



Event Planning Resource Guide

A guided document for festival and event organizers



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Event Planning Resource Guide

The creation of an Event Resource Guide is to outline the City of Welland's Festival and Event Application process, serving as a guiding document for festival and event organizers who organize and manage events on municipal property.

The City of Welland facilitates and supports the delivery of vibrant and sustainable festivals and events that engage the community in event leadership, enhance the quality of life for its residents, build community pride and provide opportunities and place for people to connect and celebrate local culture, heritage, and talent.

Each year the City of Welland receives numerous requests from individuals, groups, and organizations to operate events on municipal property. Festivals and events vary in scope, purpose, and size. The requirements are outlined in the Event Planning Resource Guide to ensure the delivery of a safe and successful event.

It is highly recommended that organizers review the Event Planning Resource Guide in its entirety as it will assist with the completion of the Festival and Event Application process, if applicable. It contains important procedural information, resources and tools to ensure that all necessary approvals are obtained in advance of any deadline dates.

The application applies to festivals and or events that are open to the public or includes the following:

- Attendance exceeding 500
- Alcohol
- Road Closures
- Fireworks
- Food Preparation/Consumption
- Sound Amplification
- Tents requiring a Permit
- Use of a facility outside of its intended purpose (ex. Circus/Home Show in an Arena)

Given the complexity of festival and events, the City of Welland has the Special Event Application Review Team (S.E.A.R.T.), which is comprised of staff members from the following teams: Community Services, Festival and Events, Parks, By-Law, Fire and Emergency Services, Roads, and other various municipal and regional departments. S.E.A.R.T. is designed to review and support applications for festivals and events on the City of Welland property by ensuring that all necessary permits, permissions, insurances, equipment requests are in place for the protection of the organizers, participants, and residents. Depending on the festival or event, the organizers might be asked to present their festival/event application to S.E.A.R.T, where department representatives will be able to seek further clarification.

Please note that the submission of a Festival and Event Application does not guarantee approval. The City of Welland reserves the right to cancel a festival or event at any time, especially if organizers have not met all the deadlines set out in this guide.

Definitions

Resource Planning Guide Terminology

To assist with the navigation of the Event Planning Resource Guide, below are some definitions of terms utilized in the guide:

City The Corporation of the City of Welland

Event Organizer Any person, group or organization that holds an event application or permit for use of park space and or facility for the purpose of hosting an event open to the public within the city

AGCO Alcohol Gaming Commission of Ontario. The approval authority for granting Special Occasion Permits for the licensing of alcohol for events on municipal land.

Damages Any loss or injury to a person(s) or property

Event Application Formal request to permit a festival or event on municipal land. All applications are subject to review by S.E.A.R.T.

Equipment Request Form event organizers are required to request equipment rentals from the city

Fire Safety Plan Document completed by event organizers to ensure that the primary fire safety aspects are being addressed during special events within the city

Insurance Certificate A guarantee of compensation for specific loss, damage, illness, or death. Providing protection against a possible eventuality. The City of Welland requires an insurance certificate listing the City of Welland as additional insured and a minimum limit of \$5 million

Municipal Property Any roadway, road allowance or right-of-way, land owned, leased or controlled by the city, designated as parkland or as a trail, including gardens, playgrounds, sport fields, arenas, open spaces, parking lots and facilities

Permit	Official written document providing authorization/consent to the applicant
Rates and Fees	The City of Welland Council annually approved set costs that the City can bill for a facility and or equipment rental
Road Closure	An Obstruction to the regular flow of traffic, involving one or more lanes being temporarily barricaded and which may include a route detour, to be identified through signage
S.E.A.R.T	Special Event Application Review Team, comprised of various City and Regional departments, designed to review, and support applications for festivals and events on the City of Welland property
Site Plan	A map of the festival/event footprint or layout. Map should include specific locations of tents, food vendors, portable washrooms, city rental equipment locations, licensed area, road closures and any other information the event organizers deem to include

General Definition of a Festival or Event

For the purpose of this resource manual, festivals and events are defined as a broad range of activities planned to mark special occasions or achieve specific social, cultural, recreational, entertainment or economic objectives. The term can describe civic, provincial, or national celebrations, cultural performances or festivals, major sports contests, and a wide range of commercial or corporate functions.

