Community Events Application Package

Small Scale Events
Community Events Office
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New Westminster
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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
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? 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

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.

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. 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: j	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:	
On-Site Liaison: 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.	
Name:	Phone:
Name:	Phone:

Section B: Event Type and Purpose

Is this a new or returning event?

☐ New ☐ 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.

☐ Yes ☐ No

Is this event open to the public?

☐ Yes ☐ 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? If so, please note the details of what you were awarded from your grant letter.

Are you a New West based organization?

☐ Yes ☐ 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:

- ☐ One Day Event
- ☐ Event that is two or more days in a row
- ☐ 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.

- ☐ Amplified sound
- ☐ Staging (built in place, elevated, on a flat deck, etc. Please describe below).
- ☐ Lighting
- ☐ Temporary structures (i.e. tents)
- ☐ Live Entertainment
- ☐ Performers that are likely to draw a large crowd
- ☐ Food and/or Beverage Services or Food and/or Beverage Vendors
- ☐ Inflatables (i.e bouncy castles, race archways)
- ☐ Merchandise sales (Business License Permit)
- ☐ Sports or games such as races or relays
- ☐ Vendor Displays
- ☐ Power requirement
- ☐ Generators and or/propane
- ☐ 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.

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?

☐ initial:

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.

☐ Yes ☐ No

What is your plan for First Aid on site? Please ensure that your First Aid station is clearly noted on your site map.

Will an external security company be used at your event? ☐ Yes ☐ No 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.
How will you communicate with your volunteers / staff / attendees in the event of an emergency? Do you have radios? A PA system?
Please describe your plans for crowd management.
Will volunteers or event staff wear an identifying uniform or badge?
How will the volunteers or event staff be trained or briefed?
What is your plan or policy related to vulnerable people or lost children?
Will you have a fire extinguisher or other fire suppression equipment on site? Please describe.
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.
Identify the contact person for incident command in the event of an emergency: Name: Phone:

Section E: 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 F: 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:

- 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 G: 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? ☐ Yes ☐ 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? ☐ Yes ☐ 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 H: 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