

SEAT Application Purpose and Criteria

Event organizers seeking approval to hold public multi-day festivals or single-day events on outdoor City property are required to submit an application to SEAT if the event includes select logistical components, as referenced in Table 1 below.

“Outdoor” City property includes, but is not limited to, roads, alleyways, parks, parking lots, trails, City Hall Forecourt and Tim Horton’s Field Plaza. A “public” event is any free or ticketed event open for the general public. Exhibitions, fairs, festivals, entertainment, cause-related, and fundraising, are all examples of a public event.

Table 1

Events requiring a SEAT Application have any one of these components:	Events NOT requiring a SEAT Application include:
<ul style="list-style-type: none"> • Amplified sound; • Food being given or sold to the general public at an event open to the public (includes food trucks); • Alcohol sale/service to the general public; • Pyrotechnics or fireworks; • The use of electricity (includes plugging into an outlet for power and using a generator); • Tents larger than 60 m² which require building permits; • Stages larger than 225 m² which require building permits; • Amusement rides and inflatables (e.g., bouncy castles or bouncers); which require a license to operate; and • Projected attendance over 1,000 people. 	<ul style="list-style-type: none"> • Events held indoors on City property; • A sports tournament or sporting event; • A private event for guests (i.e., wedding, family reunion picnic, etc.); • Faculty and student-only school events (e.g., cross country running races, fundraisers such as the annual Terry Fox Run, etc.)

SEAT reviews events on private property only if the event had a significant impact on multiple City services (e.g., requiring Hamilton Police Service officers for extensive traffic management, HSR shuttle buses specific to the event site, etc.) such as Festival of Friends when it was held at the Ancaster Fairgrounds.

The purpose of the SEAT application process is to confirm that:

- there are no location scheduling conflicts with other events or activities;
- public health and safety considerations are met (e.g., safe preparation and food handling, appropriate security, etc.);
- municipal and provincial permits (e.g., Road Closure Permit, Special Occasion Permit, etc.), permissions, and insurance are secured; and,
- City services (e.g., regular bus routes, emergency vehicle response routes, etc.) are not negatively impacted as a result of an event.