



1010 Sherbrooke Street West
Suite 1200 (via rue Metcalfe)
Montreal, Quebec
H3A 2R7

EXTERNAL EVENTS

APPLICATION AND GUIDELINES

Guidelines

For all Outdoor Campus Events, the attached Application Form must be completed and submitted to the Campus & Space Planning Office at least one week before the date of the event.

Marketing events, i.e. events specifically to advertise, to sell, or recruit students for a specific product are not normally permitted on the campus.

Top 10 Event Regulations (for more detailed information visit www.mcgill.ca/eventsbookings):

- 1) The executives, social coordinators, department coordinators, bar managers, servers... of each group/association must attend the "**Server Training Seminar**" offered by **First-Year Office's Leadership Training Program**.
- 2) **Non-alcoholic beverages** must be available, reasonably priced, and visible and served in the same type of containers as alcoholic beverages. Non-breakable containers should be used whenever possible for safety reasons.
- 3) Prices charged **must not** be lower than the retail cost of beverages sold.
- 4) Organizers **cannot advertise** the fact that alcoholic beverages are served or sold at the event nor indicate any prices.
- 5) There should be sufficient **security personnel** present to maintain order and take care of individuals who have lost control.
- 6) Alcoholic beverages purchased elsewhere **may not** be brought into the licensed area.
- 7) Any person deemed by a server to be intoxicated must **not be served**.
- 8) The permit holder cannot sell or serve alcoholic beverages to a minor (18 yrs) or to someone of age who is believed to be buying for a minor.
- 9) No games that promote excessive consumption of alcohol are permitted. e.g.: Beer Funnels, boat races and other fast drinking games.
- 10) The University reserves the right to refuse or cancel any request for liquor permits and any violation of the law may cause the suspension of the University Permit.
- 11) Slacklining is not permitted on the Campus.

Final approval to use external space is granted by the Director, Campus & Space Planning Office once all affiliated units (Fire Prevention, Security Services, Building Services, and Risk Management) have signed off on their responsibilities.

- No invitations to attend the event may be extended to the general public, unless approved specifically by the University.
- Crowd control and safety are under the purview of the Fire Prevention Office and Security Services; these units must be kept informed of all changes prior to implementation.
- Sponsors – Advertising details regarding sponsors must be submitted for approval to the Campus & Space Planning Office.
- Delays – Applicants must be aware that delays are incurred between the time the application is submitted and proper authorizations are obtained from City's officials.

Alcohol

- A Liquor License is required for all events serving or selling liquor – Coordination is through the Department of Residences and Student Housing with a minimum of six weeks' notice. Liquor may not be served to minors. The license must be clearly displayed where the alcohol is being served. (Montreal Fire Dept. authorization must be obtained through FPO before applying for the Alcohol License request if the event is being held in a Tent)
- Alcohol must be served in plastic cups (no bottles or cans). For McGill Departments, only Liquor, Wine and beer purchased through Residences and Student Housing (**398-7687**) can be sold or served. Absolutely no alcohol purchased elsewhere will be tolerated as required by law.
- For all other groups, a letter must be obtained from Residences and Student Housing (Debbie Yacoulis – 398-5433 or 398-7687) and the group is responsible for obtaining their own liquor permit. Upon receipt of a 'Reunion Permit' from the Régie des Alcools, alcohol and beer may be purchased from any Dépanneur or SAQ.
- Alcohol is not allowed to leave the area specified on the permit.
- Please see clause noted under Risk Management.
- Proof of insurance must be provided for all events where alcohol is served. This includes recognized students associations who have legal corporate status. Undergraduate student associations without legal status will require

approval and proof of insurance from their parent body. For graduate student associations, approval and proof of insurance is required from the PGSS.

