

SUBMISSION GUIDELINES

SPECIAL EVENTS



Special Events Submission Guidelines

Application Submission & Deadlines

Applications for Special Events and Tournaments are accepted throughout the season. The submission deadlines below refer to the dates that applications are to be received in order to be given allocation prioritization as per the City of Guelph Allocation Process.

Monday, December 6, 2021

- Applications for Special Events and International, National, Provincial Tournaments due.

Monday, December 20, 2021

- Application fees are due.

Friday, January 14, 2022

- Contracts for Special Events and International, National, Provincial Tournaments are confirmed and sent out for applications received by December 6.

Monday, January 31, 2022

- Signed contracts must be returned to Booking and Event Coordinators to secure the event space.

Two weeks before the event

- Event and Facility Fees must be paid in full.

Applications Received After Submission Timeline

- Applications will continue to be accepted and will only be permitted if requested space is available.
- Please submit your application at least thirty (30) days prior to your event. Event applications accepted with less than 30 days notice may not be approved.

Application Fees

- Application fees are due two (2) weeks after a Booking and Events Coordinator has confirmed receipt of your application.
- Applications will not be processed until the required fees have been submitted.
- Application fees are not refundable and will not be returned if your application is not approved.

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Special Event User Guide

For all information about specific elements of special event planning and important considerations (i.e. building permits, alcohol, electricity, etc.) please refer to the Special Events User Guide.

Contact Information

Special Event Concerns

- All special event concerns can be emailed to specialevents@guelph.ca or by calling 519-837-5678.

Non-emergency maintenance concerns and issues

- All park maintenance concerns can be emailed to parks@guelph.ca or by calling 519-837-5626.

Parks emergency contact number

- 519-837-5626 Parks (24/7 call monitoring)
- Call for urgent issues in parks and outdoor facilities that require immediate action.
- Please have your contract number ready and be prepared to provide as much information as possible about the problem to the operator and a contact number for a return call.