



PLANNING, DEVELOPMENT & RECREATION

Building & By-Law Division

100 Water Street East, 2nd Floor, Cornwall ON K6H 6G4

Phone (613) 930-2787 Ext # 2225

businesslicense@cornwall.ca

SPECIAL EVENT LICENSE APPLICATION

Special Event Name	
Special Event Organizer	
Organizer Address (Street, City, Province, Postal Code)	
Contact Phone #	Contact Email
Date(s) of the Special Event	Hour(s) of the Special Event
Special Event Location	
Event Set-up Day and Time	Event Clean-up Day
Special Event <input type="checkbox"/> 2 to 10 Businesses @ \$ 250.00 <input type="checkbox"/> 16 to 20 Businesses @ \$ 500.00 <input type="checkbox"/> Multiple Event Fee @ \$150.00 <input type="checkbox"/> 11 to 15 Businesses @ \$ 375.00 <input type="checkbox"/> 21+ Businesses @ \$ 800.00	
Provide a brief description of your event, along with any planned activities.	
Special Event Application Checklist <input type="checkbox"/> Proof of Age (as requested) <input type="checkbox"/> Proof of Liability Insurance <input type="checkbox"/> Floor Plan with Checklist <input type="checkbox"/> Site Plan with Checklist <input type="checkbox"/> Authorization Letter <input type="checkbox"/> Fees	

By signing and submitting this application to hold a Special Event within the City of Cornwall, I, the Event Organizer affirm that the information contained herein is true, correct and complete to the best of my knowledge and belief. I further acknowledge, agree and understand that:

- Any and all costs related to the Special Event including but not limited to; clean-up, road closures or detours, staff time, permits, etc., and any disbursements, are my responsibility and that they may be recovered from me, the Event Organizer, by the Municipality if incurred;
- Non-compliance by Special Event participants with Municipal Staff direction, By-Laws and/or other applicable governmental requirements will result in closure of the Special Event and/or the denial of future Special Event approvals;
- Obtaining the necessary approval, certificates, inspections and permits is my sole and absolute responsibility.
- No Special Event can operate prior to obtaining a Special Event License;
- The Special Event Business License process will not commence before the above noted information is received from the applicant and the fees are paid.

Applicant

Date

May 27, 2025/mp