

MISSISSAUGA CELEBRATION SQUARE GUIDELINES

These Guidelines explain the rules and expectations for all events, services, activities, and programming held at Mississauga Celebration Square (MCS). They apply to everyone involved in bringing an event to the Square, including Event Organizers, producers, performers, vendors, sponsors, contractors, and service providers.

The Guidelines are designed to help ensure that MCS remains a safe, welcoming, accessible, and enjoyable public space for residents, visitors, and event partners. They outline what is permitted at the venue, what approvals are required, and how events must be planned and delivered.

Following these Guidelines is a required condition of using MCS. They apply in addition to rental contracts, permits, City by-laws, and any instructions provided by City staff. All activities at the Square must follow these requirements, regardless of event size or type.

Failure to follow these Guidelines may result in changes to event plans, removal of non-compliant activities, additional fees, impact on Event History evaluation or cancellation of the event.

How to Use This Document

This document is a reference guide for planning and delivering events at MCS. It outlines what is permitted at the venue, what approvals are required, and what responsibilities Event Organizers and their partners must meet.

Event Organizers should:

- Review this document early in the planning process to understand venue rules and requirements.
- Use the section headings to find guidance related to specific activities such as vendors, stages, alcohol, inflatables, vehicles, or technical services.
- Note any items marked as requiring advance approval or additional documentation, and plan timelines accordingly.
- Share relevant sections of this document with performers, vendors, contractors, and service providers who will be working onsite.

These Guidelines work alongside other required documents, including:

- Your Facility Rental Contract
- Event-specific permits and licences
- Fact Sheets and planning tools provided by the City
- Applicable City by-laws and legislation

If there is ever a difference between what is written here and direction provided by City staff, **City staff direction takes priority**, particularly during event load-in, event operations, and load-out.

If you are unsure how a guideline applies to your event, or if your plans fall outside what is described here, contact the City of Mississauga's Outdoor Bookings team as early as possible. Early discussion helps avoid delays, added costs, or changes later in the planning process.

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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.

To learn more about the venue, visit the [Mississauga Celebration Square Venue Rental & Technical Guide](#).

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 accessibility needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). For additional information, please refer to the Guide to Accessible Festivals & Outdoor Events, Planning Accessible Events So Everyone Feels Welcome, or contact Alicia Burlon, the City of Mississauga's Accessibility Specialist, 905-315-3200 ext. 8881 alicia.burlon@mississauga.ca. There are three accessible public transit providers in Peel: TransHelp, Brampton Transit and MiWay. The TransHelp bus stop for Celebration Square is at the Hazel McCallion Mississauga Central Library on Living Arts Drive just north of Burnhamthorpe.

ALCOHOL

Intention to serve alcohol at a Celebration Square event must be indicated on the event application. Approval is required by the City of Mississauga; in addition, a Special Occasion Permit must be obtained from the Alcohol and Gaming Commission of Ontario (AGCO). A Special Occasion Permit (SOP) 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](#), on the [AGCO website](#) or the AGCO's [SOP Guide](#). 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 (HIGH RISK)

All air dancers are subject to approval by the Supervisor, Outdoor Event Bookings and Coordination. Event Organizers must submit a *High Risk Activities Request*, sixty (60) days prior to the event. If approved, further documentation, including all technical specifications (dimensions, electrical requirements, image or photo) must be submitted to MCS thirty (30) days prior to the event for review.

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 City staff. Hours for stage programming at MCS are Monday-Thursday 12pm-10pm; Friday-Saturday 12pm-11pm; Sunday 12pm-7pm. Permission may be granted to start earlier at the discretion of the Supervisor, Technical Services.

AMPHITHEATRE

The Amphitheatre is located on the north-east portion of the Upper Square, near the Civic Centre, Art Gallery of Mississauga and the Fountain/rink.

The Amphitheatre is an outdoor space available for smaller theatre shows, events and performances. Seating is in traditional fixed, multi-level amphitheatre style and is concrete; the seating capacity is 300 people. Lighting, sound equipment and other technical services are available to organizers that wish to rent the space.

ANIMALS (HIGH RISK) (ANIMALS BY-LAW 98-04, PARKS BY-LAW 186-05)

Bringing any animal other than a domesticated animal (dog or cat) to MCS without authorization is prohibited. All animal attractions are subject to approval by MCS. Animals must be continuously supervised by qualified staff. Event Organizers must submit a *High Risk Activities Request*, sixty (60) days prior to the event. If approved, additional documentation will be required and must be submitted to MCS thirty (30) days prior to the event for review.

