

Kingsville Highland Games

Draft Proposal

Lakeside Park

Saturday June 22, 2019 and Sunday June 23, 2019

Introduction:

The proposed Highland Games will be a Town of Kingsville event organized by a committee of volunteers. The Games will take place on June 22 and 23, 2019 at Lakeside Park.

Certain aspects of the Games are well known and are emblematic of Scotland. While centered on bagpipe, drumming, highland dance and Scottish heavy athletics competition, the games will also include entertainment and exhibits that will appeal to all ages in attendance.

Monetary profit or loss will be owned by the Town of Kingsville. It is our committees' goal to operate revenue neutral the first year.

Mission Statement:

The Kingsville Highland Games is to celebrate the Scottish and Celtic culture, while partnering with local business, organizations and individuals to promote the Town of Kingsville and vicinity.

Event Contacts:

- Chairperson - Doug Plumb, [REDACTED] email [REDACTED]
- Co-Chair - Robert Stafford
- Secretary/Treasurer - Leni Nelson
- Media and Advertising - Ray Silvus
- BIA Liaison - Beth Riddiford
- Kilt Run/Walk Event – Tom Omstead
- Town Council and Parks and Rec. Liaison – Gord Queen
- Herding/Sheering Demonstrations - Doug Robinson

Community Partners:

1. Town of Kingsville.
2. Kingsville B.I.A
3. Kingsville Canadian Legion
4. Pipers' and Pipe Band Society of Ontario (PPBSO)
5. Pride of Scotland School of Dance
6. Walkers and Runners Around the County of Essex (W.R.A.C.E.)
7. Canadian Scottish Athletic Federation (CSAF)
8. Kingsville Pickleball Association - volunteers
9. Optimist Group of Kingsville
10. Corporate Sponsor(s) TBD

Dates and Hours Of Operation:

Friday June 21, 2019

9:00AM to 2:00PM Set-up of vendors, tents, staging and other events –

Saturday June 22, 2019

9:00AM Opening Ceremony 7:30 AM Pancake Breakfast Kingsville Legion

- 8:00 AM Scottish & Celtic Market booths open
- 8:30 AM Piping and Highland Dance Registration opens
- 8:30 Tartan Run/Walk Registration opens
- 9:00 AM Highland Dance Competition morning events begin
- 10:00 AM Beer Garden opens in Pavilion
- 10:00 AM Food trucks (field) Vendor Games Food Booth open
- 10:30 AM Mass Band Parade from Legion. Route - Legion parking lot, south on Division Rd. to Lakeside Park Judges' stage. Official Opening Remarks - Mayor etc.
- 11:00 AM Pipe Band and Solo Competitions begin
- 11:00 Highland Dance events begin
- 11:00 AM Tartan Run begins (course TBD)
- 11:00 AM Sheep dog demonstration and Sheep Sheering events.
- 5:00 PM Massed pipes & drums (Lower Bowl) Awards for marathon runners
- 6:00 PM Evening entertainment – “*Mudmen*” – Pavilion. Separate tickets to be sold for 300 people

Sunday June 23, 2019

- 9:00 AM Breakfast available at the Canadian Legion
- Highland Dance, Caber Toss, Tug of War competitions in the lower bowl.
- Sheep Herding and Shearing demonstrations.
- 5:00 PM Games close

Profit & Loss Overview:

- * Admission revenue is based on 1,500 people in attendance at \$30
- * Vendor revenue is based on 40 vendors at \$350

**Kingsville Highland Games
Budget Overview**

	<u>Jun 19</u>
Income	
Admission - 1,500 at \$30.00 ea	45,000.00
Sponsors	2,000.00
Vendors Space Rentals	<u>14,000.00</u>
Total Income	61,000.00
Expense	
Advertising and Promotion	3,000.00
Appreciation Night	1,016.00
Entertainment Saturday	5,000.00
Entertainment Sunday	3,000.00
Fencing	9,000.00
Heavy Games Events - Athletic	2,500.00
Herding and Shearing	5,000.00
Office & General	600.00
Porta Johns	1,830.00
PPBSO Fees	9,275.00
T-Shirts and other	2,000.00
Tables and Chairs	350.00
Tent	2,000.00
Tickets	300.00
Website	<u>2,000.00</u>
Total Expense	<u>46,871.00</u>
Net Income	<u><u>14,129.00</u></u>

BUDGET OVERVIEW

Program Book:

A program book that will contain event schedules along with vendor information and paid advertisements from local business and organisations will be given to individuals attending the day events.

