

Calendar Days Deadlines	Intake Date (January or July)	120 Days	90 Days	60 days	45 Days	30 Days	14 days	Day of Event	Post Event
Submit Road Closure request with sitemap									
Book Pay Duty Officers https://www.guelphpolice.ca/en/crime-prevention-and-community-safety/special-duty-officers.aspx									
Fundraising/Lottery/Raffle/ Bingo/ 50/50 - Submit License application https://guelph.ca/business/licences-and-permits/business-licences-by-law-background/									
Submit Food Vendors or Food Trucks - licensing application may apply if vendor is not licensed with the City of Guelph https://guelph.ca/business/licences-and-permits/business-licences-by-law-background/									
Selling or serving food - submit Special Event Organizer App to Health Unit https://wdgpublichealth.ca/									
Final Deadline to submit any Special Event/Tournament application to Eproval/Submit Step 2 - Fireworks and Alcohol will not be permitted									
Submit Emergency Management Plan (Please connect with Coordinator for guidelines) https://guelph.ca/wp-content/uploads/EmergencyPlanTemplate.pdf									

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Alcohol Requirements Part B Smart Serve licensed monitors and servers (including their smart ID number), and schedule of shifts Licensed Security - licensed security organization, emergency contact information, number of security guards SOP/Catering Endorsement document Host Liquor Liability Insurance									
Riverside Park Electrical sign Submitted message to be programmed									
Submit Waste Management Plan with Waste Services if required									
Submit Electrical Safety Authority (ESA) Permit									
Upload Building Permit (if required)									
Obtain PRIVATE utility locates for any object that will penetrate the ground (private locates are valid for 30 days)									
Proof of Licenses, Permits, Insurance Certificates & Approvals, TSSA Permits for Inflatables/Midway Rides									
Payment of all Facility Fees									
Onsite Electrical inspection - note City Staff must be present									

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Post Event Evaluation Meeting									

This document is for timing purposes only - additional requirements or conditions may be required for event organizers

For events @ River Run Centre please contact 519-837-5662
x. 2804

For events @ Sleeman Centre please contact 519-822-4900
x 2844