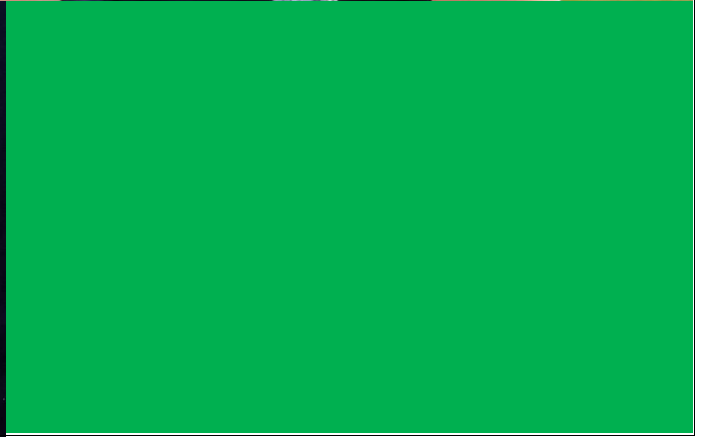




Special Events Planning Guide

Cornwall
ONTARIO CANADA

A city with a world of possibilities
Un monde de possibilités



A WARM WELCOME

Nestled in Eastern Ontario, Cornwall is a vibrant community known for its rich history, natural beauty, and strong sense of community spirit. With nearly 50,000 residents, Cornwall offers a diverse range of amenities, services, and recreational opportunities, making it an ideal place to live, work, and play. Our community is diverse and progressive, where everyone feels safe, welcomed, and enjoys a high quality of life supported by sustainable municipal services and infrastructure.

A key aspect of our community's vibrancy is the special events that bring us together and enrich our lives. Whether it's a cultural festival, a sports tournament, or a community fair, these events create opportunities for us to connect, celebrate, and make lasting memories. They foster a sense of unity and belonging, strengthening the social fabric of our community and enhancing our overall quality of life.

Beyond the joy and camaraderie, they bring special events significantly boost our local economy. They attract visitors from near and far, benefiting our local hotels, restaurants, and shops. This influx of visitors generates additional revenue and can lead to job creation, further enhancing our community.

We encourage everyone to participate in and support special events, as they play a crucial role in making our community vibrant and dynamic.

These events not only put Cornwall on the map, attracting future tourists and investors, but they also instill a sense of pride among residents. By coming together to celebrate and support these events, we can ensure that our community continues to thrive and prosper.

Let's acknowledge and embrace the value of special events, as they truly make Cornwall a better place for all.

We wish you the very best as you plan and prepare for your Special Event.



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GETTING STARTED

We're thrilled to hear that you're planning to host a special event! Here in the City of Cornwall, we're delighted to support you every step of the way. We understand how valuable these events are to our community and how challenging the planning process can sometimes feel. That's why we've put together this Special Events Planning Guide to help you get started.

This comprehensive guide is designed to assist event Organizers in planning and executing successful events within our vibrant community. Whether you're organizing a cultural festival, a sports tournament, or a community fair, this guide provides all the information you need to navigate the process smoothly. Our municipality is here to support you every step of the way, ensuring your event is a memorable and positive experience for all involved.

To help you navigate this journey, we've outlined the essential steps you'll need to follow. Here's a quick guide overview.

The guide is divided into three sections.

Getting Started

Successful event planning begins with careful preparation. This section covers essential steps such as defining responsibilities, creating timelines, setting a budget, securing funding, choosing dates, and finding the perfect location. Additionally, it provides information on approvals, marketing strategies and post-event considerations.

Guidelines and Regulations

The Guidelines and Regulations section of the Special Event Guide provides essential information to ensure your event runs smoothly and safely. It covers everything from obtaining necessary permits and adhering to local by-laws, to managing waste and ensuring public safety. By following these guidelines, event Organizers can create a successful and enjoyable experience for all participants while complying with city regulations. This section is your go-to resource for understanding the rules and best practices for hosting a special event in Cornwall.

NOTE: Guidelines are in alphabetical order

Appendix

The appendix is a valuable resource that includes templates for permits and licenses, contact information for municipal departments, and checklists to help you stay organized. It also provides links to relevant websites and resources for further reading, ensuring you have all the information you need at your fingertips.

1) RESPONSIBILITIES

Throughout this document, the term “Organizer” will be used to refer to the Special Event Organizer and the term “Municipality” will be used to refer to the City of Cornwall. The role of an event Organizer is pivotal in ensuring the success of any event. As the central figure in the planning and execution process, the Organizer is responsible for coordinating all aspects of the event, from initial concept to final wrap-up. This includes defining the event’s objectives, creating a detailed plan, and managing the budget. An effective Organizer should also secure the necessary permits and licenses, select and book the venue, and coordinate with vendors and suppliers. By meticulously planning each detail, the Organizer ensures that the event runs smoothly and meets its goals. In addition to logistical planning, an event Organizer plays a crucial role in marketing and promoting the event to attract attendees. This involves developing a marketing strategy, utilizing various channels to reach the target audience, and engaging with the community to generate interest and excitement. On the day of the event, the Organizer oversees the setup, manages the schedule, and addresses any issues that arise, ensuring a seamless experience for all participants. By maintaining clear communication, staying organized, and being adaptable, an event Organizer can create a memorable and successful event that leaves a lasting positive impact on the community.

2) MUNICIPALITY

The municipality plays a crucial role in supporting events planned by the public. It provides essential services and resources to ensure the success and safety of these events. This includes issuing necessary permits and licenses, offering guidance on regulatory compliance, and providing access to public spaces and facilities. The municipality also assists with logistical support, such as traffic management, waste disposal, and emergency services, to ensure the event runs smoothly. Additionally, the municipality can help promote events through its communication channels, fostering community engagement and participation. By collaborating with event Organizers, the municipality helps create a vibrant and dynamic community, enhancing the overall quality of life for its residents.

3) PLAN AHEAD

Planning a special event can be time-sensitive, and starting the process early is crucial for success. The sooner you begin, the better prepared you will be as an Organizer, increasing the likelihood of



receiving all necessary approvals and funding on time. It is recommended to start planning one (1) year in advance.

Early planning allows for thorough consideration of various essential aspects, such as budget management, marketing, and communication strategies. It also provides ample time to arrange security measures, obtain necessary approvals, and secure funding. Additionally, applications, volunteer recruitment and coordination, insurance requirements, and securing a suitable venue all require significant time and effort. By planning ahead, you can ensure that every detail is addressed, leading to a well-organized and successful event.

4) TIMELINES

Planning a special event is a complex and multifaceted process that requires careful attention to detail and proactive management. This timeline is designed to guide you through each stage of event planning, starting one year in advance. By following these milestones, you can ensure that all critical aspects, from securing permits and funding to coordinating logistics and marketing, are addressed in a timely manner.

9-12 MONTHS	<input type="checkbox"/> Define Event Goals and Objectives <input type="checkbox"/> Establish a Budget <input type="checkbox"/> Form an Organizing Committee <input type="checkbox"/> Select a Date and Venue <input type="checkbox"/> Develop a Project Plan <input type="checkbox"/> Research and Apply for Permits and Approvals <input type="checkbox"/> Identify Sponsors and Partners <input type="checkbox"/> Start Marketing and Promotion <input type="checkbox"/> Apply for Funding Opportunities
6-9 MONTHS	<input type="checkbox"/> Confirm Logistics <input type="checkbox"/> Order Supplies and Materials <input type="checkbox"/> Coordinate with Emergency Services <input type="checkbox"/> Continue Marketing Efforts
3-6 MONTHS	<input type="checkbox"/> Apply for Special Events License <input type="checkbox"/> Finalize Event Program <input type="checkbox"/> Secure Vendors and Suppliers <input type="checkbox"/> Launch Volunteer Recruitment <input type="checkbox"/> Develop Communication Plan

1-3 MONTHS	<input type="checkbox"/> Finalize Details with Vendors <input type="checkbox"/> Conduct Site Visits <input type="checkbox"/> Prepare Event Materials <input type="checkbox"/> Train Volunteers and Staff <input type="checkbox"/> Review Final Checklist <input type="checkbox"/> Confirm Attendance <input type="checkbox"/> Conduct Final Walkthrough <input type="checkbox"/> Prepare for Contingencies
15 DAYS	<input type="checkbox"/> Submit a list of all vendors to the appropriate Licensing Agent for approval. <input type="checkbox"/> Hold Final Team Meeting <input type="checkbox"/> Set Up Venue <input type="checkbox"/> Test Equipment <input type="checkbox"/> Confirm Volunteer Schedules <input type="checkbox"/> Book Inspections
EVENT DAY	<input type="checkbox"/> Conduct Final Checks <input type="checkbox"/> Brief Volunteers and Staff <input type="checkbox"/> Welcome Attendees <input type="checkbox"/> Monitor Event Progress <input type="checkbox"/> Don't forget ... HAVE FUN!!!!
POST EVENT	<input type="checkbox"/> Conduct Debriefing <input type="checkbox"/> Send Thank-You Notes <input type="checkbox"/> Evaluate Event Success <input type="checkbox"/> Prepare Final Report <input type="checkbox"/> Keep Everyone Updated <input type="checkbox"/> Complete the City of Cornwall's Post Event Survey

5) BUDGETING

Creating a budget for a special event is a crucial step in the planning process. A well-defined budget helps ensure that all financial aspects of the event are accounted for, preventing overspending and allowing for efficient allocation of resources. It also provides a clear framework for decision-making and helps secure funding and sponsorships by demonstrating financial responsibility.

To create an effective budget, start by identifying all potential expenses and sources of income. Regularly review and adjust the budget as needed to accommodate any changes or unforeseen costs.

Items to Consider When Creating the Budget

- Venue Rental

- Insurance
- Marketing and Promotion
- Catering and Refreshments
- Entertainment and Speakers
- Equipment Rental
- Decorations
- Staffing and Volunteers
- Transportation and Accommodation
- Security
- Miscellaneous
- Permits and Licenses

By considering these items and regularly monitoring your budget, you can ensure that your special event is financially sound and well-organized.

6) FUNDING YOUR EVENT

Securing funding is a vital aspect of planning a successful special event. Adequate funding ensures that all necessary elements of the event can be executed to the highest standard. There are several avenues to explore when seeking financial support, including grants, sponsorships, and other funding opportunities. Grants can provide substantial financial assistance and are often available through government programs, non-profit organizations, and private foundations. Sponsorships from local businesses and corporations can also offer significant support, often in exchange for promotional opportunities and brand visibility at the event. By diversifying your funding sources and actively seeking out these opportunities, you can build a robust financial foundation for your event, ensuring its success and sustainability.

TOURISM DEVELOPMENT FUND

The Tourism Development Fund supports efforts to increase tourism activity in the Municipality. The fund provides support for festivals and events that demonstrate an ability to attract a significant number of visitors to Cornwall. The fund is managed and overseen by the Tourism Development Corporation of Cornwall, and independent not-for-profit corporation with the exclusive purpose of developing and promoting Cornwall tourism sectors.

MUNICIPAL GRANT FUND	<p>The Municipal Grants Program provides funding opportunities for eligible non-profit organizations to support their initiatives. To qualify, organizations must meet the criteria set by the Council and follow the application process outlined by the City. The application period opens annually on October 1 and closes on the last Friday in October. Applications must be submitted electronically through the City’s website, and all required documents must be included.</p> <p>The City promotes the program through various communication channels, including its website and social media. Successful applicants must sign a Letter of Agreement and use the funds for the specified purposes. A Final Report must be submitted by the last Friday in October to qualify for future funding. Failure to meet these conditions may result in ineligibility for future grants. For more details, visit the City’s website.</p>
THE FUND SUPPORTS	<ul style="list-style-type: none"> – Projects and events that clearly demonstrate their ability to increase tourist attendance, overnight stays and visitor spending in Cornwall; and/or – Innovative strategies to advertise outside the city to potential tourists increases visitor attendance and spending. <p>The fund does not support the following:</p> <ul style="list-style-type: none"> – Regular business operation expenses – Infrastructure – Business expansion that does not significantly impact Tourism <p>Events taking place in Cornwall and or SD&G that demonstrate a significant impact on the Municipality.</p>

Application Deadlines for Funding Assistance

Quarter	Event/Project Date	Application Deadline	Applicant Notification Date
Q1	January 1 st – March 31 st	75 days prior to event/project	45 days after application
Q2	April 1 st – June 30 th	February 28 th	End of March
Q3	July 1 st – September 30 th	May 30 th	End of June
Q4	October 1 st – December 31 st	August 29 th	End of September
Q1	January 1 st – March 31 st	November 29 th	End of December

**Cornwall
Downtown BIA**

The Cornwall Downtown Business Improvement Association (DBIA) plays a vital role in supporting and sponsoring events in the downtown area. They provide financial assistance and marketing support to event Organizers, helping to ensure the success of various community events. The BIA's goal is to create a vibrant and thriving downtown by enhancing the overall experience for residents and visitors. Event Organizers can apply for support by submitting their event details to the BIA at least 60 days prior to the event. Through their efforts, the BIA helps to foster a lively and engaging downtown atmosphere, benefiting local businesses and the community as a whole.

**Government Of
Ontario**

The Government of Ontario offers various funding opportunities to support events and festivals across the province. Programs such as the Experience Ontario program and the Marquee Events Fund provide financial assistance to festival Organizers, non-profit organizations, and communities to deliver impactful and large-scale events. These programs aim to boost tourism, create job opportunities, and enhance the cultural and entertainment sectors in Ontario. To apply for these grants, organizations can visit the Ontario Government's funding portal, where they can find detailed information on eligibility criteria, application deadlines, and the necessary steps to secure funding.

Sponsorship

Seeking sponsorship for your special event can significantly enhance its success and impact. Start by identifying potential sponsors whose values align with your event's goals. Local businesses, corporations, and non-profit organizations are often interested in sponsoring events that offer them visibility and community engagement opportunities. Begin by crafting a compelling sponsorship proposal that outlines the benefits for the sponsor, such as brand exposure, access to your audience, and promotional opportunities. Reach out to potential sponsors through personalized emails or meetings, highlighting how their support can make a difference. Be sure to follow up and maintain open communication to build strong, lasting partnerships. By targeting the right sponsors and presenting a clear value proposition, you can secure the necessary support to make your event a success.

7) PICKING YOUR DATE

Choosing the right date for your special event is crucial for its success. The date sets the tone and can significantly impact attendance and overall experience. When selecting a date, consider your audience's availability, avoiding major holidays, local events, and busy seasons that might conflict with your event. Check the Cornwall Event Calendar to ensure there are no significant conflicting events. Additionally, consider the weather and

season, as these can influence the type of event and the comfort of your guests. By carefully selecting a date, you can maximize participation

8) CHOOSING YOUR VENUE

Choosing the right location for your special event is crucial, as it sets the tone and impacts the overall experience. Deciding between an indoor or outdoor venue depends on factors such as the type of event, expected weather, and the ambiance you want to create. Indoor venues offer controlled environments and are ideal for events requiring technical setups, while outdoor venues provide a natural backdrop and more space.



Considerations like transportation, parking, and accessibility are also important to ensure a smooth experience for attendees.

The City of Cornwall offers a variety of venue locations to suit your needs. When selecting the perfect event venue, consider factors such as the type of event, the number of guests, and the amenities required. In addition to indoor venues, Cornwall also boasts beautiful city parks for outdoor events and even streets that can be transformed for special occasions. With so many options, you're sure to find the ideal spot for your event. Once you've identified a suitable venue, contact the city's booking office to secure your reservation. Be sure to inquire about any specific requirements or permits needed for your event.

When choosing a location of private property, be sure to check zoning requirements to ensure that the location is suitable for your special event.

CORNWALL CIVIC COMPLEX

The Cornwall Civic Complex, located in picturesque Lamoureux Park by the St. Lawrence River, is a versatile and modern facility. Its centerpiece, the Ed Lumley Arena, features state-of-the-art rink boards, seating for up to 5800 people, and advanced sound and light systems. The Complex hosts a wide range of events, including championship hockey, professional ice skating, weddings, conventions, and performances by top acts like Nickelback, Alice Cooper, and Blue Rodeo.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">BENSON CENTRE</p>	<p>The Benson Centre features five multi-purpose rooms, the most popular being the Automotive Room and MacEwen Room on the main floor. Upstairs, you can rent the Corus Room, Room E, or Room F. Ice pads, the fieldhouse, and tennis courts can also be rented.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">CLINE HOUSE GALLERY</p>	<p>Renting the Cline House Gallery for your special event offers a unique and charming setting. This historic venue, with its elegant architecture and artistic ambiance, provides an intimate space perfect for weddings, receptions, and private gatherings. The gallery's beautiful surroundings and sophisticated atmosphere will make your event truly memorable.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">LAMOUREUX PARK</p>	<p>Hosting your special event at Lamoureux Park offers a picturesque and memorable experience. Nestled along the banks of the St. Lawrence River, this beautiful park provides a stunning natural backdrop. In addition to hosting these amenities, Lamoureux Park also serves as the main gathering place for community events and festivals, such as Canada Day Celebrations, Arts in the Park, and Cornwall Ribfest. The park features the Lion's Club Bandshell, which is perfect for live performances and entertainment, adding an extra touch of charm to your event. With ample green space, scenic views, and various amenities, Lamoureux Park is the perfect setting to create lasting memories for you and your guests.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">COURTS, DIAMONDS, FIELDS</p>	<p>We have a variety of venues for your special event, including sports fields, tennis courts, basketball courts, ball hockey courts, and a skatepark. Whether you're looking to host an outdoor sporting event, the City of Cornwall has the perfect location for you. From basketball, football, soccer, and softball to tennis and pickleball, our facilities cater to a wide range of activities.</p>

9) APPROVALS

When planning your special event, it's important to secure the necessary approvals, licenses, and street closures. Start by contacting the City of Cornwall's Licensing Agent to understand the specific requirements and obtain the appropriate forms. For all street closure requests, submit a detailed request outlining the event's purpose, location, and duration. Ensure you allow ample time for processing and approval to make your event a success.

10) SPECIAL EVENT LICENSE

A Special Event license allows event organizers to legally operate temporary events, ensuring they comply with local regulations and safety standards while managing activities and public safety. A Special Event License is required for all events which have 2 or more businesses, as defined by the Business License By-Law (Automotive, Amusement Place, Food Services, Salesperson, and Adult Entertainment).

