

INTRODUCTION

We at the City of Cambridge are excited that you have taken the initiative to plan this special event! Special events have a very positive impact on the community and we thank you for contributing to the spirit of the community.

This Special Events Manual has been produced as a resource guide for you and your committee as you begin to plan your special event. It is specifically tailored to meet the needs of events planned in Cambridge and contains details from the City of Cambridge's Community Services Department, Corporate Services Department, Planning Services Department, and Transportation & Public Works Departments, as well as other agencies within the City. It does not contain all of the information that a special event may require but it provides enough information to get an event off the ground. It is intended to identify all of the planning issues that may relate to a City policy or procedural guideline.

If you have any questions, please feel free to contact your City Staff Liaison, 519.740.4681 ext.4603 or the Special Events Liaison, 519.740.4681 ext.4262.

Good luck in planning your event!

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