

TOWN OF MIDDLETON	
CODE C - COMMUNITY & ECONOMIC DEVELOPMENT	
Subject: Facility Rentals - Special Events	Number: 2.3
Coverage: Staff, Council, & Public	Approved by: Council & CAO
Effective Date : April 17, 1978	Revision Date: December 6, 1999 July 2, 2002 September 5, 2006 March 5, 2007

Rationale

The following policy establishes guidelines for special events which include motorized vehicles, animals, or alcohol at Rotary Raceway Park and other Town Facilities to protect the operators and spectators, as well as to ensure that park facilities are not damaged and undue disturbances to the neighbourhood are avoided.

Definitions

In this policy "Town-owned property" includes street right-of-ways, parking lots, sidewalks, buildings, or properties.

Policy Statement

1.0) Insurance Required

- 1.1) All events held on Town-owned property that require a liquor license from the Nova Scotia Liquor Commission or are deemed a high risk activity by the Town shall be required to provide liability insurance coverage for the event at a minimum of \$2,000,000.
- 1.2) The Town shall be added as a named insured on the policy.
- 1.3) Notwithstanding section 1.1 of this policy, no insurance shall be required for banquet events serving only wine as part of a meal, and the banquet is not followed by a dance where alcohol is consumed.

2.0) Rotary Raceway Park

- 2.1) In addition to the active sports and leisure activities normally permitted in the Rotary Raceway Park, special events may be held in the park from time to time, providing the following conditions are met:
 - a) Noise, music, lighting, odours, and other emissions that could be a neighbourhood irritant shall be minimized wherever possible, and council may prohibit any activity after sunset it deems to disturb the neighbourhood excessively.
 - b) Spectator safety and safety of competitors shall be provided for to the satisfaction of the Town.
 - c) Emergency first aid shall be supplied on site for any high risk events, as determined by the Town.
 - d) Where deemed a risk that exceptional site cleanup or repair costs to facilities may be required, a performance deposit may be required. The deposit amount shall be determined by the Town.

- 2.2) Applications to use the park for a special event shall be forwarded to Council for approval.
 - 2.3) Facility rental rates shall be as determined per Town policy. For special events where the rental policy does not apply to the situation, the Town may negotiate a special rental rate, or a percentage of gate, concession, & revenues in lieu.
 - 2.4) Percentage or revenues in lieu of Rental fees shall not be used as an option to minimize or negate facility rental fees.
- 3.0) Where a request is received to waive or lower rental fees, a staff recommendation shall be forwarded to Council for approval.

Previous Policies

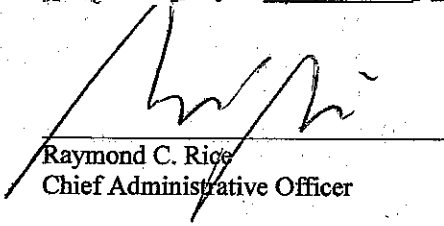
The previous policy 6/18 "Special Events Rotary Raceway Park" passed by council July 2, 2002, is hereby amended.

The Previous resolution "#14 Insurance Required for Facility Rentals" approved by council December 6, 1999 is hereby rescinded.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 5th day of March, 2007.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 6th day of March, 2007


Raymond C. Rice
Chief Administrative Officer