Community Event
Toolkit



VAUGHAN

vaughan.ca/**recreation**

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Thank you for choosing to host your event in the City of Vaughan!

Vaughan supports and celebrates events that are diverse, safe, welcoming and accessible for all who live, visit, play and work in our community.

This toolkit is designed to support you in identifying and navigating the municipal and regional guidelines in place to deliver a safe and successful event.

Before starting the event planning process, please review our website [Hosting an Event in Vaughan] to review some frequently asked questions.

STEP 1: DEFINE YOUR EVENT

Whether you are considering a community festival/event or sporting event, the first step is to determine the scope, size and budget of your event in order to find a suitable venue. If you are considering a venue on municipal property, you can proceed to Step 2. Events on private property can proceed to Step 3.





STEP 2: SUBMIT A FACILITY REQUEST TO THE RECREATION SERVICES DEPARTMENT

All community events on municipal property require a facility permit to reserve the space and ensure the event runs smoothly and safely. Permit approval is contingent on many factors including the nature of the request, venue availability, completion and submission of all necessary event requirements

If you are interested in a full listing of City facilities, please visit the links below:

- Parks page and amenities
- Local community centres
- More information on facility rentals

Event locations include but are not limited to:

- Community centre activity rooms and gymnasiums
- Concord Thornhill Regional Park
- Doctors McLean Park
- Mackenzie Glen District Park
- Maxey Park
- North Maple Regional Park
- Vaughan Grove Sports Complex
- Vaughan Studios & Event Space

For all facility inquiries please contact Recreation Services at rec@vaughan.ca
To obtain a facility permit, please complete the request form below and submit it to rec@vaughan.ca.

Special Event in a City Park or Facility Application RS.pdf

STEP 3: INSURANCE

Commercial General Liability (CGL) insurance is a broad type of insurance coverage designed to protect organizations from financial losses due to third-party claims of bodily injury, property damage, or personal injury.

Insurance is required for all events. If you are hosting your event at a City of Vaughan facility, you can:

1. Obtain and submit your own CGL insurance by having your insurance provider complete the standardized insurance template Standard Certificate of Insurance (PDF).
2. Purchase third party liability insurance through Recreation Services at the same time as applying for your facility permit. Insurance fees are based on the scope and size of your event.
    - Minimum insurance requirements:
    - outdoor exhibits - $5,000,000
    - other special events - $2,000,000
    - if inflatable devices are present, an additional $2,000,000

Please note: Vendors are separate legal entities and require their own insurance.





STEP 4: COMPLETE A SPECIAL EVENT PERMIT APPLICATION

A Special Event Permit (SEP) is required to hold a variety of special events in the City of Vaughan, such as athletic events (community runs or races), outdoor exhibitions, filming (including student filming), parades, processions, festivals, and street parties/social events. Special Event Permit Application (PDF).

Please note:

- events on private property may also require an SEP
- farmer's market, events at places of worship and events by invitation only do not require a Special Events Permit, however, must remain compliant with all City By-laws.

Important information covered under a Special Events Permit:

4.1. Refreshment vehicles

If you are inviting refreshment vehicles to operate at your event that are not licensed in the City of Vaughan, provide them with this invitation. Once your Special Event Permit is approved, these refreshment vehicles can use this invitation to apply for a Refreshment Vehicle Event Permit, which is needed to operate at your event. For more information please visit the Refreshment Vehicle webpage.

4.2. Technical Standards and Safety Authority (TSSA) - Inflatables/Carnival rides

Event organizers that would like to have inflatables or carnival rides are required to ensure the amusement device operators have a valid operating license issued by TSSA. Vendors would also have to provide additional insurance, naming the Corporation of the City of Vaughan as additional insured on their policy with a minimum of $2,000,000 liability.

4.3. Fireworks

Fireworks are only permitted on private property. It is illegal to set off fireworks in a park, roadway, sidewalk or any other public property. If you would like to have fireworks at your special event on private property, please obtain a Fireworks permit.

4.4. Additional forms

Food vendors and personal services (such as hairdressing or tattooing): If you would like to have a food vendor or personal service at your event, York Region requires that you complete their applicable forms, which are also required to be submitted with your SEP application.

4.5. Lottery

Event organizers wishing to feature gambling, gaming or games of chance (including 50/50 draws, Bingo, raffles, and the sale of break open tickets, etc.) must obtain a lottery license. Lottery licence (PDF).

Please note: Silent auctions do not require a lottery license.





4.6. Alcohol

The City of Vaughan promotes the health and safety of all participants at events where alcohol is being sold or served.

If your event will be serving or selling alcohol, you need to submit a Special Occasion Permit (SOP) Application to the Alcohol and Gaming Commission of Ontario (AGCO).

Applications must be received 30 days before the event if there will be less than 5,000 attendees and 60 days before the event if there are more than 5,000 attendees.

Events selling alcohol can inquire about a letter of support from the City of Vaughan's Office of the City Clerk that can be used to apply for the liquor license through the AGCO. The letter of support is not a requirement to apply for the liquor license.

