



Facility Booking – Ajax Fairgrounds User Guide

Town of Ajax
Operations and Environmental Services
800 Salem Road North Ajax, ON., L1Z0J1
Tel: 905-619-2529 ext. 4290
Fairgrounds@ajax.ca
ajax.ca/facilityrentals

Thank you for your interest in booking the Ajax Fairgrounds.
The Town of Ajax reserves the right to cancel this placeholder at any time.

Dear Fairground Applicant,

Thank you for choosing to host your event at the Ajax Fairgrounds!
In preparation for your application, we have created a User Guide
to assist you.

The Ajax Fairgrounds User Guide will assist you in working with the
Town to plan your event. The Guide outlines all the by-laws,
procedures and permit requirements used by various departments
and external agencies that will affect your event. It also provides
contacts for municipal, provincial and federal regulations, by-laws
and legislation to help you operate a successful event.

If you have any questions about the Ajax Fairgrounds User Guide
or the Application, please contact us at fairgrounds@ajax.ca.

We look forward to welcoming you to the Town of Ajax and helping
you plan a successful event.

Ajax Fairgrounds Event Team



Index

- 1. Application Process4
 - Intake Form4
 - Application Submission & Payment.....4
 - Deadlines4
 - Event.....5
 - Post Event.....5
- 2. Insurance & Indemnification5
 - Insurance Requirements5
 - Intake Form.....5
 - Fairground Event Indemnification Form6
- 3. Deposit & Restitution Fee.....6
- 4. Amenity Requirements7
 - Food Safety & Public Health Requirements7
 - Alcoholic Beverages.....7
 - Minimum Requirements for SOP:8
 - Sanitary Facilities/Washrooms8
 - Waste Management Plan8
 - Smoking & Tobacco Use8
 - Entertainment Standards.....9
 - Fireworks.....9
 - Lottery License9
 - Inflatables.....9
 - Petting Zoo/Circus/Animal Exhibit10
 - Noise Exemption10
- 5. Transportation10
 - Traffic Control Plan.....10
 - Table 1: Recommended Traffic parameters to be implemented based on event size (by number of attendees)11
 - Vehicles.....11
- 6. Emergency Services & Security12
 - Durham Region Police Services (DRPS) Auxiliary Police & Security12
 - Medical and Paid Duty Paramedics12



- Fire Safety Plan Requirements 12
- Fire Watch Requirements For Vendors 13
- Fire Extinguishers..... 13
- Mobile Food Service Equipment (MFSE) 13
- 7. Emergency Preparation..... 13
 - Emergency Response Plan..... 13
 - Marking & Identification of Exits & Entrances 14
 - Emergency Assembly Area 14
 - Fire and Emergency Evacuation Plan 14
 - Medical Emergency Plan..... 14
 - Inclement Weather & Lightning Strike 14
 - Railway Crossing – Canadian Pacific Kansas City (CPKC) 15
- 8. Safety & Accessibility 15
 - Accessibility..... 15
 - Damages..... 16
 - Digging/Staking or Fencing 16
 - Electrical Safety Authority Code Requirements..... 16
- 9. Tents, Stages & Structures 17
 - Tents 17
 - Building Permit Requirements 17
 - Design Requirements..... 17
 - Stages and Support Structures 17
 - Building Permit Requirements..... 17
 - Design Requirements..... 18
- 10. Pricing & Fees 18
 - Rental Pricing Per Day (Based on Daily Attendees) 18
 - Equipment Rental Price..... 18
 - Additional Costs 18
- 11. Cancellation Policy 19
 - Refunds..... 19
 - Table 2: Summary of Documents and Deadlines for Fairground Events..... 19
- 12. Important Contact Information 20
- 13. Appendix A: Helpful links..... 21



1. Application Process

Thank you for choosing the Ajax Fairgrounds as a potential location for your event! To aid in a successful process, we have created this guide to assist you in every step of your application. The steps listed below are provided as a guideline for what is required for an event to be held at our fairground.

Intake Form

The process begins by completing and submitting the Ajax Fairgrounds Intake Form. The intake form is used as a preliminary review of what the proposed event will entail. Details that may be requested include event type, approximate attendance, proposed amenities and traffic plan. Deadlines and requirements for events are outlined in this Guide and will fluctuate based on specific event parameters. Upon reviewing the form, the Fairground team will reach out to the applicant and confirm whether the Town will be moving forward with the booking process.

Application Submission & Payment

Once the Intake Form has been approved, the Fairgrounds Team will reach out to begin the application process. Upon payment of a non-refundable 25% deposit of the rental fee, the date requested will be placed on a temporary hold to allow the applicant time to complete the application form with Town staff support. This process includes an in-depth application form, payment of fees and ongoing communication regarding the event details and specifications. Once the application is complete it will need to be submitted to the Fairgrounds Team via email at Fairgrounds@ajax.ca. The application will be reviewed by the Fairgrounds Team and is subject to revision. The completed application is due 90 days prior to the proposed event date.

