

FACT SHEET: EVENT PLANNING DEADLINES

All Large Event organizers must adhere to the following event planning deadlines. All Large Event organizers are responsible for submitting all applicable documentation. For additional details on requirements, consult [MCS Guidelines and Fact Sheets](#).

COMMON ACRONYMS	
AGCO	Alcohol and Gaming Commission of Ontario
CoM	City of Mississauga
CSC	Customer Service Centre
LCBO	Liquor Control Board of Ontario
MAP	Municipal Alcohol Policy
MCS	Mississauga Celebration Square
RoP	Region of Peel
RoPHD	Region of Peel Health Department
SOP	Special Occasion Permit

CONTRACT SIGNING

Payment: make 10% payment to CSC

MINIMUM 60 DAYS PRIOR TO EVENT

Alcohol: submit [SOP Application Form](#) to the [AGCO](#) online

First Aid: submit request for coverage to first aid service provider

MINIMUM 30 DAYS PRIOR TO EVENT

Animals: submit request for an animal attraction to CoM

Equipment Rentals: submit request for equipment onsite outside of permit hours

Indoor Bookings: confirm indoor room bookings (classrooms, Noel Ryan Auditorium)

Inflatables/High Risk Activities: submit technical specifications and proposed location to CoM

Insurance: Submit [quotation form](#) to purchase insurance through the City's insurance provider

Security: submit security plan to CoM

Signage: submit signage requests for consideration to CoM

Stage Show:

- Discuss stage show requirements with the Supervisor, Technical Services
- Finalize additional equipment rental requests to be made by CoM
- Submit details of external equipment rentals to CoM for approval
- Finalize additional performance locations

Vendors: submit [Special Event Application for Event Organizers](#) to RoPHD

MINIMUM 15 DAYS PRIOR TO EVENT,

Vendors: submit [Special Event Application for Food Vendors](#) to RoPHD for each food vendor

MINIMUM 14 DAYS PRIOR TO EVENT

Alcohol:

- Submit Letter of Delegation of Refreshment Garden Manager (if applicable) to CoM
- Submit Special Occasion Permit to CoM
- Submit [Conditions of Serving Alcohol Agreement](#) to CoM
- Submit [Municipal Alcohol Transportation Plan](#) to CoM

Site Map: submit final [Event Services Site Map](#) with vendor and equipment locations to CoM

Vendors: submit final vendor list with electrical requirements and location on site to CoM

MINIMUM 7 DAYS PRIOR TO EVENT

Animals:

- Submit a copy of the service provider's business license to CoM
- Submit \$5 million liability insurance for the service provider naming the City as an additional insured on the [City's template](#) to CoM

Equipment Rentals:

- Submit a copy of the service provider's business license to CoM
- Submit \$2 million liability insurance for the service provider naming the City as an additional insured on the [City's template](#) to CoM

Inflatables/High Risk Activities:

- Submit the [TSSA permit & operator license](#) for [inflatable bouncers](#) to CoM
- Submit a copy of the service provider's business license to CoM
- Submit \$5 million liability insurance for the service provider naming the City as an additional insured on the [City's template](#) to CoM

Insurance: Submit proof of insurance to CoM

Parking: Submit request for layby use and underground parking code to CoM

Payment: make balance payment to CSC

Screen Content

- Upload all screen content to Box account provided by CoM
- Submit signed Screen Content Consent Form to CoM

Security:

- Submit a copy of third party security service provider's business license to CoM
- Submit copy of guard licenses for all guards working onsite
- Submit \$2 million liability insurance for the service provider naming the City as an additional insured on the [City's template](#)
- Submit proof of first aid coverage
- Submit proof of paid duty police coverage

Stage Show

- Finalize stage show requirements with the Supervisor, Technical Services
- Accept/ decline any additional equipment rental quotes provided by CoM
- Submit Run of Show
- Submit Stage Plot/Input List
- Submit [Certificates of Insurance](#) for approved third party equipment rentals
- Deliver stage banners

Vehicles: submit request to keep vehicles onsite during an event by to CoM

Vendors

- Submit [Special Event Licence Application Form & Event Organizer Participation Agreement](#) to Mobile Licensing
- Make Special Event License payment to Mobile Licensing

DAY OF EVENT

Alcohol: post the following prominently in each licensed area:

- Special Occasion Permit
- Letter of Designation (if applicable)
- [Sandy's Law sign](#) warning women that drinking alcohol during pregnancy may cause Fetal Alcohol Syndrome
- [Municipal Alcohol Transportation Plan](#)

Stage Show: submit signed Performer Code of Conduct for each performer or act to CoM

Vendors: carry all applicable documents for each vendor:

- Special Event License
- Proof of Insurance
- TSSA Propane Inspection
- Region of Peel Health Inspection
- Vehicle Ownership
- Vehicle Insurance
- Vehicle Safety Certificate