

## **SPECIAL EVENT RENTAL INFORMATION**

### **□ General Event Information**

Each year the City receives many requests from individuals and groups to operate special events on municipal property. The management of special events in Centennial Park requires the coordinated efforts of municipal staff, the St. Clair Parks Commission and additional affiliated agencies to ensure safe event operation and adherence to application bylaw, and procedures.

Rental charges for your event will be determined by the “category” your event comes under. IE. Profit vs Non-profit.

Dow People Place Entertainment Center fees are set by Sarnia City Council each year while Centennial Park fees will be set by the St. Clair Parks Commission.

Community Services will work to ensure “One Stop Shopping” for the Event Coordinators is available depending on the need and complexity of the event. A meeting of the Event Coordinator with the applicable Departments and Agencies may be necessary depending on the complexity of the proposal, and will provide “one stop” information for staging the event.

The City of Sarnia has developed a Special Event Manual that incorporates the procedures, and guidelines and fees used by City Departments and affiliated agencies to process applications forms for special events in Centennial Park. The manual is designed to help save the Event Coordinator time and energy and inform you how to effectively use City resources to ensure safe and appropriate operation of your Special Event.

### **□ Event Application Process for Centennial Park and Dow People Place**

1. There are three ways to obtain the application
  - Pick up an application in Community Services Office, 3<sup>rd</sup> Floor , City Hall, 255 N. Christina St. or call (519) 332-0330 Ext 202 to have an application faxed, or download Special Event Application Form.
2. Please contact Community Services to obtain the availability of Dow People Place and Centennial Park, prior to submitting your application to City Hall, Community Services.
3. Rental and services fees for Dow People Place Entertainment Center will be reviewed and approved by City Council annually. Discuss event charges with Community Service Staff to ensure you understand the costs that pertain to your event.

4. **Fill out the pertinent information on application.**
5. **If this is a first-time event the application may have to obtain City Council's approval.**  
**First time event organizers requests can be submitted the 1<sup>st</sup> working day of the year and applications will be prioritized based upon the dates the applications have been received by community services. (some exceptions)**  
**Community services must be notified at least 30 days prior to the event.**  
**Community Services may request a rental deposit to hold the facility.**  
**Community services will give final approval for you to host your event when all criteria/approvals have been satisfied by applicable Departments.**

**For more information contact:**  
**Community Services**  
**Lynn Bouchard,**  
**Recreation Coordinator**  
**City Hall, 255 N. Christina St.,**  
**Sarnia, ON. N7T 7N2**  
**(519) 332-0330 Ext 202**  
**Fax: (519) 332-0776**  
**Email: [lbouchard@city.sarnia.on.ca](mailto:lbouchard@city.sarnia.on.ca)**