The spectrum of public festivals and events in the City of Welland are classified into four main categories:

1. Neighbourhood Events
Focused on a specific neighbourhood or stakeholder group.
2. City Events
City focused. Hosted by the City or partnered with another organization to provide.
3. Major Events
Signature or one time festival/event that is distinguished in its focus.
4. Organization Specific Events
An organization who rents City of Welland Facilities to provide a festival/event.

This resource guide is designed for public festivals and events that take place on municipal property.

Private Events

Private events are gatherings that are not open to the public and are typically smaller in size. Private events are not publicly advertised as information is only shared with invited guests and members directly. Some examples, but not limited to, of private events are:

- Wedding ceremonies or receptions
- Stag and Does
- Birthday parties
- Family reunions

These events are not required to follow the S.E.A.R.T. application process completely. Facility rentals and particular items, such as alcohol licensing, will be discussed at the time of the rental permit booking.

Festival and Events Application Process

The following chart outlines the application, requirements, and approval process for the City of Welland. All timelines, requirements, supporting documentation provided and adhered to for a permit to be issued. It is important the users review the resource guide in its entirety to ensure that the applications are in compliance with the application process.

Step 1 Event Application

- Complete the Special Event Application and supporting documents found at: welland.ca/RecCulture/SpecialEventsInfo.asp
- Submit application and supporting documents to: events@welland.ca with an application fee

Step 2 Application Check

- Events team will review the application and supporting documents for compliance and accuracy
- Event Organizers will be provided an email to verify any information, list any missing documentation and or provide the next steps in the process

Step 3 Application Review

- Application will be provided to S.E.A.R.T. for review and if necessary a meeting with the Event Organizers.
- If a meeting is requested, Event Organizers will present the details of their event to S.E.A.R.T. and the S.E.A.R.T. will be able to present concerns, ask clarification questions, etc.

Step 4 Terms and Conditions

- Additional permits, permissions may be required from other departments or organizations, such as AGCO
- Site Visits might be scheduled at the S.E.A.R.T. meeting to provide further clarification
- If requirements are not fulfilled by the deadlines provided by the City, the festival and/or event might be cancelled due to terms and conditions not being met by the Event Organizer

Step 5 Event Permit

- Permits will be provided to event organizers to confirm costing, terms and conditions.
- An Event Organizer cannot run a festival and/or event on municipal property without a valid permit

Step 6 Event Debrief

- The Event Organizer will receive either a link to a Event Debrief Form or a request to schedule a debrief meeting with members of the City of Welland Festival and Events team
- The Event Debrief Form or Debrief Meeting is an opportunity for the Event Organizer to provide feedback on the event; successes, issues and improvements

Application Fee

There is a non-refundable application fee due when submitting an application. This fee is above your event permit total that will be due prior to your event. Application fees are non-refundable if you cancel your event application or if your event is cancelled by the City of Welland for not meeting the application requirements.

How To Apply

For a permit to be issued for a public event, whether free admission or ticketed admission, that is held outdoors on City of Welland property, the Organizer must complete an Event Application. The following are the steps outlining how to apply to the City of Welland:

1. Complete an Event Application, including a detailed description of the event, general event information and contact details. www.welland.ca/Events/EventApplication.asp
2. Complete supporting documentation, such as site plans, equipment request forms, fire safety plan, if required additional permit applications such as road closure, fireworks and tent permits.
3. If required, additional permit applications such as road closures, fireworks or tent permits must be completed. A road closure permit from the Niagara Region must be obtained if regional roads are affected.
4. A certificate of insurance must be obtained and submitted naming the City of Welland as additional insured.
5. Depending on the type of event, additional terms and conditions will be outlined and met prior to an event permit is granted.

Please note that a permit will be issued based on the availability of space, in accordance with the City's Event Allocation Process and at the discretion of the City of Welland's Community Services Department.

Application Due Dates

Applications must be submitted by **November 30** annually for festivals and events that will be taking place in the upcoming year.

Festival and event applications that come in after November 30, will be respectively accepted on a first come first serve basis and only if submitted six (6) months prior to the event date.

Application fees and timelines are subject to change and the submission of a Festival and Events application does not guarantee approval. Once the application is received, a staff member will contact the Organizer to review the request.

