

MISSISSAUGA CELEBRATION SQUARE GUIDELINES

Mississauga Celebration Square (MCS) is the premier location for free outdoor events, connecting residents and independent event organizers through arts, culture, and heritage. MCS is regarded as a “people place” that is open and accessible to all members of the community. Guidelines are required to ensure that both the facility and its patrons are protected so that all events are safe and enjoyable experiences for everyone. These guidelines provide an overview of facility use and event procedures that will make your event successful and safe.

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All activities must be approved by MCS. Unapproved activities, failure to follow these guidelines, or failure to comply with any applicable Laws or By-laws will result in permission for the use of Mississauga Celebration Square (MCS) being withdrawn, and may jeopardize future applications to host events.

ACCESSIBILITY

The event organizer must provide an accessible environment for all visitors to the event, including designated entertainment viewing areas, and pathways to accommodate people with disabilities in accordance with the [Accessibility for Ontarians with Disabilities Act](#). For additional information, please refer to the [Guide to Accessible Festivals & Outdoor Events, Planning Accessible Events So Everyone Feels Welcome](#), or contact the City of Mississauga's Supervisor, Accessibility Planning 905-615-3608 TTY: 905-615-3411 accessibility.info@mississauga.ca. The TransHelp stop for Celebration Square is at the main entrance of the Mississauga Central Library on Living Arts Drive just north of Burnhamthorpe.

ALCOHOL

A Special Occasion Permit is needed any time alcohol is sold or served anywhere other than in a licensed establishment or a private place. A Special Occasion Permit holder is responsible for the safety and sobriety of people attending the event, as well as compliance with the [Liquor Licence Act and Regulations](#). Additional information is available on the [Smart Serve website](#) and on the [AGCO website](#). Events that are not in compliance with all laws, by-laws, rules and regulations, may be cancelled either before or during the event. For additional details on serving alcohol at events, see the [Alcohol Fact Sheet](#).

AIR DANCERS

All air dancers are subject to approval by MCS. Event organizers must submit all technical specifications (dimensions, electrical requirements, image or photo) to MCS thirty (30) days prior to event for consideration.

AMPLIFIED SOUND ([NOISE BY-LAW 360-79](#))

Megaphones are prohibited at MCS. All amplified sound must be approved by the [Supervisor, Technical Services](#). There is a restriction on maximum decibel level, which will be enforced by the Supervisor, Technical Services. Hours for stage programming at MCS are Monday-Saturday 12:00pm-11:00pm; Sunday 12:00pm-7:00pm. Permission may be granted to start earlier at the discretion of the Supervisor, Technical Services.

ANIMALS ([ANIMALS BY-LAW 98-04](#), [PARKS BY-LAW 186-05](#))

No one may bring any animal other than a domesticated animal (dog or cat) to MCS without authorization. All animal attractions are subject to approval by MCS. They must be continuously supervised by qualified staff. Event organizers must submit a request for an animal attraction to MCS thirty (30) days prior to event for consideration that includes:

- A list of species and numbers on display
- Standards of care for housing, tethering, and extreme weather
- Animal handler 24 hour contact information in case of emergency
- Plan for cleaning of animal waste

If approved, the event organizer must submit the following to MCS by seven (7) days prior to event on behalf of any company providing an animal attraction:

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

Animal Services will be notified and may be onsite for inspection. Hand washing stations and proper signage are required; [Peel Public Health Environmental Health Division](#) provides Canadian Food Inspection Agency [tips for preventing illness at petting zoos](#).

BALLOONS ([PARKS BY-LAW 186-05](#))

Helium-filled balloons are prohibited at MCS. Balloons for distribution to the public must be air-filled. Releasing balloons is prohibited.

BEAUTY PAGEANTS

Beauty pageants are prohibited at MCS. The inherent objectification conflicts with the City's core values. Events must not endorse views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of political affiliation, economic status, level of literacy or the protected grounds defined in the [Ontario Human Rights Code](#), as amended (race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability).

