



**APPLICATION TO HOLD A SPECIAL EVENT OR COMMUNITY EVENT  
ON PROPERTY OF THE NIAGARA PARKS COMMISSION**

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**GENERAL EVENT INFORMATION**

Official name of event: \_\_\_\_\_

Requested location(s): \_\_\_\_\_

Date of event: \_\_\_\_\_ **RAIN-DATE WILL NOT BE CONFIRMED**

Description of event: \_\_\_\_\_

Additional details: \_\_\_\_\_

Walk-A-Thon     Running     Cycling     In-line Skating     Other (attach details)

Time(s) of event: \_\_\_\_\_ Number of participants: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Charge to Public? Include cost. \_\_\_\_\_

Registration fee and/or disposition of funds: \_\_\_\_\_

Site and/or route requested (attach map): \_\_\_\_\_

Safety and/or medical plan (describe): \_\_\_\_\_

List additional requirements separately. (Extra waste baskets, picnic tables, pavilion reservation, etc.)

**INSURANCE & GENERAL RELEASE**

A CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED FOR ALL EVENTS. AN ORIGINAL CERTIFICATE MUST BE FORWARDED, NAMING THE NIAGARA PARKS COMMISSION AS ADDITIONALLY INSURED, WITH A CROSS-LIABILITY CLAUSE IN THE AMOUNT OF \$2,000,000.00 OR AS SET BY COMMISSION.

A GENERAL RELEASE FROM LIABILITY MUST BE SIGNED BY AN EXECUTIVE WITH SIGNING PRIVILEGES FOR YOUR ORGANIZATION AND ON-FILE WITH OUR OFFICE BEFORE CONFIRMATION WILL BE GRANTED.

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**PROMOTER / ORGANIZATION INFORMATION**

Please choose one:

Date Founded:

- Corporation     Not for Profit     Registered Charity     Other (attach details)

Registered    Yes     No    If yes indicate

Number of paid staff:

Number of members:

Number of volunteers:

**BOARD OF DIRECTORS OF YOUR ORGANIZATION**

Name

Position

Community Affiliation

Mission statement:

**OTHER DETAILS**

Is alcohol related or planned?     Yes     No

Please give details of advertising, media and public relations plan (include values):

How does your event add value to Visitors to Niagara Parks?

Is there an alternate venue for inclement weather?

Who is responsible to ensure NPC policy guidelines are followed?

Outline infrastructure required for event. (staging, fencing, tents, etc) Site meeting will be required.

**COMPLETE FORMS SHOULD BE SENT FOR CONSIDERATION TO:  
THE NIAGARA PARKS COMMISSION, COMMUNITY EVENTS, 5881 DUNN STREET, NIAGARA FALLS,  
ONTARIO, CANADA L2G 2N9 OR FAXED TO 905-356-8448  
TEL: 1-877-642-7275 OR 905-371-0254 ext. 3**