Wear and Tear Fee

Event organizers are responsible for ensuring they are demonstrating due diligence in protecting City assets from theft or damage. Any damage or theft to City assets including turf, park features or equipment as well as any additional clean up required by the city will be charged to event Organizers.

A wear and tear fee of five percent (5%) will be charged for all events.

Payment

Upon event application submission with the application fee. The application will be reviewed and once the application has been approved, the organizer will receive a statement where:

- 50% of the permit fee will be due **2 months** prior to the event date
- The remaining 50% of the permit fee will be due **2 weeks** prior to the event date

If the organizer does not meet the payment terms above, the event could be cancelled due to failure to meet the event requirements.

Cancellation

Organizers have the ability to cancel their festival or event, if the need arises. If an Organizer needs to cancel, cancellation of the event must be submitted in writing to the City of Welland. Organizers can submit the cancellation to events@welland.ca

If an event is cancelled by the Organizer with notice being:

- 60 + days to the event date, either no permit fee will be collected, or a refund will be provided for permit fees paid
- Between 60 and 30 days prior to the event date, a 50% refund will be provided
- Less than 30 days prior to the event date, no refund will be provided

The City of Welland has the right to control all municipal facility rentals and property. If Organizers are not meeting the event requirements provided by the City, the City has the right to cancel a festival or event at any time.

Insurance

Organizers utilizing the City of Welland facilities or property must provide the City with proof of Liability insurance with a minimum limit per occurrence of \$5 million, listing the City of Welland as additional insured for the period of the permit time.

If an event will be serving alcohol, the event insurance will have to include liquor liability insurance. Please see Event Permit Requirements – Alcohol.

An event permit will not be issued without acceptable proof of valid insurance.

City Equipment and Assets

Organizers can rent City of Welland equipment and assets for their festival and event. As there are limited quantities available, equipment and assets are on a first come first serve basis to organizers. All City equipment and asset rental fees are located on the City of Welland's Council approved Rates and Fees. An Equipment Request Form must be completed and submitted with the Event Application.

Supporting Event Information

Fire Safety Plan

The purpose of the Fire Safety Plan is to ensure that the primary fire safety aspects are being addressed by festival and event organizers during events held on city property.

Within the Fire Safety Plan, festival and event organizers will need to provide the following information:

- Description of all activities taking place
- Type of vendors who will be present
- What buildings/tents are being utilized
- Food Preparation
- Road Closures
- Bleacher usage
- Site Plan

For more information regarding the event Fire Safety Plan, inquiries can be directed to Welland Fire and Emergency Services, Fire Prevention Division: 905-735-1700 ext. 2403

Food and Preparations

Business Licenses – Vendors

The City of Welland requires vendors to purchase a business license to ensure that the vendors are safe for the public. The City requires the following vendor types to have a business license to participate in festivals and events:

- Food vendors/Food Trucks
- Outdoor Entertainment

All food vendors operating at festivals and events in the City of Welland require a City of Welland Business License. Vendors can apply for a license at:

<https://www.welland.ca/LicPermit/BusinessLic.asp>

Food Vendors will have to complete a Fire Safety Inspection.

Public Health

Niagara Region Public Health must be informed about festivals and events that include food vendors, and food preparation. This is to ensure compliance with Ontario's Health Protection and Promotion Act, its regulations, and guidelines.

Event organizers are responsible for ensuring information of all food vendors is submitted to Public Health prior to the festival and event. A Public Health Inspector may be onsite during the event to conduct an inspection of the food vendor's booth to ensure proper food handling and to prevent any health hazards. Often during the inspection, immediate corrective action may be required. A failure to comply will result in Public Health's refusal to allow operations or lead to enforcement actions.

The Ontario Food Premises Regulation 493/17 requires all food service premises to have a certified food handler onsite at all times. Event vendors are considered to be food service premises and each booth/truck/temporary vendor would be required to have at least one certified food handler onsite at all times during the festival and/or event.

For more information on food vendor application guidelines and food safety requirements visit:
https://www.niagararegion.ca/living/health_wellness/inspection/food-vendor-guidelines.aspx

Event Debrief

After the event, the Festival and Events Team will provide an opportunity for the event organizers to debrief about their event. It is an opportunity for your team and the Festival and Event Team to identify what went well, what didn't work and what can be improved for the upcoming event/year.

