



## Guidelines for use of Yonge-Dundas Square

Yonge-Dundas Square is an open public space located at the busiest pedestrian intersection in Canada. Yonge-Dundas Square (the Square / YDS) is operated by the Yonge-Dundas Square Board of Management on behalf of the City of Toronto (the City) and is governed by the City of Toronto Municipal Code Chapter 636. The venue features regular programming and hosts a number of large scale annual festivals. The facility may be booked for commercial, charitable or community events.

### **Booking the Square**

#### **1.1) General**

Bookings are accepted in advance but cannot be confirmed more than one year before the event date. For events taking place between May 1 and December 31, applications will open on October 1 of the previous year and remain open until further notice. For events occurring between January 1 and April 30, applications may be sent at any time within the twelve months preceding the proposed event date.

Due to the high demand to use the Square, organizers are advised to make applications at least six months in advance and applications for events may not be accepted at short notice. The Square reserves the right to prioritize booking requests. Some dates may not be available.

To ensure the success of all events, Event Organizers are required to review the following guidelines before completing the application for use of the Square

In order for your event to be considered, an application form must be received by the YDS Management office. The form can be found online at [ydsquare.ca](http://ydsquare.ca). An accessible format can be requested by calling 416.979.9960 or by emailing [info@ydsquare.ca](mailto:info@ydsquare.ca)

The Yonge-Dundas Square Board of Management reserves the right to refuse a request.

Event Organizers seeking more than three bookings in a calendar year may require Yonge-Dundas Square Board of Management approval.





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### 1.2) Venue Permits

Permits for use of the Square are limited to an event area outlined in the site map (**Schedule B**). The permit includes use of a greenroom located on the P1 level.

A 10' x 10' or 10' x 20' Promotional Space is also available for booking but no more than forty five days in advance.

Only one permit is issued for third party events per day.

Other YDS activities may be scheduled concurrently in the area outside of the event space. The Square has a stage area that is covered from April to the end of November, weather permitting. Staging outside of this time must be provided at the expense of the Event Organizer.

Use of the Square for events is subject to a permit fee. The permit fee varies seasonally. Discounts are available for charitable and not-for-profit organizations and for bookings of three or more days. The Promotional Space has a fixed permit rate and is not discountable.

As the Square is mandated to be an attractive focal point of the downtown, special events that can accommodate the continual running of the water fountains will qualify for a discounted permit fee.

Please see the **Yonge-Dundas Square Fee Schedule**.

### 1.3) Additional Costs

Events will be required to have a minimum number of YDS personnel onsite during their event; this includes security, operations/clean up staff and an onsite coordinator. Depending on the nature of your event, additional staff may be required and those costs will be payable with any equipment rental charges, at least **25 days** prior to your event. Once your booking has been approved, a YDS Event Coordinator will be assigned to follow-up with you on details and will provide you with an estimated cost of these **Event Support Fees**.



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### 1.4) **Additional Event Coordinator Fees**

Where changes to event requirements are made within **14 calendar days** of the scheduled date of the Event, hourly Event Coordinator Fees for the additional services undertaken by YDS personnel will be charged as indicated on the price list.

### 1.5) **Community Use Policy**

As part of its mission to contribute to the vitality of downtown Toronto while fostering community initiatives, Yonge-Dundas Square is available for community event bookings.

Registered Canadian charitable organizations and not-for-profit groups can apply to use the Square **without permit fee** under the following conditions:

- A. Bookings are subject to availability.
- B. Bookings are limited to one day (7:00 am – 1:00 am) including set-up & strike. Groups can book only one day (or part thereof) per calendar year with the permit fee waived. Additional days may be booked but are subject to the normal permit fee with applicable discount.
- C. No event is guaranteed an annual date on the calendar. A separate application must be made every year. The Square retains the right to evaluate competitive applications and award event permits.
- D. Events that have their permit fee waived must place a non-refundable deposit equal to the minimum event support charge of **\$815.00 + HST** – this non-refundable deposit is in addition to the Security Deposit required under **Section 1.7**, below. Event support fee costs will vary according to the requirements of the event for use of labour and equipment. An estimate of these costs will be prepared once an application has been made and details of the event are discussed. Please see the YDS fee schedule.
- E. The Square by-law and Guidelines must be adhered to including the ‘Good Neighbour’ policy.
- F. Restriction may be placed on merchandise sold or sampled including food and beverage.
- G. All event holders must adhere to the Performance & Display Policy.

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H. A letter of support from the Event Organizer's local City Councillor must be obtained to qualify for the Community Use Policy. A list of City Councillors can be found on the City of Toronto website: [www.toronto.ca](http://www.toronto.ca) or by calling 311.

