

ITEM	DETAIL AND ITEM REQUIREMENT	DUE DATE	STATUS	RESOURCES
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SPECIAL EVENTS TEAM – PLANNING TIMELINE

EVENT NAME:	EVENT LOCATION:	EVENT DATES:
EVENTS STAFF LIAISON:	CUSTOMER SERVICE – FESTIVALS & EVENTS: events@welland.ca or # 905-735-1700 Ext. 4000	LAST UPDATED:

PRE-EVENT PROCESS

Community Engagement	New events (1,000+) and/or major changes to an existing event, must complete community engagement process, which will be outlined by Event Staff Liaison.	Minimum 18 months prior to the event.		
Conditional Event Approval	The City of Welland's Special Event Team (SEART) will review for approval. Organizers can expect to receive an update from their assigned Events Staff Liaison regarding approval, additional requirements and next steps.	6-12 months prior to event, depending on size or scope of event.		

PRE-EVENT ORGANIZER DUE DILIGENCE

Accessibility for Ontarians with Disabilities Act (AODA)	Event organizer to review AODA resource document and ensure event meets standards and requirements.	Review		Guide to Accessible Festivals and Outdoor Events Accessible Customer Service for Public Events in Ontario
Compliance with Applicable	Event organizer shall comply with all federal, provincial, and municipal laws,	Review		Ontario Public Health Measures

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Public Health Laws	policies, and procedures, including without limitation any applicable laws, regulations, orders, policies, procedures, guidelines, questionnaires, checklists or public health directives that are applicable to the event with respect to public health and safety.			Niagara Region Public Health
Technical Standards & Safety Authority	Any vendor at an event that uses propane cylinders (typically food vendors) must have an annual inspection from TSSA by a licensed fitter. All trucks after February 2009 must have a stamped plate by TSSA. Any organizer using amusement devices/inflatables must ensure that the provider has up to date TSSA inspections for the equipment. We suggest that the event organizer asks to see a copy of the TSSA inspection certificate.	Minimum 30 days prior to the event.		Technical Standards & Safety Authority
Fire Safety Plan – Fire Department	These forms are required from the event organizer and all vendors using a tent / food truck/BBQ. Event organizer to send all vendors the Vendor Fire Safety Requirements Forms and obtain signed copies for their records. Staff will not ask for you to submit these forms, but Event Organizer must ensure completed.	Minimum 30 days prior to the event.		Welland Fire Safety Plan

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Electrical Safety Authority (ESA)	Event organizers must meet the electrical requirements established by the ESA. ESA has the authority to complete an inspection at any time.	Minimum 30 days prior to the event.		ESA Special Events and Celebrations
PRE-EVENT CONTRACT REQUIREMENTS				
REQUIRED A MINIMUM OF 120 DAYS PRE-EVENT				
ON-ROAD REQUIREMENT: Route Submission	Event organizer to submit event route/ road closure details. Route is expected to accompany event application and once approved must not change without approval of Transportation staff.	Submission of route a minimum of 120 days prior to the event.		If not included with application, event organizer must submit route request a minimum of 120 days in advance to allow for staff consideration. Welland Road Occupancy/Road Closure Permits
ON-ROAD REQUIREMENT: Traffic Control Plan	If a road closure is required, the Event Organizer must provide a Traffic Control Plan prepared by a qualified contractor of Ontario Traffic Manual Book 7.	Submission of plan a minimum 120 days prior to the event.		An approved Traffic Control plan will be required to apply for Regional and City Road Occupancy Permits (see below).

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REQUIRED A MINIMUM OF 90 DAYS PRE-EVENT				
Site Plan/Map Submission	Event organizer to submit event site plan(s). Site plans must clearly outline all event details, site use, licensed areas, emergency exits, vendor booth location, stage location, washrooms, etc., using scale information.	Submission of site plan 90 days prior to the event. Please provide your final plan a minimum of 30 days prior to the event.		Provide to staff liaison including every area as part of rental or permit (facility, park, Civic Square, Road etc.).
Temporary Structure/Stage Permits – Building and Zoning approval	An Event Organizer must notify their City Staff Liaison of any stage use planned within an event site. The location and size of each stage must be indicated on your site plan. If you have a stage installation, then you may require both a Building Permit If you have any additional stage supports that hold up equipment (i.e. scaffolding, curtains, speakers, etc.) that are not located on the stage then a building permit may also be required for those components. Please submit the following information regarding your stage(s) to determine if permits are needed: • Stage Specs (manufacturer, provider, dimensions, etc.)	Please advise of stage type/brand/style being used a minimum of 90 days prior to the event.		Step 1 – send requested stage information for review to your Event Staff Liaison. If Zoning and Building permits are required: Welland Building Permits

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	- Site Map, indicating the size, height and location of the proposed stage(s) and setbacks to property lines - Information confirming length of time the stage will be erected (note: maximum length is 10 days)			
Temporary Tent Structure Permits – Zoning and Building approval	As per Ontario Building Code Div C, 1.3.1.1.(5) Permit required for Tent installations exceeding 60m² Event organizer to apply for the Temporary Structure (building) Permit can be applied for.	Submission of application to be completed a minimum 90 days prior to the event.		Welland Building Permits
Parking Arrangements	Event organizer to prepare a parking plan that outlines how parking will be managed during event. Organizer must ensure parking plan includes emergency routes, accessible parking spaces, vendor parking, etc. Plan will be reviewed by Parking Services.	Submission of plan a minimum 90 days prior to the event.		Welland Parking Services Information and Resources Please send parking plan to Event Staff Liaison for review.
Municipal Parking Lot Rental Request	Please enquire should you be interested in renting a city lot for your event staff/volunteers or attendees, within downtown core.	Request to your staff liaison a minimum 60 days prior to the event.		Staff liaison will connect with Parking for opportunities and pricing.

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REQUIRED A MINIMUM OF 60 DAYS PRE-EVENT

ON-ROAD REQUIREMENT: NIAGARA REGION – Road Occupancy Permit	In some cases, on-road events may be identified as impacting Regional property. Staff will advise should you be required to obtain a Niagara Region Road Occupancy Permit. Please note there is an additional fee for this permit.	Application to be submitted a minimum 60 days prior to the event		Note: receiving approval of the Regional Road Occupancy Permit must be obtained before City of Welland Staff will consider the City Road Occupancy Permit. A Copy of your Traffic Control Plan and insurance naming Niagara Region as additional Insured must be provided with the application. Details on how to submit a Regional Road Occupancy Application can be found on the Niagara Regions Website. Applicants email documentation to roadpermits@niagararegion.ca
ON-ROAD REQUIREMENT: Resident Notification Letter	Event Organizer to draft resident notification letter for distribution to areas and stakeholders impacted by event. The distribution letters can be submitted and delivered via Canada Post at the expense of the Event Organizer.	Minimum 60 days prior to the event, submitted to events staff liaison.		Canada Post – SnapAdmail
Emergency Management Plan (EMP)	Event organizer to complete EMP template provided by Event Staff Liaison. Once submitted, EMP and site plan will be reviewed by Special Events Team for approval.	Minimum 60 days prior to the event.		

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Food Service Applications: Niagara Region Public Health	If serving any form of food and/or beverage, Event Organizer must contact Niagara Region Health Department for approval. If having food vendors at event, each food vendor participating in your event must submit their own Vendor Application to Niagara Region Health Department for approval. Note: Pre-packaged foods distributed at your events also require health department approvals.	Submission to be completed a minimum of 60 days prior to the event.		Event organizers must provide the list of all food vendors to Event Staff Liaison. All food vendors at events on city property must have obtained a City of Welland Business Licence. Business Licence Application Niagara Region Special Events Niagara Region Event Registration
Event Greening: Region Recycling Bookings	Niagara Region can provide recycling bins, compost bins and signage for no charge. The City of Welland only has garbage cans. Please note: storage of bins between drop off and pick up is the responsibility of the event organizer. Please connect with your staff liaison should you need to discuss requirements for keeping them at event site beyond your permitted dates.	Request for Waste Diversion bins to be submitted a minimum of 60 days prior to event.		Please request bins through the online Niagara Region Special Events Request Note: delivery & pick up of bins is Mon – Fri only. For information about the bins: Niagara Region Recycling Bin Rentals
Electrical Safety Authority Permit	If a major event with various electrical plug-ins OR using generators larger than 12 kilowatts or 240 volts, Event Organizer must complete the online request for inspection form. Note: Stage Power at Merrit Park Amphitheatre – Hydro crossing in water. This requires ESA inspection	Book a minimum 60 days prior to the event.		ESA Permit/Notification Forms Please send copy of permit to Event Staff Liaison.

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Event site inspections for event day	Event organizer to arrange inspections for event day as needed. • ESA • Welland Fire Dept. • Welland Building & Planning Dept. • Any other regulatory bodies that are required.	Book a minimum 60 days prior to the event.		
Inflatables at Event – Requirements	Event organizer to have locates done in park if staking into ground for inflatables. Inflatables must be set up and teared town by a TSSA certified staff member of the rental company.	Complete and submit locates with site plan a minimum of 60 days prior to event		
REQUIRED A MINIMUM OF 30 DAYS PRE-EVENT				
ON-ROAD REQUIREMENT: Road Occupancy Permit & Advance Notification Signs	Events requiring partial or full occupancy of a City of Welland road, boulevard or sidewalk are required to apply for a Road Occupancy Permit. Please note: • There is an additional fee for the Road Occupancy Permit. • Charges for producing Advance Notification Signage will be billed post event.	Application to be submitted a minimum 30 days prior to the event		CityView Portal Welcome – City of Welland – CityView Portal