Examples of additional documents that may be required are:

- 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
- A copy of the service providers 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

Releasing, distributing and/or display balloons at an event is prohibited. This includes both air-filled and helium-filled balloons.

BOLLARDS

Automated bollards are located at the entrances to Mississauga Celebration Square. Vehicular access to MCS must be coordinated with Onsite Event Coordinator.

BUILDING SERVICES OPERATOR

The Building Services Operator is a facility staff person who will provide electrical and plumbing support and participate in pre and post event site walkthroughs to assess damages and determine cleaning requirements. Building Services Operators are mandatory for all Large Events from the start of load-in to event end time. There is a 4 hour minimum per day per staff. Rates are determined by the Fees & Charges By-law and approved by Council.

CANDLES

Candles with real flame are prohibited at MCS. Safety light sticks or candles that are LED, flameless or battery-run are acceptable alternatives.

CANNABIS VENDORS

Consumption, distribution or sales of Cannabis products are not permitted at MCS. Sale of merchandise that is cannabis-related will be permitted (i.e. t-shirts with logos, devices used for smoking but not Cannabis products).

CARNIVAL RIDES (HIGH RISK)

Carnival and amusement rides that are not part of a City-produced or co-produced event (excluding inflatables and trackless trains) are not permitted at MCS.

CLEANING

MCS provides during event and post event cleaning services through a third-party provider. All festivals require this mandatory service. The third-party provider is responsible for litter picking, emptying City of Mississauga garbage/recycling bins, and maintaining the overall cleanliness of the venue. Vendors are responsible for ensuring their garbage is properly disposed of in the designated dumpsters provided on site. Any additional cleaning costs incurred as a result of vendors failing to properly dispose of waste will be charged back to the Event Organizer.

During event site cleaning begins 2 hours after the event start time and continues until the end of the event. There are two categories for cleaning: regular and heavy.

Post event cleaning services happen after the event is complete and continues until the site is returned to its original manner.

CONFETTI

Confetti requires pre-approval by Supervisor, Parks Operation. Event Organizer must disclose the amount of confetti (i.e. 5 litres), material of confetti to be used (note: biodegradable, rice paper confetti is preferred), and its intended use (i.e. to be fired from a confetti cannon).

Note: additional cleaning fees will apply if approved.

COOKING DEMONSTRATIONS (HIGH RISK)

Cooking Demonstrations require prior approval from MCS. Cooking demonstrations must comply with all food, cooking and fire guidelines provided by the Coordinator, Outdoor Bookings.

CONSUMABLES

MCS may provide select event supplies and equipment to Event Organizers on event day, subject to availability and for an additional fee. Consumables may include cable path tape, Velcro straps, tent weights, zip ties, and cable mats. Fees will be added to the Event Organizer's final settlement.

DAMAGES

Any damage to City property, furnishings or equipment during an event, load-in, or load-out, including but not limited to cleaning, is the responsibility of the Event Organizer. The Event Organizer accepts financial responsibility for damages and will be charged for any such damages.

DEMONSTRATIONS, PROTESTS, RALLIES, VIGILS, ETC.

The City of Mississauga does not issue permits for demonstrations, rallies, protests, and vigils. MCS is a free, open space and groups have the right to protest as long as they are not impeding an event or breaking the City of Mississauga's Respectful Workplace Policy. Should Event Organizers observe a protest taking place on the venue during their event, they are asked not to engage directly with the group and instead notify the Onsite Event Coordinator or Technical Services staff. City staff will take the correct measures to notify Security Services and address the situation. For more information, refer to the [MCS Protest Restrictions](#).

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. In addition, the Event Organizer must obtain pre-approval from the Supervisor, Parks Operation. All Transport Canada safety guidelines apply. It is not possible to meet the requirements to operate under a 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)
- Drone registration from Transport Canada
- Flight plan
- 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 ACCESS & APPLIANCES

Electrical access is available across MCS and must be requested in advance with precise specifications. Each vendor with electrical requirements must provide:

- List of all equipment with exact amps and voltage required
- Extension cord(s) rated for outdoor use in safe working condition (ideally 2/3 gauge)
- Gaffers tape (for pedestrian roadways) or cable mats (for vehicle roadways) to secure all cords and prevent tripping hazards

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 will be required before your event can begin. The MCS Building Service Operator reserves the right to shutdown any electrical appliances or setups that have not been inspected or do not meet ESA/CSA requirements. Requests for Inspection can be downloaded from the ESA website.

