

Community Events Application Package

New Westminster Events Office
Community Partnerships Division

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Purpose

The City of New Westminster is excited you would like to make this wonderful community the base for your event. City staff look forward to supporting your success. This Community Events Application Package is a tool to assist you with event planning and will be reviewed as part of the event approval process. Please contact specialevents@newwestcity.ca or your contact from the Community Events Office with any questions as you plan your event.

What Makes a “Community Event”?

The City considers an event that is open to the public and takes place in a public place a “community event”. However, if your event takes place on private property, there may still be a need to connect with the City for your planning. For example, if you anticipate that you will require significant street parking for your guests you may wish to connect to determine if there are ways the City can help you and your neighbours have a positive experience. If your event is not open to the public, but takes place in a public space – for example, a company picnic – you may only need to book the space. However, if you are adding features like a food truck or alcohol service, the Events Office can support you to ensure you have all of the correct permits and insurance. We are happy to answer your questions about what you may need if you are unsure – please email specialevents@newwestcity.ca.

Community Belonging and Connecting

The City of New Westminster has a strategic plan endorsed by Council in 2023. One of the priority areas is Community Belonging and Connecting. From the Strategic Plan:

New Westminster is a community where everyone belongs and has the opportunity to connect and contribute. Collectively, we strive to recognize, inspire, and empower all residents by developing and nurturing relationships with and across communities. We recognize identities and values to support the development of welcoming, respectful, and inclusive processes, activities, and spaces and places. The social and cultural make-up of New Westminster has

fundamentally changed and is more diverse now more than ever, and it is vital that we all foster a community in which everyone feels they belong.

You can read the whole plan [here](#). Community Events strengthen and support opportunities for the community to feel that they belong and are connected to their community.

Process

This document will guide you through the process to request permission and plan for your event. The City's role is regulatory to make sure health and safety rules are followed, and to balance the impact of events and the public's access with public spaces. We are here as a resource for you as the event organizer. Generally, the process to apply for and receive approval to host your special event is:

1. Complete the online [Outdoor Event Space Request Form](#) to tentatively book a space
2. Complete the Community Event Application (that's this package!). The more information you can supply, the faster we will be able to consider and process your application but it is okay to submit a mostly-complete package to get things going.
3. Provide a copy of your Site Map and/or Transportation Management Plan.
4. Provide a copy of your Certificate of Insurance naming the City as additional insured.
5. Receive your event permit.

What sections should you fill out? If your event does not offer food or beverage service, or does not necessitate a road closure, you do not need to complete sections H or I.

Events Office staff can help you determine what sections to complete based on your proposed activities. Get in touch at specialevents@newwestcity.ca.

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Important Timelines

Vibrant and busy summer months mean the Events Office receives many requests in the spring. Getting in your application well in advance of the minimum timelines – even if all of the details are not yet 100% confirmed – is recommended. We will work with you as your planning continues.

Small Scale Event (no food/beverage, no liquor service, no road closure)	30 days prior
Larger Scale Event (food/beverage and/or liquor service and/or road closure)	60 days prior
Parade or Festival (food/beverage and/or liquor service and multiple road closures)	180 days prior

If you anticipate more than 500 attendees, the City recommends getting in touch at least six months prior as it can take some time to coordinate and plan for an event that has a higher amount of attendees that may increase the risk. The Events Office is not able to guarantee your event application will be approved if the timelines are not met.

Staff Review and Meetings

Depending on the size and scope of your event, various City divisions will review your package. For example, proposed road closures require review of Transportation and Engineering Operations team to develop advanced notification signage to let the community know. Both of these processes take time. Events that include alcohol or food require additional information from you, and review from both internal and external organizations such as the Liquor and Cannabis Regulation Branch or the Fraser Health Authority. The Events Office will help you identify what organizations you need to connect with and what parts of this package you will need to fill out.

For larger events, the City has a multi-disciplinary team referred to as the Festival and Events Staff Team (FEST), which includes representation from New Westminster Police, New Westminster Fire, Transportation, Engineering, and Fraser Health. This group may review your application package and request more information or meetings. For large recurring events, debrief meetings after your event are required so that we can build on the successes for future years.

Getting Your Permit

Once all documents have been reviewed and approved, a Letter of Agreement or Facility Rental Agreement will be issued for your signature; this is your event permit. A signed copy of your permit must be present with you during your event.

