



TOWN OF LUNENBURG

SPECIAL EVENTS GUIDE



About this guide

This guide has been created to accompany the Town of Lunenburg's [Special Events Policy](#). It intends to help you navigate the Town's Special Events Permit Application and the various procedures and regulations related to events held in the Town's public spaces.

Who should apply?

Contact staff at events@townoflunenburg.ca or 902-634-4410 x225 to determine if your event requires a Special Events Permit. Large events impacting the Town will need one, but small gatherings might not.

Application process

If a Special Events Permit is needed, you must complete a Special Events Permit Application and submit it to the Town at least **60 days** before the event.

Required documents	Possible documents
<p data-bbox="201 879 751 951">The following documents are required for all Special Events:</p> <ul data-bbox="251 1115 760 1539" style="list-style-type: none"><li data-bbox="251 1115 760 1150">• Special Events Permit Application <li data-bbox="251 1392 760 1539">• Certificate of Insurance with the Town named as an Additional Insured. <i>The Town must receive a copy of this before your event.</i>	<p data-bbox="823 879 1390 951">Depending on your event, you may also need the following:</p> <ul data-bbox="873 999 1398 1581" style="list-style-type: none"><li data-bbox="873 999 1398 1266">• Noise Bylaw Exemption Request. <i>If you request an exemption to the Noise By-law. See here for more information:</i> https://townoflunenburg.ca/noise-by-law-exemption-request-information.html<li data-bbox="873 1314 1263 1350">• Provincial Liquor Licence<li data-bbox="873 1392 1338 1463">• Provincial Food Establishment Permit<li data-bbox="873 1512 1390 1581">• Provincial Temporary Event Permit (for food)

Use of parks and public spaces

The following Town parks and spaces may be available for special events:

- Labrador Park: Located behind the Lunenburg and District Fire Department (25 Medway St.) adjacent to the Front Harbour Trail.
- Sylvia Park: The green space is located on Blockhouse Hill Road.
- The Heritage Bandstand and green space near the UNESCO Monument flagpoles are beside Town Hall (125 Cumberland St.). There is a rental fee for the Heritage Bandstand.

Booking a public space for your event doesn't guarantee exclusive use, as the public may still access it. However, it prevents other groups from booking the same space at the same time.

Land acknowledgement

When possible, all special events in the Town of Lunenburg should include, at a minimum, a land acknowledgment, noting that the event takes place in Mi'kma'ki, the unceded territory of L'nu'k (Mi'kmaq).

Accessibility

The Town encourages organizers to ensure events are accessible to a diverse audience, including providing facilities like accessible viewing areas and washrooms and offering image descriptions and video captioning. For detailed guidelines, refer to the [Province's Accessible Events Guide](#).

Alcohol

For events selling or serving alcohol, a licence must be obtained from the NS Provincial Alcohol and Gaming Division, and its rules must be followed. Licences needed vary but typically include Special Occasion Liquor Licences (Class 1, 2, 3, or 4 for permanent licence holders extending service). More details are available at the [Province of Nova Scotia's website](#).

You must also have liquor liability insurance.

Outdoor events serving alcohol must have a secure area for alcohol consumption, such as a fenced beer garden.

Security is mandatory for outdoor events where alcohol is served.

Communication

Upon request, the Town may share event information on its platforms, but it does not create content for external events and is not required to advertise special events. Should the Town share event information on its platforms, the scheduling of this information will be at the discretion of the Town.

Electrical requirements

The Town may provide access to power where available. Approval is required before any connection to a Town-owned power supply.

