

SPECIAL EVENTS BUSINESS 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	
Event Set-up Day and Time	Event Clean-up Day	
Special Event ☐ 2 to 10 Exhibitors @ \$ 255.50 ☐ 16 to 20 Exhibitors @ \$ 511.00 ☐ 11 to 15 Exhibitors @ \$ 383.25 ☐ 21+ Exhibitors @ \$ 817.60 A Special Event that is taking place more than 1 time a year shall pay a one Time Annual Multiple Event Fee of \$150.00		
Type of Event ☐ Festival ☐ Parade ☐ Gathering/Celebration ☐ Performance ☐ Market/Trade Show ☐ Tournament		
Provide a brief description of your event, along with any planned activities.		
Do you require a City of Cornwall Facility? YES NO		

If you are not renting a City of Cornwall Facility, please identify the location of your event, including civic address.

City of Cornwall Facility Request

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|--|----------------------------------|---|
| ☐ Bandshell | ☐ Pop-Ups | ☐ Aultsville Theare |
| ☐ City Hall Courtyard | ☐ 1 | ☐ Benson Centre |
| ☐ Lamoureux Park | ☐ 2 | ☐ Cline House |
| ☐ Lamoureux Park Gazebo | ☐ 3 | ☐ Cornwall Civic Complex |
| ☐ Point Maligne | | ☐ Salon A |
| | | ☐ Salon B |
| | | ☐ Salon C |

A City of Cornwall Staff will be in contact to confirm facility availability and discuss pricing.

Special Event Equipment Request (Please note: additional fees may apply)

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| ☐ Access to Electricity | ☐ Garbage Containers | ☐ Tables (3ft x 3ft) |
| ☐ Bleachers | ☐ Orange Pylons | ☐ Washroom Access |
| ☐ Barricades | ☐ Picnic Tables | ☐ Water Connection |
| ☐ Chairs | ☐ Recycle Containers | ☐ Other |
-

Requested Drop-off Location for Special Event Equipment

Requested Drop off Day/Time Equipment

Requested Pick Up Day/Time Equipment

Check off all that apply

- | | |
|---|--|
| ☐ Alcohol | ☐ Noise and Sound Amplification |
| ☐ Fencing | ☐ Petting Zoo |
| ☐ Fireworks | ☐ Road Closure |
| ☐ City of Cornwall Paramedic Services | ☐ Signage |
| ☐ Generators | ☐ Stages |
| ☐ Inflatables/Mechanical Amusement Rides | ☐ Tents (<60m ²) |
| ☐ Lottery | ☐ Toilets |
| ☐ Message from the Mayor | ☐ Transit (Chartered Services) |

Special Event Business License

- | | |
|---|---|
| ☐ Proof of Age (as requested) | ☐ Site Plan with Checklist |
| ☐ Proof of Liability Insurance | ☐ Authorization Letter |
| ☐ Floor Plan with Checklist | ☐ 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 application approval.
- 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 2, 2025/bmr