Fees

There are fees associated with using public spaces for events, as well as fees if you are serving alcohol. Fees are based on the complexity and resources required to ensure the safe enjoyment. If your event is ticketed, note that there is a percentage-based fee that is reconciled after your event.

Application Forms

Section A: Contact Information

Event Name:	Organization Name:
Contact Person:	Address:
Primary Phone Number:	Phone for Public Inquiries – we do share this if there are concerns:
Email:	Email for Public Inquiries – we do share this if there are concerns:
Website:	
<p>On-Site Liaison:</p> <p>Why do we ask for this? An on-site liaison must be identified in advance, present for the duration of the event including set up and tear down, and be available via cell phone at all times. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to City staff, Police and any other identified individuals or organizations. Please add up to two on-site liaison contacts.</p>	
Name:	Phone:
Name:	Phone:

Section B: Event Type and Purpose

Is this a new or returning event? <input type="checkbox"/> New <input type="checkbox"/> Returning	
What is the purpose of the event? Tell us about it! 	
Will you charge admission or participation fee? Be advised the City charges a fee of 15% of gross gate revenue if public spaces are used to collect revenue. You should set your participant fee accordingly. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a registered non-profit society? If so, please include proof of society incorporation as an additional attachment to this package submission if the City does not already have this information on file.	
Do you have a New Westminster grant? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please note the details of what you were awarded from your grant letter.	
Are you a New West based organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Event Location: If you don't have a specific location in mind, describe your ideal location and we can help you find a great location in New Westminster facilities and parks.	
Event Duration: <input type="checkbox"/> One Day Event <input type="checkbox"/> Event that is two or more days in a row <input type="checkbox"/> Other kind of sequential event, such as weekly or monthly market <input type="checkbox"/> Other, please specify:	
Requested Dates:	Requested Times:
Requested Set Up Date:	Requested Set Up Start Time:
Requested Takedown Up Date:	Requested Take Down End Time:

Section C: Attendance and Event Details

Expected Attendance:
If a multi-day event, what is the expected attendance per day?
Number of volunteers, vendors, and/or staff supporting the event:
Please list all onsite activities: It is important you provide information about all aspects of your event as this information helps staff to provide you with the correct regulations, processes, and guidelines. <ul style="list-style-type: none"><input type="checkbox"/> Amplified sound<input type="checkbox"/> Staging (built in place, elevated, on a flat deck, etc. Please describe below).<input type="checkbox"/> Lighting<input type="checkbox"/> Temporary structures (i.e. tents)<input type="checkbox"/> Live Entertainment<input type="checkbox"/> Performers that are likely to draw a large crowd<input type="checkbox"/> Food and/or Beverage Services or Food and/or Beverage Vendors<input type="checkbox"/> Inflatables (i.e bouncy castles, race archways)<input type="checkbox"/> Merchandise sales (Business License Permit)<input type="checkbox"/> Sports or games such as races or relays<input type="checkbox"/> Vendor Displays<input type="checkbox"/> Power requirement<input type="checkbox"/> Generators and or/propane<input type="checkbox"/> Fundraising (Gambling Event License)
Please provide a description of activities and list any other activities.
If you noted amplified sounds, please familiarize yourself with the Noise Bylaw 8082, 2019 and then indicate measures taken to ensure Bylaw is followed.

If you selected Merchandise Sales or vendor displays, please provide more details. You or your vendors may be required to apply for and secure a City of New Westminster business licence even if not located in New Westminster and fees may apply. You can review the [Business Licensing section of the City's website](#) for more information.

Section D: Risk Management

A minimum of \$5M Commercial General Liability insurance naming the City of New Westminster as an additional insured is required and proof of this insurance will be required before a permit is issued. You are also required to have your contractors, subcontractors, and participating vendors provide a certificate of insurance in the amount of \$5M liability naming the event and the City of New Westminster. This includes and is not limited to suppliers such as electrical services, staging, tenting, lighting or sound, heavy equipment rentals, food tents, food trucks, beer garden/extension patio applicant, inflatables as well as high risk activities like climbing walls and sporting demos. The Commercial General Liability policy shall include, but not be limited to the following: personal injury including advertising liability; broad form products and completed operations; blanket contractual liability; cross liability and severability of interest; non-owned automobile liability; host liquor liability (if applicable); and non-owned watercraft liability (if applicable).

