

# Allocation Policy

## Party in the Park 2024, Community Involvement

---

### Reason for the Policy

The purpose of this Allocation Policy is to establish clear guidelines that will assist the Party in the Park 2024 planning committee in making fair, equitable, transparent, and consistent community involvement allocation decisions. The policy describes the committee's key strategic direction, outlines the category of applicants and their priority order, and provides the expectations with respect to the Township's special event, Party in the Park 2024.

### Policy

The Township of Guelph/Eramosa's Party in the Park 2024 planning committee allocates community involvement to advance the events strategic direction, which includes delivering quality attractions and activities; enhancing services through partnerships to facilitate an enjoyable experience for all ages; responding to the evolving interest and expectation of Township residents and building the events social capacity.

The Community Involvement Allocation Policy is aligned with the committee's principals of exceptional service, operational sustainability and community development to provide accessible and engaging activities for residents of all ages, abilities, genders, interests and cultures in the Township of Guelph/Eramosa.

### Priority Sequence Allocation

Party in the Park community involvement applicants will be granted in a fair and equitable manner based on the following priority sequence:

#### **Tier One**

An organization or business that participated in Party in the Park during the previous year and is in good standing.

#### **Tier Two**

Any organization or business that physically operates within the Township of Guelph/Eramosa, as well as not for profit organizations providing products and services that directly benefit the community.

#### **Tier Three**

Organizations providing opportunities for youth programming, accessible activities, and Township residents.

## **Tier Four**

All other organizations looking to be involved that do not fall into the three tiered categories above.

### Key Dates

The following schedule will be followed in allocating community involvement for the 2024 Party in the Park event as outlined in this policy.

DATE	ACTION
03/07/2024	Application process is open to the public.
04/04/2024	Deadline for applications.
05/03/2024	Final allocation notifications are made.
07/04/2024	Confirmation/final approval of all community involvement activities.
08/01/2024	Party in the Park 2024.

### Event Details

- Allocated space is designated for one individual organization or business, there is no option to share space.
- Organization or business marketing signage must not exceed 3'x4'
- 10'x20' space requests will be accommodated only if the final site plan for the event allows for it.
- Power is not available.
- Party in the Park 2024 is unable to allow any additional fundraising opportunities for any organization or business attending or taking part in the event.