ESCALATION PROCEDURE

The City has identified several high risk documents that must be submitted by the Event Organizer by the outlined due date:

Document	Due Date
Security Plan (Detailed) Balance Payment	30 days prior to event date
AGCO Requirements • Letter of Delegation • Special Occasions Permit • Conditions of Serving Alcohol Agreement • Municipal Alcohol Transportation Plan	14 days prior to event date
Certificate of Insurance Final Security Details • Proof of First Aid Coverage • Third-Party Private Security • Certificate of Insurance	7 days prior to event date

- Security providers business license

Should the Event Organizer not meet one or a combination of the above, the following escalation process will be initiated by the Supervisor, Outdoor Event Bookings:

Step	Overdue by:	Action
Escalation 1	1-2 days	Email sent by Supervisor, Outdoor Event Bookings to Event Organizer.
Escalation 2	3-4 days	Email sent by Manager, Event Development to Event Organizer.
Escalation 3	5-6 days	Email sent by Senior Manager, Culture and Events to Event Organizer.
Escalation 4	7 days	Director, Recreation and Culture decides to pursue any of the following actions: • Cancelling the event. • Reducing points in the Celebration Square Large Event Application (under Event History). • Revoking Community Group Registry status. • Requiring additional deposits or financial guarantees for future event applications. • Placing the Event Organizer on probation, requiring additional oversight for future events. • Limiting access to City venues or services for non-compliance. • Referring the case to the City's Legal Department for further review if necessary.

Email communication must be sent to the designated Event Contact person and at least one other designated contact for the Event to ensure Event Organizers are aware of the issue and action taken.

EQUIPMENT RENTAL

Rental companies that will be onsite at MCS to drop off or pick up equipment outside of venue hours listed in a Facility Rental contract must have prior approval from Supervisor, Venue Services. Event Organizers must submit a request for equipment to be onsite outside of venue 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 their Event Bookings Coordinator by seven (7) days prior to event on behalf of any company providing equipment rentals:

- 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](#).

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 applicable for services requested by the Event Organizer. MCS Fees & Charges are subject to annual increases as approved by Council through their respective By-laws. Payment of any outstanding event fees will be due within thirty (30) calendar days of issuance of the final invoice. Payments and refunds are subject to the City of Mississauga's Payment and Refund Policy.

At the time of booking for a **Large Event**, full payment of the non-refundable Facility Rental Fee is required, along with a pre-authorized payment or postdated cheques covering 100% of the estimated Event Fees. A payment of 25% of the estimated Event Fees is due 60 calendar days before the event, with the remaining balance of estimated Event Fees due 30 calendar days before the event. Any additional charges incurred during or after the event must be paid within 30 calendar days of receiving the final invoice.

Balance payments made less than 14 days prior to event must be made by debit, credit card, certified cheque or money order. Celebration Square Fees exclude: 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, Paramount Fine Foods Centre, North Building, Ground Floor, 5600 Rose Cherry Place or by calling 905-615-4100 x3 Monday- 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 receiving written authorization from Council. If approved by Council, the Supervisor, Outdoor Event Bookings and Coordination must be advised of the exact location and details of temporary fencing structures.

FIRE & FIRE ENTERTAINMENT ACTS (**HIGH RISK**) (PARKS BY-LAW 186-05)

Any form of open flame or fire entertainment acts are considered a high risk activity and are subject to approval by the City's Risk Management department. Event Organizers must

submit a *High Risk Activities Request*, sixty (60) days prior to the event. The following documentation must be submitted to MCS at least thirty (30) days prior to the event for approval:

- Dimensions (size & weight)
- Electrical requirements
- Image or photo
- Fire safety plan

If approved, the performance must be barricaded to ensure public safety and Event Organizers must have a working fire extinguisher present for the duration of the act. Failure to comply to these parameters may result in shutdown of the performance.

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

Fireworks that are not part of a City-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 and licensed 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 Event Organizer's expense.

FLYERS (PLACING ADVERTISEMENT WITH THE CITY POLICY 03-09-01)

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.

FOUNTAIN/ICE RINK

Located on the Upper Square, this multi-purpose space measures 147'x155' and functions as a fountain from May to October and an ice rink from November to March (weather permitting). There is a standard setup of furniture (umbrellas, fencing, and tables) around the fountain, which cannot be removed or reconfigured for events.