If you are planning an event that takes place in certain areas of the City such as the on the Esplanade/Boardwalk the insurance policy may also need to include additional parties as there are several places in the City where the property lines bisect and cross over and a variety of rights of way and covenants may be on title. Please consult with the Events Office.

<p>I have read the insurance requirements and agree to provide a copy of the Certificate of Insurance to the Events Office a minimum of 30 days prior to event date?</p> <p><input type="checkbox"/> initial _____</p>
<p>Will liquor be served? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, a permit will be required by the Liquor and Cannabis Regulation Branch. Indicate if it will be Beer Garden or Site Wide. If your event footprint also includes a patio extension for an existing food or liquor primary licensee, please note that here. There are additional questions in section G and/or H.</p>
<p>Will you or your vendors offer any gambling or fundraising activities that are regulated by the Province's Gaming Branch such as a raffle or 50/50? If so, a copy of an approved gaming permit is required as an attachment to this application. For more information please visit the Province's website.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>What is your plan for First Aid on site? Please ensure that your First Aid station is clearly noted on your site map.</p>
<p>Will an external security company be used at your event? If yes, please provide the security name and dates/times of security onsite. Any equipment – including rented fencing or toilets that remains onsite overnight requires event security.</p>
<p>How will you communicate with your volunteers / staff / attendees in the event of an emergency? Do you have radios? A PA system?</p>
<p>Please describe your plans for crowd management.</p>
<p>Will volunteers or event staff wear an identifying uniform or badge?</p>
<p>How will the volunteers or event staff be trained or briefed?</p>
<p>How will you manage security for the event site to ensure only authorized vendor vehicles enter during set up and takedown?</p>
<p>What is your plan or policy related to vulnerable people or lost children?</p>
<p>Will you have a fire extinguisher or other fire suppression equipment on site? Please describe.</p>
<p>Pyrotechnics are NOT PERMITTED without a permit from New Westminster Fire and Rescue Services. Please contact fpo@newwestcity.ca for more information. This includes buskers who use fire, fireworks, etc.</p>
<p>Identify the contact person for incident command in the event of an emergency:</p> <p>Name: _____ Phone: _____</p>

Section E: Traffic Management

Will your event require a road closure? For example parades, street parties, runs and walks. Please submit a Traffic Management Plan including a detailed site map, times of road closure, roads to be closed, and direction arrows indicating the direction traffic will move in if permitted, such as for set up for vendors.

Yes

No

Please describe you plans for vendor load in and load out. Please include direction arrows on site map for load in and load out.

Will your event require reserved no parking or accessible parking? Please include in your detailed site map.

Yes

No

Describe your plan to notify all businesses and residents within and surrounding the event footprint. Submit a copy of the notification letter to Events Office 30 days advance of event. Notification is recommended to take place 3 weeks in advance of your event.

Does your event block access to any property? If so, describe your plan in obtaining endorsement from the property owner. Submit a copy of the endorsement letter to Events Office 30 days advance of event.

Section F: Equipment and Waste Management

Do you need access to power or potable water supply? Yes No
Indicate why access is required and the intended use for it. Please be as descriptive as possible as not all venues and facilities in the City are able to provide festival level power or potable water and you may be required to provide your own. *Vandalism can occur and power supply interruptions are possible. Backup generators are therefore recommended.*

Equipment Use Request: Indicate which equipment you would like to request for your event.

The City has a minimal amount of event equipment available and expects event organizers to be self-sustaining. The equipment the City has is not guaranteed and is based on availability; fees and delivery charges will apply.

Traffic equipment:

- Event barricades

Waste & Garbage Supplies

- Garbage bins – Single Stream (landfill)
- Other, please specify:

Waste Management of Recyclable Materials and Compost: Please provide details of your plan. If you are planning to use a third party contractor or a non-profit organization, please provide their details and ensure they have adequate insurance. *Organizers are responsible for waste management of recyclables and compost and removal of all created: “pack out what you pack in”.*

Section G: Site Map

Please include a copy of a detailed site map when you submit your completed Events Application.