Deadlines

Payment of the Fairgrounds rental fee is due in full 90 days prior to the event rental date. Deadlines for required documents may fluctuate based on the nature of the event and the services requested. The Town of Ajax reserves the right to increase or decrease deadlines on a case-by-case basis. For exact deadlines pertaining to your event, please review Table 2. The Town of Ajax reserves the right to cancel any permit on the grounds that any required documentation and/or payments have not been submitted by the deadlines provided. This includes forfeiture of any deposits, if applicable. Remainder of fees for additional costs will be due 30 days prior to the event date.

Event

Once all documents and payments have been received, approval will be issued in the form of a permit. It is important that you continue to communicate any changes to the event details prior to your event. Town staff will provide support on event day for any needs that may arise during the event.

Post Event

The Town of Ajax will provide waste management costs that will be incurred after the event is concluded in the form of waste disposal cost, at the expense of the event organizer. The event organizer is responsible for restoring the space to the condition it was prior to the event. All equipment or structures not provided by the Town need to be removed. The Town will assist in providing a detailed plan of when vendors will be removing structures and equipment. The Town will aid in coordinating the logistics of equipment removal and vendor access to grounds following the event. All removal arrangements must be prearranged prior to event.

Should you have any questions regarding the application process, fees, policies, etc., please reach out to us directly at fairgrounds@ajax.ca.

2. Insurance & Indemnification

Insurance Requirements

Intake Form

- Event organizers must provide a Certificate of Insurance at least thirty (30) days prior to the event.
- The Certificate must provide General Liability in a minimum amount of \$2,000,000, including the "Town of Ajax, 65 Harwood Ave. S, Ajax, Ontario. L1S2H9." as an Additional Insured and specifically include a Cross Liability endorsement and Completed Products and Operations coverage. Minimum insurance amount is subject to increase based on specific event parameters.
- Fairground events involving the consumption of alcohol, inflatables, vendors or involving the display of fireworks, would require a Certificate of General Liability Insurance in the amount of \$5,000,000.
- The Event Organizer can only cancel insurance with prior notice to the Town.
- Non-owned auto coverage is also required, where applicable.
- The Town of Ajax reserves the right to determine or amend the insurance requirements, where necessary, based on, but not limited to, risk assessment and event size.
- All food providers, vendors and inflatable operators are required to provide a Certificate of Insurance.

- Volunteers are encouraged to ensure that they have adequate personal property insurance as well as insurance for disabilities, either through employment or other means, prior to volunteering for an event.
- Event organizations that report to a Board of Directors are encouraged to ensure that their insurance policy covers all Board members and event decision makers.

Fairground Event Indemnification Form

- The applicant/organizer of the approved Fairground Event for which a permit has been applied for, in consideration of receiving such permit and/or for the use of property owned by the Town of Ajax, agrees that the Corporation of the Town of Ajax (the 'Town'), its elected officials, officers, employees, servants or agents, shall not be held liable for any injury, loss, expenses or damages, however caused, which the Town may incur, directly or indirectly, resulting from or arising out of the granting of this permission for use of Town owned property or from the actual use of such property.
- The applicant hereby indemnifies and holds harmless the Town, its elected officials, officers, employees, servants or agents (collectively the 'Indemnitees') from any and all actions or claims made against any of the Indemnitees, and against all loss, liability, judgments, costs or expenses, of any nature whatsoever, which any Indemnitee may sustain, incur or be put to resulting from or arising out of any act or omission on the part of the Applicant.
- The applicant acknowledges that if they are not an incorporated entity the individual organizing the event may be personally liable for any claims or losses. If appropriate, to reduce the risk of any personal liability, legal advice should be obtained to consider any such risks and, possibly, to take steps to reduce or avoid the risk of personal financial liability before signing this form or undertaking this special event.
- This indemnity shall continue to be in full force and effect notwithstanding that the Fairground Event has been completed.

3. Deposit & Restitution Fee

- The Fairgrounds Team will require a deposit of 25% of the rental fee to be paid by the event organizer to secure the potential event date upon approval of intake form. The amount will be determined based on the expected attendance of the event. A deposit in the amount specified by the Fairground event team must be paid to the Town of Ajax before the application process begins.
- The event organizer shall be held responsible if the Fairground is not left in the same condition it was prior to the event. The Fairground will be inspected by Town of Ajax staff following the event. If for any reason there is damage to any part of the property or damage to the infrastructure as a direct result of the event, the extent of damage shall be determined and the dollar amount for any repair or replacement will be determined and paid by the event organizer.
- If the repair of the damage involves Town of Ajax staff, a restitution fee shall be assessed. In any or all cases, the amount of damage, extra cleanup required, and/or costs for services

furnished by the Town of Ajax will be billed to the event organizer to be paid in full no more than thirty days from the billing date.

