**EVENT PROPOSAL SUBMISSION POLICY**

**Date Effective: September 14, 2023**

**1. INTRODUCTION:**

* This policy outlines the procedure for submitting community event proposals to Parkdale Village Business Improvement Area (BIA) with the aim of fostering community engagement, supporting local businesses, and enhancing our commercial district.
* Parkdale Village BIA's goals extend to enhancing foot traffic, promoting diverse events, amplifying area-wide marketing to attract a broader visitor base, fostering the arts and music scene, and cultivating robust engagement within both our member businesses and the wider community.

**2. ELIGIBILITY CRITERIA:**

* Event proposals are welcome from a diverse range of entities, including individuals, BIA members or non-members, businesses, non-profit organizations, community groups, and event planning agencies.
* To be considered, proposals must align with the mission and objectives of Parkdale Village BIA and demonstrate a clear commitment to advancing the local business community within the Parkdale Village BIA boundary.
* Parkdale Village BIA exclusively accepts Public/Community Event Proposals, emphasizing our commitment to events that are open, inclusive, and beneficial to broader community while proposals for Private/Corporate Events, such as business anniversaries or private parties, will not be considered.

**3. SUBMISSION CHANNELS:**

* Event proposals shall be submitted exclusively via the designated electronic Event Proposal Form attached and available on the official Parkdale Village BIA Website (\*attach weblink).
* After completing the form, please send it, along with other supporting documentation via email, to the Manager of Parkdale Village BIA at manager@parkdalevillagebia.com. Event proposal form and other documents must be prepared in PDF or MS Word file format to be considered.

**4. SUBMISSION DEADLINES:**

* To facilitate thorough consideration and effective planning, all event proposals must be submitted no less than **TWO (2)** months in advance of the proposed event date.
* Late submissions will not be reviewed by the Parkdale Village BIA administration. Approval or refusal of any event proposal is subject to resource availability, time, and scheduling constraints.

**5. REVIEW PROCESS:**

* Each submitted event proposal will undergo evaluation by a committee constituted by the BIA or the BIA board itself.
* Evaluation criteria will encompass alignment with Parkdale Village BIA objectives, feasibility, potential impact on local businesses, and potential community engagement.
* A well-structured review process, typically taking TWO (2) months, will conclude in email notifications to proposers regarding proposal status.

**6. NOTIFICATION PROCESS:**

* Notification of proposal status, whether it is accepted, rejected, or necessitates revisions, will be communicated to proposers no later than TWO (2) months after the date of proposal submission.

**7. FEEDBACK MECHANISM:**

* Proposers seeking constructive feedback or clarification pertaining to their proposals are encouraged to communicate directly with Parkdale Village BIA Manager, who can be reached via manager@parkdalevillagebia.com or 416-536-6918.

**8. RESUBMISSION GUIDELINES:**

* Proposals deemed as requiring revision by the Parkdale Village BIA board or Manager will be allotted a resubmission deadline. Proposers are accorded a maximum of ONE (1) resubmission opportunity.

**9. CONFLICT OF INTEREST:**

* Proposers are obligated to disclose any potential conflicts of interest vis-à-vis the event proposal or their relationship with Parkdale Village BIA.

**10. TERMS & CONDITIONS:**

* Proposers must adhere to the stipulated terms and conditions within the event proposal submission policy. Conformance with all pertinent local, state, and federal laws and regulations is obligatory.

**11. COMPLIANCE & REGULATIONS:**

* It is incumbent upon proposers to ascertain that their events strictly adhere to all relevant local, state, and federal laws and regulations.

**12. DECISION AUTHORITY & FUTURE PROPOSALS:**

* The final decision-making authority regarding event proposals is vested in the Parkdale Village BIA board, and it will be put to a vote. The decision made by the Parkdale Village BIA board will be final, and refusal of one proposal does not imply that future proposals will be rejected.

**13. LIABILITY & FINANCIAL REQUESTS:**

* Any liability, loss, or damage falls upon the event proposer. Parkdale Village BIA will not be liable for any obligations arising from specific requests made by the proposer.
* For financial requests, the proposer must provide receipts dated after the approval of the event proposal to receive compensation, and receipts dated well before the proposal was approved will not be accepted.

**14. CONTACT INFORMATION:**

* For any inquiries or clarifications regarding the event proposal submission process, proposers are welcome to contact BIA Manager via manager@parkdalevillagebia.com or +1 416-536-6918.

I, [Your Name], acknowledge that I have read and agree to abide by the terms and conditions outlined in the Event Proposal Submission Policy.

**SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_