Events on Argyle Street

What you need to know

The purpose of this guide is to outline the process for holding an outdoor event on Argyle Street between Prince Street and Blowers Street. The municipality has developed the guide in collaboration with provincial and business stakeholders.

Argyle Street is open to traffic except during weekends over the summer. With approval, the street may also be closed temporarily for small outdoor concerts, street festivals and other gatherings.

For approval to use Argyle Street for an event, organizers need to apply to the municipality's Special Events Task Force. The Task Force provides event organizers with access to the municipal services needed to host special events on the street, i.e. Police and Traffic Management.

There are several key considerations when planning an event at this location, including the scale and scope of the event and food and beverage services. Many of the application requirements set out below are to ensure that impact to the day-to-day business operations in the area are unaffected or mitigated.

How to Apply

1. Complete and submit the Halifax Regional Municipality Special Events Task Force Special Event Application Form: https://www.halifax.ca/sites/default/files/documents/recreation/arts-culture-heritage/SpecialEventsTaskForceApplication_Fillable%20(002)_0.pdf. Staff will contact organizer upon receipt.

2. Meet with Civic Events staff to review application and the submitted Site Plan. Site Plan must include a detailed site map that includes the exact location and dimensions of any event infrastructure (including tents, toilet facilities, stage).

3. Secure and provide approval from businesses on Argyle Street that are affected by the position of any event infrastructure. Approval from the businesses can be submitted in writing (email) to municipal event staff. The municipality will consider reasonable objections to the event's site plan before giving final approval of a street closure.

4. Civic Events staff will advise organizer of the municipal engineer assessment of the event site map. The municipal engineer will only consider street closures that are beneficial to the public interest. Events are not beneficial to the public interest if they are excessively disruptive to businesses or residents.

5. Present the event plan to the Special Events Task Force, if required.

6. Submit event insurance by email.

7. Civic Event staff will email approval from Traffic Management to use the street.

8. Notify the businesses on Argyle Street of the event details at least 21 days before the event starts.

9. Provide Civic Events staff confirmation from businesses in writing that they have been notified.
10. Work with the businesses to negotiate a schedule for essential deliveries.

These steps cover the basic components of applying to hold an event on Argyle Street. When you meet with the Civic Events staff person in Step 2 they may determine that additional steps are required. See the Halifax Regional Municipality Special Event Planning Guide, https://www.halifax.ca/sites/default/files/documents/recreation/programs-activities/SpecialEventsPlanningGuideApril2016_0.pdf for more details on all the steps.

The scope and scale of your event must work within the capacity of the street. The municipality does not support event programing, such as large-scale concerts or street festivals, that exceed the capacity of the street/s. Large-scale events may be accommodated at other municipal sites, i.e. Grand Parade, DeWolf Park, Alderney Landing. Staff will discuss site capacities at your initial meeting.

Essential Information for Event Organizers

Communications

Ongoing communication with businesses on Argyle Street is important for all stakeholders.

The municipality encourages organizers to meet with the area businesses to explore opportunities to enhance event programming through cross promotion and partnerships.

During the summer months, weekly weekend road closures of Argyle Street may occur during your event date. Civic Events staff will inform organizers if these closures impact the event.

Event Insurance

Per Section 17 of the Special Events Task Force application, your event will need to carry third-party liability insurance that names the Halifax Regional Municipality as additionally insured at a level no less than $2,000,000, inclusive of Bodily Injury and Property Damage. In the case that the event is serving or selling alcohol, the level is no less than $5,000,000.

Photos on this page courtesy of Discover Halifax

Argyle Street Infrastructure

Event infrastructure permanently located on Argyle Street:

- Argyle Street has 13 posts, containing small light bollards, and a 15-amp power supply.
- There are two (2) permanent gates that can close the portion of Argyle Street located at the Prince Street intersection and 10m south of Sackville Street.
- There are two (2) Designated Smoking Areas on Argyle Street. One Designated Smoking Area is located on each block and must always be kept accessible.

If your event exceeds the power configurations you will need a wiring **Nova Scotia Power Electrical Inspection Report permit**.

Event Infrastructure

Event infrastructure will need to be kept within the width of the street used by vehicular traffic unless the approved event plan allows for public access to both sidewalks.

