Toilets (Organizers must make arrangements for servicing of toilets and sanitation stations)
- Waste Bin Locations
- Vehicles
- General and Accessible Parking
- EHS/First Aid Site Location
- Licensed Area
- Food Vendors
- Seating Area/Bleachers
- Accessible Viewing Area (If Required)
- Underground Pipes/Wires
- Generator/ Transformers
- Perimeter Fencing
- Property Lines
- Surrounding Streets
- Emergency Access Routes
- Waste Management Routes
- Street Closures

### **Police and Security**

The type, location and anticipated attendance of the event will have an impact on security requirements. The level of security at each event can range from volunteers, private security, and/or the Antigonish RCMP.

Specific levels of security are required for different events; please check with the Town to ensure your security plan is sufficient. If you are planning an event where alcohol will be consumed, adequate security must be in place for the issuance of any liquor license (may affect insurance requirements).

Some activities that require the RCMP include road closures, crowd control, protected persons, when liquor is served ad to prevent theft or famage at the event site. Please note, if a road closure is anticipated or there is a parade on the streets during the event, request for approval must be directed to the Traffic Authority for the Town of Antigonish. For more information about traffic control, please contact:

**S/Cst. Shaun Smith**

Special Constable/Traffic Authority

Email: [shaun.smith@townofantigonish.ca](mailto:shaun.smith@townofantigonish.ca)

Phone: 902-870-0881

Each plan submitted will be reviewed and if appropriate, the Antigonish RCMP will be consulted on the security requirements. If it is determined that a particular event requires the services of the RCMP, the specific requirements will be reviewed with the Event Organizer.

The Antigonish RCMP will work with the Event Organizer to determine the level of police services required. Each event is assessed on a case by case basis with public safety being the top priority. Whether or not police services are required depends on the following criteria:

- Type of Event
- Location of Event (indoors/outdoors)
- Alcohol
- Anticipated Crowd Size
- Crowd Demographics
- Street Closures
- Traffic Escort

All arrangements and costs for the RCMP services are the sole responsibility of the Event Organizer and must be negotiated in advance through the Town of Antigonish and the District Commander of the Antigonish RCMP.

### **Emergency Services**

Once you have determined your emergency medical needs, you will need to engage professional services to provide on-site first aid and advance medicine as required. A plan for emergency personnel must be submitted to the Town of Antigonish indicating:

- Location of First Aide Station and Personnel
- Number of Personnel On-Site
- First Aide and Advance Medicine Provider

### Noise Control By-Law

For information on the Town's Noise Control By-Law, please [click here](#). Information regarding possible exemptions can be obtained by contacting the Towns By-Law Enforcement at 902-870-0881 or 902-870-7503.

### Electrical Requirements

Anything more than a minimal electrical installation require a wiring permit from the Town of Antigonish Electric Utility. The wiring permit will require the services of a Nova Scotia certified construction electrician to obtain the permit and install all of the power distribution equipment necessary for the event. The Event Organizer can then continue with the hired contractor to finish the electrical installation. Costs for the outside electrician are the responsibility of the Event Organizer. For additional information from the Town, please contact:

#### Tricia Cameron

Manager of Parks and Recreation

Email: [tricia.cameron@townofantigonish.ca](mailto:tricia.cameron@townofantigonish.ca)

Phone: 902-863-7612

### Insurance Requirements

The Town requires Event Organizer to carry third party liability insurance when all or part of the event takes place on, or passes over the Town public property, during setup, the event and/or breakdown. Liability insurance should be at a level of not less than \$2 000 000, inclusive Bodily Injury and Property Damage, and in the case of the event serving or selling liquor, not less than \$5 000 000.

The Town shall be named as "Additional Insured" and again where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A copy of all required insurance coverages shall be forwarded to Tricia Cameron ([tricia.cameron@townofantigonish.ca](mailto:tricia.cameron@townofantigonish.ca)) at least thirty (30) working days prior to the event.

### Recycling, Organics & Garbage

The Town does not supply garbage, organic, or recycling containers or collection services for special events. As per the Town's [Solid Waste Magement By-Law](#), all events held on public property in the Town must provide the necessary garbage, recycling and organics contatiners to all for the proper seperation, storage and removal of waste generated by the special event (no single stream standalone containers are permitted). It is the sole responsibility and at the cost of the Event Organizer to ensure that correct signage is placed on containers and arranged so that those in attendance can properly sort waste generated by the special event.

Event Organizers must provide the Town with a Waste Management Plan. The Waste Management Plan must specify who is responsible for the waste sorting stations, storage containers and removal of garbage, recycling and organics from the property (please specify contractor name if applicable). The plan must also include a compliance strategy and waste reduction strategy. Event Organizers should address the following questions when putting together your event's Waste Management Plan:

- Is the Event large Enough to have a contracted waste hauler?
- How many cluster stations will be onsite?
- Do the bins have signage?
- Who is responsible for waste station cluster and signage
- Who is responsible for emptying multi-stream waste containers to avoid overflowing and what will be the frequency?
- Where will commercial storage containers for waste be located to empty cluster stations, as well as number and size?
- When are commercial storage containers scheduled to be emptied?
- Would your event like to have assistance (free of charge) from a Solid Waste Management Education Officer?

For additional information from the Town Solid Waste Resources, please contact:

**Darlene Halfpenny, Public Works Administrative Assistant**

Email: [darlene.halfpenny@townofantigonish.ca](mailto:darlene.halfpenny@townofantigonish.ca)

Phone: 902-867-5575

### **Flyers/Posters/Advertisements**

As outlined in the Solid Waste-Resource Management Regulations under Section 102 of the Environment Act, event organizers cannot attach a flyer, poster, advertisement or other literature on a utility pole, structure, fence, etc., without the approval of the Town. If Event Organizers get approval to hang posters or other event promotional materials, they must be removed immediately following the event. Event Organizers are also not permitted to place flyers on parked vehicles.