- In addition, the Town of Ajax may take legal action to recover costs, including attorney fees. This provision will also apply in the case where the event organizer is not required to pay a security deposit for the Fairground event. The security deposit may be kept by the Town of Ajax if the Fairgrounds Team has found the event organizer has significantly deviated from the approved plan submitted prior to the event. When the violation is deemed sufficiently serious, the Fairgrounds Team can refuse to allow the event organizer to hold future events in the Town of Ajax.

4. Amenity Requirements

Food Safety & Public Health Requirements

- Food providers must ensure that food and beverage items are offered in a manner that is following Food Premises – R.R.O. 1990, REGULATION 562 and the Health Protection and Promotion Act R.S.O. 1990, Chapter H.7 .
- All event coordinators are required to submit a Durham Regional Health Department (DRHD) Event Coordinator Application package to the DRHD at least 45 days prior to the start date of the fairground event
- All food providers must submit a Durham Regional Health Department Special Event Food Vendor's Application package to the DRHD at least thirty 30 days prior to the start date of the fairground event. Proof of the DRHD permit must be submitted to the Fairground team prior to your event date.
- The Durham Regional Health Department reserves the right to not approve late applications and/or any vendor that has submitted and does not meet the requirements.

Alcoholic Beverages

- To serve alcohol at an event anywhere in the province, the event organizer is required to obtain a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO).
- A copy of the completed and approved SOP must be provided to the Town of Ajax a minimum of 60 days before the event.
- Please check the [Municipal Alcohol Policy Planning Guide](#) for more information. ([Town of Ajax Permit Copies](#)[Town of Ajax Municipal Alcohol Policy Planning Guide.pdf](#))
- If alcohol is present during the event, there may be a requirement for paid duty Police Officers additional to any licensed security personnel.
- At the discretion of the Operations and Environmental Services, SOP events may be permitted on outdoor premises.
- For groups wishing to have a SOP permitted for an outdoor event that are not charitable organizations or not-for-profit organizations, a 'Municipal Significant Event' letter is required. This letter must be requested in writing from the Manager of By-Law Services.

- The Corporate Services Department will receive and process requests for declaration letters for 'Municipal Significant Events.'

Minimum Requirements for SOP:

- Adequate parking or traffic plan for an event must be provided
- Accessible entry and extra routes for emergency vehicles must be present
- Suitable washroom facilities are required.
- All applicable Park By-Laws must be complied with and suitable security plan is required.

Sanitary Facilities/Washrooms

- The Town will assist in planning for the delivery of portable toilets and hand-washing stations through the Town's preferred vendor, based on the event specific requirements.
- Washrooms and handwash stations must be provided in sufficient numbers as determined by the Town for the number of people attending. This number will be determined based on a variety of event specifics including event type, duration, and expected attendance.
- Portable washroom costs are determined by the Town of Ajax annual fee bylaw; 2026 pricing appears as follows for 1-day rentals:
 - Resident Rate - \$301.50 plus HST
 - Non-Resident Rate - \$381.40 plus HST
- Pumping/cleaning may be required for multi-day events and will constitute an additional cost.
- It is understood that handwash stations will be an additional fee.

Waste Management Plan

- The Town will work with event organizers to develop a waste management plan for the event and will provide all required waste receptacles.
- Town staff will provide litter collection and waste removal from the event space as specified in the mutually agreed upon waste management plan.
- Disposal will be provided by Town of Ajax vendors, where bin rental and waste disposal costs will be the responsibility of the event organizers.

Smoking & Tobacco Use

- There is no smoking allowed in Town facilities or on Town properties as per Durham Region Smoke-Free By-law 66-2002
- Town Facilities adhere to the Smoke-Free Ontario Act and the Durham Region Smoke-Free By-law and do not allow anyone to smoke any tobacco/cannabis type substances, or vape any type of substance, in any Town Building or on any Town property where a Town building is located.
- The Town strictly prohibits any edible cannabis, or any cannabis infused products, from being brought into or consumed on any Town property or on any Town building.

- The event organizer must follow this regulation and breach of the regulation is grounds for immediate termination of the permit. The permit holder agrees and acknowledges that the permit holder, visitors, guests, and business invitees will abide by this By-law.

Entertainment Standards

- The event organizer must ensure that the entertainment associated with the event is open to the public and will be of a positive nature for the enjoyment of both adults and/or children.
- Rude or foul language, nudity or any form of profanity will not be tolerated.
- The event organizer may be required to submit an entertainment and production contract prior to the event.
- If live or recorded music is included in the event activities, the Event Organizer is responsible for the Society of Composers, Authors and Music Publishers of Canada (SOCAN/ENTANDEM) license fees.

