



Fee Waiver Application Form

Applicant Information

Name of Event: _____

Organization Name: _____

Organization Address: _____

City: _____ Postal Code: _____

Contact Name: _____ Position: _____

Phone Number (days): _____ Phone Number (evenings): _____

Email: _____ Website: _____

Type of Organization:

- Not-for-profit Incorporation #: _____
- Charitable Organization Registration #: _____
- Other (please specify): _____

Waiving of Fees

The City of Niagara Falls will waive fees that would have been charged by the City for eligible non-profit groups or organizations that provide programs, services or events that are of a general benefit to the community. Fee Waiver Policy (700.22) is to ensure that the City's support of functions and events through the waiving of fees is facilitated in a fair and equitable manner and does not burden the City's annual operating budget.

Examples of City fees that can be waived include, but are not limited to:

- Park permit fees
- Rental of City Property
- Road Closure Fees
- Staffing costs outside normal operations

The City of Niagara Falls Rates & Fees can be found on the City's website at:

<https://niagarafalls.ca/pdf/by-laws/schedule-of-fees.pdf>

Note: Insurance fees will not be waived.



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Form Submission Information

Applications can be submitted by email to: clerk@niagarafalls.ca

In person or by mail to: City Hall
4310 Queen Street
Niagara Falls, ON L2E 6X5
Clerks Department
Hours: 8:30am – 4:30pm

Activity or Event Information

Amount of Request: _____

Fees to be Waived (i.e. facility rental, park permit, etc.): _____

Dates and Times: _____

Purpose of Event: _____

Number of People Expected: _____ **Admission Fee** (If applicable): _____

Are you serving food? _____ **Are you serving alcohol?** _____

Activity or Event Description

<p>1. How will your activity or event enhance recreation and community services in the City of Niagara Falls?</p>
<p>2. Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the City and its residents.</p>



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3. What will the impact on the event be if the fee is not waived?
4. Are you seeking funding from any other sources? (Fundraising, grants, sponsorships)
5. What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?

Application Checklist

Please submit one copy of each of the following documents.

Mandatory Documents

- A detailed budget, showing revenues and expenditures
- Documents relating to City rental permit (if applicable):
 - Dates, times and location of event
 - All City fees associated with the event
- Confirmation letter from charity (if applicable):
 - For special events whereby a portion or all of the proceeds are being donated to charity, a confirmation letter from that charity must accompany the application

For Internal Use Only:

Please list the cost of all fee waivers requested on page 2:	Amount (\$)
Completed by:	Signature:



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Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of City fees is true, correct and complete in every respect.

Signature of Senior Staff Person

Name and Title

Date

Signature of Board Chair/Representative

Name and Title

Date

Personal Information Consent

Personal information, as defined in **the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**, is collected under the authority of the **Municipal Act, 2001, as amended**, and in accordance with MFIPPA. Personal information collected on this application form will be used to assist in granting fee waivers and will be made available to the members of City Council and staff and used for administrative purposes. Information collected may be subject to disclosure in accordance with the provisions of MFIPPA. The City reserves the right to verify all information contained in submissions.

Questions regarding the collection, use and disclosure of this personal information may be directed to the City Clerk, Bill Matson, at bmatson@niagarafalls.ca

By completing this application form, you consent to the collection and disclosure of your personal information, and to its use by the City of Niagara Falls, as described above.