

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 can not be confirmed more than one year before the event date. Due to the high demand to use the Square, organizers are advised to make applications at least 6 months in advance. 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

All requests for the use of the Square should be directed to the offices of Yonge-Dundas Square:

2 Carlton Street, Suite 620
Toronto, ON, M5B 1J3
Phone 416.979.9960
Fax 416.979.8836
E-mail: info@ydsquare.ca

The application may also be filled out online at www.ydsquare.ca

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

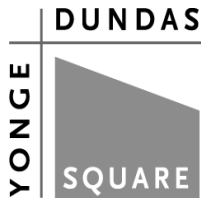
Event Organizers seeking more than three bookings in a calendar year may require Yonge-Dundas Square Board of Management approval.

1.2) Venue Permits

Permits for use of the Square are limited to an event area outlined in the site map (**Schedule 'C'**). The permit includes use of a greenroom located on the P1 level. A 10' x 10' "Promotional" space is also available for booking but no more than 45 days in advance. 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 the beginning of 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 3 or more days. The "Promotional" space has a fixed permit rate and is not discountable. As the Square is mandated to be an



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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**.

Additional Costs

Depending on the nature of your event, additional costs may apply. The Event Organizer will be billed for the cost of services required (i.e.: electrical, audio-visual, security, etc.). 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** (Schedule 'F').

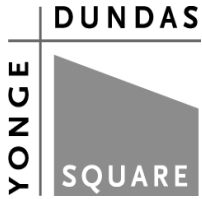
Community Use Policy

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:

- 1) Bookings are subject to availability.
- 2) 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.
- 3) No event is guaranteed an annual spot on the calendar. A separate application must be made every year. The Square retains the right to evaluate competitive applications and award event permits.
- 4) Event Services costs will apply with a minimum charge of \$775 + GST / HST. These 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.
- 5) The Square by-law and guidelines must be adhered to including the 'Good Neighbour' policy.
- 6) Restriction may be placed on merchandise sold or sampled including food and beverage.
- 7) All event holders must adhere to the Performance & Display Policy.
- 8) Unregistered community groups must obtain a letter of support from a City Councillor. A list of City Councillors can be found on the City of Toronto website : www.toronto.ca or by calling Access Toronto at 416-338-0338.

Applications for Community bookings will be reviewed on a first-come, first served basis. 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.



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Damage Deposit

Event Organizers must also place a damage 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 damage deposit is due with "Schedule F" fees 10 business days prior to the start of an event.**

The deposit varies depending on the scope of the event. As a guideline the following rates will apply:

Total - Permit & "Schedule F"	Damage Deposit
\$0 - \$2000.00	\$500.00
\$2100.00-\$10,000.00	\$1000.00
\$10,100.00	\$1500.00

Upon completion of an event the property will be inspected. Reconciliation will take place within 30 days.

1.3) Application Procedures

1. A completed **application form** must be received by the Yonge-Dundas Square office for your event to be considered for approval.
2. Yonge-Dundas Square staff will contact you by phone or email to inform you that your application has been received. If the date requested is available, you will be offered a "1st hold". If the date is not available, staff will see if your alternate date is open.
3. Should neither date be available, you may be offered a "2nd hold" pending the release of the date by another group.
4. Once you have been offered a 1st hold, YDS staff will review your event requirements with you and prepare an estimate of event support costs.
5. A contract and deposit invoice will be sent to you. **The deposit is equal to the permit fee + GST and will be due within 10 business days to continue to hold the date.**
6. 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 **\$775.00 + GST / HST**. Please see **Community Use Policy**.

1.4) 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 1st hold and ask them to confirm the date by placing their deposit within 5 business days. Should the date be released you will be required to immediately furnish your deposit. Some dates may not be challenged.

1.5) Cancellation

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

1. 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**.

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2. 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**.
3. 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**.
4. Event Support costs are non-refundable **72 hours** before commencement of the event.

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

1.6) 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.***

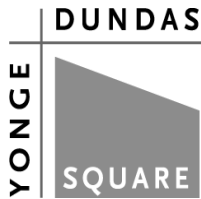
This offer is subject to the following conditions:

- 1) Organizers will not be offered a rain date if they choose to move forward with the execution of the scheduled activities.
- 2) A weather call will only be made on the day of the event. Cancellation must be made in consultation with Yonge-Dundas Square staff.
- 3) Event support costs for staffing and equipment use will still apply for both the original booking and the rescheduled date.
- 4) The rain check is not transferable and must be used for the originally agreed activity.
- 5) 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.
- 6) Rain dates must be taken within the calendar year of the original date.

We want your event to be a success. The first ingredient is good weather.... ***and we guarantee it!***

1.7) Reconciliation

Following the event, the property will be inspected by a YDS representative. 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 45 days following the completion of the event.



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OPERATING STANDARDS

The normal hours of operation for the Square are 7:00 a.m. – 1:00 a.m.

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 bylaw). 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.

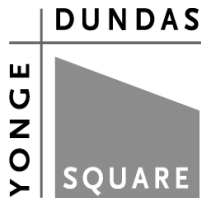
The Square further restricts loud performances Monday – Friday to after 5:30 pm. This includes soundchecks. Soft music or other sounds heard only within the property line of the Square will be allowed throughout the day.

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. A copy of the relevant section of the Municipal Code is available from the YDS Event Coordinator.

