



# Special Events Advisory Team (S.E.A.T.)

General Issues Committee – July 10, 2017

# Council Direction – GIC May 15, 2017

*Provide the process used by S.E.A.T. to approve events and the various steps involved.*

*Include an overview on how Ward Councillors can be consulted during the application process.*

Seven Sundays – Gage Park



# Why are events important?

They contribute significantly to the cultural, social and economic development wealth of the City.





## YOU WILL NEED TO COMPLETE A S.E.A.T. APPLICATION

For more information or to book an appointment to speak with staff from the Special Events Advisory Team (S.E.A.T.)

-  [seat@hamilton.ca](mailto:seat@hamilton.ca)
-  905-546-4646
-  [www.hamilton.ca/hostanevent](http://www.hamilton.ca/hostanevent)



# What is S.E.A.T:

S.E.A.T. stands for *Special Events Advisory Team*

- It is a review process to ensure the health and safety of participants at local outdoor events and to ensure the health and safety of city assets (parks, roads, etc.)

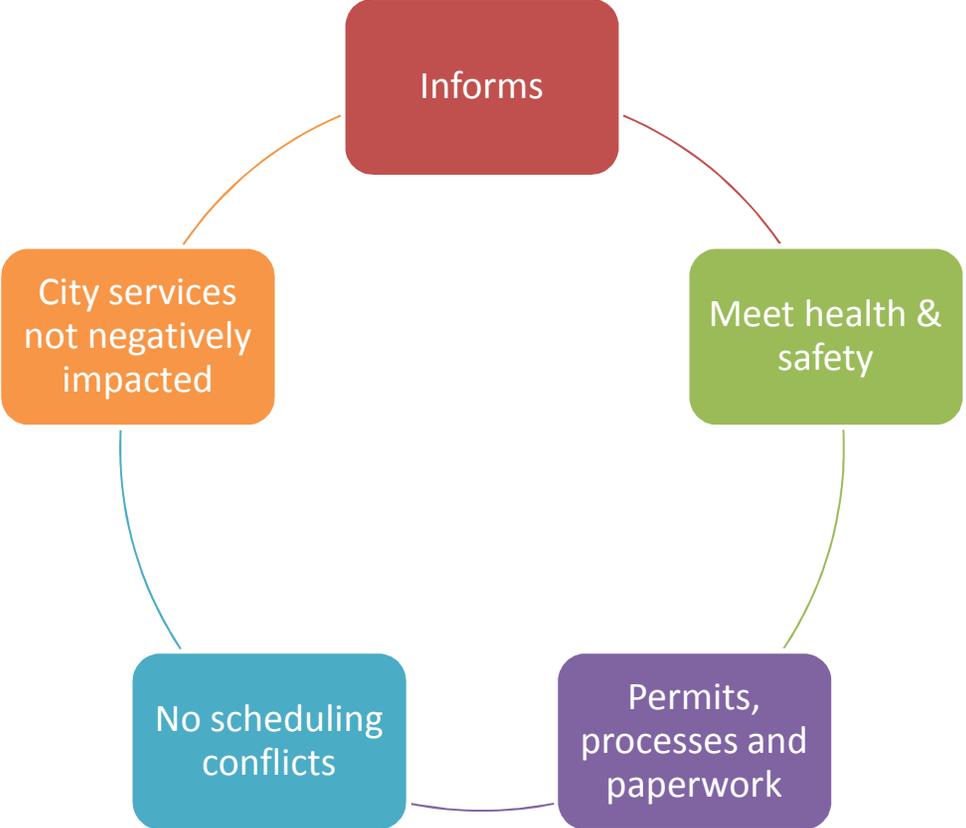
Sew Hungry – Ottawa St.



## Who is involved in S.E.A.T.?

- S.E.A.T. is a team comprised of City staff representing multiple municipal divisions and services such as, but not limited to, Police, H.S.R., Parking, Corridor Management, Public Health, E.S.A., Licensing, Parks and Facilities.
- S.E.A.T. is **administered** by the City's Events Office in the Tourism & Culture Division.
- S.E.A.T. reviews and approves approximately **350 applications** each year.