4.7. Emergency plan

The emergency plan should include plans to protect the public, organizing staff and participants from any identifiable hazards and threats that may occur at the event. The emergency plan should include details of any paid duty officers, firefighters and paramedics, and their access routes. Please refer to the example below for further clarification. Sample emergency plan (docx).



STEP 5: PARKS OPERATIONS

5.1. Services in Kind

The Department of Parks, Forestry and Horticulture Operations provides equipment rentals and delivery for various items:

- Fixed stage
- Mobile stage *staffing charges apply, security required overnight
- Garbage containers
- Recycling bins
- Picnic tables
- Tables and chairs
- Tent (20x10 OR 10x10)
- Generator
- Podium

The following City services are also available at an additional cost:

- Garbage pick-up
- Portable washrooms
- Additional field lining and grooming

Events on private property requesting a service in kind are subject to the approval of the Department of Parks, Forestry and Horticulture Operations.

5.2. Waste management plan

It is important to determine a waste management plan to ensure a clean, safe, and enjoyable event for everyone. All events require a waste management plan that is approved by the Parks Operations team. Please work with Recreation Services staff to review and submit a waste management plan for your event.

5.3. Locates

Utility infrastructure such as hydro, gas or irrigation lines, etc., may be buried below the surface of City property. If your event requires the installation of any object that penetrates the ground including but not limited to fence posts, tent poles and pegs, locates must be completed. It is the responsibility of the event organizer to notify staff of the intention to stake an object into the ground prior to event set up. Locates must be obtained a minimum of two weeks prior to the event and are valid for 30 days once performed. Additional fees apply.



STEP 6: TEMPORARY STRUCTURES – BUILDING STANDARDS

The erection of any structure larger than 20 feet by 10 feet requires a building inspection and permit. This includes tents and the mobile stage. For more information, and to submit an application, please visit the Building Standards webpage.

STEP 7: EVENT WRAP-UP

To improve and make the planning process as seamless as possible, we need your feedback! Once your event is complete, you will be sent a post-event survey. Please submit a completed survey to rec@vaughan.ca.

You will also be invited to attend a post-event information session to discuss successes and challenges that you may have experienced or simply to share best practices with other event organizers; what worked and what didn't!





FUNDING OPPORTUNITIES:

There are a few grant opportunities that you may be eligible to apply for to help you manage the costs of hosting a large-scale event.

Host in Vaughan grant

Established in 2024, the Host in Vaughan grant aims to enhance tourism across Vaughan by encouraging visitation and participation at local events. It also encourages strong partnerships between stakeholders in the Vaughan tourism sector. This program aims to grow existing events and projects in Vaughan and attract new activations to the city.

Host in Vaughan Grant - Host in Vaughan

Festivals & Events Support Program

The purpose of the Festivals and Events Support Program is to demonstrate Vaughan's support for these types of events by establishing criteria that will enable qualifying groups to receive further assistance.

DO YOU HAVE ADDITIONAL QUESTIONS?

We are here to help! Feel free to contact the Recreation Services Department - Events Liaison at rec@vaughan.ca.

City of Vaughan, Recreation Services

2141 Major Mackenzie Dr., Level 300, Vaughan, ON L6A 1T1

vaughan.ca/recreation

Al Palladini Community Centre
9201 Islington Ave.
Woodbridge ON L4L 1A7
905.832.8564

Carrville Community Centre
655 Thomas Cook Ave.
Maple ON L6A 4M2
905.832.8585

Chancellor Community Centre
350 Ansley Grove Rd.
Woodbridge ON L4L 5C9
905.832.8620

Dufferin Clark Community Centre
1441 Clark Ave. W.
Concord ON L4J 7R4
905.832.8554

Father E. Bulfon Community Centre
8141 Martin Grove Rd.
Woodbridge ON L4L 3W9
905.879.8732

Garnet A. Williams Community Centre
501 Clark Ave. W.
Thornhill ON L4J 4E5
905.832.8552

Maple Community Centre
10190 Keele St.
Maple ON L6A 1R7
905.832.2377

North Thornhill Community Centre
300 Pleasant Ridge Ave.
Thornhill ON L4J 9B3
905.832.8540

Rosemount Community Centre
1000 New Westminster Dr.
Thornhill ON L4J 8G3
905.832.8552

Vellore Village Community Centre
1 Villa Royale Ave.
Woodbridge ON L4H 2Z7
905.832.8544

Woodbridge Pool & Memorial Arena
5020 Highway 7
Woodbridge ON L4L 1T1
905.832.8576

City Playhouse Theatre
1000 New Westminster Dr.
Vaughan ON L4J 8G3
905.303.2000
vaughan.ca/cityplayhouse

Uplands Golf Club & Ski Centre
46 Uplands Ave.
Thornhill ON L4J 1K2
1.888.TEE.USUP
golfuplands.ca

Thornhill Outdoor Pool
28 Centre St.
Thornhill ON L4J 1E9
905.881.2969 (Summer only)

Vaughan Studios & Event Space
200 Apple Mill Rd., 3rd Level
Vaughan, ON L4K 5Z5
vaughan.ca/VSES

gymnasium · pool · fitness centre · arena/ outdoor rink · Free Wi-Fi at all recreation facilities