The Festival and Event Team will determine how the event organizers will be asked to provide their event debrief. The three options are as follows:

- Online Debrief Form – completion of event questions, that are then submitted to the Festival and Event Team
- Debrief Meeting – the City of Welland will book a meeting between the two parties to discuss the event. This could include multiple City Departments, at the discretion of the City of Welland.
- Combination of Online Form and Meeting – the Festival and Events Team has the option to call a meeting with the event organizers after reviewing the online debrief submission.

Ontario Smoke-Free Act

The province of Ontario prohibits smoking and vaping of tobacco, cannabis, and e-cigarettes on the outdoor grounds of a community recreational facility and any public areas within 20 meters of its grounds.

Organizers are asked to enforce this policy and ensure event patrons refrain from smoking while attending their festival or event.

More information can be found on the Ontario Website: <https://www.ontario.ca/page/where-you-cant-smoke-or-vape-ontario>

Overnight Security

Any time a festival or event is multiple dates, the City of Welland highly recommends that event organizers obtain overnight security services to guarantee that tangible assets are not neglected or left unattended.

For any festivals and events that rent City equipment, such as the showmobile, bleachers, and rhino electrical boxes; that do not wrap up before 10 pm or are multiple days. It will be mandatory that the Event Organizers have overnight security. The City of Welland will not pick up this type of equipment after 10 pm.

Site Map

A detailed site map of the festival or event activities and equipment must be submitted by the Organizer along with the Event Application.

The site map must include, if applicable, the location of the following:

- Festival/event activations (activity, games, etc.)
- Vendors (food, beverage, and retail)
- All temporary structures (tents, inflatables, etc.)
- Portable washrooms
- Picnic tables and garbage receptacles
- Barricades for road closures
- Stage
- Bleachers
- Firework Launch areas

The more information provided will assist with any City of Welland equipment rental delivery as well as clarification during the S.E.A.R.T process.

Utility Locates/Inspections

Utility lines may be buried below the surface of municipal property. In order to mitigate any damage to these underground utilities, it is mandatory that locate finding be conducted if any equipment or temporary infrastructure requires staking into the ground. Infrastructure examples that would require locates include, but are not limited to, tents poles/pegs, sign installation.

In order for permission to be granted to stake into municipal property, a locate finding must be completed through Ontario One Call/PVS a minimum of 30 days prior to the festival/event date. The locate findings report must be submitted upon completion.

Further information regarding locate finding, can be found at:

Ontario One Call: <https://ontarioonecall.ca/>

PVS Contractors: <https://www.pvslocates.com/>

Waste Planning and Management

The Event Organizer is responsible for litter control during their event. Organizers must ensure that there are an adequate number of receptacles for all waste that is generated. A waste management plan should be considered when planning any festival or event. Waste and recycling receptacles should be placed in the following areas, but not limited to:

- High traffic areas, such as: walkways, close to spectator stands and near activity areas

- Near to food vendors
- Close to restroom facilities

Communicating the event waste management plan to vendors and volunteers is important to ensure that everyone does their part to manage the waste created. Event Organizers are strongly encouraged to participate in the Niagara Region's Special Events Recycling Bin Rental Program.

The City of Welland has garbage receptacles and a roll over bin, for multiple day events, that are available to be rented for festivals and events within the City of Welland. Utilizing the event waste management plan, organizers should be able to determine the number of garbage receptacles that are required for rent from the City of Welland.

Event Organizers should monitor and make provisions in their waste management plan, for their staff and volunteers that include:

- Additional garbage bags
- Gloves
- Grabber, for picking up any litter on the ground

For information on the Niagara Region Recycling Bin Rentals:

<https://www.niagararegion.ca/events/default.aspx>

Event Permit Requirements

Alcohol

There are provincial and municipal regulations pertaining to serving alcoholic beverages at festivals and events.

The AGCO is responsible for overseeing the administration of Special Occasion Permits (SOP). If there are plans to sell or serve alcohol, Organizers must apply for an SOP from the AGCO. In order for an SOP to be issued for festivals and events, the AGCO may require a Letter of Municipal Significance. This document must be requested through the Community Services Department, where it will be deemed if the event is of municipal significance. If a festival or event is deemed of municipal significance, a representative from Community Services will provide a letter to be submitted to the AGCO.