BUILDING SERVICE TECHNICIAN

The Building Service Technician is a maintenance staff person who will provide electrical and plumbing support, assist with load-in/out, ensure that all Laws, By-laws and Guidelines are followed, and participate in pre and post event site walkthroughs to assess damages and determine cleaning requirements. Onsite Event Coordinators and Building Service Technicians are mandatory for all Large Events from the beginning of load-in to the end of load-out according to the following criteria:

- 1-9 vendors: 1 Onsite Event Coordinator and 1 Building Service Technician
- 10-20 vendors: 2 Onsite Event Coordinators and 1 Building Service Technician
- 20+ vendors: 1 Onsite Event Coordinator and 2 Building Service Technicians
- 20+ vendors + 20,000 attendees or more per day: 1 Onsite Event Coordinator and 2 Building Service Technicians

All staff have a 4 hour minimum per day per staff. Staff charges are listed in the [Celebration Square Fees](#). Rates are determined by the Fees & Charges By-law and approved by Council.

CANDLES

Candles are prohibited at MCS. Safety light sticks or LED candles are an acceptable alternative.

CARNIVAL RIDES ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

Carnival and amusement rides (excluding inflatables) are not permitted at MCS.

CONFETTI

Confetti is prohibited at MCS.

COOKING DEMONSTRATIONS

Cooking Demonstrations require prior approval from MCS. Cooking demonstrations must comply with all food, cooking and fire guidelines.

DRONES/AERIAL PHOTOGRAPHY ([PARKS BY-LAW 186-05](#))

The use of remote-controlled devices including aerial drones is prohibited at MCS unless authorized by a [permit issued by Transport Canada](#). All [Transport Canada safety guidelines](#) apply. It is not possible to meet the requirements to operate under an Transport Canada exemption given the location of Celebration Square. Event organizers must collect and submit the following to MCS thirty (30) days prior to event on behalf of any company providing commercial drone photography services:

- Copy of Transport Canada Special Flight Operations Certificate (SFOC)
- A copy of the service provider's business license
- \$5 million Aviation Liability insurance naming the Corporation of the City of Mississauga as an additional insured on the [City's template](#).
- Insurance must contain a waiver of subrogation in favour of the City of Mississauga

ELECTRICAL APPLIANCES

All electrical appliances must display a sticker indicating proof of inspection by the Electrical Safety Authority (ESA) or the Canadian Standards Association (CSA). If City staff determine that appliances without proof of inspection are unsafe, they will be removed. It is a requirement of the ESA to inspect all electrical hook-ups under the [Television, Film, Live Performance and Event Electrical Guidelines](#). If you are holding an event with electrical requirements that are outside of regular usage of what is available at Celebration Square, an ESA inspection may be required. Requests for Inspection can be downloaded from the [ESA website](#).

EQUIPMENT RENTAL

Rental companies that will be onsite at MCS to drop off or pick up equipment outside of permit hours listed in a Facility Rental contract must have prior approval from MCS. Event organizers must submit a request for equipment to be onsite outside of permit hours to MCS thirty (30) days prior to event for consideration. Proposed drop-off and pick-up times must be included with this request. If approved, the event organizer must submit the following to MCS by seven (7) days prior to event on behalf of any company providing equipment rentals:

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

Additional documentation including WSIB clearance may be required depending on the type of equipment being rented and the work being performed.

FEES & PAYMENT

Fees are either mandatory or for services requested by the event organizer. [MCS Fees & Charges](#) are subject to annual increases as approved by Council through their respective By-laws. For [Small Events](#), estimated event fees are due and payable at contract signing and post-event fees will be reconciled within thirty (30) calendar days. Payment of any outstanding event fees will be due within thirty (30) calendar days of issuance of the final invoice. For [Large Events](#), payment is made according to the following schedule:

- 10% payment due at contract signing
 - Returning events: 10% of previous year actuals
 - New events: 10% of estimated fees
- Balance payment due seven (7) days prior to event
 - Returning events: remaining balance of previous year actuals
 - New events: remaining balance of estimated fees
- Final reconciliation payment due thirty (30) days after receipt of final invoice

Balance payments made less than 14 days prior to event must be made by debit, credit card, certified cheque or money order. Fees exclude: Peel Regional Police, third party security, first aid, insurance, vendor licensing, road closures & all associated costs, engineering assessments, all other external consultation and services, all other City of Mississauga charges not listed here. Payments are made to the Customer Service Centre, Central Library, ground floor, 301 Burnhamthorpe Road West or by calling 905-615-4100 x3 Monday to Friday 8:30am to 4:30pm.

FENCING ([FENCE BY-LAW 397-78](#), [PARKS BY-LAW 186-05](#))

All events at MCS must be free and open to the public. No person shall erect any fence at MCS or any surrounding road allowance, opened or unopened, or in any City right-of-way, or City easement, without first having received the written authorization of Council. If approved by Council, MCS must be advised of the exact location and details of temporary fencing structures.