Application requirements for Special Event Licenses

Special Event License Application
Proof of Age (if requested by the Licensing Agent)
Proof of 5 million Liability Insurance
Letter of Authorization or City of Cornwall facility rental confirmation
Floor Plan and Checklist (for indoor events)
Site Plan and Checklist
Payment of Fees
Inspections

2025 SPECIAL EVENT LICENSE FEE SCHEDULE	
2 to 10 Businesses	\$250.00
11 to 15 Businesses	\$375.00
16 to 20 Businesses	\$500.00
21+ Businesses	\$800.00
Multiple Event Fee	\$150.00

INSPECTIONS

Inspections are crucial for special events to ensure the safety and compliance of all activities. It is the Organizers responsibility to schedule all inspections. Event organizers can expect various types of inspections, including safety checks for tents and temporary structures, health inspections for food and beverage vendors, and crowd control assessments. These inspections help identify potential hazards and ensure that all safety protocols are in place, creating a secure environment for attendees and participants. Proper inspections also help prevent accidents and ensure that the event runs smoothly.

Visit the Licensing Agent with Building Services for more information or to obtain your Special Event License.

11) MARKETING YOUR EVENT

Marketing your event is essential for attracting attendees, building excitement, and ensuring its success. Effective marketing increases visibility, boosts attendance, and enhances the overall experience for participants. To get started, create a comprehensive

marketing plan that includes both online and offline strategies. Utilize social media platforms to engage with your audience, share updates, and create buzz. Email campaigns can help reach a target audience with personalized messages. Additionally, leverage local media, community boards, and partnerships with influencers or local businesses to broaden your reach. By implementing these simple strategies, you can maximize your event's impact and create a memorable experience for all involved. Here are some key steps to ensure your event gains the attention and attendance it deserves:

- Set Clear Goals**
 - Define the objectives of your event.
 - Identify your target audience.

- Develop a Marketing Plan**
 - Outline your marketing strategy and timeline.
 - Allocate a budget for marketing activities.

- Utilize Various Advertising Channels**
 - Leverage social media platforms (Facebook, Instagram, Twitter) to create event pages and posts.
 - Advertise in local newspapers and community bulletin boards.
 - List your event on online event directories and websites.

- Engage with Influencers and Partners**
 - Collaborate with local influencers, businesses, and organizations to promote your event.
 - Offer partnerships and sponsorship opportunities to increase reach.

- Create Compelling Content**
 - Design eye-catching posters, flyers, and digital graphics.
 - Write engaging event descriptions and updates.

- Implement a Multi-Channel Approach**
 - Use email marketing to send invitations and reminders.
 - Consider paid advertising options (e.g., social media ads, Google ads) to boost visibility.

- Monitor and Adjust**
 - Track the performance of your marketing efforts.
 - Adjust as needed to improve engagement and reach.

- Evaluate and Reflect**
 - After the event, evaluate the success of your marketing efforts.
 - Gather feedback to improve future event planning and promotion.

Remember, a well-executed marketing strategy not only generates excitement but also fosters a sense of anticipation and engagement among potential attendees. Staff at Cornwall Tourism will be happy to discuss your Special Event with you. Reach out to Cornwall Tourism to learn how they can help promote your event.

12) POST EVENT

To help us better understand and improve our processes, we ask all Organizers to participate in a post-event survey online within four weeks of the event taking place.

Here are some key things Organizers should consider doing after an event:

1. Complete the City of Cornwall's Post-Event Survey to help the City of Cornwall understand how to continue to help serve Special Event Organizers.
2. Keep the momentum going by sharing photos, videos, and highlights on social media. This helps keep the event fresh in attendees' minds and can attract interest for future events.
3. Send out surveys to attendees to gather their thoughts on what went well and what could be improved. This feedback is invaluable for planning future events.
4. Review any data collected during the event, such as attendance numbers, engagement metrics, and social media activity. This can provide insights into what worked and what didn't.
5. Send personalized thank-you emails to attendees, speakers, sponsors, and volunteers. Acknowledging their participation and support helps build strong relationships.
6. Go over the event budget to see where you stayed on track and where you might have overspent. This can help with budgeting for future events.
7. Make sure to update your contact lists with any new connections made during the event. This can be useful for future communications and networking.
8. Take some time to relax and reflect on the event. Celebrate the successes and take note of any lessons learned for next time.

These steps can help ensure that the hard work put into organizing the event continues to pay off long after it's over.



GUIDELINES AND REGULATIONS

Welcome to the Guidelines and Regulations section of our Special Event Guide. Here, you'll find all the essential information to ensure your event runs smoothly and complies with all necessary rules. We've made it easy to follow, so you can focus on creating an amazing experience for everyone involved.

The guidelines and regulations are in place to protect park spaces, to ensure public safety and to provide a planning resource for organizing successful events. The contents are not limited to guidelines defined and enforced by [Municipality By-Laws](#) but also contain references to regulations and requirements mandated by other business units and organizations.

It identifies the requirements and restrictions on special event activities, explains why these are in place and outlines how Organizers can meet these requirements:

- ensure that all health and safety guidelines are met;
- ensure that all necessary permits, permissions, insurance and approvals are secured;
- ensure that there are no scheduling conflicts with other events or activities; and,
- ensure that municipal services are not negatively impacted as a result of the event.

Failure to comply with the conditions outlined in this Special Event Planning Guide could result in the application being declined.

Most special event objectives are to present a multi-faceted arts, cultural or recreation based experience. Events typically include elements such as musical, dance, theatrical performances, hands on activities, visual art exhibitions, activity demonstrations, festival merchandise sales, and food and beverage sales/service.

Fundraising walks and runs are special events whose primary purpose is to raise awareness and/or funds for specific social or health issues.

All rules and regulations apply to all special events within the Municipality.

- No special events shall take place in whole or in part except in conformity with the provisions of this guideline.
- Nothing in this document shall be construed to exempt any person from complying with the requirement of any By-Law of the Municipality or from any law of the Province of Ontario or Canada, or from obtaining any license, permission, permit, authority, or approval required by the regulating body.

13) ACCESSIBILITY

The Municipality recognizes the diverse needs of its residents and visitors, including people with disabilities. Accessibility is about creating events that proactively address barriers which can exclude or marginalize individuals, particularly those with physical or mental disabilities. Organizers should provide a barrier-free environment for visitors, which includes:

1. Well-placed and clearly signed accessible parking spaces.
2. Entertainment viewing areas.
3. Washrooms located on paved pathways for ease of access.
4. Prominently displayed signage indicating these accessible areas.

Incorporating accessibility into event planning means providing people of all abilities the opportunity to participate fully and feel welcome. This often leads to increased attendance and a more enjoyable experience for everyone. The Municipality encompasses that all events will strive to be accessible and compliant with the Accessibility for Ontarians with Disabilities Act (AODA).

Consider contacting the City of Cornwall's Accessibility Committee to find ways to create an accessible event for all to enjoy.

14) ACTIVITIES

Activities are a fantastic addition to special events because they engage attendees, create memorable experiences, and encourage interaction. Consider incorporating a mix of activities such as interactive workshops, fun games, live entertainment, and networking sessions. These activities not only keep the energy high but also provide opportunities for attendees to connect and enjoy themselves. Tailoring activities to your audience's interests can make your event truly unforgettable!

When planning your event, please list all activities on the Special Event License Application. If your plans change, just let the Licensing Agent know. Each park has different amenities, so some activities might be better suited to certain locations. This helps ensure everyone's safety and the park's preservation. Activities that might not be allowed include those that could harm the park or environment, are prohibited by law, don't fit with the natural space, or pose risks. The Municipality prioritizes park space for public events that promote recreation, culture, the environment, or community wellness.

15) ALCOHOL

If you're planning to serve alcohol at your event, here are some friendly tips and things to consider:

How to Get Started

1. Make sure you have a valid liquor license from the Alcohol and Gaming Commission of Ontario (AGCO). Keep this license on hand at your event.
2. Present yourself to Building By-Law Services with regards to a letter.
3. Create and get approval for your Security Plan.

Things to Consider

1. Follow all AGCO regulations. Alcohol cannot be consumed on municipal streets, sidewalks, or non-designated areas without written approval.
2. Alcohol service must end by 1:00 a.m. and cannot be consumed or sold outside the permitted times.



Required Approvals

1. Indoor facilities are generally more acceptable for alcohol service. For outdoor events, ensure the site is large enough, fenced off, and supports food services as required by AGCO.
2. Have at least two (2) paid duty police officers during operation hours. Alcohol service should end half an hour before the event concludes.
3. Typically, the maximum capacity is 10% of the total audience size. Serve beer in cups and obtain host liquor liability insurance.

16) BLEACHERS

If you're planning to bring bleachers on site for audience seating, here are some friendly tips to help you out:

1. Organizers are responsible for arranging and covering the cost of bleachers. Make sure to note their locations on your site map.
2. The use of scaffolding as bleacher seating might require a building permit.
3. Contact Building and By-Law Services to see if you need a permit for your bleachers or scaffolding.

17) DAMAGE & SECURITY DEPOSIT

As an event Organizer, it's important to protect municipal property from damage, overuse, and vandalism.

Security Deposit

- A security deposit may be required to cover potential damage or additional staffing costs. This deposit ranges from \$200 to \$5,000 and should be paid 14 days before the event.
- The deposit will be refunded after a successful site audit. If the event extends beyond the permitted time frame or causes damage, additional charges may apply.

Damage Responsibility

- Organizers are responsible for any damage caused during the event, including costs for maintenance, repair, or replacement.
- Participate in site inspections before and after the event to assess any damage.
- Normal wear and tear are expected and supported by the Municipality, but extensive damage may incur additional costs.
- Costs for repairs and increased garbage maintenance will be deducted from the deposit. Any remaining refund will be processed after the final assessment.
- The Municipality may take action to address immediate public safety concerns, with costs potentially charged to the Organizer.