Applications for Community bookings will be reviewed as they are received. Applications should be accompanied by information about your organization including Registered Charitable tax number or references to your group's endeavors. Information such as websites & newspaper articles would be helpful.

### 1.6) **Event Requirement Deadlines**

Once the contract has been executed, a critical path will be established by the Event Coordinator and will provide deadlines for event support requirements such as rentals and services, stage, load in/out schedules and event day schedules, emergency and public health form submissions as well as insurance and payment deadlines.

### 1.7) **Security Deposit**

Event Organizers must also place a security deposit with the Square to be held against cost to repair damages or additional event support service incurred above costs estimated prior to the event. The security deposit, is due with the Event Support Fees **25 days** prior to the start of an event, shall be equal to the greater of:

- A. 10% of the total Event Support Fees (not including any applicable taxes), to be charged for the event, to a maximum of \$10,000; **or,**
- B. \$500.00

Upon completion of an event the property will be inspected. The reconciliation will take place within forty five days.

### 1.8) **Application Procedures**

- A. A completed **application form** must be received by the Yonge-Dundas Square office for your event to be considered for approval.

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- B. If the date requested is available, you will be offered a First Hold. If the date is not available, staff will see if your alternate date is open.
- C. Should neither date be available, you may be offered a Second Hold pending the release of the date by another group.
- D. Once you have been offered a First Hold, YDS staff will review your event requirements with you and prepare an estimate of event support costs.
- E. A contract and deposit invoice will be sent to you. **The deposit is equal to the permit fee + HST and is due with the receipt of the signed contract.**
- F. Community Group bookings for which the permit fee has been waived must place a non-refundable deposit equal to the minimum event support charge of **\$815.00 + HST**. Please see **Community Use Policy**.

### 1.9) Challenging A Hold

If you wish to challenge a hold you must do so in writing. Upon receipt, we will contact the organizers with the First Hold and ask them to confirm the date by placing their deposit within five business days. Should the date be released you will be required to immediately furnish your deposit. Some dates may not be challenged.

### 1.10) Cancellation

A notice of cancellation must be received in writing to the Yonge-Dundas Square office.

- A. If a notice of cancellation is received in writing up to **270 days** prior to the Event, Organizers will receive a **50% refund of the deposit**.
- B. If a notice of cancellation is received in writing between **180 to 269 days** prior to the Event Organizers will receive a **25% refund of the deposit**.
- C. If a notice of cancellation is received **179 days or less** prior to the event the organizers will **not be entitled to a refund of the deposit fee**.
- D. Event Support Fees are non-refundable **96 hours** before commencement of the event, or at which time costs are unrecoverable by the Square, whichever is earlier.

*Events may be rescheduled at the discretion of Yonge-Dundas Square Management.*



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### 1.11) Good Weather Guarantee

As an outdoor venue, we recognize that sometimes bad weather happens to good people. While most of our events have enjoyed pleasant weather and subsequently strong attendance and value for money spent ... every once in a while Mother Nature is in a bad mood.

While we may not be able to make the rain stop, we can maximize your opportunity to get a good day. **If inclement weather prohibits the execution of your event we will waive the permit fee for an alternate date.**

This offer is subject to the following conditions:

- A. Organizers must be onsite at the scheduled load-in time to consult with YDS management, and if the weather is not prohibitively bad, the event will move forward as planned.
- B. Organizers will not be offered a rain date if they choose to move forward with the execution of the scheduled activities and the weather changes later in the day.
- C. A weather call will only be made on the day of the event. If there is disagreement about the severity of the weather and whether a rain date may be applicable, the final decision will be made by Yonge-Dundas Square management.
- D. Event support costs for staffing and equipment use will still apply for both the original booking and the rescheduled date.
- E. The rain check is not transferable and must be used for the originally agreed activity.
- F. Rain dates are subject to availability at the time the original event is cancelled. Rain dates will not be held at the time of original booking unless a separate deposit for that day is made.
- G. Rain dates must be taken within the calendar year of the original date.

### 1.12) Reconciliation

Following the event, the property will be inspected by a YDS representative. A client representative may attend the inspection with the YDS representative; however in the case of non-attendance by a client representative the inspection will continue in the absence of the client representative.



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Cost of repair for any damages sustained will be subtracted from your deposit. Any changes to event support services will also be accounted for. The remaining balance of your deposit will be refunded within forty five days following the completion of the event.

