



# Community Special Events Resource Guideline

[portcoquitlam.ca/events](https://portcoquitlam.ca/events)







## Introduction

### *Welcome, Event Organizers!*

Special events, tournaments, and festivals play a vital role in enriching the vibrancy of Port Coquitlam. These events foster community identity, drive local spirit, and contribute to a thriving economy through meaningful engagement and economic activity.

The City of Port Coquitlam is committed to supporting event organizers in planning and delivering safe, successful events. This Community Events Resource Guideline is designed to make the event-planning process as smooth as possible by providing guidance, resources, and practical suggestions tailored to your needs.

This guideline serves as a working tool to help you organize your event efficiently while allowing space for materials specific to your plans. If you have any questions, please don't hesitate to reach out — we're here to help.

**Email:** [events@portcoquitlam.ca](mailto:events@portcoquitlam.ca)

**Phone:** 604.927.7935



## Special Event Permit

When do I need to contact the Events Team?

If you are planning an event which is:

- Open to the public or to which the public has been invited to attend
- Planning to sell food, beverages or goods
- Likely to be attended, or which may reasonably be expected to be attended by 200 or more
- May pose a level of risk not normally expected with the use of the property

## Event Planning Process

Here is a list of things to consider when planning your event:

<b>EVENT GOALS</b>	<b>PURPOSE OF EVENT</b>	<b>SITE MAP / EVENT LAYOUT</b>
<b>FUNDING/BUDGET</b>	<b>BYLAW COMPLIANCE</b>	<b>REQUIRED PERMITS</b>
<b>PARKING/TRAFFIC PLAN</b>	<b>REQUIRED EQUIPMENT</b>	<b>VOLUNTEERS (AS NEEDED)</b>
<b>EMERGENCY PLAN</b>	<b>INSURANCE</b>	<b>MARKETING PLAN</b>

# Special Event Checklist

When planning a special event there are considerations that must be taken. Use the checklist below as a guide to planning your event. Based on your checklist selections use the guide as a resource to assist you in the planning and coordination of your event.

## Facility/Location

### Parks:

- Will the park be closed to the general public?
- Will keys be needed to access parks gates and other facilities?
- Will sprinkler systems be required to be turned off?

### General:

- |  |  |
|--|--|
| <input type="checkbox"/> Will extra washrooms be required?   | <input type="checkbox"/> Will tents or overnight structures be required?                     |
| <input type="checkbox"/> Will extra garbage and recycling cans be needed? How will Disposal of garbage/ recycling/compost, be handled? | <input type="checkbox"/> Will fencing be required?   |
| <input type="checkbox"/> Will electrical services be required?   | <input type="checkbox"/> Is there adequate lighting?   |
| <input type="checkbox"/> Will tables, chairs or bleachers be required?   | <input type="checkbox"/> Will you be providing a clean-up crew for post event clean up?      |
| <input type="checkbox"/> Will water be required?   | <input type="checkbox"/> Will vehicle access be required for set up or display purposes?     |
|  | <input type="checkbox"/> Is your event accessible and inclusive to all guests in attendance? |

## Activities

- |   |  |
|---|--|
| <input type="checkbox"/> Will there be music/entertainment? | <input type="checkbox"/> Will there be retail booths or display booths?          |
| <input type="checkbox"/> Will there be food served?         | <input type="checkbox"/> Will there be animals on site?                          |
| <input type="checkbox"/> Will there be food trucks?         | <input type="checkbox"/> Will there be fireworks?                                |
| <input type="checkbox"/> Will you be cooking food?          | <input type="checkbox"/> Will there be inflatable bouncers (i.e. bouncy castle)? |



## Alcohol

- What are the hours of operation for this service?
- What type of alcohol will be served (beer, wine, other)?
- Will the alcohol be sold or will it be complementary?