18) DIVERSITY

Diversity encompasses factors such as backgrounds, culture, ethnicity, religion, sex, gender, sexual orientation, age, language, education, physical abilities and disabilities, family status, socio-economic status, skills, perspectives, and experiences. These factors are representative of Canada's current and evolving population. When planning an event, Organizers are encouraged to incorporate diversity and inclusion elements to help people feel welcomed, respected, valued, and to foster a sense of belonging and engagement. Consider contacting Diversity Cornwall to learn of ways you can ensure your event is inclusive to all.

19) DOGS/SERVICE ANIMALS

Dogs are welcome in designated parks, but they must be on a leash at all times. Event Organizers are encouraged to provide rest areas for service animals and ensure that volunteers or signage are in place to direct patrons accordingly.

Additionally, consider setting up pet-friendly water stations to keep our furry friends hydrated and comfortable. Remember to follow stoop-and-scoop practices at all times to keep the park clean and enjoyable for everyone. By taking these steps, you can create a welcoming and inclusive environment for all attendees, including those with pets.

20) DRONE USE

If you're planning to use drones for photography or other purposes, please be aware that they may be subject to federal aviation laws. For more information, you can visit [Transport Canada's website](#).

Important Note: Drones are not covered under General Liability Insurance Policies and require a specific aircraft rider. Make sure to review your risks and insurance coverage to ensure you are adequately protected.

21) EMERGENCY PLAN

Creating an emergency plan for your event is essential to ensure everyone's safety and security. How to Create an Emergency Plan:

Safety Comes First

- The safety of event patrons and community residents should always be the top priority.
- Your plan should aim to maximize human survival, preserve property, minimize danger, restore normal operations, and ensure responsive communication with the community and surrounding neighborhoods.

Things to Include in the Plan

- List two contact personnel with their cell phone numbers and how they will be reached in case of an emergency during the event.
- Specify an evacuation area and route.
- Outline the steps to follow in case of an emergency or disaster.
- Identify the emergency services needed for your event.
- Detail how you will communicate with the necessary authorities.
- Explain how volunteers and staff are prepared to handle emergencies and how security will respond during the event.

Approval

- Leverage Your emergency plan should be specific to your event and activities, including communication, coordination

with authorities, weather contingencies, and handling personal and property damage.

- The plan must be approved by Fire and Police Services

By following these steps, you can create a comprehensive emergency plan that ensures a safe and successful event for everyone involved!

22) ELECTRICAL NEEDS

If you're planning to use electrical equipment at your event, here are some friendly and specific steps to ensure compliance with the Electrical Safety Authority (ESA) requirements: Steps to Take

1. Submit an application for inspection the ESA within 48 hours of any electrical activity being deployed at your event site. This is to comply with the Ontario Electrical Safety Code.
2. Ensure you get a wiring notification permit for any temporary wiring distribution set up at your event.
3. Once approved, display copies of permit near the power distribution point where it will be easily accessible for inspections.
4. If you are using generators, make sure to arrange for ESA inspections.



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For areas requiring power, clearly mark them on your site map. You'll need to provide details about the number of circuits, amperage, and items needing power before we can confirm the level of service. In many parks, electricity is either unavailable or limited, so you may need to get permission to use generators.

Keep in mind that park electricity receptacles are GFI and will trip if improperly wired equipment or extension cords are used. Make sure all electrical equipment is certified for outdoor use, CSA approved, and in good condition. All electrical cords should be at least 14 gauge, 3-wire with U ground style plugs on each end and suitable for outdoor use.

We strongly encourage the guideline of one appliance per extension cord per outlet. Avoid using power bars to increase the number of appliances plugged into a single circuit. The Municipality reserves the right to approve all electrical items before installation. Any wiring system connected to or disconnected from a city-operated power supply must be handled by an certified electrician.

23) FENCING

If you're planning to use fencing for your special event, here are some friendly tips and steps to follow:

- Ensure that event fencing does not block access to residents' property, driveways, parking lots, walkways, or thoroughfares. Keep all emergency access points or routes clear.
- Use fencing to restrict access for admission-based events, alcohol sales/service areas, or for other safety reasons. Clearly identify these fence lines on the site map.
- If fencing needs to be staked into the ground, get final on-site approval from Building Services to ensure it doesn't interfere with underground utilities. Organizers are responsible for any damage caused by unapproved staking or failure to clean up fence ties.
- Clearly mark and man all exits.

24) FIREWORKS

If you're planning to include fireworks in your special event, here's a friendly guide on how to go about it:

How to Get Started

1. Fireworks are devices that create colored lights, smoke, and noise for amusement. They must comply with the [Canada Explosives Act](#).
2. Reach out to Cornwall Fire Services to inform them about your plans and get their support. Written approval from the Cornwall Fire Service is required.

Steps to Follow

1. Ensure you have a qualified Fireworks Supervisor who holds a valid card issued by the Explosives Division, Natural Resources of Canada. This person will be responsible for the fireworks.
2. Visit Cornwall Fire Services to complete an application for a fireworks permit.
3. The permit will be issued subject to compliance with By-law #2017-018, which regulates the discharge of fireworks for special occasions. Fireworks can only be discharged under the conditions and safety regulations set out in the By-law.

[Open Air Burning By-Law](#)

Remember, no person shall set a fire in the open air within the municipality without first obtaining a permit from the Chief Fire Official.

25) FIRST AID

For a smooth and safe event, it's a great idea to have a medical plan in place:

1. Ensure you have proof of medical/first aid coverage.
2. Include contact details for your medical/first aid providers.
3. List the number of medical/first aid staff or volunteers, their shifts, qualifications, and duties.
4. Detail the medical equipment that will be on site.
5. Specify the location and type of first aid posts or facilities.
6. Outline how you'll communicate, such as using radios.
7. Identify emergency access points and pick-up locations.
8. Include any regulations or policies related to medical coverage for your event.
9. For any questions regarding medical coverage, or to request Cornwall Paramedic Services on site during your event, please contact Paramedics Service.

26) FOOD

If you're planning to have food at your special event, here are some friendly steps to ensure everything goes smoothly:

1. Make sure to inform the Eastern Ontario Health Unit about your special event.
2. Ensure the proposed site is dry, well-drained, and free of any health hazards.
3. Ensure each food vendors complies with the Health Protection and Promotion Act and Food Premises Regulation at all times.
4. Take all necessary measures to prevent fats, oil, grease, and other harmful materials from entering the sanitary sewer system



27) GENERATORS

If your event requires the use of generators, here are some steps to follow:

1. Place generators in locations that won't create hazards or disturb others with noise and exhaust fumes.
2. Indicate your request to use generators on your Special Event Application.
3. Obtain approval from the Municipality for the use of generators.
4. Be prepared for inspections by the Electrical Safety Authority.
5. If direct electrical access is unavailable or limited, a contracted electrician may need to approve and supervise the generator connection.

28) INFLATABLES / MECHANICAL AMUSEMENT RIDES

If you're planning to include mechanical amusement rides and inflatables at your community event, here are some friendly tips to help you out:

1. Mechanical amusement rides and inflatables are governed by the Technical Standards and Safety Association (TSSA), which ensures public safety in Ontario.
2. Make sure you have the appropriate TSSA certification and insurance for your rides and inflatables.
3. Ensure all inflatables follow the TSSA procedures, which include:
 - o Obtaining an operating license.
 - o Getting confirmation of application review by TSSA.
 - o Securing confirmation of inspection by TSSA.



29) INSURANCE

For all special events, proof of \$5 million liability insurance is required. Liability insurance is crucial as it protects event organizers from financial losses due to accidents, injuries, or damages that may occur during the event, ensuring a safer experience for everyone involved.

30) LETTER OF APPROVAL

A letter of authorization is a formal document that grants permission for an event to be held on private property. This letter is required for all Special Events which require a Business License to ensure that the property owner consents to the event and understands the nature of the activities planned. It helps to verify that the event organizers have the legal right to use the property, thereby preventing any disputes or misunderstandings

31) LOTTERY

To host a lottery, you'll need to obtain a lottery license. Start by contacting Clerk's Services to understand the specific requirements and application process. You'll need to provide details about your event, the type of lottery, and how the proceeds will be used. Once your application is reviewed and approved, you'll receive your lottery license. Make sure to follow all [regulations and guidelines](#) to ensure a smooth and successful lottery.

32) MESSAGE FROM THE MAYOR

Planning a special event and want a congratulatory or opening ceremony message from the Mayor or a Councillor? Here's how you can make it happen:

1. Reach out to The Mayor's Office at least four weeks before your event.
2. Include a description of your request, organization, event date(s), a brief overview of the event, and contact information.
3. The Mayor's Office will review your request and get back to you.

33) MUSIC

Live Entertainment

When planning live entertainment for an event, organizers need to consider several key factors to ensure a smooth experience. Sound amplification is crucial; selecting the right audio system and positioning speakers correctly can make a significant difference in sound quality and audience enjoyment. Additionally, it's important to manage noise levels to comply with local regulations and avoid disturbing nearby residents. Organizers should also plan for technical support to handle any issues that may arise during the event

Recorded Music

When planning an event with recorded music, it's important to be aware of licensing requirements. SOCAN and RE:SOUND simplify the process so you can play all the music you want. As an event organizer, you're responsible for submitting your Entandem fees. By taking care of these licensing requirements, you can enjoy great music at your event while supporting the artists who create it.

34) NOISE AND SOUND AMPLIFICATION

To use amplified sound and request exemptions from the Noise By-Law for your event, you'll need authorization from City Council at least eight weeks before your event. Make sure you're familiar with the [Noise Control By-Law #079-1996](#), as any exemptions must be approved by Council. For more information or assistance, feel free to contact Clerk Services. By following these steps, you can ensure your event's sound amplification is compliant and enjoyable for everyone!