FIRE ([PARKS BY-LAW 186-05](#))

Any form of open flame is prohibited at MCS.

FIREWORKS ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

Fireworks that are not part of a City-produced or co-produced event are prohibited at MCS.

FIRST AID ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

Event organizers must ensure that all participants and patrons are adequately safeguarded. A highly visible first aid station operated by professional first aid service providers is mandatory. [St. John Ambulance](#) first aid coverage for events is available on a first come first served basis; requests must be submitted eight (8) weeks prior to the event. [Peel Regional Paramedics](#) paid duty coverage for events is also available. If first aid has not been confirmed, the City reserves the right to hire first aid at the organizer's expense.

FLYERS ([PLACING ADVERTISEMENT WITH THE CITY](#))

All printed materials to be distributed or displayed are subject to prior approval by MCS. Any materials, displays or speeches that would be frightening or deemed inappropriate to any age group are prohibited.

INFLATABLES

All inflatables are subject to approval by MCS. A maximum of three (3) inflatable bouncers are allowed onsite at any one time. Inflatable bouncers are restricted to the lawn area of the Lower Square; they must be secured with sand bags or water barrels and continuously supervised by qualified staff. Event organizers must submit all technical specifications (dimensions, electrical requirements, image or photo) and proposed location(s) to MCS thirty (30) days prior to event for consideration. If approved, the event organizer must submit the following to MCS seven (7) days prior to event on behalf of any company providing inflatables or any other high-risk activities:

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

INSURANCE

Proof of insurance must be submitted to the City of Mississauga seven (7) days prior to your event. For additional details about insurance, see the [Insurance Fact Sheet](#).

LARGE EVENT ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

A Large Event is any pre-planned, organized activity with an expected attendance of 1,000 or more that will be facilitated with the support and expertise of City staff. Large Events are selected annually through a competitive application process.

LOAD-IN/LOAD-OUT

Event load-in and load-out must be managed by the event organizer in accordance with the [Load-In/Load-Out Fact Sheet](#), which should be distributed to all parties coming onsite. A minimum of two (2) security guards at each gate used during load-in and load-out is mandatory; one (1) guard must remain at the gate, and the other must walk each vehicle to its' location. Security guards are responsible for every vehicle they allow onsite. The Onsite Event Coordinators and Building Service Technicians supervise load-in and load-out. If City staff determine that safety is being compromised, the event organizer will be notified immediately and will be required to provide support to third party security. City staff may also request support from Peel Regional Police paid duty officer onsite at the organizer's expense. If safety continues to be a concern, MCS technical 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 if the MCS technical staff was needed to assist with load-in.

LOST AND FOUND

All lost and found items are handled by City of Mississauga Security Services located on the ground floor of City Hall 905-896-5040.

ONSITE EVENT COORDINATOR

The Onsite Event Coordinator will supervise load-in/load-out, ensure that all Laws, By-laws and Guidelines are followed, conduct pre and 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. Onsite Event Coordinators and Building Service Technicians are mandatory for all Large Events from the beginning of load-in to the end of load-out according to the following criteria:

- 1-9 vendors: 1 Onsite Event Coordinator and 1 Building Service Technician
- 10-20 vendors: 2 Onsite Event Coordinators and 1 Building Service Technician
- 20+ vendors: 1 Onsite Event Coordinator and 2 Building Service Technicians
- 20+ vendors + 20,000 attendees or more per day: 1 Onsite Event Coordinator and 2 Building Service Technicians

All staff have a four (4) hour minimum per day per staff. Staff charges are listed in the [Celebration Square Fees](#). Rates are determined by the Fees & Charges By-law and approved by Council.

PARKING ([TRAFFIC BY-LAW 555-00](#))

Paid parking is available in the Mississauga Civic Centre/Central Library and the Living Arts Centre. Parking in the Mississauga Civic Centre/Central Library is free on weekends and after 6:00pm on weekdays. Reserved parking is not available underground, but event organizers can request a pay-per-use code. Hours of operation are 8:00am-10:00pm. Parking spots on the layby on Burnhamthorpe can be reserved through MCS, although they cannot be guaranteed. No vehicles other than display vehicles are allowed onsite during an event.