# Submitting a S.E.A.T. application does the following:



## What S.E.A.T. isn't:

- Does not provide grants or any funding
- Does not set or waive fees or accept any permit payments
- Does not approve programming such as musical acts or musical type or vendor agreements
- Does not set geographic or time radiuses on events
- Does not operate events

Locke Street Festival



# The Approval Process:



## Online Application

- 60 days
- 120 days (roads)



## Events Office Review

- Complete
- Initial problem solving



## S.E.A.T Review

- Issue identification & mitigation
- Permits, permissions, paperwork

# The Approval Process:



## Approval

- Conditions
- Required follow up



## Applicant Follow Up

- Meet requirements



## Event Held

## Ward Councillor Communication:



Rendez-Vous 2017 Tall Ships Hamilton – Pier 8

**S.E.A.T (Special Events Advisory Team) UPDATE – Tues. May 30<sup>th</sup> to Tues. June 6<sup>th</sup>**

Direct queries to [seat@hamilton.ca](mailto:seat@hamilton.ca) x 4646 – **NEW EMAIL ADDRESS – PLEASE UPDATE YOUR INFO**

**EVENTS HAPPENING THIS WEEK**

Events involving FULL road closures are detailed at:

[www.hamilton.ca/roadclosures](http://www.hamilton.ca/roadclosures)

*Events that have included a website on their application form will be hyperlinked.*

START DATE	END DATE	SUBMISSION TITLE	WARD	LOCATION	Full Road Closure or Lane Closure
May 30, 2017	June 1, 2017	2017 Hamilton Children's Water Festival	Ward 2	Pier 4 Park	n/a
May 30, 2017	September 1, 2017	Summer Promenade (Tues-Fri)	Ward 2	Gore Park	n/a
June 1, 2017	August 31, 2017	FREEFIT (Wednesdays & Thursdays)	Ward 2	City Hall Forecourt	n/a
June 2, 2017	June 4, 2017	Dundas International Buskerfest	Ward 13	King St. W., from Cross St. to John St., Ogilvie St. from King St. W., to library	Full Road Closure
June 3, 2017	June 3, 2017	100in1 Day Wrap Party	Ward 2	C.P. Lands/ Corktown Park	n/a
June 3, 2017	June 3, 2017	An Afternoon of Nostalgia	Ward 7	T.B. McQuesten	n/a
June 3, 2017	June 3, 2017	BGT Soccer Run	Ward 7	Upper Wellington St., Sirente Dr., Merrilee Cres., Newport	Lane Closure
June 3, 2017	June 3, 2017	Imagine in the Park Children's Festival	Ward 3	Gage Park - band shell & park area	n/a
June 3, 2017	June 3, 2017	Mac Kids Walk & Wheel for Miracles	Ward 2	Pier 4 Park, Bayfront Park, Waterfront Trail	n/a
June 3, 2017	June 4, 2017	Holy Spirit Festival	Ward 2	Mulberry St., Bay St., Barton St., Park St., Sheaffe St.	Lane Closure
June 3, 2017	June 3, 2017	Makeology Almost Summer Craft Fair	Ward 4	Hamilton Museum of Steam & Technology	n/a
June 3, 2017	June 4, 2017	Re-enactment of the Battle of Stoney Creek	Ward 9	Battlefield Park	n/a
June 3, 2017	June 3, 2017	The Strawberry Thunder Festival	Ward 3	North Central Community Park	n/a
June 4, 2017	June 4, 2017	Annual Lion's Monument (Smith Knoll) Veterans Remembrance Service	Ward 9	Lake Ave. S.- King St. E. between Faircourt Dr. & Lake Ave.	Lane Closure

# Council approves requests related to events:

Such as:

- First time road closures
- Special Occasions Permits – Liquor Licences
- Noise Exemption Permits

Yoga @ City Hall



FrancoFEST – Gage Park



# S.E.A.T. ↔ Councillor



# S.E.A.T ↔ Stakeholders



# S.E.A.T. and Events



Canada Day Celebrations – Bayfront and Pier 4 Parks