2.2) **Performance & Display Policy**

- a) Performances / Displays shall not exploit the bodies of men, women, boys or girls solely for the purpose of attracting attention.
- b) Performances / Displays 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 shall not promote the hatred or derision of any group covered by the City of Toronto Workplace Human Rights Policy.
- d) Performances / Displays shall be consistent with the principle of respect for the dignity and worth of all people.
- e) Performances / Displays must not advocate a specific political or religious point of view for the purpose of proselytizing. Any religious or political reference 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 on the Square must be consistent with the use of the Square by others including children.



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2.3) Preferred & Exclusive Suppliers

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

Audio Visual Services
Custodial & Operations Services
Electrical
Security
Snow Removal
Tenting

2.4) Audio Visual Services

The Square works with an **exclusive** A/V 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 AV equipment. You may provide your own sound engineer but that person must 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 that noise by-laws are adhered to.

Please note: changes to the standard YDS concert set-up may require temporary removal & re-installation of YDS equipment at your cost.

2.5) Custodial & Operations Services

The Square works with **exclusive** suppliers for site cleaning & 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 may be required to remove excessive waste directly. Organic waste and grease removal must be arranged directly by the Event Organizer.

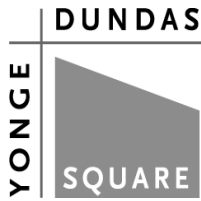
YDS Operations staff must be used for the installation and removal of YDS equipment.

2.6) Electrical

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.

The Square works with an **exclusive** electrical services supplier.



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2.7) **Security**

The Square works with an **exclusive** supplier for site and event security personnel. The staff are familiar with the site along with its guidelines & 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.

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.

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.

Tents or canopies 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 hours transportation of staff may apply.

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

GENERAL TERMS

3.1) **Accessibility**

- The Square is accessible to people using wheelchairs. Pathways must be designed in such a way as to maintain accessibility and to accommodate expected pedestrian traffic flow.
- To assist with access to the stage, a stair climbing lift is available at no charge for use by people using wheelchairs.

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. A copy is available from your YDS Event Coordinator.

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- 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 \$2,000,000 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.
- CORKAGE: Yonge-Dundas Square is entitled to 10% of total gross alcohol sales for the duration of the event.

3.3) Balloons

- Unaffixed 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.

3.4) 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.

3.5) Candles

- Candles are prohibited on civic squares. Safety lightsticks are an acceptable alternative.

3.6) Capacity

- Capacity of the Square varies depending on nature of event and furniture requirements. Please see technical specifications. Generally speaking, without exhibits or obstructions the site can hold up to 5000 patrons before requiring a street closure.

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- During gated events, one percent of admissions must be reserved for Yonge-Dundas Square Board of Management.

3.7) **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 15 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.

3.8) **Damages**

- The Event Organizer is liable 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 Damage Deposit payment (please see *Deposits*) 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.

3.9) **Electrical Requirements**

- All electrical requirements and plans must be submitted to the YDS Event Coordinator at least two weeks prior to the event for review by Square technical staff.

3.10) **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.

3.11) **First Aid/Life Safety**

- A safety plan should be developed in consultation with your YDS Event Coordinator.
- Depending on the number of patrons or type of event, Metro Ambulance (416.392.2000) or St. John Ambulance (416.967.4244) may be required. It is the responsibility of the Event Organizer to make the necessary arrangements. Please discuss your safety plan with the YDS Event Coordinator.

3.12) **Flag Raisings**

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

3.13) **Food Sales/Services**

- Provision of food service will depend on the site catering agreement for the Square. A preferred list of suppliers may exist.
- Food vendor fees apply. Please see fee schedule.
- Food services are permitted only with prior approval from Toronto Public Health at 416.392.7685.

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Please provide a copy of Toronto Public Health approval.

3.14) **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.

3.15) **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:
 - a minimum of \$2,000,000 limit of liability
 - 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 5 business days prior to commencement of event.
- Participants in your event may be required to sign waivers if the activity is deemed risk sensitive.

3.16) **Lighting**

- Some stage lighting is seasonally provided; please see technical specifications. The Event Organizer may request additional lighting from the YDS preferred supplier at additional charge. This may also have implications for power supply & cost. The Square will be illuminated as per usual practice unless otherwise agreed upon. All lighting requests must be submitted at least two weeks prior to the event. Emergency lighting cannot be dimmed or turned off.

3.17) **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.
- 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.

3.18) **Parade Permit / Street Closures**

- Street Closures may be necessary to accommodate loading / unloading and events expecting large attendance. Street Closures should be coordinated through the YDS Event Coordinator.
- 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.

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3.19) **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.

3.20) **Printed Materials**

- Distribution of printed materials such as flyers, posters and brochures are permitted in conjunction with an event. We reserve the right to request copies of printed materials for approval.
- Display and promotional opportunities for events may exist at the Square. Please contact the YDS Event Coordinator for details.

3.21) **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
- 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

3.22) **Raffles**

- To obtain a lottery licence, contact the Lottery Licences Office, City Clerk's Division, at 416.392.7037.

3.23) **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.

3.24) **Security, Crowd Control and 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.

3.25) **Signage**

- All signage and location of signs must be approved prior to your event.
- No signs can be posted at any time on the pillars, building, walkways, or arches of the Square.

3.26) **SOCAN**

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

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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

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.

3.27) **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.

3.28) **Storage**

- Storage space is not available at the Square.

3.29) **Tents/Structures**

Yonge-Dundas Square works with an exclusive tent supplier.

- Tents or canopies 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 weights.
- Prior to the installation or removal of a tent or structure, the work area must be sectioned off from the general public by the erection of a fence or barricade.

3.30) **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.
- 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.

3.31) **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.

***Effective February 1, 2010
Yonge-Dundas Square***