GENERATORS

Portable generators require pre-approval by MCS and are only permitted in specific areas of the venue where built-in power is not available. The Outdoor Bookings team can identify where use of a generator can be permitted. The following information must be submitted for approval:

- Brand, size and specs of the generator to be used
- Vendor name and list of appliances using generator with exact electrical requirements

Note: Generators larger than 12 kilowatts or 240 volts must have an electrical notification. An ESA inspector must also review the electrical work. Call 1-877-ESA-SAFE (372-7233) at least a week before your event to arrange this.

GREASE COLLECTION BIN

The grease collection bin is located behind the Market Trellis, and available to Event Organizers and vendors to dispose of used cooking oils & grease in a secure, contained location. Any solid materials, such as food or fats may NOT be disposed of in this bin. The grease bin will be inspected before event start and after event end. A cleaning penalty will be applied to the Event Organizer's final settlement if food, fats, or damage is found on/in the bin. Disposal of grease or food in the Grey Water Sink or any other location in the venue will incur additional cleaning penalties at the Event Organizer's expense.

GROUND STAKES

Staking, spiking, or digging into the ground, grass or concrete/pavement is prohibited at MCS. Any damages to the site or underground utilities as the outcome of staking, spiking, or digging will be charged to the Event Organizer.

HIGH RISK ACTIVITIES

A high-risk activity is any activity that significantly increases the likelihood of injury, property damage, or public safety concerns. These activities typically require additional risk assessments, insurance coverage, security measures, or permits.

High Risk Activity	Examples	Advance Notice Required	Key Requirements
Air Dancers	Inflatable tube dancers	60 days (request) / 30 days (details)	High Risk Activities Request; technical specs; electrical requirements; photos
Animals	Petting zoos, animal displays	60 days (request) / 30 days (documents)	Species list; standards of care; handler contacts; insurance; Animal Services review
Carnival / Amusement Rides	Mechanical rides (non-City events)	Not permitted	Only permitted for City-produced or co-produced events
Cooking Demonstrations	Live cooking or flame demonstrations	Prior approval required	Compliance with food, fire, and safety requirements
Fire & Fire Entertainment Acts	Fire performers, open flame acts	60 days (request) / 30 days (documents)	Fire safety plan; extinguisher; barricades; technical details

Inflatables	Bouncy castles, inflatable games	60 days (request) / 14 days (documents)	TSSA permits; supervision; insurance; approved locations
Large Structures & Art Installations	Non-tented structures, immersive installations	60 days (request) / 30 days (documents)	Engineered drawings; inspections; load plans; building permit if required
Trackless Trains	Passenger trackless trains	60 days (request) / 14 days (documents)	TSSA permits; escort; insurance; restricted route
Generators (Large / High Output)	Generators over 12 kW or 240 V	Advance approval required	ESA notification and inspection; specs and load list
Drones / Aerial Photography	Commercial drone use	30 days prior	Transport Canada SFOC; flight plan; aviation insurance
Fireworks	Consumer or display fireworks	Not permitted	Only permitted for City-produced events

Submission of a High Risk Activities Request **does not guarantee approval**.

Additional documentation, inspections, or conditions may be required depending on the activity.

Activities that are not approved, or do not meet conditions of approval, **may be removed or shut down onsite**. City staff direction onsite always takes priority.

HOURS OF OPERATION

Venue

Events at Celebration Square have standard hours of operations:

Day of the Week	Load-in Start	Event Start	Event End	Load-Out End
Mon - Thurs	7:00 AM	12:00 PM	10:00 PM	2:30 AM
Friday	7:00 AM	12:00 PM	11:00 PM	2:30 AM
Saturday	7:00 AM	12:00 PM	11:00 PM	2:30 AM
Sunday*	7:00 AM	12:00 PM	7:00 PM	11:00 PM

*All schedules are subject to approval by the Supervisor, Outdoor Event Bookings.

Stage

Approved hours for stage performances and sound checks are:

Day of the Week	Stage Start	Stage End
Mon - Thurs	12:00 PM	10:00 PM

Friday	12:00 PM	11:00 PM
Saturday	12:00 PM	11:00 PM
Sunday*	12:00 PM	7:00 PM

*All schedules are subject to approval by Supervisor, Technical Services.

On long weekends, programming on stage can be extended at the approval of the Manager of Events and Media Production and the Manager of Event Development.

INDOOR SPACES

Indoor facilities located in close proximity to MCS are available for Event Organizers to book on a first-come, first-served basis. These spaces offer added flexibility for programming, meetings, or support areas. Additional security is required to keep these facilities open past their regular operating hours.

