



Department of Planning, Parks & Recreation

100 Water Street East
Cornwall, Ontario K6H 6G4
Telephone (613) 933-3586
Fax (613) 933-4681

Park User Permit 2011

EVENT INFORMATION

Event Name:	Event Date:
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Time of Event (include set-up/tear down times):

Location:

<input type="checkbox"/> Lamoureux Park <input type="checkbox"/> Cornwall Lions Club Bandshell <input type="checkbox"/> Bike Path <input type="checkbox"/> Splash Pad/Museum Picnic Area <input type="checkbox"/> Rotary Gazebo <input type="checkbox"/> Other: _____	<input type="checkbox"/> Guindon Park: <input type="checkbox"/> Floral <input type="checkbox"/> Poplar <input type="checkbox"/> Forest <input type="checkbox"/> Pond Area	<input type="checkbox"/> Wayside <input type="checkbox"/> Trillium <input type="checkbox"/> Boat Ramp
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Other Municipal Parks (please specify):

Type of Event/Fees:	<input type="checkbox"/> Weddings <input type="checkbox"/> Corporate Picnic <input type="checkbox"/> Non Profit Groups / Fundraising Activities <input type="checkbox"/> Community Festivals	<input type="checkbox"/> Performance <input type="checkbox"/> Exhibition Show <input type="checkbox"/> Family Picnic <input type="checkbox"/> Ceremony	<input type="checkbox"/> Other: _____ _____ _____
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\$100.00 Weddings
 \$75.00 Corporate Picnics
 \$50.00 Non Profit Groups / Fundraising Activities
 \$25.00 Community Festivals
Add 13% H.S.T

Expected number of participants:

Event Equipment Requirements:

#___ Tables 3 X 8 (\$9.00/each)	<input type="checkbox"/> Picnic Tables	<input type="checkbox"/> Access to Electricity
#___ Chairs (\$1.50/each)	<input type="checkbox"/> Garbage Pails	<input type="checkbox"/> Washroom Access at _____
#___ Risers 3'X8'X10' \$10.00/each <i>Taxes are not included. Limited quantities available.</i>	<input type="checkbox"/> Recycle Bins	

Additional Equipment: (Additional fees may be levied for equipment use)

Please list additional equipment being brought in by your group or by an outside service provider. Examples include rides, dunking tanks, gas barbecues, tents, sound, lighting and electrical equipment. If possible, please specify and list supplier.

**Please note that a certificate of insurance will be required for any of these items listed. See policy #17 on page 4 of document.
Please note that a building permit and underground utility locates may be required when installing a tent or any non-freestanding structure/fencing. See policy 19 & 20 on page 4 of document.

Office Use: Insurance Required Yes / No Building Permit Required Yes / No Locates Required Yes / No	
Will there be vendors in the park during your event? Yes / No If yes, please list vendors' name and business:	
1. 2. 3. 4. 5.	
<i>*Please note that all vendors are required to be licensed through the Corporation of the City of Cornwall's Licensing Department. A copy of each vendor's Municipal Business License must be provided along with a Certificate of Insurance. See policy #18 on page 4 of document.</i>	
APPLICANT CONTACT INFORMATION	
Organization/Company:	
Main Contact Person:	
Address:	City:
Province:	Postal Code:
Telephone Number (work):	Telephone (home):
E-mail Address: (Please print clearly)	

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Organization/User Group hereby shall Hold Harmless and shall fully Indemnify the Corporation of the City of Cornwall, its elected officials, employees and agents and its successors and assigns, from and against all actions, claims, and demands whatsoever which may be brought against or made upon the City of Cornwall and against all loss , liability, judgements, claims, costs, demands or expenses which the City of Cornwall may sustain, suffer or be put to, resulting from or arising out of the Organization/User Group's failure to exercise reasonable care, skill or diligence in the performance or rendering of any work or service required hereunder to be performed or rendered by the Organization/User Group, its agents, servants, or employees.

I, _____, hereby certify that I have read and accept the User Regulations of the permit and I agree to these regulations.

Applicant Signature

Date of Application

City of Cornwall Representative

Date of Approval

User Regulations for Municipal Parks and Lion's Club Bandshell

1. Fees for the rental of Lamoureux Park, Guindon Park and other Municipal Parks are based on a tiered fee schedule. The following charges per event will apply: Weddings \$100.00, Corporate Picnics \$75.00, Non Profit Groups and Fundraising Activities \$50.00 and Community Festivals \$25.00. All fees are subject to 13% H.S.T. Additional charges WILL be implemented for equipment rental, electrical needs, damages, or requirements beyond the normal set-up.
 - All wedding permit applications are accepted on a first come, first served basis.
 - A completed application must be submitted and appropriate fee must be paid prior to event.
 - Refund Policy – Full refund minus a \$5.00 administrative fee will be returned if event is cancelled due to inclement weather.
 - A permit does not guarantee exclusive use of the park area for your event. The general public will be using the park, but they are usually considerate to your needs and move off from the immediate area.
2. Park User Permit applications must be filled out and submitted at least two weeks prior to the date required and approved by the Department of Planning, Parks & Recreation.
3. Alcoholic beverages are strictly prohibited in Parks unless a special permit is obtained from Brookdale Ave. L.C.B.O. (Alcohol Policy with explanation of liability of City must be presented).
4. The applicant shall comply with all safety related directives given by the Department of Planning, Parks & Recreation authority and shall not tamper with any fire or safety equipment.
5. Open fires are strictly prohibited in parks. However, this restriction does not include domestic barbecues within the proper barbecue pits in Guindon Park.
6. The applicant shall ensure that the facilities are used in a safe and responsible manner.
7. The applicant shall be responsible for maintaining the cleanliness of the park and facilities. Please refrain from spray painting on any surface, including asphalt, bike paths, parking areas, trees, etc. Fees will be levied for non compliance.
8. Sound and/or lighting or any other electrical equipment shall only be used with the expressed consent of the Department of Planning, Parks & Recreation. The City of Cornwall will not be held responsible for any damage to sound, lighting or other electrical equipment.
9. Activities and events shall be confined to the area(s), day(s), and time(s) stipulated in this agreement.
10. Department of Planning, Parks & Recreation personnel reserves the right to enter and access park site when necessary.
11. All motorized vehicles are required to park in designated areas only.
12. Other events scheduled in adjacent space must be allowed free access with no interference from the user.
13. The applicant shall comply with directives given by the on-site Bandshell Supervisor and/or Department of Planning, Parks & Recreation authority prior to and during Bandshell events.

14. The Department of Planning, Parks & Recreation reserves the right to deny approval of any permit if the planned usage is not in compliance with family oriented entertainment.
15. The Department of Planning, Parks & Recreation reserves the right to re-schedule Bandshell events. In such a situation, two weeks prior notification will be given to the applicant.
16. This permit is non transferable. Failure to adhere to these regulations may result in the cancellation of all arrangements.
17. **Insurance** - When required, the Organization/User Group will need to obtain a comprehensive general liability insurance policy for third party claims and submit before the event can be sanctioned a "Certificate of Insurance" in a minimum amount of \$2 million, for any one occurrence or accident for all claims arising out of liability for bodily injury, property damage, personal injury, tenants' legal liability and non-owned automobile naming the Corporation of the City of Cornwall as an Additional Insured including a cross-liability clause and thirty (30) days Notice of Cancellation or material change. The Corporation of the City of Cornwall reserves the right to impose such higher limits of insurance as would reasonably be required of a prudent Organization/User Group performing or rendering higher risk activities.
18. **Vendors** All vendors are required to be licensed through the Corporation of the City of Cornwall's Licensing Department. A copy of the vendor(s)'s Municipal Business License must be provided along with a Certificate of Insurance in a minimum amount of \$2 million. (See above policy #17.) If vendors are in the park during your event and are not licensed by the City of Cornwall's Licensing Department, they may be charged, if they are found to be in contravention of the City of Cornwall's Licensing By-law #050-1994 and subject to a maximum fine of \$5,000. For more information please contact the Building Permits and By-Law Enforcement Division 100 Water Street, 2nd Floor (Civic Complex) 613 930-2787 x 2339. Allow two weeks for processing.
19. **Installation of Structures (Tents/Fencing)** - Should you wish to install a tent or any other structure which exceeds 646 square feet the permit holder will require a Building Permit from the Department of Planning, Parks & Recreation. For more information please contact the Building Permits and By-Law Enforcement Division 100 Water Street, 2nd Floor (Civic Complex) 613 930-2787 ext. 2377. Allow two weeks for processing.
20. **Underground Utility Locates** - If you wish to install a tent, fencing or any non-freestanding structure, which requires staking of the grounds, you will be required to contact the Leisure Arts Coordinator, 21 days prior to your event at 613-930-2787 ext. 2522. Arrangements for locates of underground lines and cables must be completed prior to installation of any structure.