



# Department of Planning, Development & Recreation

Benson Centre  
800 Seventh Street West  
Cornwall, Ontario K6J 0A3  
Tel (613) 938-9898 ext. 2  
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## Park User Permit 2019

<b>EVENT NAME:</b>			
<b>Event Date(s):</b>		<b>Set Up Day(s) Required:</b> <input type="checkbox"/> No or if Yes how many: _____	
<b>Start Time of Event:</b>		<b>End Time of Event:</b>	
<b>Name Of Organization or Person:</b>			
<b>Main Contact Person:</b>			
<b>Address:</b>		<b>City/ Province:</b>	
<b>Postal Code:</b>		<b>Home Phone:</b>	
<b>Cell Phone:</b>		<b>Business Number:</b>	
<b>E-mail Address: (Please print clearly)</b>			
Beer Garden	<input type="checkbox"/> No	<input type="checkbox"/> If Yes, Police/Security and Insurance \$5,000,000 Req.	
Carnival/Inflatable/Bouncy Castles/	<input type="checkbox"/> No	<input type="checkbox"/> If Yes, Supplier Name:	
Barbecue	<input type="checkbox"/> No	<input type="checkbox"/> If Yes, Insurance required.	
Staking Tents/Other	<input type="checkbox"/> None	<input type="checkbox"/> If Yes, Permit may be required.	
Sound/Lighting (Music / Speeches)	<input type="checkbox"/> No	<input type="checkbox"/> Amplified <input type="checkbox"/> Non-amplified <input type="checkbox"/> Live Music Performance	
<b>Location:</b>	<b>Lamoureux Park</b>	<b>Guindon Park</b>	<b>Guindon Park</b>
	<input type="checkbox"/> Lions Club Bandshell	<input type="checkbox"/> Floral Park	<input type="checkbox"/> Wayside Park
	<input type="checkbox"/> Bike Path	<input type="checkbox"/> Poplar Park	<input type="checkbox"/> Trillium Park
	<input type="checkbox"/> Splash Pad/Museum	<input type="checkbox"/> Forest Park	<input type="checkbox"/> Boat Launch
	<input type="checkbox"/> Rotary Gazebo	<input type="checkbox"/> Pond Area	<input type="checkbox"/> City Hall Courtyard
	<input type="checkbox"/> Other:		
<b>Type of Event/Fees: (Add 13% HST)</b>		<b>Expected Number of Participants:</b>	
\$100.00	Weddings/Performance	<input type="checkbox"/> Weddings	
\$75.00	Corporate Picnics	<input type="checkbox"/> Performance/Ceremony	
\$50.00	Non Profit Groups	<input type="checkbox"/> Picnic	
\$50.00	Fundraising Initiatives	<input type="checkbox"/> Fundraising Activities	
\$50.00	Fishing Tournament	<input type="checkbox"/> Community Festivals	
\$25.00	Community Festivals	<input type="checkbox"/> Fishing Tournament	
		<input type="checkbox"/> Other:	

<b>Special Event Equipment Requirements:</b>	# ___ Tables 3 X 8 (\$10.00/each)	<input type="checkbox"/> Access to Electricity <input type="checkbox"/> Garbage Pails <input type="checkbox"/> Recycle Bins <input type="checkbox"/> Washroom Access <input type="checkbox"/> _____ <input type="checkbox"/> _____
	# ___ Chairs (\$1.50/each)	
<i>Tables and chairs not available for weddings</i>	# ___ Picnic Tables	
<b>Additional Equipment: (Additional fees may be levied for equipment use)</b>		
Will there be Food/Dry Good Vendors in the park during your event? <input type="checkbox"/> No <input type="checkbox"/> If Yes, Business Licenses will be required.		
<b>Event Organizers Please Note: If needed, the following services will be required at the expense of the event organizer.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Insurance – See policy #17 on page 4 of Park User Permit</li> <li><input type="checkbox"/> Special Event Vendors – See policy # 18 on page 4 of Park User Permit</li> <li><input type="checkbox"/> Permit Building/Tent Permit – See policy #19 &amp; # 20 on Page 4 of Park User Permit</li> <li><input type="checkbox"/> Utility Locates and Electrical Work - See policy # 20 on page 4 of Park User Permit</li> <li><input type="checkbox"/> Electrical Safety Authority (ESA) – See policy # 21on page 4 of Park User Permit</li> <li><input type="checkbox"/> Portable Washrooms - *Organizers are encouraged to provide at least 1 fully accessible portable washroom</li> </ul>		
<b>Office Use:</b>	Insurance Required <input type="checkbox"/> Yes <input type="checkbox"/> No Building Permit Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Food/Dry Good Vendors <input type="checkbox"/> Yes <input type="checkbox"/> No Locates Required <input type="checkbox"/> Yes <input type="checkbox"/> No

**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 on page 3 and 4 of the park user 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 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, Development & Recreation.
3. Alcoholic beverages are strictly prohibited in Parks unless a special permit is obtained from the Brookdale Avenue L.C.B.O. location and meeting all requirements of the Municipal Alcohol Policy. (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, Development & Recreation authority and shall not tamper with any fire or safety equipment.
5. Open fires are strictly prohibited in Municipal Parks.
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, Development & 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, Development & 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 Municipal Staff designate and/or authority prior to and during Bandshell events.
14. The Department of Planning, Development & 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, Development & Recreation reserves the right to reschedule 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 Requirements \$2 million Coverage**

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.

**Insurance Requirements – Events with Alcohol and Activities of High Risk- \$5 Million Coverage**

The Permit Holder sponsoring a Special Occasion Permit function at a listed Municipal facility in the Municipal Alcohol Risk Management Policy, must provide evidence of insurance by way of submitting an original Certificate of Insurance acceptable to the *General Manager* of Planning, Parks & Recreation or its designate at least two (2) weeks prior to the event. The Permit Holder shall obtain and maintain, at its own cost and expense, Comprehensive General Liability Insurance with Host Liquor Liability Coverage in a minimum amount of five million dollars (\$5,000,000.00) inclusive per occurrence with respect to third party liability claims for bodily injury, property damage, and personal injury. This Policy shall include but not be limited to: Blanket Contractual Liability, Contingent Employers' Liability, Hired or Non-Owned Automobile Liability, Severability of Interest and Cross Liability Clauses.

**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 (Civic Complex) 613 930-2787 x 2225. 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, Development & Recreation. Multiple tents in groupings shall not exceed a maximum area of 645 sq. Ft. Without a 3M fire break separating the grouping of tents or structures. For more information please contact the Building Permits and By-Law Enforcement Division 100 (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 613-938-9898 ext. 2. Arrangements for locates of underground lines and cables must be completed prior to installation of any structure

**21.** The City of Cornwall takes no responsibility for any loss or theft of items on Municipal Property or Facilities.

**22.** The City of Cornwall encourages special event/community festival organizers to provide at least 1 fully accessible portable washroom. The event organizer must ensure all portable washrooms/hand wash stations are kept stocked with toilet paper and hand soap.