Hazel McCallion Central Library (HMCL)

The HMCL is a modern, multi-purpose facility designed to support a range of interests and event needs. It features a variety of rentable spaces, including meeting rooms, program rooms, and a dedicated event space on the 4th floor.

To explore the layout and availability of Library spaces, visit:

<https://mississauga.stackmap.com/explore>

Civic Centre

The Civic Centre offers additional indoor spaces that can support your event needs, including the Great Hall and Council Committee Rooms. These spaces are available for booking outside of regular business hours.

INFLATABLES (HIGH RISK)

All inflatables are subject to approval. 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 or the Upper Square by the southeast/southwest doors into the Great Hall. They must be secured with sandbags or water barrels and be continuously supervised by qualified staff. Staff from the supplier company must also be present. All power cables must be secured with gaffers tape or cable mats to prevent tripping hazards. When inflatables are not in use they must be secured with barricades.

Event Organizers must submit a High Risk Activities Request sixty (60) days prior to event for consideration. If approved, the Event Organizer must submit the following to MCS eight (14) days prior to event on behalf of any company providing inflatables or any other high-risk activities:

- TSSA Amusement Device License
- TSSA Amusement Device Permit
- AD Permit number for each device
- If setup on concrete, soft rubber matting must be setup at the entry of the inflatable
- A copy of the service provider's business license
- \$5 million liability insurance naming the City and the Event Organization as an additional insured on the [City's template](#)

INSURANCE

Proof of insurance must be submitted to the City of Mississauga fifteen (15) 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 5,000 or more per day that will be facilitated with the support and expertise of City staff. Large Events are selected annually through a competitive application process.

LARGE STRUCTURES & ART INSTALLATIONS (HIGH RISK)

Any large non-tented structures, art installations, or immersive experiences are considered high risk, and are subject to approval. Event Organizers must submit a High Risk Activities Request sixty (60) days prior to event for consideration. If approved, the Event Organizer must submit the following documents 30 days prior to event:

- Design concept with renderings and dimensions
- Engineering drawings stamped by a licensed engineer in Ontario (parameters)
- Inspection plan and confirmed scheduled inspection
- Load-in/setup and load-out/removal plan

Any structures over 18 square feet in total area must also obtain a Building Permit from the City of Mississauga. For more information on Building Permit criteria, requirements, and application, visit [Building & Renovating webpage](#).

LOAD-IN/LOAD-OUT

Load in and out may begin only when City Staff - Onsite Event Coordinator and the Event Organizer are on site and have given permission. 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 six (6) Event Volunteers are required. Volunteers must be in high visibility vests, have Festival branded identification, and have access to the vendor site map and locations. One (1) security guard is required at each gate used during load-in and load-out and must remain at the gate and hold vehicles until Event Organizer's team is able to walk

each one onsite to its location. Event Organizer's staff are responsible for every vehicle they bring onsite.

If City staff determine that safety is being compromised, the Event Organizer will be notified immediately and will be required to provide support to their load-in team and third-party security. Event Organizers must work with third-party security to manage load-in and load-out responsibilities. Should the Onsite Event Coordinator determine the Event Organizer needs to regain control of the load-in/load-out, they will stop load-in/load-out until it is safe to reopen gates.

Onsite Event Coordinators will supervise load-in and load-out (with support from City of Mississauga Security Services as required) from start to finish to ensure safety is not being compromised. City staff may also request support from Peel Regional Police paid duty officers onsite at the Event Organizer's expense. If safety continues to be a concern, Venue Supervisor on Duty will be called to assist, which may delay the start of programming. As it is the Event Organizer's responsibility to always ensure safety on site, programming will not be extended if City staff need to assist with load-in.

LOST AND FOUND

The City of Mississauga is not responsible for the loss or theft of items. All lost and found items at MCS are to be turned into the Welcome desk located on the ground floor of City Hall during business hours. Outside of business hours, any lost and found items can be returned to City of Mississauga staff. City of Mississauga staff will log the items and surrender them to the welcome desk upon re-opening during business hours.

MARKING THE GROUND

Applying temporary markings to the ground is subject to approval. Only Sidewalk washable chalk or removal gaffers tape may be used to mark the ground. Brands must be provided for approval.

ONSITE EVENT COORDINATOR (OEC)

The Onsite Event Coordinator is the primary liaison for Event Organizers. They 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 concerns. Onsite Event Coordinators are mandatory for all Large Events from the beginning of load-in to the end of load-out.