### Operating Standards

The normal hours of operation for the Square are **7:00 a.m. – 1:00 a.m.**; overnight load-in is not generally possible. If an extended load-in is required, additional day permits and staffing may be required to facilitate this.

#### 2.1) **Good Neighbour Policy**

- The Square is situated amongst several residential, retail and office buildings. In an effort to minimize disruption to our neighbours, the Square abides by the Municipal Code of Toronto Chapter 241 (noise by-law). All performances must remain under 85dB as measured from the surrounding sidewalk. No loud performance may extend past 11:00 pm or begin before 7:30 am.
- The Square further restricts loud performances Monday – Friday to after 5:30 pm. This includes sound checks and emceeing. Soft music or other sounds heard only within the property line of the Square will be allowed throughout the day. Lunchtime programming (12pm – 2pm) is sometimes allowed in consultation with the Square as to the appropriate programming.
- Event organizers should also be mindful not to shine lights directly into neighbouring buildings. Use of spotlights, intelligent lights and klieg lights is subject to approval of the Square.
- The YDS Event Coordinator or a YDS technical representative has the right to ensure the municipal code and guidelines are adhered to and failure to adhere to such may result in immediate cancellation of the event. A copy of the relevant section of the Municipal Code is available from the YDS Event Coordinator.

#### 2.2) **Performance & Display Policy –**

All Performances/Displays on the Square must comply with the following:

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- A. Performances / Displays and Event Participants (performers, speakers, vendors and anyone else associated with the event) shall not exploit the bodies of men, women, boys or girls solely for the purpose of attracting attention.
- B. Performances / Displays and Event Participants shall not stereotype according to race, ancestry, place of origin, ethnic origin, citizenship, colour, creed, sex, age, sexual orientation, disability, family or marital status, or any ground covered by the City of Toronto Workplace Human Rights Policy.
- C. Performances / Displays and Event Participants shall not promote the hatred or derision of any group covered by the City of Toronto Workplace Human Rights Policy.
- D. Performances / Displays and Event Participants shall be consistent with the principle of respect for the dignity and worth of all people.
- E. Performances / Displays and Event Participants must not advocate a specific political or religious point of view for the purpose of engaging Proselytization Activities. Any religious or political reference by Event Participants, or contained in Performances/Displays should be in the context of a larger cultural event.
- F. As the Square is open to use by the general public at all times, Performances / Displays and activities of Event Participants on the Square must be consistent with the use of the Square by others, including children.

*"Proselytization Activities" for purposes of the YDS Guidelines constitute actions which:*

*a) pressure, harass, force, bully, threaten, intimidate, or coerce any individual(s) who do/does not hold any religious/political beliefs, or who hold(s) a specific differing religious/political belief to convert to another specific religious/political faith/belief/group; or b) diminish, ridicule, disparage, or otherwise characterize the beliefs of individuals who do not hold a specific religious/political faith/belief, as religious/political faiths/beliefs as unworthy of respect or tolerance; c) constitute a direct invitation for an individual or individuals who do not hold a specific religious/political faith/belief to convert to, or otherwise adopt, the specific religious/political faith/belief or become a member in a specific religious/political group unless the specific individual(s) receiving the direct invitation has/have prior to receipt of the direct invitation clearly communicated a request to receive a direct invitation to convert to, or otherwise adopt the specific religious/political faith/belief, or membership; or d) other similar activities.*



### 2.3) Preferred & Exclusive Suppliers

In order to ensure the highest standards of presentation, professionalism and safety, the Square works with a number of exclusive suppliers in the following categories:

- Audio and Lighting Services
- Custodial & Operations Services
- Electrical
- Security
- Snow Removal
- Tenting

Any party permitting the Square will be required to utilize exclusive suppliers associated with the above activities.

### 2.4) Audio & Lighting Services

- The Square works with an **exclusive** Audio and Lighting Supplier. Please see the **Equipment List** for details
- The Square staff and / or its agents will be the exclusive operator of all in-house sound systems. You may not bring in your own (or third party rental) Audio or Lighting equipment. With approval from your Event Coordinator, you may provide your own sound engineer but that person must have appropriate experience and qualifications, and work under the supervision of a YDS sound engineer. The Square always retains the right to ensure the quality of system operation is up to standard and noise by-laws are being adhered to.
- Changes to the standard YDS concert set-up may require temporary removal and re-installation of YDS equipment at your cost.

### 2.5) Custodial & Operations Services

- The Square works with **exclusive** suppliers for site cleaning and waste management. A minimum number of personnel will be required depending on the size and nature of the event. You may bring in supplementary staff with approval from your YDS Event Coordinator. Exclusivity does not extend to the provision of portable toilets and additional recycling. You



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may be required to remove excessive waste directly. Organic waste and grease removal must be arranged directly by the Event Organizer.

