Municipality of Southwest Middlesex

Special Events Guide

Municipality of Southwest Middlesex

519-287-2015

153 McKellar Street, Glencoe ON

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Special Event and Facility Rental Guideline

1.0 Purpose

The purpose of this guideline is to outline the process for special events and facility rentals within the Municipality of Southwest Middlesex. This document provides event organizers and facility renters with a clear and consistent framework for planning and managing events on municipal property.

This guideline supports an event-friendly community atmosphere that encourages local engagement, economic activity, and a vibrant quality of life while ensuring safety, accessibility, and consistency for all participants.

2.0 Scope

This guideline applies to all individuals, groups, organizations, or businesses (“Event Organizers” or “Facility Renters”) requesting use of municipal property including parks, open spaces, sports fields, arenas, parking lots, trails, and roadways for organized events.

3.0 Recreation Liason

The Community Services and Facilities Department serves as the primary liaison between Event Organizers, Municipal departments, and external agencies. This department functions as a centralized point of contact to assist organizers in understanding requirements and ensuring compliance with Municipal guidelines, policies, and procedures.

4.0 Guidelines

The Municipality of Southwest Middlesex recognizes and values the contributions of community groups, service clubs, businesses, and volunteers that organize events contributing to a lively and inclusive community environment.

Events may include, but are not limited to, vendor shows, concerts, tournaments, parades, awareness walks, festivals, and community gatherings.

Specific requirements, approvals, and permits may vary depending on the size, nature, and impact of the event. These guidelines establish a framework to ensure safe, organized, and enjoyable events on municipal property.

5.0 Definitions

AGCO (Alcohol and Gaming Commission of Ontario): The provincial authority responsible for issuing Special Occasion Permits for events involving alcohol service.

Municipality: Refers to the Corporation of the Municipality of Southwest Middlesex.

Damages: Any loss, injury, or harm to municipal property, private property, or individuals resulting from event activities.

Event Organizer: Any individual, group, organization, or business holding a permit or application to use municipal property for an event.

Fees for Services: Charges established by Council for municipal services related to event hosting.

Municipal Property: Any land, facility, building, park, trail, sports field, arena, parking lot, roadway, or asset owned, leased, or managed by the Municipality.

Street/Road Closure: A temporary restriction, redirection, or closure of traffic requiring municipal approval and appropriate signage.

5.1 General Definition of an Event

An event is a planned gathering that supports cultural, recreational, charitable, promotional, or community initiatives.

Events are typically:

- open to the public
- occur at a specific time and location
- may be free or ticketed.

A. Community-Led Events: Annual or one-time events organized by community groups, service clubs, businesses, or individuals.

B. ***For-Profit Events:*** Events held for business, promotional, or commercial purposes.
Sporting Events/Tournaments: Competitive athletic events involving participants and spectators.

C. ***Non-Profit Events***: Events organized by registered non-profit or charitable organizations for the benefit of the community.

D. ***Private Events:*** Closed gatherings not advertised to the public (e.g., weddings, birthday parties, corporate functions).

6.0 Legal & Insurance Requirements

Event Organizers are required to provide proof of public liability and property damage insurance to protect against claims arising from event activities.

Insurance coverage must meet the following requirements:

- Minimum of $2,000,000 per occurrence
- The Municipality of Southwest Middlesex must be named as an additional insured.

Event Organizers may have the option to purchase event insurance through the Municipality, where available.

7.0 Road & Parking Lot Closurers

Event Organizers requesting temporary road or parking lot closures must:

- Submit a written request at least 10 business days prior to the event
- Provide a detailed site plan indicating closures, event features, and emergency access routes
- Provide notification to affected residents and businesses, where applicable
- Maintain emergency vehicle access and appropriate signage throughout the event
- Event organizers are responsible for any traffic control requirements related to their event.

Coordination with municipal staff and emergency services is required to ensure safety and effective traffic management.

8.0 Parades & Processions

Parades and processions are subject to the same requirements as road and parking lot closures. Event Organizers must provide route details, safety plans, and all required documentation in accordance with municipal requirements.