OUTDOOR BOOKINGS (CITY OF MISSISSAUGA)

The City of Mississauga's Outdoor Bookings Team works with independently produced Event Organizers to coordinate event services, pricing and operations. They are responsible for the implementation and execution of the MCS and City-wide policies, event application process, venue guidelines, and ensuring that Event Organizers meet all requirements. They

are 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. Should any issues arise onsite, Event Organizers are to contact the Onsite Event Coordinator directly.

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 6p.m. on weekdays. Reserved parking is not available underground. 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 MCS 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 Supervisor, Technical Services 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.

POLE BANNERS

Pole banners at Celebration Square are permanent fixtures reserved for City of Mississauga branding. Banners cannot be removed or replaced for events, unless granted a special exception by Manager, Venue & Event Services.

PORCH VENDORS

Porch food vendors hold an annual contract with the City of Mississauga to vend daily at MCS on non-event days. These food vendors are typically located under the Market Trellis and are not onsite during events or blackout dates unless they have made arrangements with MCS or the Event Organizer to participate.

PROPANE

All propane tanks must be properly labelled and secured vertically by chains to a stable support. Event Organizers are responsible for providing valid TSSA & Propane Inspection Certificates dated within the past 12 months for all equipment. Propane tanks must be barricaded and/or placed away from public reach during an event.

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. The 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.

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

The MCS digital billboard 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, is subject to approval.

EVENT 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 Peel Regional Police. Event Organizers must complete a Security Requirements Form which determines the minimum required security presence on site including security to keep indoor spaces open past operating hours. Organizers must submit a security plan sixty (60) days prior to the event for consideration by the City of Mississauga. 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
- \$5 million liability insurance naming the City as an additional insured on the [City's template](#).

CORPORATE SECURITY SERVICES (MISSISSAUGA BY-LAW ENFORCEMENT)

Mississauga Corporate Security Services officers are present during event load-out to support Event Organizer and staff. Corporate Security Services officers ensure all laws, by-laws, and venue guidelines are being followed. They also assist with maintaining public safety during vehicle movement and event strike. A minimum of two (2) officers are required for minimum 4 hours during load-out.

SIGNAGE

All signage is subject to approval. 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 if securely attached. It is strictly prohibited to hand or display any banners, menu boards or decoration from the Market Trellis pillars or light poles. 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 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. Event Organizers must use the City provided Site Map indicating the location of all tents, activations, equipment and displays. Preliminary site maps are due thirty (30) days prior to your event for review by the Event Services team. Fire hydrants at East Gate and West Gate must always be accessible. The Event Services Site Map is available in the Event Planning Toolkit section of the [MCS website](#). City staff will set up the event according to the finalized Site Map. Any further changes to the Site Map while onsite will need to be approved by the Onsite Event Coordinator, and any furniture/equipment adjustments will be the responsibility of the Event Organizer.

SMOKING/VAPING (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 between the second weekend in May and the second weekend in October. Supervisor, Technical Services 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 if approved by Supervisor, Technical Services. For additional information about stage, see the [Main Stage Fact Sheet](#).

TECHNICAL SERVICES (CITY OF MISSISSAUGA)

The City of Mississauga's Technical Services team oversees the MCS stage and screens. They work with Event Organizers to determine production requirements and scheduling of all performances and can assist with sourcing rentals or providing company contacts. They are responsible for ensuring that production work is in compliance with all laws and regulations, and that screen content meets the criteria for screening. They have final say over all stage and screen activities at MCS.

TENTS & SHADE STRUCTURES

All tents and temporary shade structures must be properly weighted at all times, regardless of weather conditions. Proper weights can be:

- Rubber tent weights
- Sandbags
- Water barrels
- Concrete blocks (on City Centre Dr. or Market Trellis only)

10'x10' temporary shade structures must have a minimum of 20 lbs attached to each leg. Structures larger than 50'x50' must have a minimum of 50 lbs attached to each leg.

Cooking with the use of propane or live fire is prohibited from being placed under a tented structure.

Any temporary tent or group of tents that exceed 60 square meters in aggregate ground area, are attached to a building, or are constructed within 3 meters of other structures, must obtain a Building Permit from the City of Mississauga. For more information on Building Permit criteria, requirements, and application, visit [Building & Renovating webpage](#).