Your map can be hand drawn, and doesn't need to be to scale, however it should include the following information:

- An arrow indicating the north direction
- Dimensions between the various elements
- An outline of the entire event site, including the names of all streets (if applicable)
- Layout of all proposed non-fixed structures (i.e. stages, tables/chairs, booths, tents, etc)
- Location of vendors serving food or beverage identified, plus any vendors who will be using a fuel powered power source (i.e generators, propane, etc)
- Entrance and exit locations for any events that are fenced or enclosed
- Gated access points for emergency vehicles
- Location of all waste receptacles (City provided or event organizer provided)
- First Aid station and Information tent identified
- Portable washrooms with wheelchair accessibility
- Location of fire hydrants and fire department connections indicating a 4 feet (1.22 meter) clearance
- The location of any fencing, barriers and/or barricades
- The location of any handwashing and/or hand sanitizing stations
- The location of any generators

You may wish to start with a map from the City Maps page:

<https://www.newwestcity.ca/discover-new-west/city-maps#interactive-maps>

Please note the following when preparing your Site Map:

- Food trucks and its associated equipment (i.e. generator, supplies, etc) must have a minimum clearance of 3 meters (10ft) from another food truck setup, buildings, structures, other vehicles, combustible materials and fire hydrants. As well as distance from hanging branches.
- Access to fire lanes, driveways, pathways and roads must not be blocked.
- Emergency vehicles require at least 3 meters (10ft) thoroughfare throughout the entire event.
- Building exits must not be blocked. You must consider driveways and parking lot entrances when creating your site map. If any access will be blocked, you will need to inform those affected (i.e. residents, businesses, private parking lot companies, etc.) and provide a letter of consent with your application.

Section H: Food and Beverage Requirements

If your event includes food or beverage sales or services to the public, you and your vendors may be required to obtain a business license from the City of New Westminister and/or [health approval/permit](#) from Fraser Health. You can get more information about Fraser Health’s requirements by connecting with the Health Protection Office at 604-777-6740 or hpnewwest@fraserhealth.ca.

It is the responsibility of the event organizer to ensure health regulations are followed and that proper documentation is provided to the City.

A minimum of 60 days prior to the event the organizer must submit a list of all food vendors to the Events Office. A minimum of 30 days prior to the event, the events office must receive the appropriate applications and approvals for each vendor. Late submissions will not be accepted.

My event will not have food or beverages served. *Skip to section H.*

Need some help deciding on options for food? Contact the Events Office for a list of approved food trucks. These change from time to time but we are happy to share the list of food trucks who currently have annual licences, which can make your job simpler as they are already approved to vend in New Westminister.

Food Truck Requirements	Food Tent Requirements
<ul style="list-style-type: none"> • A business license, as noted below. • Proof of a current GVFC Mobile Food Vendor Decal. • Proof of their approval/permit to operate from one of the five BC Health Authorities or Certificate of Compliance from First Nations Health Authority. • A valid certificate of insurance (Commercial General Liability insurance for a minimum of \$5,000,000 with the City of New Westminister named as additional insured) 	<ul style="list-style-type: none"> • Proof of their approval/permit to operate from one of the five BC Health Authorities or Certificate of Compliance from First Nations Health Authority. • A valid certificate of insurance (Commercial General Liability insurance for a minimum of \$5,000,000 with the City of New Westminister named as additional insured)

- If the food truck is ONLY going to operate at non-profit events in the City and at NO other events or time, they need to submit a valid/current business license from either CNW OR another BC municipality.

- If the food truck is going to operate at commercial events, they need to submit a valid/current CNW business license.
- If the food truck is going to operate at either for-profit private events or any of the City's permitted locations, they need to submit a valid/current CNW business license.
- The City of New Westminster offers two choices for Food Truck licensing:
 1. Special event license that permits three consecutive days of operation for a single event.
 2. An annual license that permits operation until December 31. This is not renewable and must be applied for each year.

To determine if health approval/permit is required for your event, please contact Fraser Health (New Westminster) at HPNewWest@fraserhealth.ca. The application form for Health approval/permit can be found here: [Temporary Health Permit Application](#). If a vendor operates an approved mobile food truck within one of the five BC Health Authorities or if they hold a valid First Nations Health Authority Certificate of Compliance, they must still complete Part A and G of the [Temporary Food Premises Application](#), attach a copy of their permit/approval to the application and submit it to the local Environmental Health Officer.