9.0 Licensed Events (Alcohol)

Events involving alcohol service are permitted only at designated municipal facilities and must comply with:

- AGCO regulations and requirements
- The Municipality’s Alcohol Management Policy
- Submission of a valid Special Occasion Permit
- Proof of required liability insurance
- Implementation of appropriate control measures to ensure responsible alcohol service

10.0 Health & Safety Requirements

A. *Washrooms*

Where additional portable washrooms and handwashing stations are required based on the size, duration, or nature of the event, the event organizer is responsible for providing, servicing, and removing these facilities at their own expense.

B. *First Aid*

Event Organizers are responsible for arranging appropriate first aid services suitable to the size and risk level of the event.

C. *Tobacco, Cannabis, and E-Cigarettes*

Smoking and vaping are prohibited in all municipal facilities and on the outdoor grounds of municipal recreational facilities in accordance with the Smoke-Free Ontario Act, 2017. Event organizers are responsible for ensuring guests comply with these requirements.

D. *Electrical Safety*

Events using generators, temporary electrical installations, or temporary power distribution may require permits and inspections from the Electrical Safety Authority (ESA). It is the event organizer's responsibility to ensure all electrical installations comply with Ontario regulations and to obtain any required ESA permits and inspections before the event.

To learn more visit **https://esasafe.com/business-and-property-owners/special-events**

11.0 Food Vendors – Middlesex Health Unit (MHU)

Event Organizers must notify the Middlesex Health Unit (MHU) if food or beverages will be provided.
Organizers and vendors must submit the required MHU Special Event Notification Form at least one (1) month prior to the event.

Vendors may be subject to on-site inspection.

12.0 Commercial Kitchen Use

Users of municipal kitchen facilities are responsible for:

- Compliance with food safety regulations
- Maintaining sanitation standards
- Cleaning and restoring facilities after use

Failure to comply may result in additional charges or suspension of rental privileges.

13.0 Tent & Temporary Structure Permits

- Tents exceeding 60 m² (645 ft²) require a building permit.
- Tents greater than 225 m² (2,421 ft²) must have engineer-designed framing and anchorage systems.
- Tent fabric must comply with CAN/ULC-S109 or NFPA 701 flammability standards.

Event Organizers are responsible for obtaining required permits and inspections.

14.0 Fencing, Digging, or Staking

Prior to ground penetration on municipal property, Event Organizers must:

- Contact Ontario One Call 1-800-400-2255
- Obtain written approval from the Manager of Community Services and Facilities (or designate)

15.0 Circus or Midway Operations

All circus, midway, carnival, and amusement ride equipment must comply with all applicable Technical Standards and Safety Authority (TSSA) regulations. Required inspections, certifications, permits, and approvals must be current and available upon request before the equipment is operated.

16.0 Lottery Licenses

Organizations conducting lotteries, raffles, or other games of chance must obtain a valid lottery licence in accordance with applicable provincial legislation.

Lottery licence applications can be downloaded and printed from the Municipal website at **https://www.southwestmiddlesex.ca/services/lottery-licencing**, or picked up at the Municipal Office located at 153 McKellar St.

Completed applications must be submitted in person to the Municipal Office at 153 McKellar St. for processing.

Waste Disposal & Site Clean-up

Event Organizers are responsible for:

- Providing appropriate waste and recycling containers
- Ensuring proper waste management during the event
- Restoring the site to its original condition

Failure to do so may result in additional cleaning or damage charges.

Open Flame & Fireworks

Fireworks require prior written approval from the Southwest Middlesex Fire & Rescue Department.

Open flames are prohibited unless written approval has been obtained and all required permits have been secured.

For more information or to apply for written approval, contact the Fire Chief at 519-521-7850.

Event Decor & Property Protection

Decorations must not damage municipal property. The use of nails, staples, tape, adhesives, or other damaging fastening methods is prohibited.

All materials must be removed immediately following the event.

The Municipality is not responsible for lost or damaged items.

The Event Organizer is responsible for guest conduct, supervision, and safety, including appropriate supervision and transportation of minors.