35) PERMITS

To make sure everything goes smoothly, please contact Building Services to obtain all the necessary permits, inspections, and certificates. This includes things like:

- Special Events License
- Building Permits
- Health and Safety Approvals

36) PETTING ZOO

To ensure our furry friends are well taken care of, please follow the standards of care outlined in the Provincial Animal Welfare Services Act. For more information, you can reach out to Provincial Animal Welfare Services at 1-833-926-4625.

Make sure to include all animal exhibit areas on your Site Plan. This should show how the exhibits are safely barricaded from the public and how you plan to manage and contain any animal waste to keep the surrounding area clean and safe.

37) RECREATIONAL PATHWAYS

The City of Cornwall is happy to allow the use of our Recreational Path Bike and other municipal pathways for organized events. Here are some friendly guidelines to keep in mind:

- **Stay to the Right:** Event participants should keep to the right of all pathways to allow for opposite direction traffic. Public access must be permitted during events.
- **Follow Regulations:** Make sure to follow all regulations of the City of Cornwall Parks and Recreation
- **Post Signage:** Place signs at each end of the pathway being used. The signs should include the name of the organizing group, event start and end times, nature of the event, and a contact person with their phone number.
- **Safety Personnel:** Organizers should place safety personnel at regular intervals along the pathway to provide information and ensure the safety of participants and the general public.
- **Designated Use:** Use the pathways according to their designated use (e.g., walking only, wheels only, shared pathway).
- **Avoid Hazards:** Ensure that nothing is placed on the pathway that could cause a tripping hazard for users.

38) ROAD CLOSURE

Organizing a temporary street closure involves several key steps.

- Ensure the requested street is not part of a detour route for ongoing construction or major maintenance projects.
- Consider peak hours when reviewing the request.
- Upon approval, always ensure emergency vehicle access and avoid blocking the street with permanent structures.
- For parades or demonstrations not requiring full closure, seek approval and traffic control support from the Cornwall Community Police Service.
- Submit all requests to the Clerk's Office at least three months prior to the event, including details such as the purpose, date, time, and affected area.
- Notify relevant city departments and address any objections from these departments.
- Once approved by City Council, provide written notice to local merchants and businesses, advertise the closure, and coordinate with police and transportation for detour routes and crowd control.

For more information contact the Clerk's Office.

39) SECURITY PLAN

Depending on your event's size and type, you might need a security plan. If requested, you'll need to provide some details, such as:

- Communication Methods
- Security Company Information

The Municipality might also require paid Duty Officers to be present for extra security. This is especially important if your event affects the surrounding community. You'll need a crowd management system in place if:

- Certain areas are off-limits to the public.
- You expect a crowd (more than 1 person per square meter).
- Fireworks are part of the event.
- There's an admission fee.
- The event is at night.
- Alcohol is being served.

40) SET UP AND TEAR-DOWN

To ensure everything runs smoothly, please submit your schedule on the application form that includes the timing for setup, the event itself, and tear-down. This helps us identify any potential park use conflicts and ensures that everyone involved is on the same page. Having a detailed schedule is especially important if setup or teardown takes a significant amount of time or if vehicles need to access the park during these times. It helps us coordinate better and avoid any disruptions.

Including any services provided by the Municipality in your schedule once they are confirmed can also help us allocate resources efficiently and ensure that all necessary support is available when needed. By providing this information, you help create a seamless experience for everyone, minimize potential issues, and ensure your event is a success!

41) SIGNAGE

If you are planning to have signs at your event, here are some important guidelines to keep in mind:

- Signage should never be attached to trees. Instead, use manmade structures like railings, fencing, tents, and light standards.
- Avoid attaching signs to permanent flagpoles.
- Use ropes, bungee cords, or zip ties to attach items to site amenities. Please avoid using any kind of tape.

42) SMOKING

Just a heads-up! The City of Cornwall [Smoking By-Law #2020-040](#) prohibits smoking within nine (9) meters of the entrance or exit of any municipal building or facility.

If you have any other questions or concerns about smoking, please contact the [Eastern Ontario Health Unit \(EOHU\)](#) or refer to the [Smoke-Free Ontario Act](#).

Thanks for helping us keep the event smoke-free and enjoyable for everyone!

43) STAGES

Planning to put up a temporary stage at your event? Here are some things to be aware of:

- Ensure the stage is stable and secure to prevent any accidents.
- Check with Building Services if you need any special permits for setting up the stage.
- Make sure the stage is accessible to everyone, including those with disabilities.
- Plan for the electrical needs of the stage, such as lighting and sound equipment.

There are limited permanent stages available in the City of Cornwall parks. If you plan to use a stage, please be aware that additional fees may apply.

44) TENTS

When planning to include tents at your event, there are a few important things to consider. For tents larger than 60m², or those attached to a building you'll need to obtain a permit. It's essential to ensure all tents are set up safely by using appropriate weights and securing them properly to prevent accidents.



For smaller tents that don't require a permit, make sure they are stable and placed on even ground. Additionally, consider weather conditions and have contingency plans in place for strong winds or rain. For more information and assistance with permits, please contact Building Services.

45) TOILETS

Here's what you need to know about portable toilet facilities and washroom requirements. General Requirements:

- You'll need to bring in portable toilet facilities to support your event. This is the Organizer's responsibility and expense.
- Make sure to note the locations of all portable toilets on your site map.

Hand Washing Units

- For every bank of portable toilet units, you must provide at least one hand-washing unit.
- Organizers are responsible for arranging all toilet paper and paper towel supplies.
- Cleaning of the toilet units and hand wash stations must also be coordinated by the Organizer.

Additional requirements or permissions may be needed for setting up portable toilets at your event. Contact Municipal Works for detailed information and to ensure compliance.

46) TRANSIT

Here are some reasons why incorporating transit is a great idea for your Special Event:

- Public transit provides a convenient way for attendees to get to and from your event without the hassle of finding parking.
- Using transit helps reduce the carbon footprint of your event, making it more environmentally friendly.
- Public transit can be a more affordable option for attendees compared to driving and parking.
- With transit, attendees can avoid the risks associated with driving, especially if your event involves alcohol.

Consulting the Transit Manager:

- If your event may impact a transit route, it's essential to consult the transit manager. They can help you plan around transit schedules and ensure that your event runs smoothly without disrupting public transportation
- Charter Services for events within city limits can be a great option for transporting large groups of attendees.

47) VEHICLE

When setting up or tearing down your event, you might need vehicles for loading and unloading equipment and supplies. Here are some guidelines to keep in mind:

- Vehicles are generally not allowed on-site during the event itself (from 30 minutes before the event starts until 30 minutes after it ends).
- All vehicles needing access to parks require approval. This helps us address public safety and park preservation concerns.
- Conditions will be applied regarding designated routes, weight limits, parking, speed, number of vehicles allowed, hours of access, and travel on the grass. Vehicle access may be prohibited or suspended due to poor weather conditions, expected park attendance, or inappropriate actions by drivers.

Organizer Responsibilities:

- As the Organizer, you're responsible for the actions of all drivers accessing the site during the event.
- You may need to assign and identify one or more vehicle supervisors to ensure operating restrictions and public safety are met.
- Any vehicles required to be on-site for the duration of the event should be clearly indicated on the site map.

48) VENDORS

In the context of a special event license with the City of Cornwall, a vendor is any individual, business or organization that temporarily exhibits, displays, sells, or distributes goods, services, or merchandise to the public at a designated event.

49) WASTE MANAGEMENT

As the Organizer, you're responsible for the clean-up and removal of garbage and debris from the event site. Here are some friendly tips to help you manage waste at your event:

- Make sure you have enough garbage, recycling, and organic waste receptacles. If you're serving food and beverages, it's strongly recommended to provide recycling and organic bins.
- Place receptacles in high-traffic areas like near spectator stands, seating areas, restrooms, activity areas, and food booths. It's best to place them side by side to offer all waste diversion options in one spot.
- Use clear for garbage, blue for recycling, and green for organics. Label each receptacle with appropriate signage.
- Contact Parks Department: Arrange for emptying of trash cans and request extra trash cans if needed. This ensures you have enough capacity to handle the waste generated during your event.
- Assign staff or volunteers to set up, monitor, and empty waste receptacles as needed. This helps keep the area clean and encourages proper waste disposal.
- Each food vendor must have garbage receptacles with lids.
- Ensure fats, oils, and grease are prevented from entering the sanitary sewer system. Use fully functioning grease traps where necessary.
- Clean up the site during and after the event. The Municipality expects the site to be left in the condition it was first provided. There may be charges for staff time and supplies if the site is not properly cleaned.

50) WATER

Make sure to plan for your water needs and gray water disposal well in advance to avoid any last-minute issues. If you have any questions or need assistance with water connections or gray water disposal, don't hesitate to contact the City's Parks Department

- Most park sites have limited potable water available. Be sure to identify this need in your initial Special Event License application.
- You may need to provide more details before we can confirm the service.

- While access to water is included in the base rental fee, there may be additional costs if staff is required to make the connections or mark irrigation lines before setup.
- Potable water locations will be clearly marked on site.

Proper disposal of gray water is crucial for your event. Here's what you need to do:

- All rented sinks must be accompanied by gray water tanks.
 - When the tanks are near full, they must be emptied off-site at an approved location. Gray water cannot be released anywhere else.
- Failure to properly dispose of gray water will result in fines and cancellation of future event applications.

51) ZERO TOLERANCE

Organizers are responsible for creating a safe and respectful environment at the Special Event. This includes ensuring all staff and security personnel are trained to handle violations appropriately and adhere to the Zero Tolerance policy. This policy applies to everyone involved, including participants, staff, volunteers, vendors, and visitors.

- No physical or verbal aggression, fighting, or threats.
- Treat everyone with respect. No harassment or discrimination based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic.
- Illegal drugs or substances are not allowed. Alcohol can only be consumed in designated areas and must comply with all licensing regulations.
- No firearms, knives, or any other weapons.
- Respect the property. No destruction or defacement.
- No stealing or unauthorized possession of property.
- Avoid any disruptive, offensive, or harmful behavior.

Anyone violating this policy will be asked to leave the event immediately, serious offenses will be reported to the authorities and offenders may be banned from future events.

If you see any violations, please report them to event security or staff members right away. All reports will be handled confidentially to protect the identity of the person reporting.

52) APPENDIX

A.	Special Event Resource List
B.	Special Event Checklist
C.	Special Event License Application
D.	Special Event Fees - Schedule A
E.	Special Event Vendors List
F.	Special Event Floor Plan - Example
G.	Special Event Floor Plan Form
H.	Special Event Site Plan - Example
I.	Special Event Site Plan Form
J.	Fireworks Application
K.	Liquor License Info Sheet
L.	Street Closure (Temporary) Application Form
M.	Street Closure (Temporary) Policy

RESOURCES

As the event Organizer, your role will be to follow-up directly with the proper authorities regarding matters within their jurisdiction relating to the event. The City's contact number is 613-930-2787.

Municipal Resources	Website	Email	Phone # / Ext.	Address
Accessibility Committee	https://www.cornwall.ca/en/city-hall/Accessibility.aspx?mid=11032	clerkservices@cornwall.ca	2305	360 Pitt Street
Building Inspection	https://www.cornwall.ca/en/do-business/building-permits.aspx	inspections@cornwall.ca	2323	100 Water Street East, 2 nd Floor
Building Permit	https://www.cornwall.ca/en/do-business/building-permits.aspx	permits@cornwall.ca	2355	100 Water Street East, 2 nd Floor
Business Licensing Agent	https://www.cornwall.ca/en/do-business/business-licenses.aspx	businesslicense@cornwall.ca	2225	100 Water Street East, 2 nd Floor
By-Law Inspection	https://www.cornwall.ca/en/city-hall/by-laws.aspx	bylaw@cornwall.ca	2310	100 Water Street East, 2 nd Floor
Clerk Office	https://www.cornwall.ca/en/city-hall/clerk-services.aspx	clerkservices@cornwall.ca	2305	360 Pitt Street
Coordinator of Recreation	https://www.cornwall.ca/en/play-here/play-here.aspx	recreation@cornwall.ca	2543	100 Water Street East, 1 st Floor
Cornwall Event Calendar	https://calendar.cornwall.ca/default/Month	tourism@cornwall.ca	2285	100 Water Street East, 1 st Floor
Cornwall Fire Services	https://www.cornwall.ca/en/live-here/fire.aspx	fireprevention@cornwall.ca	2395	705 Tollgate Road West
Cornwall Paramedics	https://www.cornwall.ca/en/live-here/paramedic.aspx	paramedicservices@cornwall.ca	2199	601 Campbell Street
Cornwall Police Services	www.cornwallpolice.com		(613) 933-5000	340 Pitt Street
Economic Development	https://www.cornwall.ca/en/do-business/economic-development.aspx	ecodev@cornwall.ca	2322	100 Water Street East, 1 st Floor
Facilities Rental	https://www.cornwall.ca/en/play-here/play-here.aspx	recreation@cornwall.ca	2543	800 Seventh Street West
Mayor's office	https://www.cornwall.ca/en/city-hall/city-council.aspx	flaverdure@cornwall.ca	2386	360 Pitt Street
Municipal By-Laws (Search)	https://www.cornwall.ca/modules/bylaws/bylaw/search			
Municipal Grant Fund	https://www.cornwall.ca/en/city-hall/municipal-grants-program.aspx	finance@cornwall.ca	2308	100 Water Street East, 1 st Floor

Municipal Works	https://www.cornwall.ca/en/live-here/infrastructure-and-municipal-works.aspx	facilities@cornwall.ca	2223	1225 Ontario Street
Parking & Licensing Agent	https://www.cornwall.ca/en/do-business/business-licenses.aspx	businesslicense@cornwall.ca	2225	100 Water Street East, 2 nd Floor
Recreation Facilities and Parks	https://www.cornwall.ca/en/play-here/online-recreation-registration.aspx	recreation@cornwall.ca	4012	800 Seventh Street West
Street Closure	https://www.cornwall.ca/en/city-hall/clerk-services.aspx	clerkservices@cornwall.ca	2305	360 Pitt Street
Tourism	https://www.cornwall.ca/en/do-business/tourism.aspx	tourism@cornwall.ca	2285	100 Water Street East, 1 st Floor
Tourism Development Fund	https://cornwalltourism.com/tdf/	tdf@cornwall.ca	2276	100 Water Street East, 1 st Floor
Transit	https://www.cornwall.ca/en/live-here/cornwall-transit.aspx	transit@cornwall.ca	(613) 930-2636	863 Second Street West

Other Resources	Website
Accessibility for Ontarians with Disabilities (AODA)	https://www.aoda.ca/
Alcohol & Gaming Commission of Ontario (AGCO)	https://www.agco.ca/en
Canada Explosives Act	https://natural-resources.canada.ca/minerals-mining/explosives-fireworks-ammunition/explosives/explosives-act-regulations
Diversity Cornwall	https://www.diversitycornwall.ca/
Downtown BIA	www.downtowncornwall.com
Eastern Ontario Health Unit	https://eohu.ca/en
Electrical Safety Authority	https://esasafe.com/
Government of Ontario	https://www.ontario.ca/page/available-funding-opportunities-ontario-government
Le Village BIA	levillagebia@gmail.com
Liquor Control Board of Ontario	www.lcbo.com
Natural Resources Canada	https://www.canada.ca/en/services/environment/natural-resources.html
Ontario Electrical Safety Code	https://www.ontario.ca/laws/regulation/990164
Provincial Animal Welfare Services	https://www.ontario.ca/page/animal-welfare
Smoke-Free Ontario Act	https://www.ontario.ca/laws/statute/17s26
SOCAN	https://www.socan.com/
Technical Standards & Safety Association (TSSA)	https://www.tssa.org/
Transport Canada	https://tc.canada.ca/en



SPECIAL EVENTS

CHECKLIST

The following provides a checklist for the Organizers to refer to when preparing for a Special Event. Refer to the Special Event Planning Guide for more detailed information (resources, funding, contact information, etc.)

Pre-Event Planning

(Begin about a year before the event)

- Define the Event
- Name the Event
- Build a Team
- Establish a Budget
- Choose a Date
- Create Timelines
- Choose a Venue
- Letter of Authorization
- Create a Marketing Plan
- Prepare a Potential Exhibitor List
- Identify Activities
- Seek Required Approvals/Exemptions
- Emergency Plan
- SOCAN and RE:SOUND License

Notes: _____

Preparing for the Event

(3 Months prior to the event)

- Submit a Special Event License Application
 - Pay Fees

2025 Fee Schedule	
2 to 10 Businesses	\$ 250.00
11 to 15 Businesses	\$ 375.00
16 to 20 Businesses	\$ 500.00
21+ Businesses	\$ 800.00
Multiple Event	\$ 150.00

- Demonstrate proof of Liability Insurance
- Provide a Floor Plan
- Prepare a Site Plan
- Prepare an Exhibitor List
(Submit a min 15 days prior to the event.)
- Obtain all Permits & Approvals
- Co-ordinate with Emergency Services.
- Schedule necessary inspections:
- Schedule Set-Up the day before.
- Hire Duty Officers
- Security Plan

Post-Event

- Tear-Down
- Keep the momentum going and share photos, videos and highlights on social media.
- Ensure the site is returned to the way it was before the event.
- Request your deposit for damage and security.
- Celebrate successes.
- Evaluate the challenges.
- Complete the Special Events Survey.

Notes: _____

Table 1 – Special Event Fees

Item	Number of Vendors	Fee
1	2 to 10 Businesses	\$ 250.00
2	11 to 15 Businesses	\$ 375.00
3	16 to 20 Businesses	\$ 500.00
4	21+ Businesses	\$ 800.00
Column 1	Column 2	Column 3

Table 2 - Administrative Fees

Item	Service	Fee
1	Additional Inspections (per inspection)	\$ 150.00
2	Administration Fee Cost of work + Administration Fee (Min. \$ 158.71 – Max. \$ 652.84)	25%
3	One Time Annual Multiple Event Fee	\$ 150.00
4	Business Licence Fee Refusal - Portion of the Fee	50%
5	Order to Comply	\$ 50.00
6	Short Notice Off Hours Inspection Fee	\$ 150.00
7	Off Hours Inspection Fee	\$ 75.00
Column 1	Column 2	Column 3

FLOOR PLAN

Floor Plan Information Requirements

CONTACT NAME: _____

A) SPECIAL EVENT NAME:

B) SPECIAL EVENT ADDRESS

C) TYPE OF SPECIAL EVENT: (choose one)

Festival

Parade

Gathering/Celebration

Performance

Market/Trade Show

Tournament

D) NUMBER OF VENDORS _____

G) LOCATION OF FIRE EXISTS

H) NUMBER OF BATHROOM STALLS _____

I) NORTH ARROW

J) _____ SQ FT (GROSS LEASABLE FLOOR AREA)

K) NUMBERED VENDOR LIST

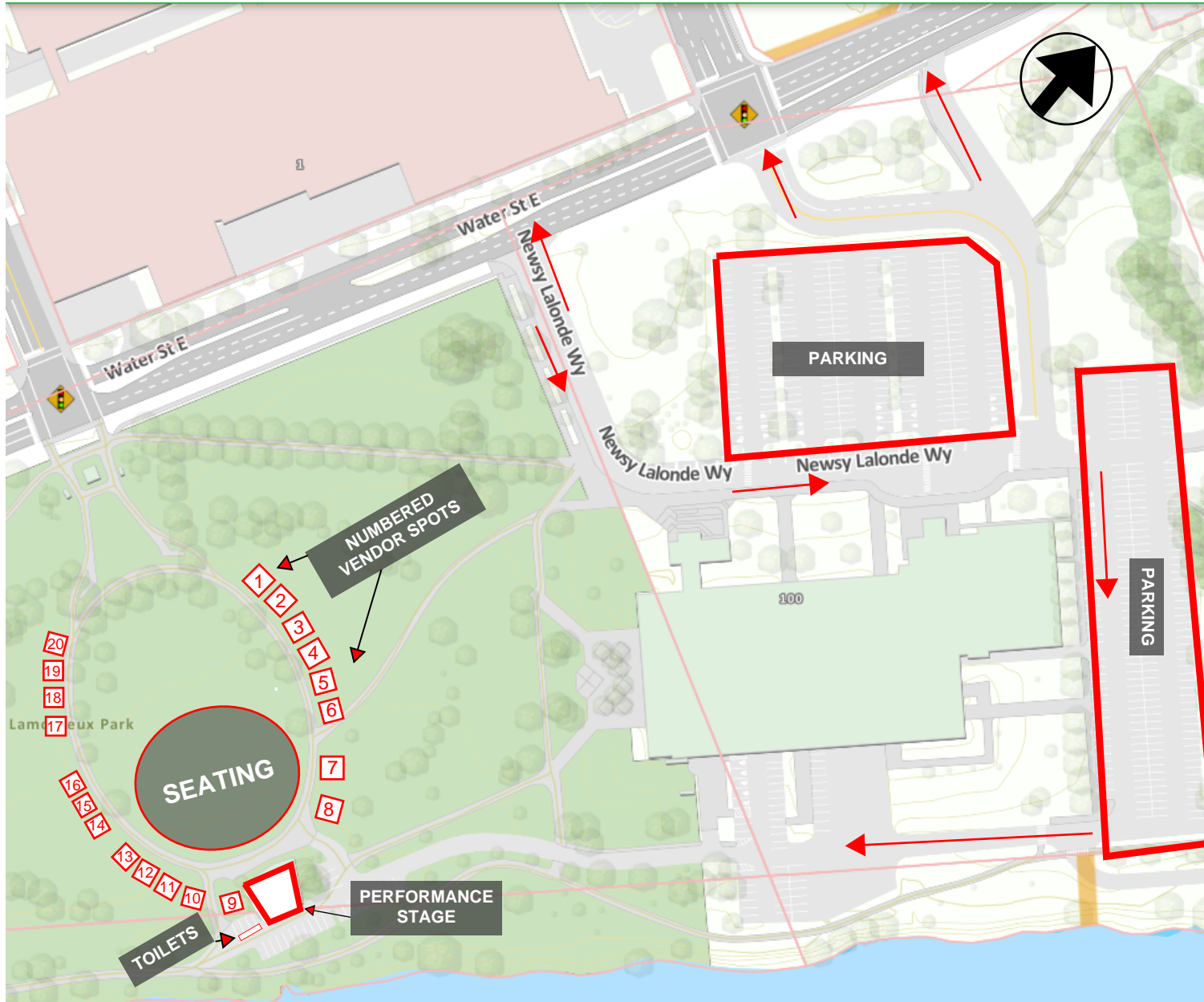
Please be advised that a numbered vendor list must be submitted to the business license agent at least 15 days before your event. The number assigned to each vendor must correspond with the numbered spots indicated on the floor plan.

For all questions relating to the Floor Plan Requirements please contact businesslicense@cornwall.ca



SITE PLAN

Special Event Name: Festive Fun, Address: 100 Cherry Lane



Site Plan Information Requirements

CONTACT NAME: _____ Mary Lou Smith _____

A) SPECIAL EVENT NAME:

_____ Festive Fun _____

B) SPECIAL EVENT ADDRESS

_____ 100 Cherry Lane _____

C) TYPE OF SPECIAL EVENT: (choose one)

- | | |
|---|-----------------------------------|
| <input checked="" type="radio"/> Festival | <input type="radio"/> Parade |
| <input type="radio"/> Gathering/Celebration | <input type="radio"/> Performance |
| <input type="radio"/> Market/Trade Show | <input type="radio"/> Tournament |

D) NUMBER OF VENDORS ___ 20 ___

G) LOCATION OF FIRE ROUTES

H) LOCATION OF VEHICLE ENTRANCE/EXIT

H) NUMBER OF BATHROOM STALLS ___ 3 ___

I) NORTH ARROW

K) NUMBERED VENDOR LIST

1. MARY'S CUPCAKES
 2. JEWELRY & MORE
 3. WOOD DESING INC.
 4. SOMETHING FUN
 5. ART BY ME
- ETC

L) ANY OTHER INFORMATION PERTAINING TO YOUR EVENT, EX. GENERATORS, FIRST AID STATIONS, ECT.

Please be advised that a numbered vendor list must be submitted to the business license agent at least 15 days before your event. The number assigned to each vendor must correspond with the numbered spots indicated on the floor plan.

For all questions relating to the Floor Plan Requirements please contact businesslicense@cornwall.ca

SITE PLAN

Site Plan Information Requirements

CONTACT NAME: _____

A) SPECIAL EVENT NAME:

B) SPECIAL EVENT ADDRESS

C) TYPE OF SPECIAL EVENT: (choose one)

Festival

Parade

Gathering/Celebration

Performance

Market/Trade Show

Tournament

D) NUMBER OF VENDORS _____

G) LOCATION OF FIRE ROUTES

H) LOCATION OF VEHICLE ENTRANCE/EXIT

H) NUMBER OF BATHROOM STALLS _____

I) NORTH ARROW

K) NUMBERED VENDOR LIST

L) ANY OTHER INFORMATION PERTAINING TO YOUR EVENT, EX. GENERATORS, FIRST AID STATIONS, ECT.

Please be advised that a numbered vendor list must be submitted to the business license agent at least 15 days before your event. The number assigned to each vendor must correspond with the numbered spots indicated on the floor plan.

For all questions relating to the Floor Plan Requirements please contact
businesslicense@cornwall.ca



FIREWORKS APPLICATION

- Contact Fire Services to review and understand all credentials; fireservices@cornwall.ca or 613-930-2787, Ext 2396.
- A Fireworks Operator/Technician Card must be obtained through National Resources of Canada (NRC).**
- Applicants must comply with part 5 of the Ontario Fire Code and the National Fire Code.
- Fire Services will conduct a site review with the applicants (to ensure safety, re: tent on site, etc.)
- Applicants must request Municipal Works to fence-off the discharge site,
- Fire Services will ensure to have suppression on site before discharge on the day/night off the fireworks.

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
Event Set-up Day and Time	Event Clean-up Day
<input type="checkbox"/> Incorporated Documents (Inc., last annual information filed)	

Description of Consumer Fireworks to be used in Display

Commercial Liability Insurance

Storage Description and Plans (If stored in Cornwall beforehand)

Fire Safety Plan (Site Plan of where fireworks display will take place and the direction of the ignition display).

Abide and have read By-Law 2017-098

May 6, 2025/bmr

LIQUOR LICENSE

How to Obtain an Agency Approval Letter from the Building and By-Law Division



Prior to providing an Agency Approval Letter from the City of Cornwall, the occupant load must be determined.

OCCUPANT LOAD

The following items will be reviewed by the Building and By-Law Division in order to determine the occupant load. The lowest occupant load shall govern:

1. Proposed occupant load.
2. Capacity of the exits;
3. Capacity of the plumbing facilities;
4. Capacity of the parking (if applicable send to zoning for approval);
5. Capacity of the licensed area, not to be less than 12 sq ft per person. Where pool tables are proposed the sq ft per person may be affected.

The following information must be submitted either with the Building Permit application or a request for an Agency Approval Letter. Fee is payable upon application.

- For Item 1:** The owner/operator is to include the proposed occupant load being requested.
- For Item 2:** A floor plan (to scale) indicating all exit door widths.
- For Item 3:** Number of washroom stalls accessible to patrons. (If additional washroom stalls are to be constructed a building permit is required).
- For Item 4:** Parking layout of property and unit sizes and uses of all buildings on the property.
- For Item 5:** A floor plan, to scale, indicating the square footage of the licensed area including seating arrangement, pool tables, and stage/dance floor areas.

LICENSED PATIOS

Before a request is granted for a liquor license for a *new* licensed patio, the applicant must provide the following:

- a) A structural drawing, stamped by a Professional Engineer, of the patio showing the deck, guard and any screening, if a building permit is required.
- b) A site plan showing the building, the patio, the parking area and the distance of the patio from the property lines and distance from the nearest residential dwellings, subject to zoning approval.
- c) New licensed patios will be subject to applicable zoning standards. Please contact the Planning Division for more information.