- ❑ Events serving alcohol must be fenced. Charges will apply.
- ❑ Service providers should not be served nor consume alcohol on campus during events.
- ❑ **Steps to follow in order to obtain a signature for an alcohol permit**
 - In order for the Police to sign a request for an alcohol permit, it must be done **at least 15 days prior to the event – No Exceptions. It is up to the requester to organize a meeting within the prescribed time frame.**
 - A meeting should **only** be set up via the 2 following means of communication:
 - The 1st attempt to contact Giuseppe Boccardi should be via e-mail at giuseppe.boccardi@spvm.qc.ca. This needs to be done a couple of days prior to the 15 day deadline.
 - The 2nd attempt should be to call at 514-280-0420. **No other number should be called.** If Giuseppe Boccardi is on vacation, she will leave the contact information of an alternate person.
 - The best way to set up a meeting is via e-mail as Giuseppe Boccardi often has engagements away from the Station. Under normal circumstances, you will receive a reply within 48 hours.
 - **Failure to meet these requirements will result in an event without alcohol.**

BBQ (Conditional upon Fire Prevention Office approval)

- ❑ Charcoal and propane fired BBQs are authorized. Domestic style propane BBQs are allowed for 1 meal (4 continuous hours) cooking period. For longer continuous cooking periods, commercial style propane BBQs ULC listed shall be used. Rotisseries (spits) are NOT permitted.
- ❑ BBQs can only be utilized OUTSIDE tents with 5 m. clearance from the tent and other temporary structures, 3 m. away from combustible material and food tables and, installed on a non-combustible surface. A 1 m. safety perimeter must be established around BBQs and propane cylinders.
- ❑ Commercial style BBQ propane cylinders must be located 3 m. away from the BBQs.
- ❑ Charcoal BBQs: coals and ashes must be doused with water and discarded in a metal container.
- ❑ A fire extinguisher (available from Fire Prevention Office) must be kept accessible at 3 m. from BBQs.

BBQ Costs

- ❑ From Monday to Friday between 8h00 to 15h30, Building Services and Grounds will provide the group with recycling and garbage bins to be delivered prior to BBQ and removed at the end. Delivery and pickup of bins charges are: \$15/each. The amount of bins required will be determined by the size, type of event and number of attendees.
- ❑ BBQs or events serving food and beverages held outside Grounds regular operating hours (8h00 – 15h30), a deposit of \$200.00 may be required to cover potential damage, cleanup or other costs – which will be refunded once the event is over and if, the premises are back to standard. Otherwise, additional cleaning costs will be levied if Grounds perform any extra work after the event.
- ❑ BBQs can either be privately supplied by the group hosting the outdoor event, or rented from Events Support at special.events@mcgill.ca. Charges will apply.
- ❑ BBQ rental is available. The cost is \$200.00. To reserve, complete the attached form (McGill Events Support – BBQ rentals) on the last page of the Guidelines.

Others Costs

- ❑ Groups are responsible for ALL SITE CLEANUP and will be given the option of leaving the premises in the same condition that they were in upon their arrival. Based on the nature of their event, a deposit of \$220.00 may be required to cover potential damage, cleanup, or other costs – which will be refunded to them once the event is over and if, the premises are back to standard. Otherwise, additional cleaning costs will be levied if Grounds perform any extra work after the event. Any outdoor event being held after 3:30 pm Monday to Friday; or all day on Saturday, Sunday and legal holidays may require Grounds support to make sure the campus stays clean during and after the event is over. Charges may apply.
- ❑ Site Repairs – To assist with the re-sodding of grassy areas or damaged surfaces. Charges will apply.
- ❑ Fencing – A fence and posts may be required depending on the nature of your event. Charges may apply.
- ❑ The groups are responsible for any property damage that occurs as a result of the event. Damages will be assessed and repairs costs billed to the event organizer or group.
- ❑ For Equipment Rental (tables, chairs, other equipment and furniture etc.): For a detailed list, e-mail special.events@mcgill.ca – charges apply.