Related Policies & By-Laws

This guideline must be read in conjunction with all applicable municipal policies and by-laws, including but not limited to:

- Municipal Alcohol Policy
- Noise By-Law
- Municipal Fees and Charges By-Law
- Parks and Facilities By-Law
- Fireworks By-Law
- Smoke-Free Ontario Act, 2017
- Accessibility Policies (AODA Compliance)

Compliance with these policies does not replace the requirement to obtain necessary permits or approvals.

Special Occasion Permits (SOP) – What You Need to Know

A Special Occasion Permit (SOP) is required if alcohol will be sold, served, or consumed at an event that is not licensed under the Liquor Licence and Control Act, 2019.

When is an SOP Required?

You may need a Special Occasion Permit if your event includes:

- Weddings
- Fundraisers
- Community festivals
- Banquets
- Private celebrations
- Charity events
- Beer gardens or licensed outdoor events

The permit holder is responsible for ensuring the event complies with all provincial laws and regulations, including responsible alcohol service.

Before You Apply

If your event is taking place at a municipal facility or park in Southwest Middlesex:

- Confirm your facility or park reservation with the Municipality before applying for your permit.
- Ensure your rental agreement allows alcohol service.
- You may be required to provide the Municipality with a copy of your approved SOP and proof of liability insurance naming the Municipality of Southwest Middlesex as an additional insured.
- Depending on the size and nature of your event, additional approvals or safety plans may be required.

How to Apply

Applications for Special Occasion Permits are submitted through the Alcohol and Gaming Commission of Ontario (AGCO).

Visit the AGCO online portal to determine your eligibility and complete your application

AGCO iAGCO Online Services: https://www.agco.ca/iagco

It is recommended that applications be submitted well in advance of your event to allow sufficient processing time.

More Information

For complete information about eligibility, permit types, responsibilities, and current requirements, visit: https://www.agco.ca/alcohol/special-occasion-permits-public-events

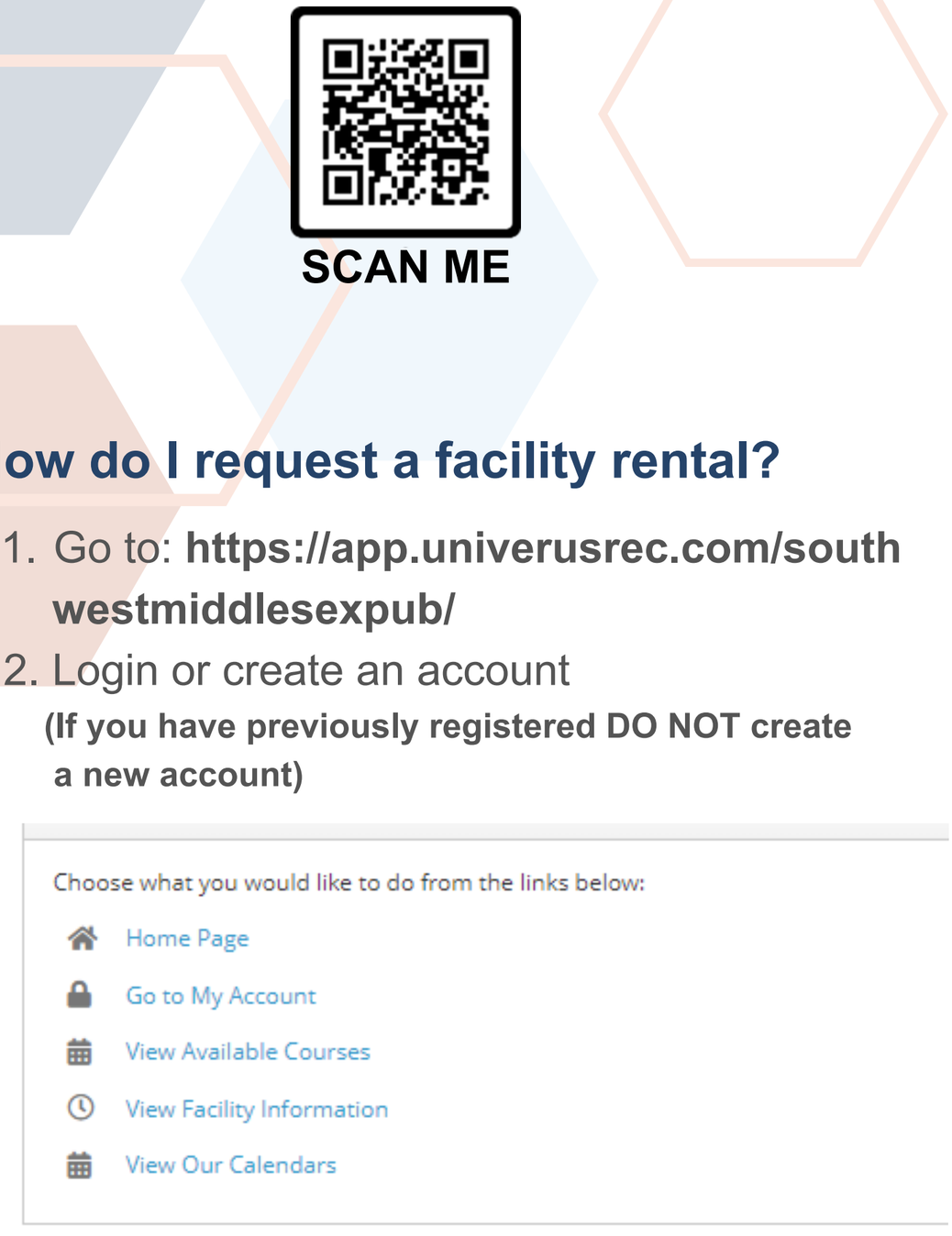
If you have questions regarding the use of a municipal facility or park, please contact the Municipality of Southwest Middlesex before submitting your application.