PERFORMER CODE OF CONDUCT

All performers at Celebration Square must sign and adhere to the [Performer Code of Conduct](#). The event organizer must ensure that each performer or act signs the Code of Conduct, and that it is submitted to the Technical Supervisor or designate prior to the performance. Persons who have not signed and returned this form will not be granted access to the main stage or amphitheatre.

RAFFLES & LOTTERIES

A lottery exists when money is paid for a chance to win a prize, regardless of the intended use of the funds that are raised. [Alcohol and Gaming Commission of Ontario](#) (AGCO) is responsible for regulating and overseeing licensed lottery events. The City of Mississauga's [Charity Gaming](#) office issues licences for raffles with total prize value less than \$50,000 to eligible charitable or not-for-profit organizations which have been in business for more than 1 year, and have shown that they provide a benefit to the Mississauga community. Licensed organizations must meet all AGCO lottery licensing [Terms and Conditions](#) including maintaining a separate lottery trust account, and must fulfill all prescribed reporting and spending requirements. To determine eligibility, contact the [Charity Gaming](#) office, and complete and submit the [Eligibility Questionnaire](#) a minimum of forty-five (45) days prior to event.

ROAD CLOSURES & PARADES ([ROAD OCCUPANCY BY-LAW 251-12](#))

All road closures and parades are subject to approval by MCS. Applications for a [Road Occupancy Permit](#) must be submitted a minimum of twelve (12) weeks in advance of an event. Event organizers must meet all Road Occupancy Permit [Terms and Conditions](#). Applications must be endorsed by MCS. Both the City of Mississauga and the Region of Peel must be named as additionally insured on the event organizer's [Certificate of Insurance](#). Prior to permitting road closures, Transportation and Works and MCS may consult with the Peel

Regional Police, Mississauga Fire Department, MiWay and GO Transit, other emergency response providers, the Mississauga Central Library, affected utilities, affected property owners, Square One and any other person or agency who may have an interest in this application. Road closure signage will be required in advance of and during the closure, to be determined by Transportation and Works and MCS. The cost of road closure signage is the responsibility of the event organizer. A copy of the approved permit must be available on the location at the time of the event. Costs for Road Occupancy Permit and required signage are determined by the [Transportation and Works Fees & Charges By-law](#) and approved by Council.

SCREENS

Screens are available for all Large Events. They can be used to show live stage performances, provide information (event schedules or maps), introduce artists, recognize sponsors and show films, movies or animation. All content, including website addresses, requires MCS approval. For additional information about screens, see the [Screens Fact Sheet](#).

SECURITY ([OUTDOOR EVENTS IN THE CIVIC DISTRICT 05-03-03](#))

Event organizers must ensure that all participants and patrons are adequately safeguarded. Events require paid duty police, professional third party security and professional first aid services, subject to approval by the City of Mississauga and/or Peel Regional Police. Event organizers must submit a security plan to MCS thirty (30) days prior to event for consideration by the City of Mississauga and/or Peel Regional Police. If approved, the event organizer must submit the following to MCS seven (7) days prior to event on behalf of any company providing security services:

- A copy of the service provider's business license
- Copy of guard licenses for all guards working onsite
- \$2 million liability insurance naming the City as an additional insured on the [City's template](#).

SIGNAGE

All signage is subject to approval by MCS. No signs can be posted on the buildings, walkways, or trees. No signs of any kind are permitted in the Jubilee Garden. Signage may be permitted on crowd control barricades or pillars if properly installed. The display of any tobacco company or product identification is strictly prohibited. Signage must not obscure any City sponsor logos. Requests for consideration must be submitted to MCS by thirty (30) days prior to the event and must include the following:

- Dimensions
- Locations on site
- Method of installation
- Materials used to secure in place

SITE MAP

All site maps are subject to approval by MCS. Event organizers must provide a Site Map indicating the location of all tents, stations, activations, equipment and displays. Site Maps are due at the site walk-through meeting seven (7) days prior to event which will be scheduled by MCS. The Event Services Site Map is available in the Event Planning Toolkit section of the [MCS website](#).

SMALL EVENT ([OUTDOOR EVENTS IN THE CIVIC DISTRICT POLICY 05-03-03](#))

A Small Event is any pre-planned, organized activity with an expected attendance of less than 1,000 that will be facilitated with the support and expertise of City staff. Full set-up of the main stage is not available for Small Events. Small Events are considered on a case-by-case basis, based on the availability of City resources.

