



TOWNSHIP OF WEST LINCOLN

Special Events Guide for Organizers

Please be advised that applicants requesting permission to hold any community, or special, event in the Township of West Lincoln must submit a completed application form 6 weeks prior to the proposed event, for Township approval.

Special Events can be; one time, annually or other re-occurring activities that take place within the facilities owned and/or operated by the Township of West Lincoln.

Typical principal characteristics of a special event:

- The main purpose is to celebrate or display a specific theme
- Should have pre-determined opening and closing dates and times
- The program may consist of several separate activities that are eight hours or more in length

Applicants and/or special event organizers requesting permission to hold an event may be required to meet the following criteria, prior to final approval of their event by the Township.

Third Party Liability Insurance

- The applicant must have third party liability insurance, minimum \$2,000,000, naming the Township as an additional insured party.
- The period of Insurance shall be from the date of commencement of set-up, until the date of completion of all related activities.
- Additional insurance may be required for events that are considered to be a higher risk.
- Proof of insurance shall be submitted to the Township 2 weeks prior to the event.

Licenses and Permits

A copy of all required licenses and permits shall be provided to the Township 2 weeks prior to the event.

Sale or Serving of Food & Non-Alcoholic Beverages

The Township (and/or those organizations holding an exclusive rights agreement) reserves the right to operate their concession services at any event.

Sale or Serving of Alcoholic Beverages

All events where alcohol will be served and/or sold are subject to the Township's Municipal Alcohol Policy (POL-REC-01-2020).

Labour Charges

It is the policy of various departments, in certain cases, to charge for labour as incurred (e.g. as a result of delivery and pick-up of equipment, security of events, closing of intersections etc). Should any of these charges apply, you will be advised of the amount in advance of your event being approved by the Township.

Contacts

When requesting information from the Township, your first contact will be the Recreation Services Office of the Public Works Department. You may be required to also contact other Departments or businesses. Below are the Departments you may be required to contact:

Recreation Services

West Lincoln Community Centre
177 West Street
Smithville L0R 2A0
Phone: 905-957-3346
recreation@westlincoln.com

Fire Department

318 Canborough Street, P.O. Box 400
Smithville L0R 2A0
Phone: 905-957-3346
Fax: 905-957-3219
Dennis Fisher, Fire Chief
dfisher@westlincoln.com

Planning & Building

318 Canborough Street, PO Box 400
Smithville L0R 2A0
Phone: 905-957-3346
Fax: 905-957-3219

Public Works – Road

6218 London Road, PO Box 189
Smithville L0R 2A0
Phone: 905-957-3396
Fax: 905-957-1773
After hour emergency number
Phone: 1-877-552-5579

Public Health

Niagara Region Public Health
2201 St. David's Rd. Campbell East
Thorold L2V 4T7
Phone: 905-688-8248 or 1-888-505-6074

Liquor Control Board

249 St Catharine Street,
Smithville Village Plaza,
Smithville L0R 2A0
Phone: 905- 957-3064

Emergency & Ambulance Services

Smithville Ambulance Base
110 West Street,
Smithville L0R 2A0
Emergency 911

St. John Ambulance

219 Church Street
St Catharines L2R 3E8
Phone: 905-685-8964

Police

Niagara Region Police Services
Grimsby Detachment
Phone: 905-945-2211

Red Cross

211 Church St
St Catharines, L2R 3E8
Phone: 905-680-4099

West Lincoln Memorial Hospital

169 Main Street East
Grimsby, ON L3M 1P3
Phone: 905-945-2253

Evaluation

An evaluation shall be carried out after every event by staff on scene, to assess all relevant issues and concerns.

Our Goals

- To assist event organizers in planning safe and successful events,
- To ensure that appropriate insurance requirements are met,
- To ensure that costs of related Township services are realistic
- To ensure that the event activities do not negatively affect the community,
- To define roles and responsibilities of participating groups and organizations,
- To evaluate each event on an a true cost basis and to provide information on potential economic benefits for the community,
- To promote West Lincoln as an excellent location for Special Events.