BOOKING FACILITIES: Univerus Sport & Recreation

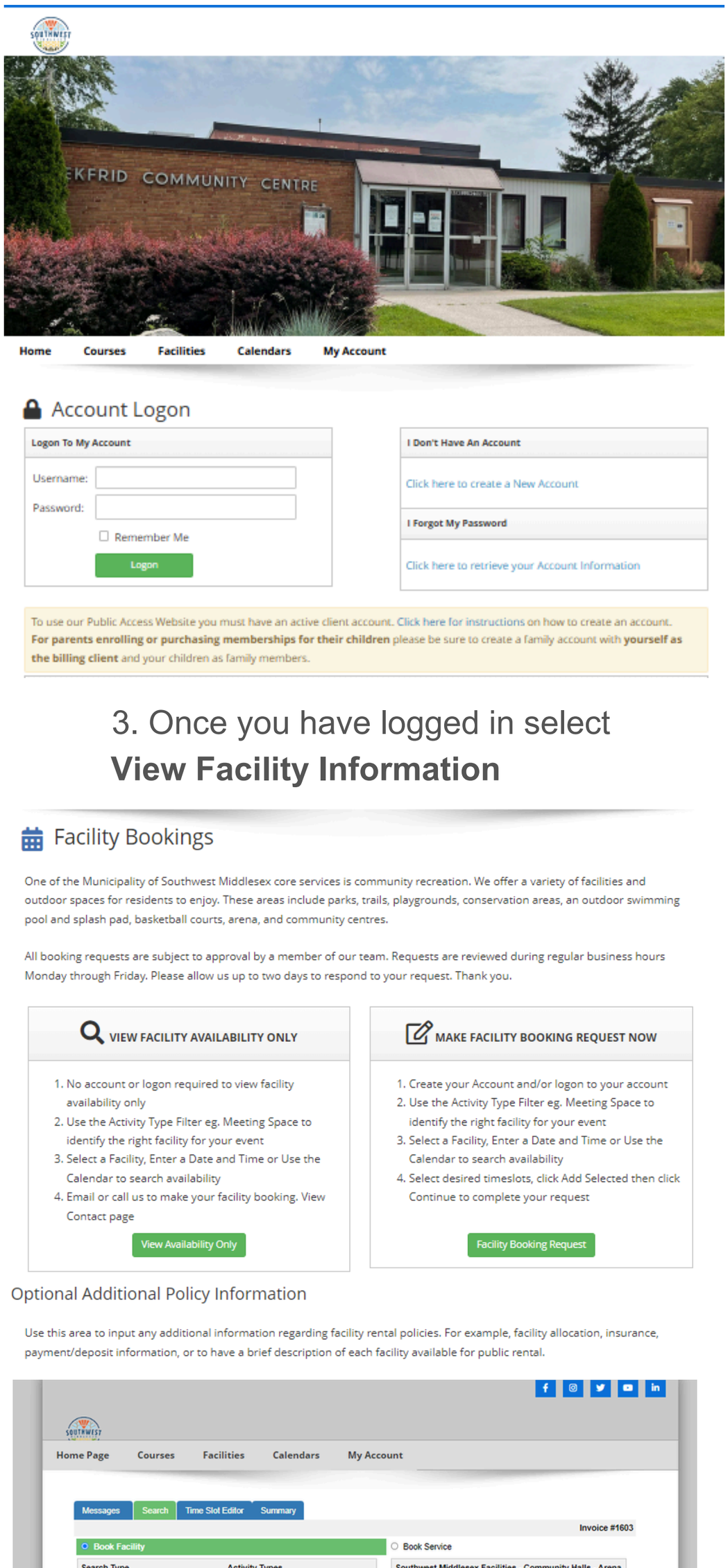
SCAN ME

How do I request a facility rental?

1. Go to: **https://app.univerusrec.com/southwestmiddlesexpub/**
2. Login or create an account
   (If you have previously registered DO NOT create a new account)