Festivals and events involving alcohol must provide proof of liquor liability insurance in the amount of \$5 million per occurrence and must name the Corporation of the City of Welland as an additional insured.

The SOP permit holder must notify Niagara Regional Police, Niagara Region Public Health and Welland Fire and Emergency Services in writing a minimum of 30 days prior to the festival or event.

The SOP certificate must be visibly posted, and the permit area clearly defined. All beverage handlers must be Smart Serve trained and copies of their certification must be available during the time of the event.

In addition, the organizer must comply with Bill 43, Sandy's Law, which indicates that signage cautioning pregnant women that the consumption of alcohol while pregnant is the cause of Fetal Alcohol Spectrum Disorder (FASD). The signs must be at least 8 by 10 inches and must be prominently displayed in all locations where alcoholic beverages are sold and/or being consumed.

For more information regarding the provincial requirements, please visit: <https://www.agco.ca/>

Fireworks

A permit is required for festivals and events that are providing 'Display Fireworks'. Display fireworks are High Hazard outdoor fireworks, identified for professional use that are classified under type F.2 under the Explosives Regulations, that are used for public display.

A permit is also required for festivals and events providing 'Consumer Fireworks Displays' on dates other than those specifically allowed for in the By-Law. Consumer fireworks are low-hazard firework articles designed for recreational use by the public.

An application must be completed and submitted to the Welland Fire and Emergency Services to obtain a fireworks permit, a minimum for 30 days prior to the event date. The permit issued is subject to compliance with By-Law 2003-127, prohibiting and regulating the sale of fireworks and the setting off of fireworks, for special occasions. Fireworks can only be discharged under the provision of the By-Law which sets out conditions and safety regulations.

The event organizer must submit an application with the following information:

- Proof of Insurance
- Type of fireworks to be used
- Site plan of launch site
- Safety plan
- A copy of the Display Supervisor and Display Assistant fireworks operator certificates
- Other documents / information that may be requested by Welland Fire and Emergency Services

Welland Fire and Emergency Services may revoke the permit, without notice whereas:

- Owner, operator, firework supervisor fails to comply with requirements within By-Law 2003-127
- Permit was issued with false or mistaken information or was issued in error
- Owner, operator, firework supervisor fails to comply with direction, instruction, or order of Welland Fire and Emergency Services

Welland Fire and Emergency Services reserves the right to have a mandatory site visit to review the firework launch area and event site plan.

Fireworks Application can be found at: <https://www.welland.ca/Fire/pdf/FireworksApplication.pdf>

For more information, contact Welland Fire and Emergency Services at 905-735-1700

Lottery/Raffles

Fundraising Through Lottery/Gaming at an Event Requires a Lottery License

Lotteries for non-profit and charitable organizations must be licensed. It is illegal to print tickets, promote, or conduct a charitable gaming event without a license. Some examples of lotteries are merchandise bingos, raffles, 50/50 draws and bazaars.

Lottery/Gaming activities are regulated by the Criminal Code of Canada, Section 206 & 207, Order-in-Council and the Gaming Control Act, 1992 and Regulations.

To be eligible for lottery licensing, the Applicant must qualify as a Charitable, Religious or Non-profit organization. An organization must be in existence for at least one (1) year before being considered eligible for Lottery Licenses. The Organization's purposes must fall within one or more of these four (4) classifications:

1. The relief of poverty.
2. The advancement of education.
3. The advancement of religion.
4. Other charitable purposes are beneficial to the community, not falling under # 1, 2 or 3 above.

Eligible Guidelines

To determine eligibility the Organization must supply the following documentation:

1. A copy of Letters of Incorporation, Charitable Registration or Constitution and/or By-laws.
2. A copy of its budget for the preceding and coming years.
3. A completed Application for Licensing Eligibility.
4. A list of the Board of Directors.

Use of Proceeds

Proceeds from lottery/gaming events must be used for the approved eligible purposes only, as identified in the organization's application.

Click this link for an [Application for licensing eligibility](#) .

City of Welland staff can help your organization through the application eligibility process for lottery licensing which is an instrumental means of fundraising for many charitable purposes to benefit the local community. Please contact the Games Licensing Clerk at 905-735-1700 or email lottery@welland.ca .