Fireworks

- The use of fireworks/pyrotechnics shall be in accordance with the Town of Ajax Fireworks By-law, Explosives Act and the Explosive regulations thereunder.
- Ajax Fire and Emergency Services will determine the requirements for fire equipment and personnel on site, the cost of which will be the responsibility of the event organizer.
- If a fireworks display is proposed, the event organizer must apply for Displaying Fireworks Event Permit at least thirty (30) days prior to the event. This application is submitted to the Town of Ajax By-law Services.
- The Fire Chief, or designate, may grant approval for fireworks permits and issue any required license.
- If you are planning to have fireworks at your event, you will need to complete a fireworks information package that will be reviewed by Ajax Fire and Emergency Services

Lottery License

- To sell raffle tickets or hold 50/50/ draws/games of chance during a special event, a license is required from Corporate Services.
- Town of Ajax Corporate Services must be contacted for all lottery license inquiries.
- Certain types of casinos/gambling (i.e., Monte Carlo events) require Provincial licenses. Applications for these licenses must be provided to the Alcohol and Gaming Commission at least forty-five (45) days prior to the event.

Inflatables

- Inflatable slides and games are permitted with the appropriate TSSA certification and insurance.

- Organizers must comply with the requirements of the TSSA for the operation of amusement devices (inflatable/bounce devices), appliances and fuel requirements. Refer to: www.tssa.ca for further information.

Petting Zoo/Circus/Animal Exhibit

- The use of Town parks and road allowances for a petting zoo or other animal exhibits must receive special approval to proceed.
- In addition, the Town's By-law Services Section will have details available about the types of animals which are prohibited in the Town of Ajax.
- A license is required to operate a petting zoo, circus, or animal exhibit.
- All birds/animals must be appropriately vaccinated.

Noise Exemption

- Any use of sound amplification devices or emission of noise that exceeds the Town's noise By-law would need an approved exemption request from the Town of Ajax By-law Services
- Requests can be made to the Manager of By-law service with an accompanying fee.

5. Transportation

Traffic Control Plan

- Town staff will coordinate the creation of a viable traffic plan based on event parameters including road closure, placement of police, auxiliary officers and security personnel.
- On site parking is very limited. Primary access to the facility will be through active transportation, shuttle bus service, public transit and drop-off.
- The traffic control plan will consider and include:
 - All streets and sidewalks which will be closed or otherwise impacted.
 - Location of traffic routing and traffic control devices (barricades, cones, etc.)
 - Shuttle Bus routes & pickup/drop off locations, public transit
 - Active transportation options, bike corral location (walking, cycling etc.)
 - On-site and off-site parking, detailing traffic flow
 - Kiss in Ride/Drop off Locations
- Costs for the implementation of the traffic control plan will constitute an additional cost, in addition to the rental fee, that will be due in full thirty (30) days before the event.
- Please see Table 1 for tentative proposed traffic control parameters.

Table 1: Recommended Traffic parameters to be implemented based on event size (by number of attendees)

Recommendation	Less than 5000	5,001 – 9,999	10,000-20,000
Closure of Audley Road	N/A	Yes	Yes
Pedestrian Crossing Education and Signage	Yes	Yes	Yes
Bike Valet Service	N/A	Yes	Yes
Durham Region Police (to direct Traffic at Williamson and Audley)	N/A	Yes	Yes
Auxiliary Police (to direct Traffic at Williamson and Audley)	Yes	Yes	Yes
Signal Timing Modification	N/A	N/A	Yes

Vehicles

- Limited parking will be made available to the event organizers for vendors and event staff. This will be determined by the Town of Ajax during the application process based on event size, type, availability and staff/vendor needs.
- The event organizer will ensure that vehicle access into the parking lot and fairground is controlled and monitored throughout the event at the access points designated, always allowing entry for emergency vehicles during the event.
- The site plan application must identify any vehicles, subject to Town approval, that are to be left in the parking area during the event.
- The event organizer agrees to prevent the operation of motorized vehicles in the fairgrounds 30 minutes prior to the event and cannot drive any vehicles onto the site until all patrons have left the event safely.
- Designated service vehicles for transporting supplies may be approved for use during event hours by the Town of Ajax.
- The cost of repairing any damage created by vehicles in the fairground and surrounding area will be the responsibility of the event organizer. Repair costs will be completed and communicated to the event organizer by the Town as soon as possible after the event is completed.