Electricity

- Electrical installations must be maintained and used safely. All requests must be submitted by email to fcc.downtown@mcgill.ca with a request to open a MAXIMO Work Order. Costs will be billed accordingly to the user group/department.
- The public should not have access to the equipment (circuit breakers, fuse boxes).
- Wherever the public circulates, if the cable is not installed overhead, it must be installed in trenches or covered with protectors. Taping the cables to the floor will not be tolerated.
- If emergency power generators are required; the request must go through Facilities Operations.

Fire Prevention

The Fire Prevention Office (FPO) is responsible for oversight of legal requirements for all events (external and internal), notably, to ensure that the area and the set up you have chosen to use for your event are safe and can handle the number of guests you are expecting. Therefore, FPO must approve group events before an event is allowed to proceed. Depending on the size of the event and on behalf of the petitioner, FPO will forward the request to the Montreal Fire Department officials (SSIM). FPO's approval for such events is conditional upon SSIM response. This process entails a minimum notice of 2 weeks and is not under FPO's control.

The following parameters must be addressed in the request, when applicable:

- Event layout on scale (structure's dimensions and clearance, seating, site exits, emergency vehicles access, etc...)
- Electrical set-up
- Open flames (type and clearance from structures)
- Curtains, decoration, etc (must be fire resistant and supplier must provide a certificate to this effect)
- Heating and cooling needs (mechanical set-up)
- Crowd control and security measures
- Portable fire extinguishers location
- Restriction of hazardous material storage and use on McGill premises
- When a tent is installed for an event, its capacity will determine additional requirements:
 - Fire alarm system (over 1000 of capacity)
 - Emergency lights (over 60 of capacity)
 - Exit signs (over 150 of capacity)Note: The 3 items above also require emergency electrical power (batteries/generator)
 - Permanent Fire Watch (over 1000 of capacity)
 - See also Tents

Food

- Whenever possible the "Three Bares" area will be assigned to events serving food and or BBQ. The cost to use the area will be assessed by Events Support depending on the nature of the event and the requirements. The same procedures will apply to any other designated areas being used to events serving food and or BBQ.
- Access to running water and or water hose can be provided upon request to Franco Nardi, Grounds Supervisor at 514-398-4603 or franco.nardi@mcgill.ca. Charges may apply or deposit may be required.
- Please note that City of Montreal By-Law 83 governs food inspection.

Music

- For events involving music certain restrictions apply; no live, recorded or amplified music will be approved when classes or examinations are taking place. Music must be curtailed at 10:00 pm due to the close proximity of private residences.
- Equipment may be rented from the University (Special Events) depending upon availability.
- No live, amplified, or recorded music or amplified sound, including loudspeakers, microphones and/or megaphones, is permitted before 6 pm when classes are in session, and not before 5 pm at other times.

Parking Services:

- Requires a site plan to determine if your event will block traffic or parking spaces.
- Deliveries to lower campus are only between 07h00 and 11h00. Deliveries outside those hours must be coordinated with parking services for special access.
- Arranges space for setup and teardown.
- Arranges parking for guests.
- Vehicle parking is not allowed on any fields at all times.

Risk Management

The Department of Insurance and Risk Management (**398-6251**) is responsible for:

- ❑ Reviewing all contracts between McGill Students' Associations and external groups for activities that involve the installation of facilities and equipment on campus.
- ❑ Reviewing safety procedures for higher risk activities involving set-up of specialized equipment, (e.g. - Trapeze, etc.). Recommendations to improve safety may result, and must be adopted prior to final approval.
- ❑ External parties, including all service providers, are requested to provide proof of \$2,000,000 (min.) of liability insurance coverage. The University is to be named as an additional insured on the policy, and it should contain a “*cross liability and severability of interest clause*”. Other forms of insurance may be required depending upon the event.
- ❑ Ensuring adequate insurance is in place for events sponsored by McGill Students' Associations, especially when alcohol will be served.

