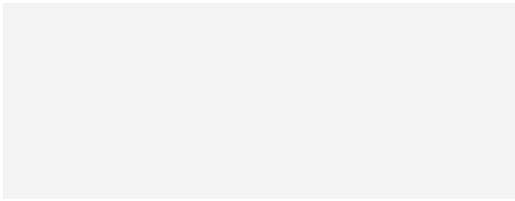




CITY OF WELLAND
Recreation & Culture Division
 145 Lincoln Street, Welland, ON L3B
 6E1 Phone: 905-735-1700 EXT 4000
 Fax: 905-732-6187
specialevents@welland.ca



WATERWAY EVENT REQUEST FORM

ORGANIZER INFORMATION

Organization:

Contact #1 Name:	Position:	
Email Address:	Contact Number	
Address:	City:	Postal Code:
Contact #2 Name:	Position:	
Email Address:	Contact Number	
Address:	City:	Postal Code:

EVENT INFORMATION

Name of Event:		
Date(s) of Event:	Number of Days Inclusive:	
Type: <input type="radio"/> Event <input type="radio"/> Camp	Discipline: <input type="radio"/> Canoe/Kayak <input type="radio"/> Dragonboat <input type="radio"/> Swim <input type="radio"/> Other;	
Location: <input type="radio"/> North Course <input type="radio"/> South Course <input type="radio"/> Northern Reach <input type="radio"/> Other: _____		
Start Time:	End Time:	
Arrival time of Contact Person:	Estimated Attendance:	
Set Up Date:	Set Up Time:	
Tear Down Date:	Tear Down Finish Time:	

Event Description:

COURSE DETAILS

North Course Event	Includes water access, 1,000m buoyed course, Athlete Centre access, Timing Tower access, change room facilities, utilities, launch docks, start docks, internet, printer/copier, boat racks.
South Course Event	Includes water access, 2,000m buoyed course, Timing Tower access, utilities, launch docks, start docks, internet, printer/copier, boat racks.
Waterway Camp	Includes non-exclusive access to waterway. Must include learning component. No staffing (other than facility access) or equipment requirements.

ALCOHOL

Will there be alcohol consumption? Yes No

The City of Welland owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion permit. You are required to have:

- Liquor Liability Insurance naming the City of Welland as additional insured in the amount of \$5 million
- Obtain permit from A.G.C.O.
- All related fees are the responsibility of the applicant/organization.

INSURANCE

Name of Insurance Company:	Policy Number:
----------------------------	----------------

You are required to acquire Liability Insurance naming the City of Welland as additional insured in the amount of \$5 million (minimum). All related fees are the responsibility of the applicant/organization.

WIFC EQUIPMENT	Description		Quantity
Wakeless Launches	Without operator. Includes fuel	Max. 11	
Zodiacs – Small	Includes lifejackets and safety kit	Max. 2	
Zodiacs - Large	Includes lifejackets and safety kit	Max. 3	
Two-way Radios	(Identify number of units required)	Max. 37	
Megaphone		Max. 6	
Weigh Scale	Includes sand	Max. 2	
PA System	Stationary, in Tower	Max. 1	
	Portable	Max. 1	
Finish Lynx System	Without operator		
	With operator		
Tables		Max 20	
Chairs		Max. 90	
Picnic Tables		Max. 25	
Fencing, Metal		Max. 250	
Garbage Drums		Max. 20	
Portable washrooms	Includes ordering, portable unit, delivery & set-up		
Tents 10 x 10	Do you need sides? Y or No	Max. 3	
Tents 10 x 20	Do you need sides? Y or No	Max. 3	
Tents 20 x 20	Do you need sides? Y or No	Max. 2	
Other:			

SERVICES	Required?	Details	
Security Services	Yes or No	# of Guards: Times:	Location:
Medical Services	Yes or No	# of Medics: Times:	Location:
Lifeguard Services	Yes or No	# of Lifeguards: Times:	Rescue Board (Max 3): Kayaks (Max 8):
Parking Administration	Yes or No	Includes permits, floats, parking area & safety vests.	

OFFICIALS & VOLUNTEERS	
Volunteer Management. Includes filling positions & onsite management *subject to availability*	
Volunteer Lunch & Snacks. Includes sandwich, bottle of water, piece of fruit & cookie.	# of Volunteers: Delivery Time:
Refreshment Coolers for Boats. Includes bottled water & snacks.	# of Boats:
Officials Hospitality. Includes coffee, tea, bottled water & snacks.	# of Officials:

Submission of this Application Form does not guarantee availability of facility or event approval. You will be contacted to confirm details of your proposed event.

Applicant Name:	Date:
Signature:	