



Special Event Application Process

Definitions

The Niagara Parks Commission is an Operational Agency of the Government of Ontario. Governed by a board of Commissioners, Niagara Parks operates under the Niagara Parks Act and associated Regulation 829.

A permit is issued for any event that is considered a public gathering or minor event. In such cases, the total projected attendance does not exceed 1,000 people, has minimal to no equipment installed within Niagara Parks property and exclusivity is not required or limited to a specific date and time. Public Gatherings are further considered as more than 10 people and less than four hours in time.

A Standard Event Agreement is required for any major event defined as any activity that exceeds 1,000 people, is expected to have equipment installed or has an impact to Niagara Parks property or operations and/or may require exclusive or limited exclusive use of an area within the park for any period of time.

Event Application & Approval Process

For NEW events: Applications for minor events or public gathering (as defined above) must be received no later than 3 months before the date of the event. For new major events (as defined above) applications must be received no later than 9 months before the date of the event.

For RETURNING events: Applications for minor events and public gatherings must be received within 3 months of the date of the event although more time is preferred. For major events, applications must be received no later than 6 months before the date of the event or by the date outlined within a previous Agreement.

Niagara Parks Event Application must be completed and filled out with as much detail as possible. Upon receipt of an application, Niagara Parks Staff will determine if the event requires a permit or standard event agreement. Should the event require an agreement, a meeting will be set up to discuss the proposed event in more detail.

Please note: In the case of new event proposals Niagara Parks Staff may be required to submit a report for consideration to the Commission regarding approvals. It is important to ensure that as much information is provided in a clear and concise format about the event along with any and all requests being made of Niagara Parks.

In all cases, Niagara Parks staff will provide a formal quote for the use of the property and outline any service fees that may be applicable. The event organizer is required to pay all venue rental and service fees along with the applicable Harmonized Sales Tax (13%) in advance of the start of the event. All fees are quoted in Canadian funds.

Fees related to a permit are for a specific date and time. There are no rain dates and the fees are non-refundable in the event of cancellation. Events that assigned to a standard event agreement will have payment and cancellation terms outlined.

Permission for the event is for a one time use only unless otherwise agreed to within the standard event agreement and should not be construed as permission for an annual or repetitive event.



Rates & Fees

Standard Venue Rental Fees:

Primary	Any Parkland near the Falls (defined as the area between Hiram Street in the north and Rapidsview Blvd in the south) or any event that sells out a complete Park	\$3,000.00/4 hrs
Secondary	Any Parkland away from the Falls or any event using a portion of the Park	\$1,500.00/4 hrs
Road	Any event that will close any or all of the Parkway	\$2,500.00/4 hrs
Roaming	Any event under a 4 hour duration that uses only a portion of the Park or Recreation Trail such as a Walk-A-Thon or Media event	\$500.00/less than 4 hours

- In those cases where the event has impact to Niagara Parks revenue operations or is deemed larger in scope than standard events, Niagara Parks reserves the right to determine the final rental fees for the use of the Parklands.
- If additional time for set up and tear down is required, event organizers may be charged a venue fee of \$1,200.00/day.
- Public Gatherings that exceed four hours will be charged additional venue fees prorated per hour at the higher level (whether secondary or primary) based on the location.
- A minimum damage deposit of \$2,000.00 may be applied, to be off-set against the services rendered bill should there be no reported damages. Damage deposits are determined on the proposed size and scope of the event.
- Additional fees for the use of a Pavilion and/or Bandshell and/or where services rendered may apply.
- In the case of a ticketed event, Niagara Parks will retain 18% per ticket sold or the minimum rental fee (whichever is higher).

General Liability and Insurance

The event organizer must maintain liability insurance in the minimum amount of \$5,000,000 (five million dollars) naming The Niagara Parks Commission as an additional insured, however, NPC reserves the right to increase the amount should the size and scope of the project warrant additional coverage. Should additional insurance be required, an outline will be included as part of the official quote presented by Niagara Parks Staff.

As part of the permit process, an event organizer must sign and return Niagara Parks General Release from Liability Form and provide a copy of the participant waiver form (if applicable) before being issued for signing.



Use of Property

Unless otherwise stated within a permit or as outlined within the event agreement, the following items may not take place within Niagara Parks Property:

- Direct sale of any item (merchandise or food and beverage)
- Tents or Canopies
 - Where approval has been given, locates must be completed through Ontario One Call before any staking is permitted
- The operation of a public-address system or other audio equipment

The following list of events or actions are expressly prohibited on Niagara Parks property:

- Dissemination of literature;
- Request to sign a petition;
- Solicitation of funds; and
- Staging demonstrations.

Event organizers will not mark or alter any aspect of Niagara Parks property for their event nor erect any sign for their event without written permission from Niagara Parks;

The event organizer is responsible for the cleanup of the Niagara Parks property and removal of all garbage at the end of the event, unless other arrangements have been agreed to in writing. Costs for major cleanup by Niagara Parks during or after the event will be charged to the event organizer;

Security and Policing

Security of an event is the responsibility of the Event Organizer and Niagara Parks does consent to the use of external security resources (volunteers, security company, etc.) as appropriate for the size and scope of the event.

As part of the application process, Event Organizers will be asked to submit the proposed safety and security plan for review. All policing matters are the responsibility of the Niagara Parks Police Service. Fees related to policing services if applicable will be included in the quote provided.

In all cases, the event organizer agrees to comply with all instructions issued by The Niagara Parks Police Service.

Services

Niagara Parks is a full-service operation; therefore, third-party contractors/vendors of any nature are not permitted on Niagara Parks property unless expressly authorized. Quotes for additional services offered by Niagara Parks are available upon request. Such quotes may include (but are not limited to) food service, road closures, waste & recycling and electrical hook up.

Niagara Parks would be pleased to provide a quote on providing food and beverage service if required. Please make the request on NPC application. Please note, unless provided by Niagara Parks Culinary Service, alcoholic beverages are prohibited on Niagara Parks property per Section 31, sub-section 2, of the Liquor Licence Act of Ontario which reads as follows: "*No person shall consume liquor [alcohol] in any place other than a residence, or a premise in respect of which a licence or permit is issued.*"



Niagara Parks: An Agency of the Government of Ontario

Niagara Parks is a Provincial Park and not a municipal or federal park. The Licensee is responsible to inform Niagara Parks of any invitation to government dignitaries and/or requests to publicly speak on Niagara Parks property. At no time may a government dignitary be invited to speak without a similar invitation being granted to the Niagara Parks Chair.

Requests or questions related to special events on Niagara Parks property should be directed to:

The Niagara Parks Commission: Events
7805 Niagara River Parkway, PO Box 150, Niagara Falls
Ontario, Canada L2E 6T2

Tel: (905) 295-4396, ext. 3281

Fax: (905) 295-4328

E-mail: twallis@niagaraparks.com