Kilt Run/Walk:

A 5 K Kilt Run/Walk will take place on June 22 and organized by "Walkers and Runners Around the County of Essex." (W.R.A.C.E.) Proceeds will be given to the Kingsville Branch of the Canadian Legion.

Proposed route (attached), road closures, date and times will be confirmed and coordinated with the O.P.P., W.R.A.C.E., and Chairperson Tom Omstead.

In coordination with W.R.A.C.E., road barricades if required will be distributed one day prior to the run and picked-up after the run by the Town of Kingsville.

Preliminary Plans:

1. All walk/run participants would be provided a race kiltie.
2. Admission into the walk/run would enable entry into the Games/Fest.
3. Costs of the walk/run would be reduced by sharing some of the facilities that will be needed for the Games/Festival. (ie. port a johns, electricity, EMS Ambulance Services, OPP and location)
4. Walk/run event would be on Saturday. Include a "Bonnie Knees Contest."
6. Tom and Sue Omstead will cover the walk/run cashflow needed before event day.
7. Volunteers for this event will be coordinated by the Omsteads.

Saturday Morning Breakfast:

The Saturday morning breakfast will be hosted/coordinated by the Canadian Legion - Kingsville Branch. All proceeds for this event will belong to the Legion. The Canadian Legion will comply with Health and Safety Regulations as required by the Windsor-Essex County Health Unit. The Canadian Legion - Kingsville Branch must provide insurance naming the Highland Game Committee and volunteers and the Town of Kingsville as additional insured.

Opening Mass Band Parade:

All Bands participating in the Highland Games will be expected to March from the Kingsville Branch of the Canadian Legion parking lot, south on Division Street, to Lakeside Park and enter the park at the northeast corner, down into the lower bowl of the park.

A one hour road closure during the morning of June 22, 2019 of Division Street South from the Canadian Legion to the Park will be coordinated with the O.P.P. and the Highland Games Planning committee.

Highland Dance Competition:

The Highland Dance event will take place in the Pavilion on Sunday June 23, 2019. All aspects of this event will be managed by the "Pride of Scotland" dance group. The dance group will provide insurance naming the Highland Game Committee volunteers and the Town of Kingsville as additional insured.

Proceeds from event admission will belong to the Town of Kingsville.

Awards/trophies for this completion will be the responsibility of the dance group.

Heavy Events:

The "Heavy Events" will take place in the lower bowl of Lakeside Park on Sunday June 23, 2019. All aspects of this event will be managed by the associated group and will provide insurance naming the Highland Game Committee volunteers and the Town of Kingsville as additional insured.

Proceeds from event admission will belong to the Town of Kingsville.

Awards/trophies for this completion will be the responsibility of the associated group.

Sheep Herding Demonstration:

A sheep herding event will take place on throughout the day Saturday June 22 & Sunday June 23.

This event will include 8 sheep with 3 herding dogs.

A fenced area will be required. Note site plan for location.

Sheep Shearing:

Sheep Shearing demonstrations will take place periodically throughout the day both Saturday and Sunday as an educational program. A fenced area will be required. Note site plan for location.

Animal Handling:

The owners and handlers of animals used in the educational demonstrations will comply with all policy, regulations and procedures of the Ministry of Agriculture and Food and the Canadian Humane Society. Animals will be treated and transported ethically and responsibly.

All animals will be supervised, penned, and properly cared for by the owners and handlers while at the site.

Food Services:

Area food vendors will provide meals for attendees and will comply with Health and Safety Regulations as required by the Windsor-Essex County Health Unit. Vendors must provide insurance naming the Highland Game Committee and volunteers and the Town of Kingsville as additional insured.

The Highland Games will provide hand-wash stations, picnic tables, and garbage/recycle receptacles.

Portable Structures:

Main Stage – Mobile hydraulic stage 30x30. Rented unit.

Stage will be inspected by a Building Inspector from the Town of Kingsville to ensure that the construction and set-up are in accordance to building code.

Seating:

Seating will not be provided. Spectators will be encouraged to bring lawn chairs or blankets.

Vendors:

The planning committee of the Kingsville Highland Games reserves the right to limit the number of vendors attending the Games and the types of items sold. Preference will be given to vendors that design, manufacture and sell items that are local, unique to the Celtic culture, and interesting having value to the visitors. It is also the right of the Kingsville Highland Games Committee to expel a vendor from the event.

Vendors will be required to apply to the planning committee using a application form prepared by the planning committee of the games. Deadlines for applications will be determined. Vendors wishing to withdraw from the event after applications have been approved, must be done no later than TBD for refund.