6. Emergency Services & Security

Durham Region Police Services (DRPS) Auxiliary Police & Security

- The Town of Ajax reserves the right to request police supervision and/or approved security staff at any event, at the expense of the event organizer.
- A minimum requirement number will be provided to you based on event size and parameters such as duration and type of event
- All security officers providing services to events in Ajax must possess a valid Ontario Security Guard license.
- Where alcohol is licensed to be served, the event organizer is responsible for providing the necessary security staffing as dictated by both the SOP and the Town's Municipal Alcohol Policy.

Medical and Paid Duty Paramedics

- Region of Durham Paramedic Services offer contract services for events and can provide dedicated standby support for a fee.
- To request their services, you will need to contact them directly at (905) 665 – 6313.
- It is the responsibility of the permit holder to pay and provide the appropriate amount of medical professional support that the Region of Durham and Town of Ajax Emergency Services require.
- Requirements for medical paid duty paramedics may be subject to change based on event size and parameters.
- Event organizers must confirm in writing that a certified first-aid provider will be onsite during the operational hours of all festivals and events. See Table 2 for deadlines.

Fire Safety Plan Requirements

- It is the organizer's responsibility to undertake all reasonable precautions to ensure that the fire safety of the function/event is maintained.
- It is the responsibility of the permit holder to create a Fire Safety Plan for any structure on site and submit to Ajax Fire and Emergency Services for approval at least thirty (30) days prior to the event.
- A copy of an approved Fire Safety Plan shall be readily available upon request during the event and the emergency procedures to be followed when an emergency occurs are to be posted at the entrance to, and inside of, all tents and air-supported structures.
- Open air burning is prohibited without approved burn permits. Ajax Fire & Emergency Services must be contacted to obtain a permit.
- Common tent uses that require Fire Safety Plans are:

- a. Assembly occupancy
 - If your tent/facility will be used for assembly purposes (beer garden, bingo, gaming setting, theatrical, etc.) or
 - Restaurant setting consuming food and drink in the tent

Emergency After Hours: (905) 683-3011 will put you in contact with the Dispatcher who will direct your call according to the type of situation or problem to an on-call staff member.

If you have any questions about whether your tent requires a Fire Safety Plan, please contact Ajax Fire and Emergency Services

Fire Watch Requirements For Vendors

- If a tent requires a fire alarm system under the Building Code but does not have one, a fire watch program should be designed and implemented as approved by Ajax Fire and Emergency Services. Please contact Ajax Building Services to determine if your tent requires a fire alarm system.

Fire Extinguishers

- All vendors must have a fire extinguisher that has been inspected by a qualified person within a 12-month period and has a tag securely attached.
- All vendors must have no less than a 2A10BC extinguisher
- All cooking vendors using grease or creating grease laden vapors must have not less than a Type K extinguisher

Mobile Food Service Equipment (MFSE)

- Must provide the following documentation 15 days in advance of event for all MFSE.
- TSSA MFSE field approval (one time inspection done at time of construction)
- TSSA Annual - single page inspection
- Semi-annual inspection of fixed extinguishing system in conformance with NFPA 96.

7. Emergency Preparation

Emergency Response Plan

- An emergency response plan must be submitted prior to your event
- You will be provided with an emergency response plan template that will need to be completed with the assistance of the Town of Ajax staff and returned to Fairgrounds Team for review.

Marking & Identification of Exits & Entrances

- Entrance and exit routes must be clearly identified, adequately illuminated and kept clear of obstructions.
- Required number of emergency exits will vary based on scale of attendance
- Entrances and exits must be clearly identified on the event site plan

Emergency Assembly Area

- All events require an emergency assembly area or multiple areas based on event parameters
- All event staff should be aware of the assembly areas and be trained to assist the patrons in the event of an emergency

Fire and Emergency Evacuation Plan

- All events held at the Ajax Fairgrounds require an approved evacuation plan.
- Fire and Emergency evacuation plans will vary based on event type and size
- Ajax Fire and Emergency Services will determine the requirements for fire equipment and personnel on site, the cost of which will be the responsibility of the event organizer.
- Please see the guide's helpful links for information on how to create a successful evacuation plan
- Reference Table 2 for Emergency plan deadline

Medical Emergency Plan

- All permits require the permit holder to create a medical emergency plan
- Contact Durham Region Emergency Medical Services (EMS) to receive approval for medical emergency plan including exit routes for any emergency vehicles who may need to attend the event
- Medical emergency plans will vary based on event parameters and size.

Inclement Weather & Lightning Strike

- All event organizers are required to create and submit an extreme weather preparedness plan.
- Events will be subject to closure should the Town deem the weather unsafe. Factors that could determine shut down include but are not limited to wind speed, heavy rain, structures, lightning, etc.
- Wind Speed
 - Light (20 km/h or less)
 - Moderate (21-35 km/h)
 - Strong/windy (36-61 km/h)

- Very strong/gales (62-87 km/h)
- Very strong/storm force (88-117 km/h)
- For severe weather preparation at a fairground event, a comprehensive plan should include risk assessment, weather monitoring, designated shelter areas, evacuation plans, and communication strategies
- Extreme weather prep should include protocols for power outages, shelter-in-place procedures, and evacuation routes.
- Due to the outdoor nature of the fairground weather must be taken into consideration when planning your emergency safety plans
- Measures should be taken to protect equipment from potential water and storm damage
- A communication plan should be created and taught to staff to ensure they are aware of emergency plans and procedures.