Security Services

- ❑ Security Services located in the James Ferrier Building has security agents available on a 24-hour basis; they can be reached at **398-3000** (for emergencies) or **398-3731**.
- ❑ Uniformed security agents may be hired to patrol during an event or control access to a specific location. The cost of an agent is approximately \$22 per hour for a minimum of 4 hours. (The rate is subject to an annual increase)
- ❑ Security Services Supervisors are available from 7:00 a.m. to 10:00 p.m. and can be reached at **398-4556**.
- ❑ There should be sufficient security personnel present to maintain order, to prevent situations that might lead to bodily harm or physical damage, & to take care of individuals who have lost control or are in need of help. Only McGill Security Services personnel may be hired for any & all events (requirements are determined by McGill Security Services).
- ❑ In order to ensure overnight facilities are secure uniformed security agents must be hired to patrol the area. Articles found on campus are kept at Security Services, 398-4556 for information regarding Lost & Found.

McGill Security Services offers all student groups the ability to book uniformed security agents to ensure that all alcohol regulations are being enforced. This service is offered at a reasonable cost to both internal and external groups. Also, the Operations Administrator-Campus Events is tasked with ensuring that all campus events go smoothly and safely. The individual staffing this position has a mandate to visit all events on campus to ensure that the regulations mentioned above are being followed. The service of the Operations Administrator is offered at no cost to the event organizer.

For more information about event services that are provided by McGill Security Services, please feel free to contact our department directly.

Sponsorship Guidelines

- ❑ The maximum number of sponsors for each Student Group, Club, Association or SSMU is 4.
- ❑ Each student group, club, association or SSMU can reserve one space for each of their sponsors. The sponsors will set up on the grassy area along the main sidewalk of the lower campus. The sponsors cannot set up on the sidewalk which is a pedestrian thoroughfare and they cannot set up on the road which must remain clear at all times for emergency vehicles.
- ❑ The set-up for each sponsor will consist of one table with a (maximum 10W x 10L x 10H) canopy displaying their logo; or one table with a pop-up display (maximum 3' or 4'W x 10'H) beside the table. No other advertising is permitted by the sponsors. Sponsors are not permitted to hang banners at the Roddick Gates, on buildings, on the football goalposts, on railings, on lampposts, on the flag poles, or on trees.
- ❑ Each sponsor will have a maximum of 2 staff and they will be limited to the area inside their tent or on each side of their table and must not wander away from their respective areas. They are not authorized to solicit individuals (staff or students) who walk up the main campus sidewalk or road. If sponsors have free samples of their product to give away, they must wait for individuals to approach them. Samples of alcoholic beverages are not permitted at any time.
- ❑ Sponsors are not permitted to use microphones, foghorns or noisemakers of any kind to attract individuals to their area.
- ❑ The staff representing each sponsor must be appropriately dressed.

Storage

- ❑ Use of the restricted area of the tunnel at the “Three Bares” is strictly limited to overnight for any event and a request must be submitted to special.events@mcgill.ca in order to grant such access. No propane or gas tanks may be stored at any time.
- ❑ Storage must not be adjacent to tents or other structures – clearances have to be respected (see BBQ).

Tents

- For the installation and take-down of tents on campus when done outside Grounds regular operating hours (Monday to Friday from 8h00 – 15h30) – Grounds personnel may be required to be on site for the entire duration. Charges may apply.
- Tent floors (when installed) must be elevated a minimum of 50 mm (2") above ground
- If a tent is left overnight on the McGill Campus, security coverage is mandatory and can be obtained by contacting Security Services at 398-4556. Costs will apply.
- Tents must be flame resistant. The supplier must provide a certificate to this effect.
- There must be a minimum of two exits from each tent: More may be required depending on occupancy/size.
- Smoking is prohibited in tents and within 9 m from its entrances/exits.
- Open flames (cooking, torch, etc...) will not be tolerated inside tents.
- A detailed plan indicating the location of the tents and distance to structures must be provided to ensure that adequate space separation is respected.
- Capacity of tent (surface area and number of people) impacts safety requirements for egress.
- Exit requirements include emergency lighting, exit signs and fire alarm systems in certain cases.
- Depending on the nature of the event and based on the Events Support Supervisor assessment, custodians may be required to provide cleaning services inside the tent. Charges will apply.