Local business will be given first opportunity to apply as a Games vendor. Deadline date for local business to apply will be determined. Announcements of available applications will be made through the local BIA.

The rental space for all vendors will include 2 admission passes. Additional passes will be sold at the set rate. Payment in full is required with all applications. A \$50 fee will be charged on all N.S.F. cheques.

Vendors will complete an application and mail with payment to The Town of Kingsville.

Parking for vendors will be provided at one of the parking locations.

A clean-up fee of \$50 will be charged in addition to the rental fee and will be refunded by cheque to the vendor if the rented space is cleaned at the end of the weekend event.

Vendor Fees

Vendor Type	30'x30' with Electricity	30'30' without Electricity
Merchants	\$350	\$275
Non Profit	\$300	\$150

Vendors are required to stay for the entire weekend event - rain or shine.

Upon receipt an application approval, vendors will receive a vendor package containing site map showing their assigned location, parking instructions, loading and unloading schedules, and admission cards for the weekend.

Vendors' names and business will be posted to our website and printed in the program. Deadlines for company information will apply for publication.

Vendors must attend their space for the full duration of their commitment.

Cash floats and small change are the responsibility of the vendor(s) to arrange and manage.

Vendor(s) must provide their own table coverings, decoration and sun/rain protection.

Gas generators will NOT be permitted.

Dangerous, hazardous or illegal items will NOT be allowed at the Games.

Food vendors will comply with Health and Safety Regulations as required by the Windsor-Essex County Health Unit. Vendors must provide insurance naming the Highland Game Committee and volunteers and the Town of Kingsville as additional insured.

Vehicles are only permitted on the field for unloading and loading, with direction and accompaniment of a Games volunteer and must be unloaded/loaded by 2:00 PM Friday June 21 and Sunday June 22 after 6:00PM.

Overnight security will be provided for the field and contents.

Lighting:

Evening lighting (rented units) will be provided in the lower bowl for security purposes only. No activities will take place in the lower bowl after sunset. Pavilion only will be used for the evening entertainment.

Sanitation:

(Gilberts Sanitation)

20 unisex weekend units with hand sanitizers, for an attendance of approximately 1500-2000 people. Based on the number of expected attendees, these units would sufficient for a 9-10 hour event.

20 unisex weekend units with hand sanitizers (\$80.00 each.)

Handicap portable washrooms - wheelchair accessible units, with bars installed and enough room for a wheelchair to turn 180 degrees. Handicap portable washrooms are available for \$130.00 each

Hand wash stations - will be available as people exit the portable restroom to wash their hands.

Location of restrooms and hand wash stations are indicated on the site plan.

Delivery and setup - Friday the day before the event.

Removal - Sunday late afternoon or Monday

The contractor of the portable sanitation units will provide a certificate of insurance stating our coverage and WSIB clearance certificate.

Entrance Gates:

Handicapped Access: drop off and pick-up for handicapped persons will be at the Pavilion's main entrance, west side.

General admission - Gate 1 located at the corner of Herrington and Division Street. Gate 2 - located at the main entrance, west side of the Pavilion.

Emergency Exits - Gate 1, Gate 2, and Herrington Parking lot. Note site plan.

Parking:

Parking for vendors and performers – Municipal property across from the Park and west side of Queen.

Parking for attendees and volunteers – Municipal property beside Grovedale, street parking, LaNassa lot and Landsdowne Hobby Shop. Handicapped parking – Queen Street

Beer Garden:

Negotiations are still taking place with several local service groups with the proper permits to take the responsibility of running the Beer Garden. It is expected that the Highland Games Committee will sell tickets only to the evening entertainment and that the group that agrees to run the Beer Garden will sell tickets for beer and perhaps wine in the Pavilion only. Alcohol will be served only by Smart Serve volunteers. Identification will be checked at the entrance of the Pavilion.

Ticket sales will not exceed the legal occupancy limits for the building.

Hand stamps will be given as receipt to paid admission to the evening entertainment.

Security at the Games and Pavilion:

Saturday 10:00 AM – 5:00 PM	2 Guards (Security company TBC) 3 OPP EMS service
Saturday RUN/WALK	Will be determined by O.P.P.
Saturday 5:00 PM – 1:00 AM	2 Guards (Security company TBC) 3 OPP EMS service

*** The number of O.P.P. officers required will be determined by the O.P.P. based on ticket sales.**

Risk Management Plan:

The Highland Game committee will develop a chain of command protocol to enable communications between Board Members, Fire and Rescue Dept, OPP, and other volunteer Crew Chiefs. Designated individuals will be trained on communication protocol and the Town will issue two-way radios

Volunteer Security will be patrolling on site at all times during the games.