Railway Crossing – Canadian Pacific Kansas City (CPKC)

- As the Fairgrounds are located near a railway the event organizer is responsible for completing an event notification form with CPKC (see Helpful links)
- Once completed, Town staff and Ajax Fire and Emergency services need to be notified

8. Safety & Accessibility

Accessibility

Fairground Event organizers shall adhere to the requirements of the Accessibility for Ontarians with Disabilities Act (2005) to provide a barrier-free and inclusive environment for visitors to the event, including but not limited to:

- Well-placed and clearly signposted accessible parking spaces.
- Entertainment viewing areas with surfaces that are firm, stable, and slip resistant. These surfaces should not allow mobility devices to sink in, and any openings should be smaller than 20mm. Changes in level must be addressed with slopes or ramps
- 20% of outdoor public use eating areas must be accessible to people using mobility aids by having knee and toe clearance underneath the table and in no case shall there be fewer than one table in an outdoor public use eating area that meets this requirement. The ground surface leading to and under tables that are accessible to people using mobility aids must be level, firm and stable. Tables that are accessible to people using mobility aids must have clear ground space around them that allows for a forward approach to the tables.
- Portable washrooms must include barrier free universal washrooms, that are located on paved pathways at least 1.8m in width, for ease of access for those with disabilities.
- Ensure that staff and volunteers are aware of accessibility accommodations and how to access them.
- Signage should use large, easy-to-read sans serif fonts with high contrast.

- For more detailed information on accessible event requirements, including an accessible event checklist, please review Ontario's guide to accessible events available online at the following link: https://www.publications.gov.on.ca/store/20170501121/Free_Download_Files/301578.pdf

Damages

- Town facilities and infrastructure are to be protected from vandalism, crowd damage or excessive use during events.
- The event organizer is responsible for any damages to Town facilities and/or property as well as costs related to staff time required for clean-up after your event.
- The Town of Ajax reserves the right to charge a damage/restitution fee on the grounds that policies and procedures are not being followed. The fee would be based on the extent of the issue regarding noncompliance and/or damages. Reasons for the damage fee being charged are listed below but not limited to:
 - Failure to follow by-laws as outlined in the guide and permit
 - Any damage done to Town property
 - Failure to leave Town property after completion of permit time
 - Any harassment of Town staff
 - Any unpermitted use of alcohol or recreational drugs
 - Failure to produce permits

Digging/Staking or Fencing

- On many Town properties there are buried underground utilities.
- The following must be provided before installing fencing, tents, poles/pegs, or doing any digging on Town property.
 1. Permission must be obtained by the Town of Ajax
 2. Utility locates must be arranged through Ontario One Call at 1-800-400-2255.
 3. Site map must be provided showing exact proposed location of items in relation to the locates. (on Ontario One locate map)
- Booths must be secured using proper tent weights, staking will not be allowed
- See Table 2 for deadlines of locate submission

Electrical Safety Authority Code Requirements

- Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporarily or otherwise, must have an application for inspection.
- This includes all film, television, live performances, or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.
- An application for electrical inspection must be filed, at least 48 hours prior to the production set up with the ESA Customer Service Centre, Cambridge at 877-372-7233 / Fax 800-667-4278 / Email: esa.cambridge@electricalsafety.on.ca

- See Table 4 for proof of ESA inspection deadline.

9. Tents, Stages & Structures

An event layout plan, including the location and size of each tent, stage and temporary structure shall be submitted to the Town for approval.

Tents

Building Permit Requirements

- A tent or group of tents having a combined area greater than 60 square metres (645 square feet) or that are within 3 metres (9 feet - 10 inches) of other structures must have a building permit prior to erecting the tent.
- A tent having an area greater than 225 square metres (2,420 square feet) must be reviewed by a Professional Engineer.

Design Requirements

- Tents must be certified fire resistant in accordance with NFPA 701 or CAN/ULC S-109 standards.
- Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames is strictly prohibited in any tent used by the public.
- The enclosed ground and an area not less than 3 metres (9 feet - 10 inches) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension.
- Contact the Town of Ajax Building Approvals section for questions regarding specific tent requirements for your event.

