



Hamilton

BIA ADVISORY COMMITTEE

JUNE 8, 2021

Sarah Linfoot-Fusina
Chair, Special Events Advisory Team

seat@hamilton.ca
www.hamilton.ca/eventplanning

Agenda

1. Status of event approvals
2. Community Event Request Form
3. COVID planning requirements
4. Hostile Vehicle Mitigation (HVM)
5. Schedule for 2022 application submissions
6. Questions?

Status of Event Approvals

Events cancelled until July 31st

Review of August and September events by July 1st

Review of October, November and December events by September 1st

Community Event Request Form

Community Events



Community events are defined as events open to the public that have less than 1,000 people with event components, such as:

- Food and Non-Alcoholic Beverages
- Sound Amplification
- Inflatables (e.g. bouncy castles)
- Small tents (e.g. 10 ft. x 10 ft.)

[Complete a 2021 Community Event Request Form](#)

Contact Information:

Recreation Division

✉ recreation.rentals@hamilton.ca

Phone: 905-546-3747



Community Event Request Form

[Home](#) > [Attractions](#) > [Festivals & Events](#) > [Community Event Request Form](#)

Will your event include any of the following components?

- Road closures
- Estimated attendance of 1,000+ people
- Alcohol
- Tents requiring permits (larger than 60m2)
- Temporary structures requiring permits (larger than 225m2)
- Fireworks
- Open flame/ fire producing device
- Amusement rides/ places of amusement

Pre-Application Question *

☐ Yes

☒ No

EVENT INFORMATION & LOCATION

Event Name *

Number (#) of attendees expected: *

Describe your event activities: *

COVID-19 Planning Requirements

COVID-19 Response Plan Template



Contact Information

Name of Event:

Event Date:

Organization Name:

Date of Completion:

Plan Developed by:

Overall Compliance and Coordination

Tell us what you will do to ensure that your event complies with the Event Reopening Guideline for Hosting Gatherings and Events (e.g. designating an Infection Mitigation Coordinator, coordinate, communicate and help implement public health guidelines).

Cleanliness and Hygiene

To ensure the event is in compliance with City of Hamilton Public Health hygiene and cleaning requirements, we will do the following:

- ☐ Post signage throughout the event site to remind all attending, volunteering and working at the event of proper hygiene and cleaning and disinfecting protocols
- ☐ Provide/maintain handwashing stations which include soap, water and paper towels or an alcohol-based hand sanitizer which contains 60% or more alcohol for areas which handwashing is not available and locate these station on the event site map.
- ☐ Ensure that surfaces and shared objects are cleaned and disinfected between uses. Limit and discourage any sharing of objects, tools or materials.

What will be your cleaning and disinfecting policy and protocol? How often will cleaning be conducted? Which specific cleaning products will be used? (ensure these products have been identified as effective against COVID-19) How will cleaning be tracked or logged? who will complete the cleaning?

Hostile Vehicle Mitigation (HVM)



Schedule for 2022 Application Submissions

General Rentals



General rentals are defined as private events with less than 100 people, such as:

- Birthday parties
- Sports activities
- Meetings
- Gatherings
- Corporate functions

To rent a recreation facility, sports field or arena, visit www.hamilton.ca/recreationrentals

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Major Events



Major events are defined as events open to the public that have more than 1,000 people and/or have any one of the following:

- Road closures
- Alcohol
- Tents requiring permits (larger than 60m²)
- Temporary structures requiring permits (larger than 225m²)
- Fireworks
- Open flame/ fire producing device
- Amusement rides / places of amusement

[Complete a 2021 Festival & Event Approval Application](#)

Note: applications must be submitted a **minimum of 60 days** prior to your event date.

Contact Information:

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

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Returning
Events –
Dec 2021

New
Events –
Jan 2022



Hamilton

**THANK YOU!
QUESTIONS?**

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