## Security and Medical Services

- Will there be security personnel on site?
  - Responsibility is on the event organizer to obtain appropriate security, if required
- Are overnight security personnel needed?
  - Responsibility is on the event organizer to obtain appropriate security, if required
- Do you need first aid on site?
  - [sja.ca/English/Pages/default.aspx](http://sja.ca/English/Pages/default.aspx)
- Do you have an emergency plan?

## Parking

- Will parking lot closures be required?
- Will overnight parking be required?
- Will keys be required for gate access?
- Do you require extra parking for your event?

## Insurance and Permits

- What will be required to insure your event?
- What type of insurance will be required?
- Will vendors/ others need to be insured?
- What permits will you need for the event (Temporary Food Service, Road/Sidewalk Use, Sign Permits, Liquor Service, Music Licensing)?

# Permits and Booking

## Insurance

Insurance is required for events held in the City of Port Coquitlam. A minimum of two million (\$2,000,000) listing City of Port Coquitlam as additional insurer. For events held on Parks the City of Port Coquitlam must be named as an additional insurer.

## Insurance for Events that Require Street Closures

Applicants are required to show proof of liability insurance coverage that meets the following indemnity requirements:

- The event organizer must obtain and provide proof of comprehensive general liability insurance in an amount of five million (\$5,000,000) dollars or greater.
- The event organizer's comprehensive and general liability insurance policy shall be endorsed with a provision naming the City of Port Coquitlam as an additional insured for all liabilities arising out of the insured's activities on, or use of, City property.

## Insurance for Events that are having Liquor Service

Host Liability coverage must be added to the event organizers insurance when there is liquor service at an event.

## Special Events on Roads and Sidewalks

A road event is any event that utilizes roads or sidewalks for the majority of an event. Examples are parades, running or cycling events, and street festivals. Where an event includes the use/encroachment of City property, including streets, sidewalks and other public space, as per Street and Traffic Bylaw, a Highway Use Permit must be obtained from the Engineering Department.

For more information on the City of Port Coquitlam street closures, please contact the Engineering Department at [engineering@portcoquitlam.ca](mailto:engineering@portcoquitlam.ca)

Approval for use of private property is the sole responsibility of the organizer.

## Booking Facilities and Parks

The City of Port Coquitlam has many facilities to choose from when planning your special event. It is important to know what the capacity and seating availability is for whatever building you are wanting to rent, as well as what the facility offers in terms of additional amenities (i.e. kitchen, washroom, etc.).

If you are hosting your event in a Port Coquitlam Park, there are some parks that have covered picnic shelters with power and water options.



# Licensing

## Food Services

If you are planning to hold an event where food is served or where vendors will be selling food, you will need to make sure that all permits or licensing is approved prior to your event.

Please contact Fraser Health to enquire about what health licensing may be required for your event. Visit the Fraser Health website for more information at: [fraserhealth.ca/about-us/contact-us](https://fraserhealth.ca/about-us/contact-us)

## Food Trucks

Business licenses are required for food trucks. For more information on food trucks, please review the vendor requirements.

## Liquor Licensing

If you are planning to serve or sell alcohol at your event, you will need a Special Occasion License. Separate Special Occasion Licenses are required for Public Special Occasions vs. Private Special Occasions. For more information visit Liquor licences and Permits: <https://justice.gov.bc.ca/lcrb/sep>.

## Music Licensing

Licenses allow you to use music (live and prerecorded) in public for your customers and guests legally, ethically, and responsibly. For more information on music licensing for your event, please visit: [entandemlicensing.com](https://entandemlicensing.com).



# Other Resources

## Volunteers

Volunteers play an important role in the success of your event. The City of Port Coquitlam has a large bank of volunteers who are willing to help out at many different events throughout our community. Please contact the City's Volunteer team at [portcoquitlam.ca/volunteer](http://portcoquitlam.ca/volunteer).

## Fundraising and Sponsorship

Sponsorship and fundraising are an integral component to any event. With limited resources to host events, it is essential to acquire local sponsors, suppliers, patrons and friends who can support the initiative and offset budgeted expenditures.