Venues for Outdoor Gatherings:

Under normal circumstances, the following venues meet the conditions for such events.

Small events (less than 25 persons)

Site#1: The Arts Building steps

Site#2: Otto Maass Terrace

Site#3: Tomlinson Square

For these sites, for small events the University can provide adequate security at no cost to the event as long as the academic activities within the adjacent buildings are respected, and that there are no conflicts with the safety codes related to entering/exiting of the buildings.

Medium Size Events (up to 500 persons)

Site #2: Otto Maass Terrace

- Maximum capacity 280 persons: This number may be decreased due to ground improvements, which have recently been completed.
- For capacities greater than 25 persons, the event requires additional security agents, at the normal ratio of one agent per each 100 additional attendees. The cost of this additional security is the responsibility of the event sponsors.

Site #3: Tomlinson Square

- Maximum capacity 360 persons
- For capacities greater than 25 persons, the event requires additional security agents, at the normal ratio of one agent per each 100 additional attendees. The cost of this additional security is the responsibility of the event sponsors.

Site #4: The 'Three Bares'

- Maximum capacity 500 persons
- For capacities greater than 250 persons, the event requires additional security agents, at the normal ratio of one agent per each 100 additional attendees. The cost of this additional security is the responsibility of the event sponsors.

Large Events (501+ persons)

The committee agrees that the events greater than 500 people require special consideration and approval, due to the constricted nature of the campus, and the related security issues. However, it is recognized that, from time to time, there is a need to accommodate large events. The Committee agrees that these events will be viewed as exceptional in nature, and will ultimately require the review and approval of the Vice-Principal (Administration and Finance).

In many instances, the Committee believes that the appropriate venue for large events is off campus on McTavish Street in front of the University Centre, as outlined in the current interim policy. This area is on public property and therefore requires the approval of the Montreal Police Department, who provide security. It has a high capacity. Security for the nearby campus buildings can be provided by McGill's Security Services, at no cost to the event. The Committee reviewed the possibility of using Molson Stadium (stands and track only), which has the capacity for large events. While this venue meets the physical requirements, its location and availability would not appear to be appropriate as a pre-approved venue.

It is recognized, however, that in some circumstances, the lower campus west field would be an appropriate venue for a large event. While the overall security of this venue is of concern, the Committee proposes that this venue can only be used in the following circumstances:

Site #5: The Lower Campus West Field

- The maximum event capacity would be 2000 people
- The event must be sponsored by one of the major student associates (PGSS, SSMU, MACES or MCSS), or a certified or officially recognized staff organization, and can only be attended by members of the McGill community
- The event organizers do not advertise the event as open to external organizations, nor do they have any expectations that the event be attended by non-McGill individuals.
- Security for the event will be determined by Security Services and the event sponsors will cover all costs to secure the site, as well as any potential damages to the field and adjacent property.
- The event must not block any pedestrian or vehicular circulation routes on campus

In addition to the venues noted above, the Committee recommends that if an event organizer wishes to use another part of the campus for an external event, then the University will review this request in good faith, based on the following criteria:

- The request is received three weeks before the event date.
- The organizer has convincing reasons why the venues listed above are not appropriate
- Security Services have the resources to evaluate the event and the site.

West Field

- No cars, trucks or vehicles are permitted on the field at any time
- Access to the field is restricted during certain seasons. Building Services – Grounds and Events Support will approve use of the area on a case-by-case basis.
- No *Constructs* of any kind on field.
- Stage - maximum duration of installation and use is four days.