If patios temporarily expand during the event, you will need to ensure a 2.1m (3', 3") sidewalk or pathway from one end of the street to the other. This is to provide public access to safe, inclusive and accessible spaces.

Fencing in the closed section of the street is not permitted unless approved in advance by the municipality.

The underground parking lot on Argyle Street between Sackville Street and Blowers Street must remain open and accessible.

Emergency Services Requirements

Ensuring public safety on Argyle Street and the event area is vital. During your event, emergency services requires that you:

- keep entrances and exits of all buildings clear;
- ensure access for emergency vehicles (show this access on the event site map); and
- keep tents or temporary tenting structures at least 3.048 m (10 ft.) from buildings, including the overhanging portion of the Nova Centre.

For tents larger than 3.048 m (10 ft.) x 3.048 m (10 ft.), complete a **Temporary Tents & Air Supported Structures Application form**. Halifax Regional Fire and Emergency staff will complete an inspection of the tents before the start of the event.

Extending Patios During Events

As the event organizer it's your decision whether to allow businesses with Permanent Liquor Licenses on Argyle Street to extend their licensed patio during your event. You need to let the businesses know at least 21 days before the event.

Businesses with Permanent Liquor Licenses will need to apply to temporarily extend their patio whenever the street is closed.

Licensed Events

If your event is considering serving or selling alcohol, please discuss with Civic Event staff. If your event includes an alcohol beverage service, you will need to apply for a **Special Occasion Liquor License**.
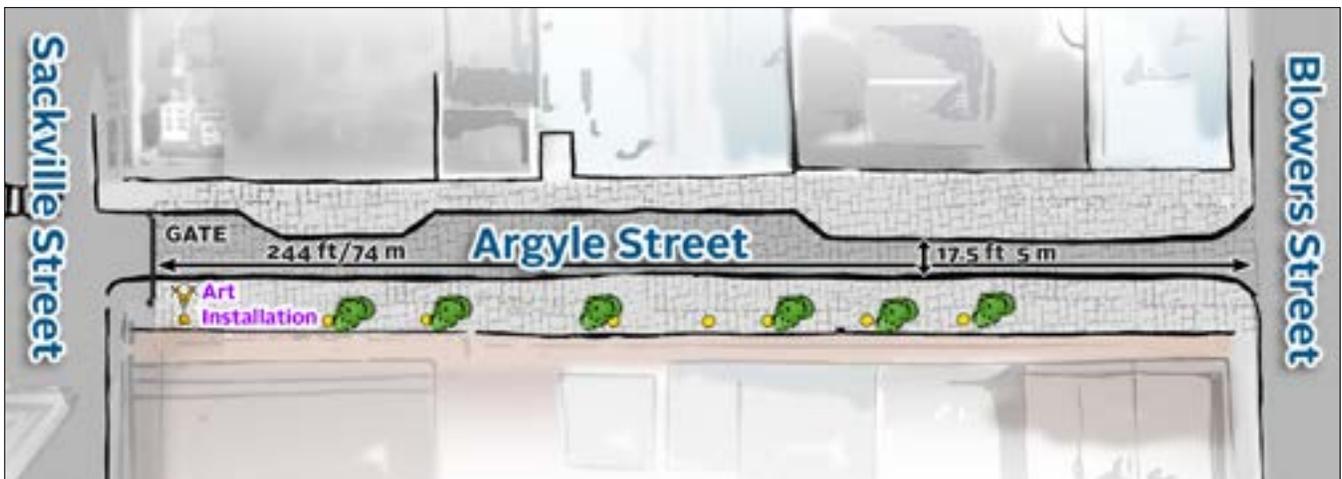
Food Service

If your event includes food service, you will need a **Temporary Event Food Permit**, or food vendors will need to have an annual permit.

Toilet Facilities

You will need to provide on-site toilet facilities for the event audience if there is food and beverage service at the event.

Noise

You will need to follow the rules on noise when using a PA system during your event. Find out more about the municipal noise by-law, https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/By-LawN-200.pdf.

Contact information

Please contact the Civic Events office at 902.490.4740 or **argyleevents@halifax.ca**.

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