All tents & temporary shade structures are subject to inspection by the Onsite Event Coordinator prior to event start. If structures are not properly arranged, the Event Organizer and/or vendor will be given one warning by the Onsite Event Coordinator and asked to cease operations until proper setup is adhered to. Failure to comply after receiving a warning will result in removal of the structure.

TERMS & CONDITIONS

Once an event is approved, Event Organizers are required to submit a non-refundable facility rental payment to confirm their Rental Contract. Details regarding the deposit amount, payment instructions, and rental terms will be outlined within the Contract. All facility rentals at MCS are governed by the terms and conditions outlined in the Rental contract. It is the responsibility of the Event Organizer to review and understand these terms prior to event confirmation. Event Organizers are encouraged to connect with their Coordinator of Outdoor Bookings to discuss any questions or, if needed, reach out to the Supervisor of Outdoor Event Bookings to schedule a time to review the contract in detail.

TRACKLESS TRAINS

All trackless trains are subject to approval by MCS and are restricted to the concrete pad around the fountain area on the Upper Square. The train must be escorted by a qualified person at all times and operated by a staff from the supplier company.

Event Organizers must submit a High Risk Activities Request sixty (60) days prior to event for consideration. If approved, the Event Organizer must submit the following fourteen (14) days prior to event on behalf of any company providing inflatables or any other high-risk activities:

- TSSA Amusement Device License
- TSSA Amusement Device Permit
- AD Permit number for each device
- A copy of the service provider's business license
- \$5 million liability insurance naming the City and the Event Organization as an additional insured on the [City's template](#)

VEHICLES

Driving is only permitted on City Centre Drive and paved roadway behind the Market Trellis. Vehicles are NOT permitted to drive on the lawn, the paved pathways on either side of the lawn, or the Upper Square under any circumstance. Vehicles are only permitted onsite during designated load-in and load-out times; vehicles must be safely escorted by the Event Organizer or event organizing team, security, or City staff whenever driving onsite. Vehicles are not permitted to park at East or West Gate at any time except for emergency vehicles. Display vehicles are not permitted to move once parked, until load-out begins. Event Organizers must request permission to keep vehicles onsite during an event by seven (7) days prior to the event. For more information and a map of drive zones, see the Load in and Load Out Fact Sheet.

VENDORS

All vendors are subject to approval. Event Organizers must provide a list of vendors (sorted alphabetically) including booth number, owner name, if truck, trailer or tent, size, and full electrical requirements thirty (30) days prior to the event. Event Organizers may have a maximum of seventy (70) vendors during their event. Event Organizer must assign a volunteer to ensure policies are being adhered to and garbage is being properly disposed of.

Event Organizers may have fifteen (15) commercial vendors without surcharge. There are additional fees for sixteen (16) or more commercial vendors. Cooking food vendors must be located under the Market Trellis or on City Centre Drive only. Non-cooking food or display vendors may be located on the Lower and/or Upper Raised Garden. Vendors are not permitted to use glass cups/bottles or plates for distribution of their item. Vendor vehicles are not permitted to remain on site. Vendors are not permitted to play music that interferes

with the stage performance. For a map of all approved vendor locations, see the Vendor Fact Sheet.

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. For additional information about vendors and important deadlines, see the Vendor Fact Sheet.

Tented cooking vendors must ensure the following equipment is setup prior to operating:

- Tent weights on all four (4) legs of the tent (minimum 80lbs total weight)
- Fire extinguisher in working order of class A/B/C
- Grease mat to protect venue grounds from stain/damage, if cooking with oil or grease
- Barrier separating cooking grill and propane tank from public
- Any propane/live flame cooking must be placed out from under the tent canopy

WASHROOMS

All Event Organizers are responsible for providing sufficient washroom facilities for their event, including accessible units and hand-washing stations, as required. Existing indoor washroom facilities are available. Where indoor washrooms are used, custodial staff charges for cleaning are mandatory for all Large Events.

Portable washroom facilities must be set up in the approved standard locations. Coordinator, External Bookings will determine the required number of washrooms based on event details and site conditions.

If sufficient portable washroom facilities are not provided, Venue Supervisor may place an urgent order of additional units at the Event Organizers expense.

WASTE MANAGEMENT

Event Organizers and vendors are responsible for the timely disposal of waste generated by their event operations. At the conclusion of the event, vendors must leave their space clean and free from all garbage and debris.

A minimum of two (2) large industrial dumpster bins, located beside West Gate, is arranged for all large events. Vendors must dispose of all waste, including garbage bags, cardboard boxes, etc. in these dumpsters.

