

## NPC Guidelines for Special Event Applications

The Niagara Parks Commission (NPC) administers and maintains over 1,325 hectares of parkland along the Niagara River Corridor. These parklands include environmentally sensitive historical sites, golf courses, picnic areas, a marina, restaurants, gift shops, attractions, a horticultural school and kilometres of recreational trails and scenic drives. Along with Queen Victoria Park, the Commission is responsible for McFarland Park, Queenston Heights Park, Dufferin Islands, Kingsbridge Park, Mather's Arch Park, Old Fort Erie Park and the Niagara River Recreation Trail.

NPC encourages the use of its parklands and provides many services to the public. Organizations wishing to hold an event on NPC property must make their request in writing on a NPC application provided on line at [www.niagaraparks.com](http://www.niagaraparks.com) or call 905 371-0239.

**As of 2011:** The following venue fees for the use of the parkland apply;

<b>Primary</b>	<b>Any Parkland near the Falls or any event that sells out a complete Park</b>	<b>\$2,500.00/4 hrs</b>
<b>Secondary</b>	<b>Any Parkland away from the Falls or any event using a portion of the Park</b>	<b>\$1,000.00/4 hrs</b>
<b>Road</b>	<b>Any event that will close any or all of the Parkway</b>	<b>\$2,000.00/4 hrs</b>
<b>Roaming</b>	<b>Any event under a 4 hour duration that uses only a portion of the Park or Recreation Trail such as a Walk-A-Thon, Media event or Performance</b>	<b>\$400.00/less than 4 hours</b>

- § **In the case of a ticketed event, NPC will retain 18% per ticket sold or the minimum rental fee (whichever is higher)**
- § **If applicable, event organizers may be charged a set up and tear down fee of \$600.00/day to cover administrative assistance.**
- § **A minimum damage deposit of \$1,000.00 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.**
- § **In those cases where the event has impact to NPC revenue operations or is deemed larger in scope than standard events, NPC reserves the right to determine the final rental fees for the use of the Parklands.**
- § **Additional fees for the use of a pavilion and/or band shell may apply**

Upon receipt of this information, NPC staff will review your request. If your request is considered acceptable, the Commission will grant approval to the application, along with any conditions, in writing.

- § For renewing events, NPC must receive applications of less than 1,000 people within 3 months of date of the event. For major events with an expected attendance of over 1,000 people, applications must be received no later than 6 months before the date of the event
  
- § For New events, NPC must receive applications of less than 1,000 people no later than 6 months before the date of the event. For new major events with an expected attendance of over 1,000 people, applications must be received no later than 9 months before the date of the event

NOTE: NPC's General Release from Liability Form and Insurance details must be completed and all applicable fees must be paid prior to the event.

Requests to hold special events on NPC property should be directed to:

**The Niagara Parks Commission: Events**  
**5881 Dunn Street, Niagara Falls**  
**Ontario, Canada L2G 2N9**

**Tel: (905) 371-0239**  
**Fax: (905) 356-8448**

**E-mail: [twallis@niagaraparks.com](mailto:twallis@niagaraparks.com)**

## General Conditions Relating to Events on NPC Property

- All regulations of The Niagara Parks Commission (NPC) must be adhered to by the event organizers and participants;
- The event organizer is required to pay NPC all applicable venue rental fees. In addition, the event organizer may be required to pay costs incurred by NPC in conjunction with the event;
- All payments should be made payable to “The Niagara Parks Commission” and are non-refundable;
- All fees and other related charges are in Canadian funds and are subject to applicable taxes. Harmonized Sales Tax (13%) to be applied;
- NPC is a full-service operation, therefore, third-party contractors/vendors are prohibited on NPC property. Quotes for additional services offered by NPC are available upon request;
- Alcoholic beverages are prohibited on NPC property under Section 31, subsection 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 premises in respect of which a licence or permit is issued.”* NPC would be pleased to quote on providing this service. Please make the request on NPC application;
- 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;
- The event organizer must sign and return NPC's General Release from Liability Form;
- The event organizer is responsible for the cleanup of the NPC's property and removal of all garbage at the conclusion of the event, unless other arrangements have been agreed to in writing. Costs for major cleanup by NPC during or after the event will be charged to the event organizer;
- Direct sale of any items on NPC property is prohibited without written permission;
- The dissemination of literature and staging demonstrations is prohibited on NPC property;
- Event organizers will not mark or alter any aspect of NPC's property for their event nor erect any sign for their event without written permission from NPC;



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- Locates are required before any staking is permitted on NPC property;
- The event organizer agrees to comply with all instructions issued by The Niagara Parks Police Service;
- The event organizer will cover any costs related to road or lane closures required as part of the proposed event. NPC provides all road closure services on NPC property;
- Permission for the event is for a one time use only and should not be construed as permission for an annual or repetitive event.
- NPC is a Provincial Park and not a municipal or federal park. The Licensee is responsible to inform NPC of any invitation to government dignitaries and requests to publically speak on NPC property. At no time may a government dignitary be invited to speak without a similar invitation being granted to the NPC Chair.