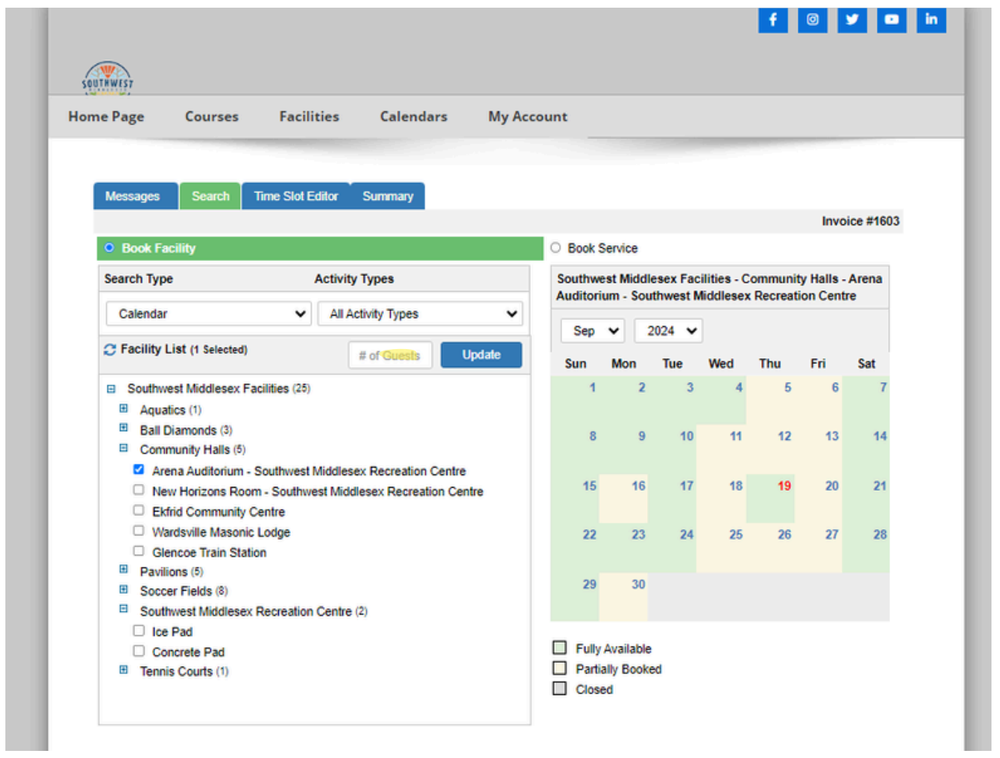
4. Facility Booking page.
   You will be given 2 options:
   - **View Facility Availability Only** - Shows available dates and times
   - **Make Facility Booking Request Now** - Click on Facility Booking Request.