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Alcohol and Gaming Commission of Ontario (AGCO) and Municipal Alcohol Policy (M.A.P.) requirements	Event Organizer to follow guidelines outlined by AGCO and City of Welland M.A.P. Event Organizer must: • Provide de-lineation of licensed area • Display required City signage. • Follow the M.A.P. requirements Event Organizer must provide to the City: • Copy of Special Occasion Permit • Copies of Smart Serve Note that the organizer named on your Special Occasions Permit must match your insurance and booking name the event is under.	Submit copy of Special Occasions Permit and signed letter a minimum 30 days prior to the event.		AGCO Special Occasions Permit.
Certificate of Insurance	Event Organizer to submit copy of insurance to Event Staff Liaison. Minimum \$5 Million in general liability coverage naming "The Corporation of the City of Welland" as an additional insurer is required. If alcohol is being served at an event, the Event Organizer must include Liquor Liability Insurance to the City of Welland.	Certificate provided a minimum 30 days prior to the event.		To be listed as additional insured on certificate: The Corporation of the City of Welland 60 East Main Street Welland, Ontario L3B 3X4

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	Depending on the extent of event, additional coverage may be required depending on event components.			
Carnival or Amusement Ride – City of Welland	Events operating on City of Welland property that will be having amusement or carnival rides must provide the following: • TSSA Certification for every single ride on site • WSIB coverage for every ride operator on site	Certificates provided a minimum 30 days prior to the event		
Business Licences – City of Welland	Events operating within the City of Welland are required to obtain appropriate business licences for events with vendors selling merchandise, food or including carnival rides. Event Organizers must submit business license application & payment including list of vendors. All applicable fees are the responsibility of the Event Organizer.	Application and payment required 30 days prior to the event.		Applications and additional details can be found Welland Business Permits & Licenses Email: bylaw_enforc@welland.ca directly for the application. Bylaw staff can assist you with determining the type of licence required and the information needed for it.

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Filming Requirements – City of Welland & Transport Canada	Event Organizers must submit a filming application to the City of Welland in order to have footage taken of the event. If using drones to film the event, the City of Welland requires: • Copy of the Special Flight Operations Certificate – Issues by Transport Canada • General Liability Insurance for drone or filming company	Application and Certificates required 30 days prior to the event.		Filming application can be filled out: Filming Request For more information about the operation of a drone please see Transport Canada.
Rental Permit Payment	• Water Way events – \$200 non-refundable deposit, then 50% installment due two months prior to event day and remaining 50% due two weeks (preferably a Thursday) prior to event day. • Land Event – 50% installment due two months prior to event day and remaining 50% due two weeks (preferably a Thursday) prior to event day. For regular events that do not fit the Special Events criteria – payment is due at time of booking. Unless it is a Theatre booking. Then payment is due, a 50% rental deposit fee shall be charged according to the Schedule of Fees approved by City Council. This is non-refundable if cancellation were	Dependant on type of event rental. \$200 Non-Refundable Deposit due: 1st 50% is due on: Final 50% is due on:		All documents provided by Event Staff Liaison and Customer Service. For Special Event Document information: Welland Special Events Information

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	to occur. Full payment of the facility is required 2 weeks prior to production day.			
Site Visit and Equipment Request Form: Park, Facility or On-road	If your event has any set-up needs for city staff, a list must be submitted to your Events Staff Liaison. Organizers will be charged for all event needs completed by city staff. Meeting or Site visit may be required.	A list to be submitted a minimum 30 days prior to the event. Site visit will be arranged by your staff liaison if required.		Event Staff Liaison can review items that are able to be requested.
REQUIRED A MINIMUM OF 15 DAYS PRE-EVENT				
Rental Permit	Event organizer to sign and event permit. Please print a copy for your records and bring with you on event day as this is treated as your rental permit.	Signatures required a minimum of 15 days in advance of the event.		All documents provided by Event Staff Liaison and Customer Service/Event Bookings staff.
POST-EVENT REQUIRMENTS				
	Event organizer to receive event debrief online or in an in-person meeting. Event organizer to complete last section on form and provide information regarding requested performance measures. If required, Events Staff Liaison will arrange a debrief meeting or conference to discuss event and address any issues.	Maximum 60 days after the event.		

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ADDITIONAL EVENT RESOURCES

Emergency Medical Services	Event organizers should consider having first aid certified individuals at their event.	Minimum 90 days prior to the event.		St. John's Ambulance First Aid Request Form Niagara Region Paramedic Services → Call Niagara Region at: 905-984-5050 ext. 2859
Tourism Welland Marketing Opportunities & Welcome Services		Minimum of 90 days prior to event.		Welland Tourism tourism@welland.ca To advertise your events, email: events@welland.ca
Grant Opportunities in Welland		Varies depending on grant.		Welland Grant Policies For information about grants: Welland Special Events Information
Amplified Sound – City of Welland By-law	Event organizers need to ensure they are following the City's amplified sound by-law	Ensure you are following by-law		For more information: Noise By-Law – City of Welland
Niagara Region Transit – Shuttle Request	Requests for a shuttle can be submitted to Niagara Region Transit.	Minimum 90 days prior to the event.		Niagara Region Transit

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FREE Online Community Calendar	Event Organizer can submit event details to online Community Calendar as a marketing tool. Provide date, time, location, brief description and link to website.	Recommended as event details are available		Welland Community Calendar To submit your event to calendar, email: events@welland.ca