

Event Requirements & Guidelines 2026

This guideline outlines some of the key requirements to finalize an event permit. This is not an exhaustive list. Additional items may require additional consultation. This will be determined by the Community & Events Team.

1. Park Permit

- A **tentative park permit** will be issued within 7 days of the receipt of an event application, if the application was submitted within the appropriate timelines.
- The permit will be finalized **once all requirements are satisfied and fees are paid in full**.

2. Alcohol Service

- Alcohol service requires an approved [Special Occasion Permit \(SOP\)](#) for public sale.
- If the event organizer is a **Not-for-Profit**, the event is **not required to obtain Municipal Significance designation**.
- Required timelines and municipal notifications must still be adhered to.
- Municipal approval for liquor sales must be obtained through the **Alcohol and Gaming Commission of Ontario**.
- A for profit/commercial event organizer is **required to obtain Municipal Significance designation** – [process outlined here](#)

3. Security & Crowd Management

- An **approved security deployment plan** is required by all events and must be based on risk assessments and site design. The inclusion of alcohol will be taken into account when requirements are finalized.
- Measures may include:
 - Perimeter fencing
 - Bag checks
 - Controlled entry and exit points
 - Entry and exit counts

4. Insurance

- Minimum **\$5 million commercial general liability insurance** is required.
- [The standard City insurance document](#) must be completed and submitted.
- All event components (including inflatables and amusement rides) must be listed on the policy.

5. Amplified Sound

- All amplified sound must conclude **no later than 11:00 p.m.**

6. Carnival & Amusement Rides

- Amusement devices in Ontario are regulated under the Technical Standards and Safety Act and overseen by the **Technical Standards and Safety Authority**.
- [Additional information](#)

Event organizers must:

- Contract inflatable and amusement devices **only through TSSA-certified companies** with WSIB coverage
- Clearly identify all amusement devices on the **approved event site plan**
- Ensure sound levels are kept to a minimum
 - Rides with sirens or buzzers are **not permitted** unless deactivated

7. Electrical Safety

- Generators exceeding **12 kW or 240 volts** require an electrical permit through the **Electrical Safety Authority**.
- A **Special Event Electrical Permit** may be applicable for a multi-day, large scale activation.
- It is strongly recommended that a **licensed local electrician** be contracted to:
 - Pull the permit
 - Coordinate inspections

8. Emergency Preparedness Plan

Because each event is unique, all events are required to have a site-specific Emergency Preparedness Plan, including a unique Event Site Plan drawing, tailored to the event's layout, activities, and risk profile.

To support event organizers, the City of St. Catharines provides an online Event Application and Emergency Preparedness Plan form. When completed, this form:

- Submits the required application directly to St. Catharines Fire Services
- Generates a customized Emergency Preparedness Plan specific to the event
- Produces a usable plan format that is accepted by St. Catharines Fire Services

Completion of this form is mandatory and must be submitted for each individual event operating within the City of St. Catharines.

Event Organizers or Promoters who fail to submit an approved Event Application and Emergency Preparedness Plan or comply with the responsibilities outlined within the approved plan may not be permitted to operate and may be subject to penalties or enforcement actions.

All staff and vendors on site must have access to and training on the approved plan.

Requirements and Checklist

Event Organizers must complete the Event Application and Emergency Preparedness Plan form online.

Required Submission

9. First Aid Services

In addition to qualified first aid personnel on-site, the following are recommended:

- An **Automated External Defibrillator (AED)** on site
 - A clearly identified **first aid treatment area** for patient care and documentation
 - Must be shown on the event site plan and visible to attendees
 - Non-patient identifiable incident reporting to the Event Organizer, including recommendations for future risk mitigation
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10. Food Vendors

- All food vendors must be **approved by St. Catharines Fire Services** prior to operating.
- Vendors must review the **Requirements and Checklist for Food Vendors** before applying.

[Requirements and Checklist](#)

Possible required documentation:

- TSSA MFSE Annual Inspection Report
- Proof of TSSA Field Approval (photo of affixed label acceptable)
- Fire suppression semi-annual inspection report

Applications are reviewed within **14 days**. Incomplete or inaccurate applications will require resubmission.

[Food Vendor Application](#)

11. Inflatables

- All inflatables must:
 - Meet TSSA requirements
 - Be clearly identified on the approved site plan
 - Have [Ontario One Call locates](#) completed
 - Be listed on the event insurance policy
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12. Music Licensing

- Live and recorded music at a public event requires an **Entandem** licence.
 - [More information](#)
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13. Parking Lot Closures

- Parking lot closures require approval and are **subject to a fee**.
 - Additional consultation may be required.
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14. Niagara Region Public Health

- Special events must be registered with **Niagara Region Public Health** at least **one month prior** to the event:
 - [Event registration form](#)
 - Submit food vendor list to the assigned Public Health Inspector or inspect@niagararegion.ca

Food Vendor Health Requirements:

- Each food vendor must complete the NRPH food vendor form **once per year**
- Forms must be submitted **no later than three weeks** before the vendor's first event
- Vendors without approval may not participate

[Vendor Form](#)

15. Raffles & Games of Chance

- Any raffle, draw, or game of chance requires a [lottery licence](#) through the City of St. Catharines.

16. Resident Notification

A **Resident Notification Letter** is required if the event:

- Includes amplified sound
- Expects more than 1,000 attendees
- Introduces new event components (e.g. carnival rides)
- Includes a road or parking lot closure

Templates are available from City event staff.

17. Road Closures & Traffic Management

- Road closures may require consultation with Niagara Regional Police.
- NRP or an approved Traffic Management firm will be required for any planned closures.

18. Tents

- **Ontario One Call locates** are required.
- City building permits are required for:
 - Any tent or group of tents exceeding **60 sq. m (645 sq. ft.)**
 - A minimum **3-metre clearance** is required between tent groupings

[Building permit information](#)

19. Washrooms

- Additional accessible portable washrooms and handwash stations are required.

Minimum Code Requirements:

- Up to 600 attendees:
 - 6 fixtures (including up to 2 urinals)
 - 4 handwash stations

- 601–1,200 attendees:
 - 12 fixtures (including up to 3 urinals)
 - 8 handwash stations
- Each additional:
 - 300 attendees → 1 fixture
 - 600 attendees → 1 handwash station

Event standard for guest experience:

- 1 washroom fixture per 80 people
- 1 handwash station per 4 fixtures

20. Waste Management & Event Clean-Up

- Event Organizers must provide **sufficient waste and recycling containers** for attendees.
- City park waste containers must **not** be relied upon.
- Event Organizers are responsible for **complete site clean-up immediately following the event.**
- Cleanup costs incurred by the City will be billed to the Event Organizer.
- Larger events are strongly encouraged to contract professional waste removal services.
- Event Organizers are encouraged to reduce waste, limit single-use plastics and Styrofoam, and work toward a **zero-waste or environmentally responsible event.**
- Event Greening recommendations will be provided by the City Staff Liaison.

Niagara Region Recycling & Compost Program

- Eligible events may access [free bin delivery and pick-up.](#)
- Requests must be submitted in advance: