



An event must go through the Town of Goderich when:

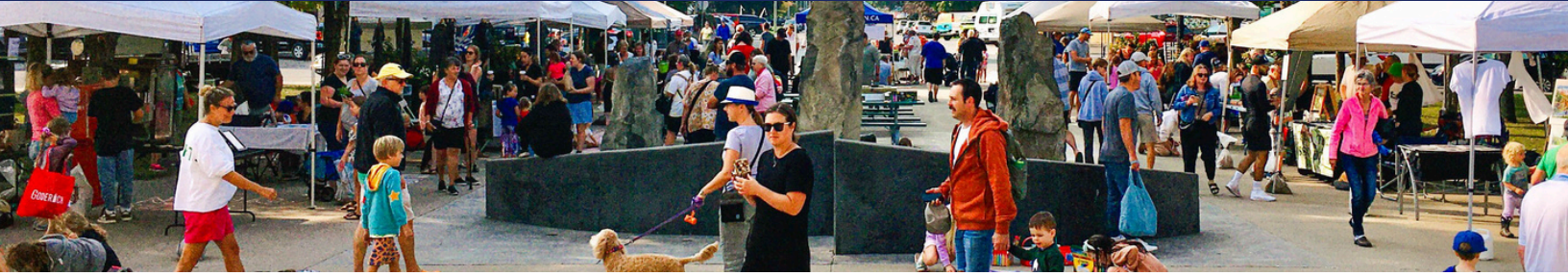
- Any event taking place on municipal property, this includes roads and sidewalks.
- When the event requires a road closure.
- The event involves a petting zoo, as per the regulations set out in the [Town of Goderich Animal Control By-Law 63-2017](#))
- The event requests amplified noise, as per the regulations set out in the [Noise Bylaw](#)
- The event involves a food truck on municipal property.
- The event has booked a pavilion for a large event and makes use of a wider area of a Town park or is open to the public, or requires a noise or other by-law exemption.
- If the event falls outside of this process, Tourism staff would appreciate receiving information so they can promote it on their social channels, on their events list, and in the Tourist office!
- Any event occurring on a municipal sports field or at Maitland Recreation Centre are booked through recreation@goderich.ca



Contact Us:
519-524-6600
specialevents@goderich.ca

33 St. David Street,
Goderich, Ontario
www.exploreghoderich.ca

SPECIAL EVENTS PROCESS



- Contact Goderich Tourism Special Events at specialevents@goderich.ca or 519-524-6600
- Once it is decided that the event falls under the special events policy, the following steps are to be completed:
 - Letter to Council - Advising Council of your event and any requests you may have (i.e. parking requests, use of signage, etc.).
 - Event Application Form – Please try to be as specific as possible with times and requirements.
 - Hold Harmless Agreement - To be signed and returned. If you have any vendors that you plan to include, they are to be made aware that the Town is not liable for any damages or lost property.
 - Site Plan - The site plan is an outline of where activities will be held, where your first aid table might be, etc.
 - Emergency Plan - A formal, written plan developed by event organizers to identify potential emergencies, key personnel, and measures to minimize impacts and ensure public safety.
- Proof of insurance - The Town requires that event organizers supply proof of \$5 million liability insurance with the Town named as additional insured.
- Other form and documents, as requested by the town.
- Once the event package is deemed complete, your event will be presented to Council in a staff report. Goderich Tourism requests you submit paperwork a minimum of 60 days before your event. It's always better to plan ahead!
- Once your event has been approved by Council, the event organizers will receive the approval from the Clerk's department. Goderich Tourism will have relevant staff and agencies sign off on your event permit and present it to you.
- Your event now has the go ahead. You can start advertising and promoting!

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