FEES

- \$362.00 – Approval Letter (includes 1 inspection)
- \$203.00 – Per Additional Inspection
- \$304.00 – Per After Hours Inspection

CONTACT INFORMATION

City Clerk: Manon Levesque
(613) 930-2787 Ext 2316 or mlevesque@cornwall.ca

Building Services:
(613) 930-2787 Ext 2355 or permits@cornwall.ca

Parking & **Business License Agent**
(613) 930-2787 Ext 2225 or businesslicense@cornwall.ca

Appendix 'A'

Temporary Street Closure Application Form

Date: _____

Organizing Committee Name: _____

Mailing Address: _____

Contact Person: _____

Phone Number: _____

Purpose of Street Closure _____

Proposed Date(s) of Closure

Beginning: _____ Terminating: _____

Proposed Time(s) of Closure Hours: _____

Geographical Area Suggested To Be Closed:

Signature of Authorized Committee Member Print Name of Committee Member

Title:

Signature of Authorized Committee Member Print Name of Committee Member

Title:

Code of Conduct Policy Manual T-3. 6 Temporary Street Closure

Appendix 'B'

Temporary Street Closure

Sample Letter

(Organization's Name)
(Address)
Cornwall, Ontario
(Phone Number)
(eMail)

Date

General Notice - Temporary Street Closure Request

We (*organization's name*) wish to host (*indicate what the event is*) on (*insert date(s)*) between the hours of (*indicate hours of event*) and will be asking the Municipal Council endorsement for permission to close, on a temporary basis, (*list Street name(s)*).

As part of the Municipal "**Temporary Street Closure Policy**", we wish to notify you of our pending request.

In accordance to Section 11 (a) (b), you have an opportunity to provide your comments no later than (10 days from date of letter) in writing and address it to the Clerk's Office located at 360 Pitt Street, Cornwall, ON K6H 3P9.

Respectfully,

Print Member Name

Signatures of Two Authorized Committee Member
Members Required Title

Print Member Name

Committee Member

Title

cc: Municipal Clerk's Department



Corporation of the City of Cornwall

Department: Clerk's	Policy Number: CL05/01
Sub-Section:	Effective Date: 2005-01-01
Council Approval: 2005-01-24	Revision Date: 2007-11-26

Policy Title: Temporary Street Closure - Special Events

Purpose:

To establish guidelines for organizations who wish to conduct special events within the municipality that require street closure

Definitions:

Organization: Shall mean the organized body such as a non-profit, charity, business etc. that have taken the responsibility to make arrangements for community events.

Review Committee: Is comprised of the following members representing the Engineering, Transportation, Public Works, and Clerk Department, including a member of the Fire Services, Emergency Medical Services and the Cornwall Community Police Service .

Policy Description:

1. A temporary street closure shall not be permitted under any circumstance, where the requested stretch of street for closure is part of a detour route in connection with construction work or a major maintenance project taking place at the same time as the proposed event.
2. Peak Hours shall be considered when reviewing a Street Closure Request.
3. Upon approval of Temporary Street Closures, the Organization shall ensure that access onto the street is available at all time for Emergency Vehicles. There shall be no blocking the street with permanent structures, other than removal barricades, while the Street closure is taking place.
4. All requests to conduct a Parade or Demonstration, not requiring full closure of the street, shall be presented to the Cornwall Community Police Service for approval and traffic control support. If it is determined by members of the Cornwall Community Police Service that the Parade or Demonstration requires that the street be temporarily closed for more than 15 minutes, the request shall be referred to the Clerk = s Office for process.
5. All requests for temporary street closure shall be made to the Clerk = s Office on the prescribed form (appendix A). The City Clerk shall then inform all City Departments listed under section 8,

soliciting their opinion in writing , regarding the suggested closure :

6. The request will be made a minimum of three (3) months prior to the event;
7. The request shall include the following:
 - (1) the purpose for the closure
 - (2) the date and time of the closure
 - (3) the geographical area affected by the closure
8. The City departments that will be notified are:
 - a) Municipal Works and Services
 - b) Engineering
 - c) Transportation
 - d) Police
 - e) Fire
 - f) Emergency Medical Services
 - g) Transit Service
 - h) Permits and Bylaw Enforcement
9. All departments listed in Section 8 above, shall reply in writing to the clerk within 15 days of the notification
10. Should objections be presented by city departments, a meeting of the Review Committee will be called, together with the Organization requesting the Temporary Street Closure to investigate other options available to the Organization.
11. Should the City Clerk receive no objection notice from internal city departments listed in section 8, the Organization will be notified and given a Detour Route, prepared by the Transportation Section Department, and shall proceed with the following requirements:
 1. The organization will be responsible to provide written notice to all merchants and businesses within the geographical area of the suggested street closure. A copy of the proposed detour route will also be distributed. The Clerk = s Office will be provided a copy of all correspondence distributed to the merchants and businesses. (Sample Letter - Appendix B)
 2. Should they have any objection to the temporary street closure they must forward a written objection to the Clerk = s Office within 10 days .
12. Once the notice period has passed, the information received by City Departments, merchants and businesses shall be collated into report format and presented to the Council for review and decision.
13. Upon receiving Council = s authorization , the Organization shall then be responsible to:
 - (1) notify all residents, businesses, and merchants of the road closure within the geographical

area of the event.

The notice will specify:

- (a) the date,
- (b) the times,
- (c) the roads affected,
- (d) detour routes

(2) publicly advertise the street closure a minimum of two weeks prior to the event.

i) any request for Street closure, as a result of a Community event such as a parade or where the closure is for fund raising by non-profit organizations, The City shall absorb the cost of advertising the street closure through public media;

ii) all other street closure requests, from non-profit or profit organizations where the closure is for business endorsement or business promotional purposes, the cost of advertising, in public media shall be borne by the requesting organization.

(3) meet with representatives from the Cornwall Community Police Service to ascertain that adequate resources are available for traffic and crowd control.

(4) Meet with the Transportation section to arrange detour routes.

(5) provide the City Clerk with the name and telephone number of the contact person who will assume responsibility throughout the special event and who the municipality can be in contact with at all times .

14. Upon confirmation of Council = s endorsement, the Municipal Works and Services Department shall maintain the responsibility to install and uninstall all detour route related temporary signage.

INSURANCE:

Once approval has been granted, the organization must, at its own cost and expense, provide and maintain for the duration of the event, a broad form Commercial General Liability Policy (CGL) written on an **occurrence basis** for a ****limit**** of not less than 2Million (\$2,000,000.00) dollars with respect to third party liability claims for bodily injury, property damage, personal injury, tenants = legal liability, non-owned automobile liability.

Proof of insurance, must be received **14 days prior to the event**, and shall be in the form of a **A Certificate of Insurance @** , satisfactory to the Corporation, naming the Corporation of the City of Cornwall as an A Additional Insured @ including Cross Liability and Severability of Interest clauses as well as naming the Event and the date(s) of the Event.

**** Limit ** of Insurance**

Subject to the event = s risk exposure and any existing by-law requirement, The Corporation reserves the right to request such higher limits of insurance or other types of policies appropriate to such events as the Corporation may reasonably require from time to time.

Indemnification

In consideration of the granting of this Special Event, the undersigned applicant hereby agrees to

Indemnify and forever Hold Harmless the Corporation of the City of Cornwall, its elected officials, officers, employees, servants, agents, volunteers and any others for whom it is in law responsible, from and against any liabilities, loss, claims, demands, payments, suits, actions, causes of actions, costs and expenses, including legal fees, of every nature and description that may be brought against or made upon the Corporation, its elected officials, officers, employees, servants, agents, volunteers and any others for whom it is in law responsible by any person or persons in which the liabilities, loss, claims, demands payments, suits, actions, causes of actions, costs and expenses, including legal fees, of every nature and description may result from, arise from, be contributed to and/or be, in any way related to any act, failure to act or otherwise of the applicant its officers, employees, servants, volunteers, and any others the applicant is responsible for at law in respect of and/or pertaining to the special event described in this application and/or anything pertaining to the special event should one be granted.

AUTHORITY

The Corporation holds the right to refuse any request for Temporary Street closure if they do not meet all of the requirements listed above.

Organizations found to contravene any of the requirements may be refused any requests in the future.

Mayor:
C.A.O. :

APPENDIX > A =

TEMPORARY STREET CLOSURE

application form

Date: _____

organizing committee name: _____

mailing address: _____

contact person: _____

phone number: _____

Purpose of Street Closure _____

Proposed Date(s) of closure beginning: _____

terminating: _____

Proposed Time(s) of closure hours:

Geographical area suggested to be closed:

Signature of Authorized Committee Member

Title

Signature of Authorized Committee Member

Title

APPENDIX > B =

TEMPORARY STREET CLOSURE

sample letter

ORGANIZATION = S NAME

Address, Cornwall, Ontario
Phone no.
E-Mail

Date

GENERAL NOTICE

TEMPORARY STREET CLOSURE REQUEST

We (organization = s name) wish to host (indicate what the event is)
 on (insert date(s)
between the hours of (*indicate hours of event*) and will be asking the Municipal Council endorsement for
permission to close, on a temporary basis, (*list Street name(s)*).

As part of the Municipal A **Temporary Street Closure Policy @** , we wish to notify you of our pending request. In accordance to Section 11 (a) (b), you have an opportunity to provide your comments no later than (10 days from date of letter) in writing and address it to the Clerk = s Office located at 360 Pitt Street, Cornwall, ON K6H 3P9.

