

Planning an Event in Mahone Bay

This includes sporting, cultural, business, or other activity that occurs for a limited or fixed duration.

- Does it use Town land? (includes streets, sidewalks, greenspace, etc)
- Does it require extra support from the Town?
 - Parking or traffic planning?
 - Support from utilities? (special power hookups, etc)
 - Will it bring extra parking to the streets?
 - Will it increase traffic in the town?

If you answered **yes** to any of the above, then you do need a Special Event Permit.

If you are expecting 250 or more people, then you still need an Events Permit, but you'll **also** need to follow the guidelines for a Mass Gathering.

Applying for your Special Event Permit

Your application must include:

- Completed Application Form
- Schedule of Events in the manner requested
- Site and Route Map as required
- Any required fees
- Required insurance documents

Deadline for Applications is 30 days prior to the planned Special Event.

Applications for a Mass Gathering must be received no later than 45 days in advance.

Special Events must not be publicized before the organizer is issued an approved Special Event Permit or Letter of Event Approval from the Town of Mahone Bay.

Mass Gathering applications must also include

- Mass Gathering documents (see application form)
- Proof of coordination with Emergency Services (REMO, RCMP, Ambulance, Fire Department)
- Plan for traffic and parking that will ensure safe passage for traffic and emergency vehicles
- Communication plan to share event information with residents and businesses
- Medical and lost person procedure

Think Accessibility: The Town of Mahone Bay is an inclusive community and we encourage event organizers to consider persons with disabilities including adequate accessible parking, accessible portable toilets, and places to rest from sensory overwhelming environments.

The Town will not approve any applications from organizers/organizations that support social or racial intolerance, violence, or hatred.

Responsibilities of Organizer

- Available to be contacted by Town staff or emergency personnel for the duration of the event
- Provide appropriate solid waste receptacles and empty them regularly
- Ensure that Town land is cleared of debris and waste and that waste is handled in compliance with Town and provincial regulations
- Demonstrate that:
 - Adequate Traffic and Parking Control is in place to ensure that emergency vehicles can drive the streets safely and that accessibility standards are maintained
 - Adequate provisions have been made for first aid and lost persons
 - That Town resources will not be over-extended by the events, parking, and/or traffic associated with the event

Mass Gathering applications must also demonstrate

- That Emergency Services have been advised of specific dates, times, and locations of activities at least 14 days in advance of the Mass Gathering

Think Accessibility: establish and implement processes to ensure accessibility is maintained during temporary disruptions including emergencies or evacuations.

Temporary Street and Sidewalk Closure

All Temporary Street and Sidewalk Closures must be approved by the Town Traffic Authority. Organizers must provide notification to abutting property owners of any street/sidewalk closure no less than 14 days in advance and work with abutting businesses and residences to minimize inconvenience.

Signage

- May only be posted in locations approved by the Traffic Authority
- Signs will be removed if they block visibility for drivers and/or if they block safe passage of pedestrians, and/or accessible access
- Signs may only be posted on private property with permission from property owner
- May not be posted more than 30 days prior to the scheduled event

Insurance

Be sure to talk to the Town to ensure that you have the appropriate insurance for your event.

Remember to ask about insurance available for using Town facilities and if your special event qualifies for special rates from the Town insurer.