Highland Games Board Members and Volunteers will be instructed and given the authority to not allow entrance to the Pavilion or grounds that appear to be intoxicated. Enforcement will be done by the OPP.

Storage of Unsold Alcohol:

All unsold alcohol during the event will be stored in locked storage within the Pavilion.

Pavilion Door Supervisors:

Volunteers are responsible for checking age identification, tickets, handling money for tickets, hand-stamping, and inspecting hand bags. Volunteers have the authority to turn away individuals they suspect are under the influence of drugs or alcohol.

O.P.P. support will be present at the Beer Garden. The number of O.P.P. officers required at this event will be determined by the O.P.P.

Ticket Sales:

Tickets will be sold in advanced and on site during the event weekend. Cash payment for admission will be advertised to avoid issues with electronic payment. An ATM will be on site.

Early Bird Tickets on sale through a web site for three weeks prior to the event.

Wrist Bands:

All persons will be banded with colour coded wrist bands:

Volunteers - Blue

Vendors - White

Under-aged - Red

Weekend Pass - Purple

Day Pass - Green

Saturday night entertainment - Hand Stamp

Ticket Sales:

Tickets will be sold in advanced and on site during the event weekend.

Age	Weekend	Saturday	Sunday
Children (0-12)	FREE	FREE	FREE
Youth (13-18) & Seniors (60+)	\$20	\$12	\$12
Adult (19-59)	\$30	\$15	\$15
Adult (19+) Saturday Evening Beer Garden Entertainment. (6:00PM to 1:00AM)		Entertainment and Beer Garden Only \$10	

Security Personnel:

Licensed overnight security - Friday and Saturday.

Volunteer security and perimeter support - coverage during hours of operation as shift schedule.

During the games, additional volunteers security will be stationed at points where security fences meet the beach and creek. These volunteers will be supplied with radio communication.

Police Services:

Based on ticket sales. Paid officers.

Saturday - Three

Sunday - One

The number of officers required will be determined by the O.P.P. and ticket sales.

EMS Services:

Qualified EMS will be available at all times and will be on site in case of any medical emergency.

Pet Policy:

Pets will not be allowed on the grounds during the Highland Games. Signs will be posted around the parameter of the park and security volunteers will be asked to enforce the policy. Service animals are excluded from this policy.

Ticket Sales for Evening Entertainment:

Tickets for the evening entertainment will be sold in advance and on site. (Adults 19 yrs+ only)

Communication Plan for Residents:

Notice to the general public will be made as an announcement in the Kingsville Reporter one month prior to the event.

Lost Child:

A report of a lost child will be made to a designated radio person. A report will include the child's name and description. The designate will immediately contact Command with information. Announcements will be made from the main stage in the lower bowl and at the Pavilion. Announcements will be made between piping events. Parent/guardian will be directed

to wait at the main stage. Lost children will be taken to the main stage by a Highland Games volunteer. That volunteer will remain with the lost child until reunited with parent/guardian.

ACCESSIBILITY POLICY

Providing Goods, Services or Facilities to People with Disabilities

Policy Statement:

The Kingsville Highland Games Committee (KHGC) is committed to providing an environment that is inclusive and accessible, and respects the dignity and independence of persons with disabilities. Persons with disabilities will be given equal opportunity to integrate and access the activities undertaken by the KHGC and benefit from the same customer service experiences as other members of the public.

The KHGC understands that their obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and these obligations do not substitute or limit its obligations under the *Ontario Human Rights Code*. The KHGC is committed to complying with both the AODA and the *Ontario Human Rights Code*.

Policy Components:

a) Communication with Persons with Disabilities

When communicating with a person with a disability, KHGC members and volunteers will do so in a manner that takes into account the person's disability. The KHGC is committed to communicating by any of various means including verbally, in writing, by working with a support person, by assistive device or by electronic mail. Volunteers and members of the committee will be trained on how to interact and communicate with people with various types of disability.

b) Assistive Device

Personal assistive technologies are permitted at the games.

c) Service Animals

Service animals are permitted and unrestricted at the Highland Games site. If it is not readily apparent that an animal is a service animal, verification of the animal's duty may be requested. Members of the committee and volunteers will be properly trained on how to interact with people with a disability who are accompanied by a service animal. The use and safety of the service animal is the responsibility of the person with the disability.

Site Plans

Event Locations

Proposed Walk/Run Kiltie Route

Mass Band Parade Route



SITE PLAN - LAKESIDE PARK



PROPOSED KILTIE WALK / RUN ROUTE