3. Once you have logged in select **View Facility Information**

How to Make Facility Booking Request Now

- Input # of guests and click update.
- Click on which facility you are looking to rent
- Select the date
- Select the time
- Click on the checkbox you would like to book, Add Selected
- Continue
- Agree to terms & Conditions > Next
- Summary of your rental



*__ALL__ online bookings do go to Southwest Middlesex for approval

For any issues or changes contact **Rebecca at rburlock@southwestmiddlesex.ca** or **519-287-2015 ext.8121**

FACILITY RENTALS

BOOK YOUR NEXT EVENT WITH US!

Whether you're planning a large event or something more intimate, our facilities are the perfect venue. Let us take the stress out of your planning by hosting your next event with us. We offer a range of indoor and outdoor rental spaces for private functions.

BOOKINGS: Please contact the Community Services and Facilities department by calling 519-287-2015 Ext.8121, email rburlock@southwestmiddlesex.ca or book online through:

https://app.univerusrec.com/southwestmiddlesexpub/account/index.asp.

SMOKE AND VAPE-FREE FACILITIES: A reminder from the Middlesex Health Unit that the arena, pool, and community centre grounds and 20m from the edge of these properties are smoke and vape-free.

Halls & Pavilions

Community Halls

- Arena Auditorium
- The Mitch Scheerer Room
- Ekfrid Community Centre
- Wardsville Masonic Lodge
- Glencoe Train Station

Pavilions

- Simpson St. Park
- Appin
- Project 2000
- Wardsville
- Lions







EKFRID COMMUNITY CENTRE

48 Wellington Avenue
Appin





Perfect For

- Conferences & workshops
- Retirement parties
- Birthdays & anniversaries
- Celebrations of life
- Community gatherings & special events.

Amenities

- Multiple washrooms
- Kitchen area
- Tables and chairs included
- Flexible layout for a variety of setups.

Capacity

- Non-fixed seats: 150
- Non-fixed seats with tables: 117
- Dining / SOP (sit-down meals or licensed events): 101

Rental Rates

- Hourly: $32.00 (min. 2 hrs)
- Daily (Sunday–Thursday)
  - Resident of SWM: $105.00
  - Non-resident: $158.00
- Daily (Friday & Saturday): $230.00





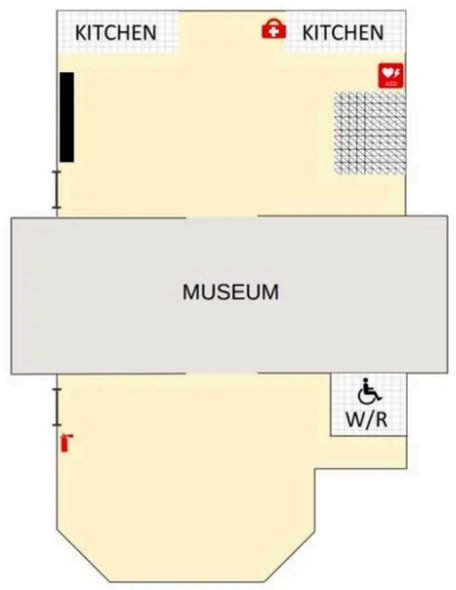


Glencoe Train Station

157 McRae Street
Glencoe







Rental Space

Nestled in the heart of Glencoe, this unique rental space offers a warm and inviting atmosphere, perfect for smaller events. Whether you're hosting a meeting, intimate gathering, or creative workshop, the space provides a cozy setting with character and charm. It’s an ideal venue for those looking for a personal and memorable experience.