- YDS Operations staff must be used for the installation and removal of YDS equipment.

### 2.6) **Electrical**

- The Square works with an **exclusive** electrical services supplier.
- A limited number of 15 amp outlets are readily available around the Square. Please see site / production map. There is a power drop charge for access to these outlets.
- If the Event Organizer requires the installation of temporary panels or a tie-in to existing power connections at the Square, the services of the YDS electrician will be required and the Event Organizer will be charged for power consumption at the current rate.
- Events may be subject to additional charges if HVAC units are used for heating and cooling enclosed structures on the Square. Rates will be based on metered readings.

### 2.7) **Security**

The Square works with an **exclusive** supplier for site and event security personnel. Supplier staff is familiar with the site along with its guidelines and by-laws, and have extensive experience working on large scale public events. This ensures a high level of customer service, clear communications and emergency coordination. A minimum number of personnel will be required depending on the size and nature of the event. Outside security personnel will not be permitted onsite.

### 2.8) **Snow Removal**

The Square works with an **exclusive** supplier. Pathways across the Square are maintained from the end of October through mid April. If larger areas are required to be cleared of snow, arrangements may be made with our supplier. Costs for snow clearing and removal are not included in the permit fee for use of the Square.

### 2.9) **Tenting**

- Event Organizers may bring in their own 'pop-up' tents. The Square has a large inventory of 10' x 10' pop-up tents available for rent. Any structures erected on the Square must have prior approval. Tents and other structures must be anchored by weights.



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- For other tenting requirements, the Square works with an **exclusive** supplier. As the Square is situated above a parking garage, working with an exclusive supplier ensures we adhere to engineering requirements and building codes. It also offers the advantage of working with a team that knows the site procedures and restrictions.
- For other structures, please consult with your YDS Event Coordinator. Structures that fall outside of the exclusivity and are larger than 600 square feet require a permit from Urban Planning and Development Services, Building Division, 416.392.7522. Permitting is typically taken care of by the supplier.

### 2.10) Working After Hours

Work to set-up or strike an event outside of the regular site hours (07:00 am – 01:00 am) may be permitted in consultation with your YDS Coordinator. Noise by-laws must be adhered to and **charges for after hour transportation of staff will apply**. Overnight load-in is not generally allowed. If an extended load-in is required, additional day permits and staffing rates may be required to facilitate this.

***All arrangements for these services should be made with your assigned YDS Event Coordinator.***

## General Terms

### 3.1) Accessibility

- Yonge-Dundas Square abides the City of Toronto commitment to create a barrier-free venue to be enjoyed by the public, in accordance with The Accessibility for Ontarians with Disabilities Act (AODA),
- The event organizer must ensure that the square is an accessible and safe environment for all visitors to the event. All viewing areas, pathways, entrances, and amenities must be accessible to those with disabilities at all times.
- For more information about The Accessibility for Ontarians with Disabilities Act (AODA) please visit <https://www.ontario.ca/page/accessibility-laws> or speak with a Yonge-Dundas Square representative.

### 3.2) Alcoholic Beverages

Alcoholic beverages can only be sold, served and consumed on licensed premises, under a Special Occasions Permit and / or a Caterer's Endorsement License, in conjunction with special event regulations. Please see the [City of Toronto Municipal Alcohol Policy](#).

It is the responsibility of the Event Organizer to:

- Obtain the necessary licensing and / or permit(s) from the Alcohol and Gaming Commission of Ontario.
- Comply with the City of Toronto Municipal Alcohol Policy.
- Obtain approval from Toronto Public Health (refer to Food Sales / Services for telephone numbers).
- Provide proof of Server Intervention or Smart Serve Program trained bartenders.
- Arrange and pay for an approved security officer to supervise each entrance / exit to the licensed area.
- Obtain a minimum \$5,000,000 Certificate of Insurance for comprehensive liability coverage for the event (also refer to Insurance section of these Guidelines).

It is the responsibility of the Event Organizer to post the following signs in a prominent location in the licensed area:

- A sign naming the Special Occasion Permit / Caterer's Endorsement License holder.
- A **DO NOT DRINK AND DRIVE** sign.
- A sign stating that **IT IS HARMFUL FOR PREGNANT WOMEN TO DRINK ALCOHOLIC BEVERAGES.**
- A sign stating that **IT IS ILLEGAL TO SERVE ALCOHOL TO MINORS, INTOXICATED PATRONS, OR TO THE POINT OF INTOXICATION.**

Food must be available for sale in your licensed area and your beverage menu must include low alcohol and non-alcoholic drink choices.