Road Closures and Parades

Road Closures

Any event organizer who requires a road closure during a festival or event must obtain a Road Closure Permit.

A road closure would include but is not limited to the following:

- Street parties/dances or community, social, recreational uses
- Parade routes
- Street festivities
- Vendor parking
- Walkathons
- Competitive races or athletic activities

The following requirements must be met prior to a permit being issued:

- The City Road Occupancy fee
- A certificate of insurance, listing the City of Welland as additional insured.
 - \$2 Million
 - Parade, dances, street festivities, athletic races, marches, walkathons, etc.
- Damage Deposit, where applicable

The City of Welland holds the right to revoke any permit.

If a festival or event requires the closure of a Niagara Regional Road within the City of Welland, the event organizer may be required to apply for a Road Closure to the Niagara Region in addition to the application to the City of Welland.

For more information:

City of Welland: <https://www.welland.ca/Roads/RoadOccupancy.asp>

Niagara Region: www.niagararegion.ca/living/roads/default.aspx

Street Events/Parades

Event organizers who wish to close roads to support their event need to provide detailed information on their Event Application, indicating the following information:

- Which roads to be closed during the event, with start and finish times
- Start and finish points of the road closure

The Niagara Regional Police Services may require that paid duty officers be present, and it will be the responsibility of the event organizer(s) to arrange and pay directly for these services.

Event organizers will be required to apply for Road Closure Permits from the City of Welland and possibly the Niagara Region, by their respected deadlines, and provide a copy of the permit with the event application.

Tents

Event organizers who will be erecting tents for the duration of their event may require a Building Permit from the City of Welland.

A Building Permit is **not required** if the tent meets these three requirements:

- No more than 60 square meters in aggregate ground area
- Not attached to a building, and
- Constructed more than 3 meters from any other structure

However, if your tent(s) is either more than 60 square meters, attached to a building, or less than 3 meters (10 feet) from another structure, a Building Permit **is required**. When applying for a Building Permit the following items will be required:

- Permit application fee: Permit application fee plus a deposit fee, payable to the City of Welland by cheque
- Permit application form
- Applicable Law Checklist
- Authorized agent form: Only if the applicant is not the property owner
- Drawings: Two sets of scaled drawings, including elevations, site plan, building section and description of material used. Manufacturer's drawings/specifications that show verification that the tent conforms to CAN/ULC 2109M "Standard for flame tests of flame resistant fabrics and films" or NFA 701 "Standard method of fire tests for flame resistant textiles and films". Drawings should also show the anchorage and supporting frame structure (usually stamped by an engineer). This is usually provided by the tent manufacturer
- Site plan: showing the location of existing buildings, dimensions of the tent, set back (distance) from the tent to the property lines and existing building, and any designated fire routes

Only after a permit has been obtained, the erection of the tent(s) may take place. The City of Welland holds the right to revoke a permit at any time.

Building Permit forms can be found at:

Application Form: https://www.welland.ca/Building/devForms/Permit_Application.pdf

Applicable Law Checklist: <https://www.welland.ca/Building/devForms/ApplicableLaw-checklist.pdf>

Authorized Agent Form:

<https://www.welland.ca/Building/devForms/AuthorizedAgentAuthorizationForm.pdf>

Promote Your Event

Event organizers, who wish to promote their festival or event through the City of Welland, website and be added to the annual event listing, should select the Promote Your Event during the event application submission.

Event organizers should include:

- Event Details (date, times, location)
- Brief description of the festival and event
- Website/Social Media information
- Event Poster (digital version)

Information can also be emailed to events@welland.ca

Event Application Checklist

The following check list is to assist Event Organizers with the completion of the Events Application. Some items are not required for all events, but serve as a reminder that if they are a requirement, these need to be completed and submitted to the City of Welland during the application process:

- Event Application – Due November 30 annually
- Event Application Fee – Due with application
- Equipment Request Forms
- Fire Safety Plan
- Site Plan
- Insurance – Valid certificate listing the City of Welland as additional insured
- Road Closure Permit
 - City of Welland
 - Niagara Region
- Fireworks Permit
- Building Permit (Tents)
- Special Occasions Permit (AGCO)
- Vendors have a City of Welland Business License
- Security
 - During the event
 - Overnight – mandatory if the event finish time is after 10 pm
- Lottery License