## Funding Options

- **BC Gaming Grant:** [viasport.ca/grants](http://viasport.ca/grants)
- **BC Fairs, Festivals and Events Fund:** [www2.gov.bc.ca/gov/content/tourism-immigration/tourism-resources/tourism-funding-programs/fairs-festivals-events-fund](http://www2.gov.bc.ca/gov/content/tourism-immigration/tourism-resources/tourism-funding-programs/fairs-festivals-events-fund)
- **Community Gaming Grant:** [gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants](http://gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants)
- **BC Hydro Community Grant Program:** [bchydro.com/community/community-giving/grants.html](http://bchydro.com/community/community-giving/grants.html)
- **Port Coquitlam Foundation Grants:** [pocofoundation.com](http://pocofoundation.com)

## Marketing and Promotion

Marketing your event is an important aspect to success. The City offers the following opportunities for marketing community events:

- Advertising on City of Port Coquitlam Community Events calendar. Submit your event: [portcoquitlam.ca/calendar](http://portcoquitlam.ca/calendar)
- Promoting your event through distributing events posters at our facilities and tagging the City through social media platforms
- Special Event Signage locations can be booked through Communications at [communications@portcoquitlam.ca](mailto:communications@portcoquitlam.ca)





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# Event Waste Management

A limited number of waste sorting stations are available for use at public events. Each waste station consists of four bins that allow for the separate collection of refundable beverage containers, recycling, compost, and garbage.

For more information, visit: [portcoquitlam.ca/waste](https://portcoquitlam.ca/waste)

## Accommodation

If you require lodging for your event, we have a local hotel that offer group rates:

### PoCo Inn and Suites

**Address:** 1545 Lougheed Hwy., Port Coquitlam, BC V3B 1A5

**Phone:** 604.941.6216

**Website:** [poco-inn-and-suites.com](https://poco-inn-and-suites.com)

## Community Event Resources

Liquor and Cannabis Regulation Branch | Special Event Permit | <https://justice.gov.bc.ca/lcrb/sep>

Fraser Health | Temporary Food Permits | [www.fraserhealth.ca/-/media/Project/FraserHealth/FraserHealth/Health-Topics/Food-Safety/Temporary-Food-Premises-Application\\_24.pdf](http://www.fraserhealth.ca/-/media/Project/FraserHealth/FraserHealth/Health-Topics/Food-Safety/Temporary-Food-Premises-Application_24.pdf)

City of Port Coquitlam | Event Volunteers | [portcoquitlam.ca/volunteering](https://portcoquitlam.ca/volunteering)

City of Port Coquitlam | Business Licenses | [portcoquitlam.ca/bizhub](https://portcoquitlam.ca/bizhub)

City of Port Coquitlam | Highway Use Permits | [portcoquitlam.ca/highwayuse](https://portcoquitlam.ca/highwayuse)

City of Port Coquitlam | Pyro / Fire Permits | [portcoquitlam.ca/fire](https://portcoquitlam.ca/fire)

Technical Safety BC | Generator and Inflatable Use | [technicalafetybc.ca/connect-us/contact-us](https://technicalafetybc.ca/connect-us/contact-us)

City of Port Coquitlam | Park, Picnic Shelter, and Field Rentals | [portcoquitlam.ca/bookings](https://portcoquitlam.ca/bookings)

City of Port Coquitlam Community Events Calendar | [portcoquitlam.ca/calendar](https://portcoquitlam.ca/calendar)

City of Port Coquitlam | Grant Applications – PoCo Foundation | [pocofoundation.com](https://pocofoundation.com)

## Stay Connected

Phone: 604.927.7935

Email: [events@portcoquitlam.ca](mailto:events@portcoquitlam.ca)  
[portcoquitlam.ca/events](https://portcoquitlam.ca/events)









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