All beverages must be served in unbreakable cups unless prior approval has been obtained. No glass will be allowed.

**Corkage:** Yonge-Dundas Square is entitled to 10% of total gross alcohol sales for the duration of the event.

### 3.3) **Amplified Sound**

The Square restricts all amplification of sound to Yonge-Dundas Square Permitted Activations. All amplification is bound by the [Chapter](#) 241. Please also refer to the YDS Good Neighbour Policy above, section 2.1.

### 3.4) **Balloons**

Unfixed helium-filled balloons are prohibited on the Square. Decorative balloons must be firmly affixed at locations not accessible to the public. Balloons for distribution to the public must be air-filled. Releasing balloons is not permitted. At the conclusion of the event, all balloons must be removed and properly discarded.

### 3.5) **Barbecues**

- Propane barbecues will be permitted provided the Event Organizer supplies one fire extinguisher per barbecue unit and the operator is **licensed for propane** use (Ontario Regulations 211/01 2000, Propane Storage and Handling, and Ontario Regulation 212/01, 2000, Gaseous Fuels).
- For safety reasons, barbecues must be enclosed within a barrier, e.g. barricades. Propane cannot be stored overnight at the Square.
- Coal BBQs may not be used at the Square.
- Event Organizers must ensure that accumulated grease is removed from site and that the ground is protected from grease.

### 3.6) **Candles**

Candles are prohibited on civic squares. Safety light sticks are an acceptable alternative.

### 3.7) **Capacity**

- Capacity of the Square varies depending on the nature of event and site plan. Please see technical specifications. Generally speaking, without exhibits or obstructions the site can hold up to 5000 patrons before requiring a street closure.
- During gated events, one percent of admissions must be reserved for Yonge-Dundas Square Board of Management.



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### 3.8) Clean Up

- All materials and equipment belonging to the event must be removed upon completion of the event. The Square will not be responsible for any items left behind. Please check with security for any lost items that may have been recovered. Items are kept for 7 days and then donated to a charitable organization.
- Limited waste disposal facilities are provided on-site. Event Organizer will be responsible for pick-up of garbage that exceeds the Square capabilities.
- The Event Organizer is required to return the Square to its original condition or a chargeback for housekeeping will apply.
- The use of confetti and chalk on the Square are prohibited. If hay, straw or decals are planned as part of the activation, these should be discussed with your Event Coordinator. Additional cleaning charges will mostly likely apply and the potential exists for fountains to require extensive cleaning should any parts enter the system.

### 3.9) Contractors

- Event Organizers will take all reasonable action to ensure that their workers and hired third party contractors meet Occupational Health and Safety Act standards at all times while at YDS.
- Event Organizers are responsibility for contracting qualified and capable suppliers.
- Event Organizers will ensure all necessary Personal Protective Equipment is worn by all staff onsite during active construction periods.

### 3.10) Damages

- The Event Organizer is responsible for any physical loss or damage to the Square property or equipment during the period of their occupation of the square. The Event Organizer is liable for all damages incurred by its staff and / or agents on the Square.
- The Security Deposit payment (please see *Section 1.7*) will be held until an inspection of the property has been completed at the conclusion of occupation in the presence of the Event Organizer and a Yonge-Dundas Square representative. The deposit will be applied against any damages assessed and the balance due to either party will be included in the post-event reconciliation. If the inspection determines that no damages to the property occurred, the deposit will be returned.



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### 3.11) Drones & Aerial Photography

The use of remote-controlled devices including aerial drones is prohibited at Yonge-Dundas Square. YDS is strictly a NO-DRONE-ZONE and does not recognize Transit Canada's Special Flight Operations Certificates (SFOC) or exemption agreements.

### 3.12) Electrical Requirements

- All electrical requirements and plans must be submitted to the YDS Event Coordinator at least **30 days** prior to the event for review by YDS technical staff.
- The use of generators is prohibited on the Square.
- All electrical appliances and/or machines must clearly display Electrical Safety Authority (ESA) or the Canadian Standards Association (CSA) sticker of approval.
- Should YDS staff or electrical technician deem electrical equipment unsafe (without ESA/CSA identification), it will be removed from site.
- For complex electrical requirements outside of the standard YDS manageable connections; an ESA inspection may be required. Determinations will be made by YDS staff and contracted electrical technician and any associated costs will be the responsibility of the Event Organizer.

### 3.13) Equipment Rental

- The rental of event-required equipment is the responsibility of the Event Organizer. Mechanical rentals may not be left on site YDS during activation, unless prior approval has been provided by YDS staff.
- Proposed drop-off and pick-up times must be on the permitted event day.
- Additional documentation, including WSIB clearance may be required depending on the type of equipment being rented and the work being performed.

### 3.14) Fencing

Unless otherwise agreed upon; all Yonge-Dundas Square permitted events must be free and open to the public. No person shall erect any fence at YDS without the permission of YDS staff.

### 3.15) Fire

- Any form of open flame is restricted. All Fire Code regulations must be enforced.
- Use of fire during performances must be approved in advance by the YDS Event Coordinator

- Fire Marshall approval may be required.

### 3.16) Fire Extinguishers

All Event Organizers are expected to ensure they have the appropriate extinguishers required as per the City of Toronto requirements. Specific attention is required for Food Vendors and Pyrotechnics. For further information please contact the City of Toronto Fire Services.

### 3.17) First Aid/Life Safety

The safety and security of all persons is the top priority of YDS Board of Management and Staff.

- Event Organizer's must take all reasonable precautions to ensure that all participants and patrons are adequately safeguarded through an extensive safety plan.
- Plans must be reviewed with YDS Event Coordinator and align with YDS Emergency Response Plans. Depending on the number of patrons or type of event onsite first aid providers may be required. It is the responsibility of the Event Organizer to make the necessary arrangements.

### 3.18) Flag Raisings

- Requests for flag raisings should be directed to the YDS Event Coordinator.
- The desecration of flags or other national symbols is prohibited.

### 3.19) Food Sales/Service

- Food vendor fees apply. Please see fee schedule.
- Food services are permitted only with prior approval from Toronto Public Health. Temporary Food Establishment forms must be completed and returned to your Event Coordinator at least **21 days** prior to your event in order for YDS to forward to TPH. Failure to submit forms in time will jeopardize the ability to have food vendors.
- All food vendors that are cooking on site must be equipped with a fire extinguisher.
- Food vendors who are deep frying, must have a type K fire extinguisher.
- A 25% Landmark fee (percentage of total catering invoice) will be applied to all catered events and due with event support fees.





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### 3.20) Fundraising

- The sale of items for the purpose of fundraising is permitted in support of non-profit or charitable organizations.
- Soliciting for donations may be permitted at pre-approved locations.
- Your organization's registered charity number must be displayed when asking for donation.

### 3.21 Inflatables

All inflatables are subject to approval by YDS. A maximum of three (3) inflatable bouncers are allowed onsite at any one time. They must be secured with the appropriate weights and supervised at all times by qualified staff. Event organizers must submit all technical specifications (dimensions, electrical requirements, image or photo) and proposed location(s) to YDS 25 days prior to event for consideration. If approved, the event organizer will be responsible for submitting the following to YDS 14 days prior to:

- TSSA permit & operator license
- A copy of the service provider's business license

### 3.22) Insurance

The Event Organizer is responsible for obtaining necessary insurance for their event. You will require a Certificate of Insurance for Comprehensive Liability Insurance coverage, indicating the following provisions:

- For an Extended Event: a minimum of \$5,000,000 limit of liability per occurrence.
- For a Limited Event: a minimum of \$2,000,000 limit of liability per occurrence.

For both an Extended Event and Limited Event:

- The City of Toronto as an additional insured.
- The Yonge-Dundas Square Board of Management as an additional insured.
- A cross liability / severability of interest clause.

A copy of the Certificate of Insurance will be required **7 days** prior to commencement of event. Participants in your event may be required to sign waivers if the activity is deemed risk sensitive.



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*For purposes of these guidelines:*

**Extended Event** shall be any event which involves a permitting the full Square and a **Limited Event** shall be any event which does not qualify as an Extended Event (i.e. a 10' x 10' or a 10' x 20' Promotional Space).

### 3.23) **Lighting**

The Square will be illuminated as per usual practice unless otherwise agreed upon. All lighting requests must be submitted at least **30 days** prior to the event (see Section 2.4). Emergency lighting cannot be dimmed or turned off.

### 3.24) **Load In/Out**

All vehicles are prohibited from entering the square without permission from the Onsite Event Coordinator. Event load-in/out must be managed by the event organizer in accordance with a written plan that has been pre-approved by YDS staff.

