



# Community Special Events Resource Guideline

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





**Welcome, Event Organizers!**

Special events 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

**When do I need to contact the Events Team?**

If you are planning an event which is any and all of the following:

- 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>

## Licensing and Permits

### 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 at [portcoquitlam.ca/foodvendor](https://portcoquitlam.ca/foodvendor).

### 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 licenses 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](https://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](https://viasport.ca/grants)
- **Community Gaming Grant:** [gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants](https://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](https://bchydro.com/community/community-giving/grants.html)
- **Port Coquitlam Foundation Grants:** [pocofoundation.com](https://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](https://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).

## 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, please contact Events: [events@portcoquitlam.ca](mailto:events@portcoquitlam.ca)

## 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](http://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](http://portcoquitlam.ca/volunteering)

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

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

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

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

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

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

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

## Stay Connected

Phone: 604.927.7935

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

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

## 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

#### City Facilities:

To view all City Facilities visit: [portcoquitlam.ca/recfacilities](http://portcoquitlam.ca/recfacilities)

Have you viewed the facility you are interested in?

#### Parks:

Will the park be closed to the general public?

Will sprinkler systems be required to be turned off?

### General:

Will extra washrooms be required?

Will extra garbage and recycling cans be needed? How will Disposal of garbage/ recycling/compost, be handled?

Will electrical services be required?

Will tables, chairs be required?

Will water be required?

Will tents or overnight structures be required?

Will fencing be required?

Is there adequate lighting?

Will you be providing a clean-up crew for post event clean up?

Will vehicle access be required for set up or display purposes?

Is your event accessible and inclusive to all guests in attendance?

### Activities:

Will there be music/entertainment?

Will there be food served?

Will there be food trucks?

Will you be cooking food?

Will there be retail booths or display booths?

Will there be animals on site?

Will there be fireworks?

Will there be inflatable bouncers (i.e. bouncy castle)?

## Alcohol

- Events with alcohol must adhere to [Special Event Permit Guidelines](#)
- 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

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

## Insurance and Permits

- What will be required to insure your event?
- 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)?

# Risk Management & Event Safety

Public safety is the top priority of all special events in Port Coquitlam. Every event, regardless of size, must consider potential risks and plan for safe delivery. The following tools, checklists, and resources are provided to guide organizers and ensure consistent safety standards

### Risk Assessment

All events must include a risk assessment appropriate to their size and complexity.

#### Organizers must:

- Complete the City's risk assessment form.
- Identify potential hazards (weather, traffic, crowding, medical, vehicle incursions).
- Plan for emergency access and evacuation.
- Ensure accessibility and inclusion for all attendees.

#### Levels of Assessment:

- **Simple Checklist:** Low-Complexity Events (e.g., block parties, neighbourhood picnics)
- **Structured Assessment:** Medium/Large Events (e.g., road closures, parades, festivals)

### Risk Assessment Form

All events must complete a risk assessment. This form should be scaled to the size and complexity of the event.

Category	Considerations	Notes
<b>Event Scale</b>	Estimated attendance, duration, size of footprint	
<b>Location</b>	Roads, parks, facilities; proximity to traffic or hazards	
<b>Activities</b>	Food, alcohol, fireworks, inflatables, animals, retail	
<b>Weather</b>	Rain, heat, cold, wind, air quality impacts	
<b>Crowd Management</b>	Entry/exit points, accessibility, flow control	
<b>Medical</b>	First aid onsite, EMS access, vulnerable attendees	
<b>Fire &amp; Safety</b>	Cooking, generators, flammable materials	
<b>Security</b>	Volunteers, paid security, police support	
<b>Vehicle Mitigation</b>	Road closures, barriers, buffer zones	
<b>Emergency Plan</b>	Evacuation routes, communication plan	

## Quick Event Safety Checklist

For small, low-risk community events (e.g., block parties, neighbourhood gatherings).

Use this simple checklist to ensure basic safety requirements are met.

- 1. Have you submitted your event permit application (if required)?
- 2. Do you have adequate washrooms and garbage/recycling bins?
- 3. Have you arranged for safe set-up and take-down of tents, tables, or equipment?
- 4. Is there a clear plan for vehicle access and pedestrian safety?
- 5. Do you have at least one person responsible for emergency response?
- 6. Is there a way to contact emergency services quickly (cell phone, nearby landline)?
- 7. Are volunteers/staff aware of their roles (e.g., traffic, first aid, cleanup)?
- 8. Have you included accessibility for people with disabilities?
- 9. Do you have a cleanup plan for after the event?
- 10. Have you shared event details with neighbours or nearby businesses (if applicable)?