Stages and Support Structures

Building Permit Requirements

- A building permit is required for a stage that:
 - has a combined area greater than 60 square metres (646 square feet) with any part exceeding 3 metres (9 feet - 10 inches) above adjacent ground level,
 - has a combined area greater than 225 square metres (2,420 square feet), or
 - any part of the stage or any roof, wall or structure attached or located on the stage is greater than 5 metres (16 feet - 5 inches) in height above adjacent ground level.
- A building permit is required for any support structure that:
 - is greater than 3 metres (9 feet - 10 inches) in height above adjacent ground level, or
 - is designed to support a load greater than 115 kilograms (254 pounds).

Design Requirements

- All structural members and connections including formwork and false work shall be designed to have sufficient structural capacity and structural integrity to safely and effectively resist all loads, effect of loads and influences that may reasonably be expected and shall satisfy the requirements of Ontario Building Code Part 4 – Structural Design.
 - Tarpaulins, decorative materials, fabrics and films attached to stages or support structures must be certified fire resistant in accordance with NFPA 701 or CAN/ULC S-109 standards
 - All performance stages shall be reviewed by a Professional Engineer at the event organizers expense.

10. Pricing & Fees

Rental Pricing Per Day (Based on Daily Attendees)

< 5000	\$5,000.00
5,001 to 9,999	\$7,500.00
10,000 to 20,000	\$13,500.00

Equipment Rental Price

- Stage
 - To be decided
- Picnic Tables (per 8):
 - Resident: \$120.80 + HST
 - Non- Resident \$ 254.50 + HST

Additional Costs

Additional costs encompass essential services such as police, auxiliary officers, security, road closures, shuttle buses, stage rentals, traffic control plan, technical support, waste management, and portable washrooms. The parameters for these requirements will vary based on event specifics as detailed in the application guide. Town staff will work with you to determine exactly what resources will be required to support your event, who will be supplying these services and what the additional costs will be, if any. To obtain your fairground event permit these additional costs must be paid in full 30 days prior to the event. Failure to meet designated deadlines or failure to pay in full will result in a permit not being issued and your event being cancelled without refund.



For additional information regarding the pricing for all additional amenities, please contact fairgrounds@ajax.ca.

11. Cancellation Policy

Refunds

- Once final rental payment is received 90 days prior to the event, 100% of the fee becomes non-refundable. Should the event be cancelled by the Town of Ajax within 90 days for extenuating circumstances, then the event organizer may be eligible for a 100% refund of all fees paid to the Town.
- Should the event organizer cancel the event, the Town of Ajax will access the amount, if any, that will be refunded

Table 2: Summary of Documents and Deadlines for Fairground Events

The Town of Ajax reserves the right to increase or decrease document deadlines on a case-to-case basis. This will be determined based on specific event parameters. Any potential deadline changes will be communicated during the application and/or booking process.

Summary of Documents and Deadlines for Fairground	Number of Days Prior to Event
Completed Fairgrounds Application	90
Remainder of Rental Fee (after 25% deposit)	90
Fairground Event Organizer Safety Requirements Form	60
Consultation with Durham Region Health Department	60
Documentation confirming status of the organization	60
Site Plan (tents/washrooms/stages/parking/structures/beer garden/amusement rides/fireworks location/fencing etc.)	60
Locates for Utilities on Town Property (Provide proof)	60
Special Occasion Permit (SOP) for alcohol consumption	60



Summary of Documents and Deadlines for Fairground	Number of Days Prior to Event
Copy of Durham Region Health Department Special Event Coordinator Application	45
Lottery License (contact Town of Ajax Corporate Services)	45
Fire & Emergency Evacuation Plan	45
Fireworks or Pyrotechnics Application Approval (contact Ajax Fire and Emergency Services for information)	45
Remainder of additional costs	30
Traffic Control Plan Fees	30
Waste Management Fees	30
Organizer's Event Certificate of Insurance	30
Noise Exemption	14
Electrical Safety Authority (ESA) Inspection for Temporary Power	2
Confirmation of First Aid Provider	TBD
Event Notification Form to CPKC	TBD
Emergency Response Plan	TBD

12. Important Contact Information

Ajax Operations and Environmental Services and Facility Booking Office
 800 Salem Road N, Ajax L1Z 0J1
 Office hours: 7:30 a.m. - 4:00 p.m. (Monday-Friday)
 905-683-2951
 Emergency After Hours: 905-683-3011
 Facility Booking Office: 905-619-2529 ext.7258

Ajax By-Law Services
 Ajax Town Hall
 65 Harwood Avenue, South L1S 2H9
 Office hours: 8:30 a.m. - 4:30 p.m. (Monday-Friday)



905-619-2529 ext.3370

Ajax Building Approvals
Ajax Town Hall
65 Harwood Avenue, South L1S 2H9
Office hours: 8:30 a.m. - 4:30 p.m. (Monday-Friday)
905-619-2529 ext.3652

Ajax Fire and Emergency Services
900 Salem Road North, Ajax L1T 0H4
(905) 683-3050