*Some Key information to note:*

- A minimum of two (2) security guards at each gate to manage load-in/out is mandatory unless management has agreed to an alternate solution
- The YDS Event Coordinator will have final decision making authority with respect to load-in/out
- If YDS staff determines that safety is being compromised, the event organizer will be notified immediately and will be required to rectify the situation
- If safety continues to be a concern, YDS staff will be called to assist, which may delay the start of programming. As it is the event organizer's responsibility to ensure safety on site at all times, programming will not be extended as a result of delays experienced during load-in.

### 3.25) **Media**

- The Square reserves broadcast rights in all media, including but not limited to: film, television, radio and internet. Use of the name, logo or image of the Square is by permission only.



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- All advertising and promotional material must be approved by designated agent of the Yonge-Dundas Square Board of Management. The Square should be referred to in all materials as: Yonge-Dundas Square.
- Electronic news gathering is permitted without prior arrangement however it is advisable to contact event organizers in advance to ensure camera positions and access to the stage or talent. Media must work within existing site conditions and are asked not to obstruct ingress / egress or exhibits. Care must be taken when dealing with cabling in areas of public access. Parking may not be available onsite.

### 3.26) Parade Permit / Street Closure

- Street Closures may be necessary to accommodate loading / unloading and events expecting large attendance. Street Closures should be discussed with the YDS Event Coordinator and applied for directly with the City. The City maintains their own timelines and due dates for these processes. The Square has attempted to provide the most up to date timelines where possible, in these Guidelines.
- Street closure requests must be submitted to the City **8 weeks** in advance of your event and up to **26 weeks** in advance for Yonge Street closures.
- If your event includes a parade on a street, please contact Toronto Police, Traffic Services – Parades and Special Events, at 416.808.1937 to obtain a parade permit.

### 3.27) Parking

Yonge-Dundas Square is not a parking lot. It is the responsibility of the Event Organizer to make arrangements for parking. The Square is situated above a 350 car garage operated by the Toronto Parking Authority. Branded display vehicles which have been approved in advance by Yonge-Dundas Square staff are allowed onsite. All other vehicles will be required to source parking in a different location. Parking is available at a number of locations near the square. There are several surface lots in the immediate vicinity that can accommodate truck parking.

### 3.28) Permits

The Event Organizer shall obtain and pay for all necessary permits and licenses and shall not do nor suffer to be done anything on the Square in contravention of any statutory enactments, laws, regulations, by-laws, rules or requirements.



## Guidelines for use of Yonge-Dundas Square

### 3.29) Printed Materials

Distribution of printed materials such as flyers, posters and brochures are permitted in conjunction with an event. Management reserves the right to request copies of printed materials for approval.

### 3.30) Propane Handling & Storage

Propane is allowed onsite for event use. Additional propane tanks must be stored in a proper cage, locked and away from vehicle access. Proper no-smoking signage must be visibly posted.

### 3.31) Protests / Demonstrations

YDS is an outdoor public space and members of the public have the right to gather. Protests/demonstrations are welcome when the Square is not permitted for use by another organization. All requests to utilize the Square; should be directed to YDS management for approval and Toronto Police Service must be advised.

Protests/Demonstrations must adhere to the following:

- Amplified sound is prohibited onsite for all non-permitted activations. Megaphones are prohibited.
- There is no use of balloons, confetti, chalk, paint or open flame of any sort, in accordance with city and zoning bylaws
- Images of violent, graphic or disturbing content are prohibited
- Protests/demonstrations must remain on the plaza. Use of the stage is prohibited for all non-permitting events
- There is to be no posting of signage or physical material directly to Yonge-Dundas Square property
- Equipment may not be set up and vehicles are prohibited on site

### 3.32) Pyrotechnics

The use of pyrotechnics (fireworks) is restricted. Pyrotechnics may be permitted under the following conditions:

- The technician must present a Pyrotechnics Special Events Certification of a class appropriate for the planned special event



## Guidelines for use of Yonge-Dundas Square

- The Event Organizer must receive approval from the City of Toronto Fire Services
- The Event Organizer and/or pyrotechnics company must provide a minimum **\$5,000,000** liability insurance naming the Yonge-Dundas Square Board of Management and the City of Toronto as additional insured

### 3.33) Raffles

To obtain a lottery license, contact the Lottery Licenses Office, City Clerk's Division, at 416.392.7037.

### 3.34) Safety Audit

Events that include temporary structures or those that are accessed by the public may be required to contract a safety engineer who will conduct an audit and supply YDS with approvals prior to event opening.

### 3.35) Sale of Merchandise

- The sale of merchandise at events must be directly related to and ancillary to the event and will be allowed only with prior approval.
- Identification markers for each vendor must be supplied by the Event Organizer and a list furnished to the YDS Event Coordinator.
- Yonge-Dundas Square Board of Management may levy a merchandising fee. See fee schedule.
- Yonge-Dundas Square Board of Management reserves the right to sell and / or distribute Square merchandise at all times.