Sites where power is available:

- Two spots along King Street (between Cumberland Street and Lincoln Street)
- The Lincoln Street parking lot (across from the Post Office)
- The Heritage Bandstand
- Labrador Park
- On Falkland Street near the Lunenburg Tennis Club

Entertainment

In accordance with Canada's Copyright Act, any public performance or reproduction of copyright-protected musical works requires a licence. If you will be using live or recorded music as a part of your event, you should obtain a performing rights licence from SOCAN (Society of Composers, Authors and Music Publishers of Canada). SOCAN requires music users to obtain a SOCAN licence to perform or authorize others to perform and copyright music in public. Depending on the category a music user falls under, a licence fee may be payable on a per-event or annual basis. Visit www.entandemlicensing.com for more details.

Fireworks

Fireworks are prohibited within the town unless you get a noise by-law exemption. If you are looking for an exemption, please coordinate with staff and submit your request at least **10 days** before your event.

Food services and vending

For special events, vending activities don't require a TOL Vending Permit, but operating a food service in Nova Scotia requires a provincial Food Establishment Permit. Selling food at temporary events also requires a Provincial Temporary Events Permit, which applies to booths operating for up to 14 days a year, including those by community groups for fundraising. You must handle all provincial permit requirements and submit copies to the Town. Further permit details and guidelines are available on the [Province of Nova Scotia's website](#).

Noise

Special Events must follow the [Town's Noise By-law](#), maintaining quiet from 11 p.m. to 7 a.m. If you are looking for an exemption to the by-law, please coordinate with staff and submit your request at least **10 days** before your event. If your event is longer than 14 days your request will need to go to Council and should be submitted at least **20 days** before your event.

Erecting of Special Events Tent

A building permit is required for any temporary event tent. The permit application must include details about the tent's construction, flame spread rating, seating capacity, number and location of exits, and fire extinguisher placement (for public events). If you are planning to have these kinds of tents, staff will be in touch on the building permit process.

Parking

Lunenburg has a few parking options, including metered street parking, designated parking lots, and free parking on certain streets. However, please be aware that parking is limited, and finding parking for large-scale events can be difficult.

- [View the Lunenburg Downtown Parking Map](#)

RCMP services

The Lunenburg District RCMP, based at the Lilydale Detachment, oversees the Town. Organizers needing extra police resources should contact the RCMP directly.

RCMP contact information:

88 Lilydale Rd., Lunenburg NS B0J 2C0

Telephone: 902-634-8674

Risk management

Risk management is vital in planning special events. Identify potential risks, however unlikely they may seem, and plan accordingly. This includes training your staff and volunteers. You are responsible for reviewing all third-party contracts and ensuring your team works safely.

Safety

Your organization should have a written safety plan in place. Your safety plan should include possible hazards, muster points, evacuation routes, ways to communicate with volunteers and event attendees and participants, and who would call 911 in an emergency.

Security

Keeping everyone safe is the top priority for every special event. As each event is different, security measures are considered case-by-case. Security is required for outdoor events

where alcohol is being served. Other factors that will be considered when determining security measures are how big the event is and often what kind of event it is. In many situations, volunteer security teams are enough to keep our events safe.

Signage

The following rules must be followed when putting up temporary signage for special events:

- Signs cannot be taller than 1.0 meters above the street level near streets.
- Must not obstruct streets or sidewalks.
- Signs cannot have flashing, moving lights, or brightness or colour changes.
- Signs must not block access to fire escapes, windows, or exits.
- Signs cannot use words or symbols like 'STOP,' 'DANGER,' or 'YIELD' that might confuse drivers.
- Signs must not create safety issues as determined by the Traffic Authority.
- Signs must not be painted or attached to natural objects, like trees or utility poles.

If a temporary sign violates any of the rules above, the Town will remove the sign.

There are several community bulletin boards throughout the Town where posters may be posted. The Town maintains one near the corner of King Street and Pelham Street and one on Bluenose Drive, near the Fisherman's Memorial.

Waste management

The Town encourages event organizers to consider zero-waste and low-waste initiatives when planning events.

Ideas for low-waste events:

- Have compostable plates, cups and utensils.
- When possible, encourage attendees to bring their own dishes for food and water.
- Have comprehensive waste stations with recycling and compost.
- Have water refill stations.