Durham Regional Police
(888) 579-1520

Ambulance Service
(905) 665-6313

Durham Region Health Department
101 Consumers Drive, 2nd floor, Whitby, L1N 1C4
Food Safety Manager, Environmental Health
Tel: 905-723-3818
Fax: 905-666-1887

13. Appendix A: Helpful links

Alcohol and Gaming Commission of Ontario (AGCO): <https://agco.ca/en/alcohol/apply-sell-or-serve-alcohol-general-public-event-including-charity-events#section-5031>

AGCO - How to Apply: <https://www.agco.ca/en/alcohol/special-occasion-permits>

Ajax Applications, Licences and Permits: <https://www.ajax.ca/en/apply-register-and-pay/applications-licences-and-permits.aspx>

Building Permit Documents:

Application Form: <http://www.ajax.ca/en/business-and-growth/resources/Building/Building-Requirements--Permits/Application-Form.pdf>

Authorization Form: <https://www.ajax.ca/en/business-and-growth/resources/Building/Building-Requirements--Permits/PLD-062---Authorization-Form.pdf>

Designer Information Form: <https://www.ajax.ca/en/business-and-growth/resources/Building/Building-Requirements--Permits/Schedule-1-Designers-Information-Form.pdf>



Facility Booking – Ajax Fairground User Guide

Commitment to General Review by Engineer Form: <https://www.ajax.ca/en/business-and-growth/resources/Building/Building-Requirements--Permits/PLD-016---Commitment-Form.pdf>

Building Permit Application Submission: buildingpermits@ajax.ca

By-law Number 36-2005 Carnival circus and Festival:

<https://www.ajax.ca/Modules/bylaws/Bylaw/Download/e65794ab-9a54-4b8a-a5a3-0c1926dddd6a>

By-law Number 44-2205 Noise Regulation:

<https://www.ajax.ca/Modules/bylaws/Bylaw/Download/ecf9436a-73dd-4ba3-83d7-e7a27c2b6aff>

By-law Number 35-002 Sale and Discharging of Fireworks:

<https://www.ajax.ca/Modules/bylaws/Bylaw/Download/53bad663-e264-4491-8804-d9859280762a>

By-law number 61-2024 Various General Fees and Charges:

<https://www.ajax.ca/Modules/Bylaws/Bylaw/Download/6fcafc36-15bc-4c0e-bc01-b56811ccfdc1>

Durham Region Ambulance & Paramedics: <https://www.durham.ca/en/living-here/ambulance-and-paramedics.aspx>

Durham Region Health Requirements for Community Special Events Guide:

<https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/DUHEV-590-Req-Community-Special-Events.pdf>

Durham Region Health Community Special Events Organizer Application form:

<https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/Application-Coord-Organizer-DUHEV-590-Community-Special-Events.pdf>

Durham Region Health Community Special Events Vendor Application form:

<https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/Application-Vendor-DUHEV-589-Community-Special-Events.pdf>

Ontario Guide to Accessible Events:

https://www.publications.gov.on.ca/store/20170501121/Free_Download_Files/301578.pdf

Electrical Safety Authority: <https://esasafe.com/>

Electrical Safety Authority (Special Events): <https://esasafe.com/business-and-property-owners/special-events/>

Firework Permit Application: <https://www.ajax.ca/en/inside-townhall/resources/Bylaw/application-for-fireworks-Jan-2020.pdf>



Facility Booking – Ajax Fairground User Guide

Municipal Alcohol Policy: https://www.ajax.ca/en/apply-register-and-pay/resources/Recreation-Culture-and-Community-Development/Rent-a-Facility/Municipal-Planning-Guide-FINAL_Updated_July-17-2019.pdf

Ontario Association of Agricultural Societies (OAAS) Emergency plan Tips: <https://ontarioagsocieties.com/emergency-planning/>

Ontario Food Premises R.R.O 1990 Reg. 562: <https://www.ontario.ca/laws/regulation/900562>

Ontario Health Protection and Promotion Act: <https://www.ontario.ca/laws/statute/90h07>

Ontario Safety Guidelines for outdoor performances: <https://www.ontario.ca/document/safety-guidelines-live-performance-industry/outdoor-venues>

Paramedic additional support: [Home | Event Paramedics](#)

Permit to Erect Tents and/or Air Supported Structures: <https://www.ajax.ca/en/business-and-growth/resources/Building/Building-Requirements--Permits/Erect-Tents-and-or-Air-Supported-Structures-Permit-Requirements.pdf>

Record of Event Worker: <https://view.publitas.com/ajax/f1-061-record-of-event-workers-form/page/1>

Special Event Application By-law: <https://forms.ajax.ca/LIS/By-law/Event-or-Parade-Permit-Application>