## Event Safety Checklist Comparison

Use this chart to determine which checklist is appropriate for your event. Smaller, low-risk events may use the Quick Checklist. Medium and large events must complete the full Risk Assessment and participate in Safety Coordination if required.

Category	Quick Checklist (small events)	Full Risk Assessment (medium & large events)
<b>Event Type</b>	Neighbourhood events, block parties	Festivals, parades, large gatherings
<b>Attendance</b>	Under 200 people	200+ people or multi-day events
<b>Permits</b>	Basic event permit only	Event permit plus road use, liquor, food, etc.
<b>Safety Planning</b>	Simple tick-box list provided above	Detailed risk assessment and planning
<b>Traffic &amp; Vehicle Mitigation</b>	Basic awareness	Traffic management plan & HVM checklist
<b>Emergency Preparedness</b>	One person contact	Full emergency plan with roles
<b>Volunteers/Staff</b>	Minimal helpers	Formal staffing, trained volunteers/security
<b>City Involvement</b>	Reviewed by Events Team	Safety Coordination Meeting with City/Police/Fire
<b>Documentation</b>	Quick Checklist only	Full forms and safety documentation

## Hostile Vehicle Mitigation (HVM)

To protect attendees, some events will require vehicle mitigation measures. These measures will be proportional to event size and risk.

Barrier Type	Examples	Typical Use
<ul style="list-style-type: none"> <li>• Heavy Vehicle Barriers (HVBs)</li> <li>• Light Vehicle Barriers (LVBs)</li> <li>• Mobile Vehicle Barriers (MVBs)</li> </ul>	<ul style="list-style-type: none"> <li>• Concrete blocks</li> <li>• Dump trucks</li> <li>• Pickup trucks</li> <li>• Rated systems</li> </ul>	<ul style="list-style-type: none"> <li>• Planters</li> <li>• Portable</li> <li>• Large road closures</li> <li>• Parades</li> <li>• Community markets</li> <li>• Mid-size festivals</li> <li>• Temporary street events</li> </ul>

## Hostile Vehicle Mitigation (HVM) Checklist

For events on roads or near traffic, vehicle mitigation measures may be required. Complete this checklist with City staff.

Barrier Type	Examples	Applicable (Y/N)	Notes
Heavy Vehicle Barriers (HVBs)	Concrete blocks, dump trucks		
Light Vehicle Barriers (LVBs)	City pickup trucks, large planters		
Mobile Vehicle Barriers (MVBs)	Portable rated systems		
Soft Closures	Cones, barricades, volunteers		
Emergency Access	Clear lanes for fire/police/ambulance		
Entry/Exit Points	Controlled access for attendees		

### Organizers must:

- Include vehicle mitigation in traffic management plans.
- Work with the City and police to determine requirements.
- Budget for barrier costs if required (support available for small events).

### Safety Coordination Meetings

For medium and high-complexity events, the City will convene a Safety Coordination Meeting.

### Who Attends:

- City Events Team
- Police, Fire & Emergency Services
- Engineering & Traffic
- Event organizer

### Meeting Covers:

- Risk assessment review
- Traffic & vehicle mitigation plans
- Entry/exit flow and crowd safety
- Emergency response protocols

### Organizer Training & Support

The City supports organizers with training, tools, and resources.

- Event Equipment Pool – radios, signage, cones, mobile barriers (subject to availability)
- Volunteer Coordination – access to City volunteer programs

### Proportional Requirements

Safety requirements will always be scaled to event size and risk:

- **Basic Safety Checklist:** Small, neighbourhood events.
- **Detailed Risk Planning:** Large festivals, parades, or road closures.

This ensures safe events without undue financial burden on community groups.

### Event Entry & Exit Areas

Entry and exit points are critical for safety and must be included in event plans.

### Organizers Must:

- Show entry/exit points on site maps.
- Provide staff/volunteers to guide safe flow.
- Keep emergency access clear at all times.
- Coordinate with City staff if barricades or traffic control are required.

## 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 Events at [events@portcoquitlam.ca](mailto:events@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.

For more information visit, [portcoquitlam.ca/bookings](http://portcoquitlam.ca/bookings).



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