### 3.36) Security, Crowd Control & Extra Policing

The Square works with an **exclusive supplier** for security services. Staffing arrangements can be made through the YDS Event Coordinator. In addition, the Event Organizer may be required to make arrangements for crowd and traffic control with Toronto Police Services by contacting 52 Division, 416.808.5200.

### 3.37) Signage

- All signage and location of signs must be approved prior to your event.



## Guidelines for use of Yonge-Dundas Square

- No signs can be posted at any time on the pillars, building, walkways, or arches of the Square.

### 3.38) **Site Map**

All site maps are subject to approval by YDS. Event organizers must submit a Site plan indicating the location of all activations, tents, food, electrical, equipment and displays. Site plans are due 25 days prior to move in.

### 3.39) **SOCAN**

SOCAN is a copyright collective representing more than 80,000 Canadian music creators and publishers and affiliated performing rights organizations worldwide.

In order to use pre-recorded music or music written by someone else as part of your event you need a performing rights licence from SOCAN at rates approved by the Copyright Board of Canada. A SOCAN performing rights licence ensures that the music and the rights of those who create and publish it are respected. More information, including the tariff schedule, can be found at [www.socan.ca](http://www.socan.ca)

The Square reports on all music performances. Event organizers are responsible for all SOCAN fees. A copy of your SOCAN license must be provided to the YDS Event Coordinator prior to commencement of the event. Any fees unpaid by the Event Organizer will be deducted from your security deposit.

You may be required to fill out a SOCAN report following your event.

### 3.40) **Sports**

- Sporting events must meet all safety regulations and obtain a Certificate of Insurance.
- Participants may be required to sign a waiver prior to the event.
- Sporting activities require the use of appropriate protective wear.

### 3.41) **Storage**

Storage space is not available at the Square. Event organizers will be invoiced for the removal of any items left behind.

### 3.42) Tents/Structures

Yonge-Dundas Square works with an exclusive tent supplier.

- Structures larger than 600 square feet require a permit from Urban Planning and Development Services, Building Division, 416.392.7522. Permits can be arranged through the YDS exclusive supplier.
- Any additional structures erected on the Square must have prior approval.
- Tents and other structures must be anchored by the appropriate weights.
- 10' x 10' or 10' x 20' pop-up tents may be supplied by the event organizer.
- Prior to the installation or removal of a tent or structure, the work area must be fenced/barricaded off from the general public.
- Shipping containers require building permits as well.

### 3.43) Vehicles

- Scheduled deliveries for events must be made to the designated areas. Access to these areas must be requested in advance to the YDS Event Coordinator and access is not guaranteed outside of your contracted hours.
- Weights of vehicles may be required. Some weight restrictions may apply on the Square.
- Only vehicles essential to the operation of the event will be permitted on the Square. Parking is permitted for loading and unloading purposes only.
- The speed limit on the Square is 5 km/hour. All vehicles driving on the Square must have hazard lights on and must be escorted by a Square official on and off the Square.
- It is the responsibility of the Event Organizer to make arrangements for parking. The Square is situated above a 350 car garage operated by the Toronto Parking Authority.
- There are several surface lots in the immediate vicinity that can accommodate truck parking.

### 3.44) Vendors

All vendors must be approved by YDS Staff. Event Organizers must provide a detailed list of required electrical and rentals for each vendor. YDS limits the number of vendors allowed onsite during an event. Final approvals of vendors and number of vendors will be at the discretion of YDS staff.



## Guidelines for use of Yonge-Dundas Square

### 3.45) Washrooms

Public washroom facilities exist at the Square. The Event Organizer will be responsible for cleaning charges incurred above normal usage. Portable toilets may be required based on projected attendance.

### 3.46) Yonge-Dundas Square Event Coordinator

The YDS Event Coordinator will work with the Event Organizer from contractual agreement through to event execution. They will offer professional support during the planning process and ensure the Event Organizer follows all Laws, By-laws and Guidelines with relation to permitting YDS. While onsite; they will conduct pre/post event site walkthroughs to assess damages and determine cleaning requirements, and serve as the event organizer's point of contact for all site and City issues. They will not act as a supervisor for the Event Organizer's staff, stage, or event. They will provide guidance and a professional resources to ensure the venue is operational in accordance with the details provided and agreed upon.

*Effective January 1, 2018  
Yonge-Dundas Square*