A site inspection will be conducted by the Onsite Event Coordinator and Event Organizer at the end of the event to evaluate cleanliness of the venue. Failure to dispose of waste correctly may incur additional cleaning costs at the Event Organizer's expense.

WATER

There is a permanent potable water sink behind the Market Trellis. The sink must NOT be used for grease, food disposal or washing dishes. Disposal of grease or food in the sink will result in additional cleaning costs at the expense of the Event Organizer.

Potable water hookups are also available across the site. See Electrical Amenities site map for exact locations. Water access must be requested in advance. Vendors must supply their own potable water hose. Potable water is shut off between November 1 to April 1 annually; vendors must supply their own water at events during this time.

WEATHER

All events at MCS are weather permitted. Outdoor events are subject to inclement weather. In the case of:

- Rain: a performance can continue if it is deemed safe by the designated MCS technical services representative.
- Lightning: the technical services staff are required to shut down the event, including stage performances, to reduce the risk of being hit by lightning in accordance with the [Outdoor Venues Safety Guideline for the Live Performance Industry in Ontario](#).
 - o Only once thirty (30) minutes have passed without lightning the Supervisor, Technical Services advise the crew to re-open the stage and the event can resume

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.

Weather Trigger Chart

Weather Trigger	All Outdoor Programming (i.e. inflatables)	Main Stage & Satellite Stages	Vendors	Staff
Clear Blue Skies	As per event plan	As per event plan	As per event plan	As per event plan
Rain No thunder/lightning Wind <15km/hour	All activity proceeds as planned	All activity proceeds as planned	All activity proceeds as planned	All activity proceeds as planned. Hand out rain ponchos if available.
Thunder/ Lightning more than 8km away	Weight all fencing. Prepare to strike tents. Mitigate for rain if necessary. Proceed as planned.	Secure stage area. Mitigate for rain if necessary. Proceed as scheduled.	On standby to close. Proceed as planned	On standby to secure spaces. Proceed as planned.
Winds >15km/hour, <45km/hour	Weight all fencing. Strike tents if needed. Proceed as planned.	Secure stage, strike tents if necessary. Proceed as scheduled.	Strike tents, proceed as planned.	On standby to strike. Proceed as planned.
Thunder/ Lightning within 8km	Hold until clear	Hold until clear	Hold until clear	Shelter in place
Hail	Hold until clear	Hold until clear	Hold until clear	Shelter in place
Winds >45km/hour	Strike Tents. Hold until clear	Strike Tents and secure stage. Hold until clear	Strike Tents. Hold until clear	Shelter in place
Prolonged (>2 hours) red zone forecast during event hours	Cancel	Cancel	Cancel	Cancel

WEIGHT LOAD CAPACITY AND GROUND PROTECTION

Mississauga Celebration Square is built on a structural slab system with different load capacities in different areas of the site. To protect the Square and ensure public safety, all temporary structures, equipment, and vehicles brought to the venue must remain within the allowable live loads for the area where they will be placed or operated.

Because the Square is constructed with a Cupolex system on top of a lower structural slab, maintaining the integrity of the slab and surface finishes is essential. The designed live load for the Cupolex system ranges from 4.8 kPa to 12.0 kPa, depending on the section of the Square.

When a load review is required

A Load Review Study may be required to confirm that proposed event elements can be safely supported:

- New events (events that have not previously taken place at the Square): the Event Organizer is responsible for submitting a Load Review Study and confirming that all proposed vehicles/equipment meet allowable loads
- Returning events: the City may rely on an existing study, but if your event introduces new vehicles/equipment or changes that were not previously reviewed, the City may request an updated review.

What organizers must provide (and when)

To support review and coordination, Event Organizers must:

- Confirm compliance with allowable loads for all proposed vehicles/equipment/structures, or provide an engineered solution to spread the load where needed.
- Provide a Site Map showing where vehicles and structures will be placed, using the City's template
- Assign onsite personnel to help ensure load requirements are followed throughout load-in, event operations, and load-out.
- Submit an initial site plan 30 days before the event, and a final site plan 14 days before the event.

Vehicle access and site protection

Vehicle movement on MCS is controlled and may be restricted by area. All vehicular access must be coordinated and approved as part of load-in/load-out planning.

Where required, Event Organizers may be asked to use ground protection (e.g., plywood, metal panels, Omnideck, or similar protection) to reduce the risk of surface damage during vehicle movement and installation activities.