***Policy for rain-outs:** Building Services – Grounds and Events Support – will make the decision as to whether the field will be closed due to poor weather conditions. Appropriate signage will be posted by Building Services - Grounds and Events Support. Security Services will periodically patrol the area during the rain-out period. All sports events will be asked to leave the field until it is declared open for use.

***Cancellation Policy:** 1 day’s notice for weekday events. 2 days’ notice for weekend events.

Environmental Awareness

We at McGill University are committed to fulfilling our academic mission and managing all resources in harmony with our natural environment. The McGill University community shall make every reasonable effort to: Prevent the over consumption of energy and other resource and reduce the production of waste, and the release of substances harmful to the biosphere; Maintain purchasing policies which favor environmentally-benign, post-consumer, bio-degradable, and non-toxic products wherever possible.

Building Services & Grounds do a great job in keeping our campus clean, however all groups and departments should make the effort to manage their waste more efficiently.

Resource Sheet:

I need to:	Call	Telephone	Email
Have help in an emergency	Security	3000	
Book space for an outside event	Teresa Standing	4412	teresa.standing@mcgill.ca

Rent Equipment (Tables, chairs etc.)	Shannon Lenhan	3776	special.events@mcgill.ca
Install a tent	Fire Prevention	3473	fireprevention@mcgill.ca
Request Security Services	Security Services	4556	campus.security@mcgill.ca
Get a liquor license	Debbie Yacoulis	5433	debbie.yacoulis@mcgill.ca
Get a fire extinguisher for external event	Fire Prevention	3473	fireprevention@mcgill.ca
Have help with insurance	Janice McGraw	6251	janice.mcgraw@mcgill.ca
Make sure my installation is safe	Fire Prevention	3473	fireprevention@mcgill.ca
Find my lost property	TBA	4562	campus.security@mcgill.ca
Arrange for cleanup after the event	Gaby Pinto	7266	special.events@mcgill.ca
Put up a stage	Shannon Lenhan	3776	special.events@mcgill.ca
Take the <i>Server Training Program</i>	Leslie Copeland	6913	leslie.copeland@mcgill.ca
Give someone a deposit for cleaning	Gaby Pinto	7266	special.events@mcgill.ca
Arrange for parking for <i>special</i> guests	Jo-Ann Sciampacone	8437	jo-ann.sciampacone@mcgill.ca

Key Departments:

<i>Campus & Space Planning Office (CSP)</i> 1010 Sherbrooke, suite 1200	<i>Director – Mr. Chuck Adler</i>	398-4418
	<i>Administrative Officer – Ms. Teresa Standing</i>	398-4412
<i>Events Support</i>	<i>Supervisor – Ms. Gaby Pinto</i>	398-7266
	<i>Events Attendant – Mr. Shannon Lenhan</i>	398-3776
<i>Fire Prevention Office</i> 3610 McTavish Street	<i>Fire Prevention Officer – Mr. Luiz Fernandes</i>	398-8769
	<i>Administrative Coordinator – TBA</i>	
<i>Risk Management</i>	<i>Manager – Mrs. Janice McGraw</i>	398-6251
<i>Security Services</i>	<i>Operations Administrator – Mr. Kevin Byers</i>	398-5630
	<i>Administrative Secretary – TBA</i>	398-4556
<i>Alcohol Permits</i> <i>Residences & Student Housing</i>	<i>Events Administrator - Ms. Debbie Yacoulis</i>	398-5433
	<i>(Liquor license and Letter of Introduction – SAQ)</i>	<i>or</i>
		398-7687

EMERGENCY NUMBERS:

Montreal Emergency Number: 911	Building Maintenance & Service Problems: 514-398-4555
McGill Emergency Number: 514-398-3000	McGill Operator: 514-398-4455
McGill Walksafe: 514-398-2498	Police Station #20: 514-280-0420
Sexual Harassment Centre: 514-398-4911	Police Station #38: 514-280-0138