



## NEW WESTMINSTER

# Uptown Plaza Activation Program

The City of New Westminster and the Uptown Business Association are working together to bring activations to Uptown Plaza on Belmont Street at Sixth Street. We encourage you to reserve the space in order to bring fun and entertaining activities that will build a sense of community and brings vibrancy to the plaza.

## Connecting and Belonging!

To ensure that activations are welcoming and foster a sense of place and belonging, the following suggestions and guidelines have been developed to support activations at the plaza.

Here are some suggestions on how to activate the space:

- Set-up “lawn” games that provide an opportunity for all ages to participate
- Provide some street music as people enjoy the space
- Be creative and set up arts and crafts opportunities for the community engage in
- Have some roving entertainment to bring some active movement into the space
- Think of other ways to bring a new vibe to the plaza

## Activation Guidelines

- All activations are to be barrier-free (i.e. free) and open to the general public.
- Due to spatial constraints, the number of attendees may not exceed 200 people
- Please be aware of your surroundings and be reminded that sound travels. We encourage you to limit the amplification of music and respect the neighborhood. We recommend that all activations should be wrapped up by 10:00 pm. Please refer to the [Noise Bylaw](#).
- You may be required to purchase insurance covering general liability coverage and tenant’s legal liability with \$1 Million coverage that lists the City of New Westminster as a third party on the policy. The City Special Event Staff will assess the risk and determine if insurance is required. The insurance may be purchased from any insurance agency.
- Food trucks are permitted in designated areas. All food trucks must also be approved by the City. It is recommended that you invite food trucks who already have annual licenses with the City to reduce paperwork. Information can be obtained by contacting the Business Licensing staff to find out what food trucks are currently in good standing.
- The City has a [Good Neighbour Protocol](#) that provides guidelines when neighborhoods are impacted by activities around them. You will be required to notify immediate neighbours (i.e. local residents, businesses and/or general public) of the details of the activation and any impacts to the area. By doing so, it is also a great way to encourage them to join and participate.
- If your activation requires a tent, the maximum permissible size is 20’ x 20’ and the tent must be installed in an approved location.

## How to Book the Space

- Please apply for a Park Permit a minimum of 30 days in advance by using this link: [Booking a park space](#) and indicate your request to activate the space.
- All Plaza activations must follow the [Parks Regulation Bylaw](#)
- Park Permit Fees:
  - Non-Profit or Individual (New Westminster based) \$60.00 (including GST)
  - Not-Profit or Individual (Non-New Westminster based) \$120.00 (including GST)
  - Business \$235.00 (including GST)
- As a renter you will have access to water and electricity at an additional cost and will be provided with instructions on how to access.
  - Access to water \$31.00
  - Access to electricity \$31.00

Note: The electrical outlet is 8 feet high. You are required to bring a 4 foot step ladder to access this power outlet in addition to extension cords and cord ground covers.
- Garbage containers are provided in the plaza and we encourage users to take out with they bring. If additional garbage bins are required, there is an additional charge of \$36.00 per bin.
- Once the request form has been reviewed, payment will be required at the time of confirmation. If applicable, the appropriate insurance document will also be required a minimum of 14 days in advance of the activation.

## Contact Information

Should you require further information please contact the Special Events Office at [specialevents@newwestcity.ca](mailto:specialevents@newwestcity.ca).

# Uptown Plaza Diagram with Dimensions