### **Marches, Processions and Parades**

The Town of Antigonish Traffic Authority may request that marches and processions be restricted to sidewalks and/or limited to less busy streets and off-peak times to reduce congestion and delays in the Downtown Business Districts. Representatives from the Antigonish detachment of the RCMP and the Town Traffic Authority will work in collaboration with the Event Organizer to develop the best possible route and times for the special event.

To review the requirements and application form for Parades and Marches, [click here](#).



Events on streets within the Town's Core Service Area (James Street, West Street, Main Street, Church Street) must obtain a parade permit from the Town's Traffic Authority. The Town's Traffic Authority does not charge for a parade permit, however, any costs associated with the Town Traffic Authority, police escort (required for all on-street events) or the closing of streets for an event are the sole responsibility of the Event Organizer. If parking restrictions are required, the Town's Traffic Authority will install and remove 'No Parking, Special Event' signs along permitted route, with all associated costs charged to the Event Organizer. For additional information, please contact the Town of Antigonish Traffic Authority at:

**S/Cst. Shaun Smith**

Special Constable/Traffic Authority

Email: [shaun.smith@townofantigonish.ca](mailto:shaun.smith@townofantigonish.ca)

Phone: 902-870-0881

### Street Closures

It is the responsibility of the Event Organizer to obtain permission from all businesses and residences (abutters) within each street closure, providing them with the following information in order that the abutters may make an informed decision:

- Reason(s) for proposed street closure and brief explanation of event
- Dates and Times
- Method of closure i.e., barricades, security, police, etc.
- Whether or not abutters will be given vehicle passes to get through the barricade
- Assurance that emergency vehicles will still have access
- If street closure affects surrounding businesses
- Does the street closure include the installation and remove of 'No Parking, Special Event' Meter Bags
- Contact name and number of Event Organizer to address additional questions or concerns

All associated costs will be charged to the Event Organizer.

Additional Information:

- Street Closures must still allow for people to walk through
- Emergency vehicles must have access to the area
- All Provincial and Municipal By-Laws and statutes still apply

The Town requires at least four (4) weeks' notice to process each request. Once the request is approved an authorization letter will be sent providing additional details.

For additional information, please contact the Town of Antigonish Traffic Authority at:

**S/Cst. Shaun Smith**

Special Constable/Traffic Authority

Email: [shaun.smith@townofantigonish.ca](mailto:shaun.smith@townofantigonish.ca)

Phone: 902-870-0881

### **Raising of Flags and Hanging Banners from Town Owned Property**

Your Community Group/Organization may make a request to fly a flag at Chisholm Park or hang banners off utility poles/light standards. Please see the [Flag/Banner Request Form](#) for more details.

### **Community Grants Program**

The Town has opportunities to financially support events that build community, foster good community relations, develop local economy and tourism industry, and enrich the quality of life of all residents and visitors.

If you are seeking financial support for your event, please visit our website, <http://www.townofantigonish.ca/town-community-grants.html> for information on our grant application process.

### **Communication for Community Events**

The Town will assist Event Organizers with their event communications via the Town's Social Media Platforms (Facebook, Twitter, and the Town Website). Posts will be made for non-profit groups, fundraisers, sporting events, festivals, live music, educational events, and art events. The Town will post events that are open to appropriate age groups. The Town's social media platforms are not made available to post information regarding private functions.

### **Community Event Checklists**

Please see a checklists below outlining certain criteria that should be considered when planning for a specific event. Event Organizers are encouraged to utilize the checklist below in order to properly determine a course of action when planning a community event.

*\*Please note that certain items on the checklist require mandatory completion before your community event is allowed to take place.*

### **Parades**

- Will your event be relegated to the sidewalk?
- Did you include a parade application form?
- Did you include the parade route with your application?
- Do you need the road closed off for your event?

- Does your event require Traffic Control Personnel?
- Do you need the Services of the RCMP?
- Have you included your plan for emergency personnel and vehicles?
- Will you be needing any equipment from the Town?  
*\*If applicable, please include a list of all required equipment with your application.*
- Does your event adhere to all Town of Antigonish By-Laws?
- Are businesses affected by your event?  
*\*If applicable, event organizer must have written permission from all those affected by the event.*
- Is your event finished by 10pm?
- Will on-street parking be affected?
- Do you have event insurance? *\* If applicable, please submit a copy with your application.*

## Run/Walk

- Did you include the run/walk route with your application?
- Do you need the road closed off for your event?
- Does your event require Traffic Control Personnel?
- Do you need the Services of the RCMP?
- Does your event require access to electric outlets?
- Will you be needing any equipment from the Town?  
*\*If applicable, please include a list of all required equipment with your application.*

Does your event adhere to all Town of Antigonish By-Laws?

Do you have event insurance?

*\*If applicable, please submit a copy with your application.*

### Street Festival/Fair

Did you include the affected street in your application?

Do you need the road closed off for your event?

Does your event require Traffic Control Personnel?

Does your event require access to electric outlets?

Will you be needing any equipment from the Town?

*\* If applicable, please include a list of all required equipment with your application.*

Do you have event insurance?

*\* If applicable, please submit a copy with your application.*

### Festival/Major Event

Will your event be held on Town of Antigonish property?

Will you be needing any equipment from the Town?

*\*If applicable please include a list of all required equipment with your application.*

Does your event require electric outlets?

Do you have event insurance?

*\*If applicable, please submit a copy with your application.*

Does your event adhere to all Town of Antigonish By-Laws?

Is your event going past 10pm?

*\*If applicable, a Noise Permit will be required.*