Amenities

- Washroom
- Fridge, Counter, Sink
- Tables and chairs included
- Flexible layout for a variety of setups

Capacity

- Non-fixed seats: 53
- Non-fixed seats and tables: 42
- Dining/SOP: 36

Rates

- Hourly from: $26.50
- Daily from: $79.00





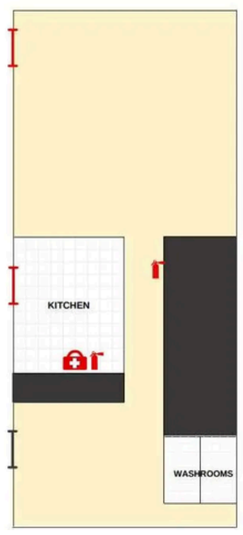


Wardsville Community Centre

21996 Haggerty Road
Wardsville







Best Uses

- Community meetings and public forums
- Workshops, training sessions, and seminars
- Small weddings and receptions
- Birthday parties and anniversary celebrations
- Family gatherings and reunions
- Club meetings or social group events
- Fundraisers, bake sales, and community dinners
- Craft shows or vendor markets
- Fitness or recreation programs (e.g. yoga, dance)
- Memorial or celebration of life services
- Small performances or music events

Amenities:

- Washrooms
- Kitchen area
- Tables and chairs included
- Flexible layout for a variety of setups

Capacity:

- Non-fixed seats: 149
- Non-fixed seats and tables: 118
- Dining/SOP: 102

Rates:

- Hourly: $23.00 (min. 2 hours)
- Daily Sunday-Thursday
- Resident: $84.00
- Non-Resident: $126.00
- Daily Friday & Saturday: $173.00









Arena Auditorium

138 Mill Street

Glencoe

(Located upstairs in the Southwest Middlesex Recreation Centre



Best for:

- Medium-sized community events: concerts, recitals, performances, or speeches
- Large meetings, seminars, or workshops
- Conferences or lectures with fixed or semi-fixed seating
- Banquets, dinners, or special occasion meals
- Social events: receptions, anniversaries, fundraisers, or award nights
- Use as a main hall alongside smaller rooms (e.g., Mitch Scheerer Room) for breakout sessions
- Community gatherings, film nights, or public presentations

Amenities:

- Washrooms
- Kitchen area
- Tables and chairs included

Flexible layout for a variety of setups

Capacity:

- Non-fixed seats: 218
- Non-fixed seats with tables: 172
- Dining / SOP (sit-down meal/special occasion):

Rates:

- Hourly: $23.00 (min. 2 hours)
- Daily Sunday-Thursday
- Resident: $84.00
- Non-Resident: $126.00
- Daily Friday & Saturday: $165.00







Mitch Scheerer Room

138 Mill Street

Glencoe

(Located inside the Southwest Middlesex Recreation Centre)



Best For

- Small meetings, workshops, or community group gatherings
- Educational or training sessions (presentations, classes)
- Club meetings, committee get-togethers, or board meetings
- Celebrations of modest size: birthday parties, anniversaries, small receptions
- Potluck dinners or catered meals (within the dining capacity)
- Registration events, social community events, or as an auxiliary room to the arena

Amenities:

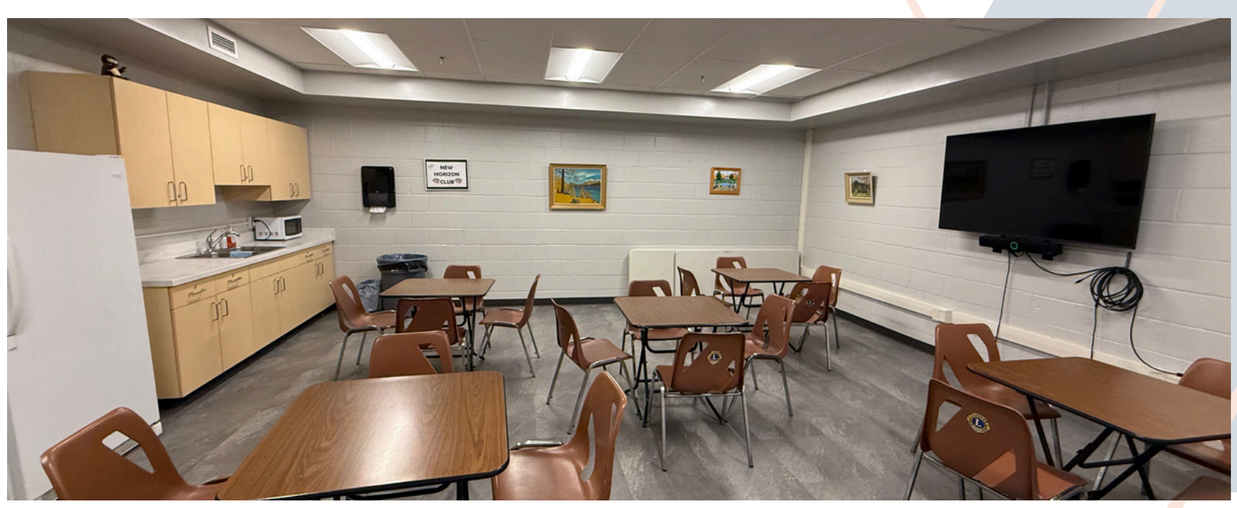
- Washrooms
- Tables and chairs included
- Flexible layout for a variety of setups

Capacity:

- 64 people (non-fixed seating)
- 51 people (with tables)
- 44 people (for dining/Special Occasion Permit events)

Rental Rates:

- $26.50 per hour
- $63.00 per full day



Simpson St. Park Pavillion

144 Simpson Street
Glencoe

Simpson Street Park is a vibrant community hub in Glencoe featuring a pavilion, playground, and updated sports facilities. The pavilion is perfect for family picnics, community events, sports team gatherings, and outdoor classes or workshops.

The park now includes 2 pickleball courts, a basketball court, new washrooms, a playground, and open green spaces for fun and relaxation.

Rental rate: $53.00/day



Lions Pavillion

268 Currie Street

Glencoe

Enjoy the outdoors at the Glencoe Lions Pavilion — a perfect spot for family gatherings, picnics, birthday celebrations, and community events. This covered pavilion offers plenty of seating, nearby washrooms, and easy access to open green space, playground and . With its welcoming atmosphere and convenient location, it’s an ideal place to relax, connect, and celebrate in the heart of Glencoe.

Rental rate: $53.00/day



Appin Pavillion

48 Wellington Avenue
Appin

Located in the charming community of Appin, the Appin Pavilion is a versatile outdoor facility perfect for community gatherings, family celebrations, picnics, and recreational events. Surrounded by open green space, it offers a welcoming setting for both casual get-togethers and organized activities. With ample picnic tables, nearby playground access, and plenty of room for outdoor fun, the pavilion is an ideal spot for hosting barbecues, reunions, or local events in a relaxed, country setting.

Rental rate: $53.00/day



Project 2000 Pavillion

138 Mill Street

Glencoe

Situated in the heart of Glencoe, the Project 2000 Pavilion offers a spacious and covered outdoor area ideal for community events, family gatherings, picnics, and celebrations. Conveniently located near the Glencoe Arena and park amenities, this pavilion provides easy access to playgrounds, sports fields, and ample parking. With its open layout and welcoming atmosphere, it’s a great choice for hosting reunions, barbecues, and local events in a central and family-friendly setting.

Rental rate: $53.00/day



Wardsville Pavillion

216 Church St

Wardsville

Nestled in the charming village of Wardsville, the Wardsville Pavilion provides a spacious covered area perfect for community events, picnics, family reunions, and outdoor celebrations. The pavilion is located next to an inclusive playground, offering children of all abilities a fun and accessible space to play. Surrounded by open parkland and conveniently located near other recreational amenities, it provides a comfortable and versatile setting for gatherings of all kinds. With plenty of room for seating, activities, and socializing, the Wardsville Pavilion is a welcoming spot for residents and visitors to enjoy the heart of the community.

Rental rate: $53.00/day



CONTACT US

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