General Safety for Food Vendors

- All cooking vendors are required to be spaced at least 10ft (3.3 metres) away from stationary combustibles i.e. another vendor.
- All food vendors using a generator are required to be spaced at least 5-10ft, as per manufacturer's instructions, from stationary combustibles.
- All tents and awnings over cooking preparation area must be free of visible grease and must conform to CAN/ULCS-109 and is identifiable with a factory label.
- Open flame cooking is NOT allowed under a canopy/tent, i.e. portable BBQs/grills.
- All cooking/heating appliances must be supported on a non-combustible, sturdy base. Tables with folding legs or milk crates are not acceptable.
- All food vendors with cooking facilities are required to have a fire extinguisher on site in a milk crate.
- All cooking/heating appliances are required to have appropriate certification and/or listing (e.g. CSA, CAN/ULC).

For more Fire Safety Protocols for Vendors and Organizers, [click here](#). All food vendors must meet requirements defined by the National Fire Protection Association. If you have any questions or need clarification on how this applies to your event, please contact the City of New Westminster's Fire and Rescue Services Fire Prevention Office at fire-fpo@newwestcity.ca.

Section I: Alcohol Service Requirements

Hosting a safe and successful event that includes alcohol sales or services takes careful planning and preparation. Requests to have alcohol sales or services at your event must be included on your initial general event application that must be submitted a minimum of 60 days prior to your event. Alcohol service in BC is regulated by the Liquor and Cannabis Regulation Branch (LCRB). For final approval, an application must also be submitted to the LCRB. It is recommended that you do not proceed with this application until you have confirmation that alcohol service is permitted in the park or facility you are proposing to host your event. Links to the LCRB Branch Online Application Forms: [Special Event Permit](#) or a [Temporary Change to Liquor License](#).

- My event will not have alcoholic beverages served. *Proceed to section I.*

Three options can be considered for your event:

1. Beverage Garden: Alcohol services contained within a small area of your event footprint.
2. Patio Extensions: Working with businesses within your event footprint to provide an opportunity for them to extend a temporary patio under their existing liquor license.
3. Site-Wide Permitting: Alcohol permitted throughout your event footprint. Please consult with the Events Office if you are interested in this option for the detailed guidelines as they do require some time to plan for. Note: Site-Wide Licensing will only be considered for events that have an established track record of two or more years hosting an event with a Beer Garden that abides by their Letter of Agreement with no issues.

Considerations:

For beer gardens and site wide permitting, the Special Events Permit from the LCRB must be under the name of the Event Organizer. Permits that are in the name of a third party, such as an event producer, will not be accepted.

There are additional fees associated with the service of alcohol and Event Organizers will be charged the Special Occasional Permit fee in addition to other event fees such as fencing, security, police services, and other fees. These are specified in the [Community Services Fees and Charges Bylaw, no. 8529, 2025](#). Contact the Events Office to learn what the current fee is.

A separate application form and site map must be submitted for each alcohol service area within a single event.

Section J: Public Viewings and FIFA World Cup 2026™ Related Activities

The FIFA World Cup 2026™ will be held in Canada, Mexico and the United States with seven games taking place in the host city of Vancouver. 48 teams will participate in the tournament which makes it the largest Football World Cup yet. The opening game will take place on June 11th and the tournament comes to a conclusion with the finale on July 19th, 2026.

With soccer gaining more and more popularity in Canada and thousands of visitors expected, the summer 2026 shapes up to be a time full of excitement and opportunity not only for sports fans.

Are you planning to host a public viewing or any FIFA World Cup 2026™ related activities? <input type="checkbox"/> Yes <input type="checkbox"/> No (skip to section K)
Please describe the activity you planned:
If you are planning a public viewing: Are you aware of the FIFA licensing requirements for public viewings ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please familiarize yourself with the Community Activation Guide published by the Vancouver Host Committee. It contains helpful guidelines for any World Cup related activities.

Section K: Application Review and Signature

Please confirm this information is accurate and you consent to the application being reviewed by the Events Office and other relevant city departments for approval on the event and its activities. If you are offering food or beverage at your event, this information will also be shared with the Fraser Health Authority.

Name: _____ Signature: _____

Organization: _____ Date: _____

The City of New Westminster is committed to protecting your privacy. This information is collected by the City of New Westminster under Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of Special Event Application. Should you have any questions about the collection of this personal information please contact the FOI and Privacy Coordinator, 511 Royal Avenue, New Westminster, V3L 1H9, privacy@newwestcity.ca.

Use this space for notes or further information the City might need, and don't forget to attach additional pages.

For more information, visit newwestcity.ca/hosting-an-event
Questions, email specialevents@newwestcity.ca or phone 604-636-4488.