SMOKING ([SMOKING BY-LAW 94-14](#))

MCS is a smoke-free space. Any person who violates this By-law may be fined.

STAGE

The main stage is available for all Large Events. MCS approves and manages all aspects of the main stage, amphitheatre, screens, alternate performance locations and any technical equipment on the site. The main stage sound system and lights are stored in winter due to weather conditions. Large Events using the main stage after the second weekend in October and before the second weekend in May will require additional time for set up. The main stage is only available for Small Events between the second weekend in May and the second weekend in October. For additional information about stage, see the [Main Stage Fact Sheet](#).

SUPERVISOR, EVENT SERVICES

The Supervisor, Event Services oversees the independently produced events program. S/he works with event organizers to coordinate event services, pricing and production. S/he is responsible for the implementation and execution of the MCS Policy, event application process and venue guidelines, and ensuring that event organizers meet all requirements. S/he is the main point of contact for event organizers during the planning process, and will coordinate with all City departments to ensure that the required City services are provided.

SUPERVISOR, TECHNICAL SERVICES

The Supervisor, Technical Services oversees the Celebration Square stage and screens. S/he works with event organizers to determine production requirements and scheduling of all performances, and can assist with sourcing rentals or providing company contacts. S/he is responsible for ensuring that production work is in compliance with all laws and regulations, and that screen content meets the [criteria for screening](#). S/he has final say over all stage and screen activities at Celebration Square.

TERMS & CONDITIONS

Once an event is approved, event organizers will be required to sign a Facility Rental Contract that is subject to the [MCS Rental Contract Terms & Conditions](#).

VEHICLES

Driving is only permitted on City Centre Drive and the roadway behind the Market Trellis. Vehicles are only permitted onsite during designated load-in and load-out times. Vehicles are not permitted onsite during events with the exception of display vehicles or vehicles necessary for reasons of food safety. Event organizers must request permission to keep vehicles onsite during an event by seven (7) days prior to the event.

VENDORS

All vendors are subject to approval by MCS. Event organizers must provide a list of vendors including full electrical requirements to MCS at the site walkthrough meeting seven (7) days prior to the event which will be scheduled by MCS. Event organizers may have fourteen (14) commercial vendors without surcharge. There are additional fees for fifteen (15) or more commercial vendors. Food vendors must be located under the Market Trellis or on City Centre Drive. Event organizers require a Special Event License from [Mobile Licensing](#) when an event includes vendors selling any service or product, when sales proceeds are being donated, when a service or product is being given out for free but is paid for by the event organizer or other involved party. Event organizers must also submit all required information to Peel Public Health for any food vendors. Events that are not in compliance with all laws, by-laws, rules and regulations, may be cancelled either before or during the event. All vendors are subject to approval by Mississauga Celebration Square. For additional information about vendors, see the [Vendor Fact Sheet](#).

WASHROOMS

Events with expected attendance of less than 5,000 can be accommodated by the existing indoor washroom facilities located on the Upper Square, in City Hall, and in the Central Library. Custodial staff charges for indoor washrooms cleaning are mandatory for all Large Events. Events with expected attendance over 5,000 must arrange for portable washroom facilities, including accessible facilities and hand washing stations. The minimum MCS requirements are:

- Attendance 5,000–10,000: 2 regular washrooms, 1 accessible washroom, 1 hand washing station
- Attendance 10,000–15,000: 4 regular washrooms, 2 accessible washrooms, 2 hand washing stations
- Attendance 15,000–20,000: 6 regular washrooms, 3 accessible washrooms, 3 hand washing stations
- Attendance 20,000+: 8 regular washrooms, 4 accessible washrooms, 4 hand washing stations

Equipment Rental Guidelines apply to portable washrooms.

WEATHER

Outdoor events are by their nature subject to inclement weather. In the case of rain, a performance can continue provided that it is deemed safe by the Technical Supervisor. In the case of thunder and lightning, the technical staff are required to shut down the stage to reduce the risk of being hit by lightning in accordance with the [Outdoor Venues Safety Guideline for the Live Performance Industry in Ontario](#). Only once thirty (30) minutes have passed without thunder or lightning will the Technical Supervisor advise the crew to re-open the stage. If the event organizer cancels the event or reduces the hours of the event for any reason, including inclement weather, the event organizer remains responsible for 100% of costs incurred.