



CRITICAL PATH FOR SPECIAL EVENTS

TIME LINE	WHAT	WHERE & WHO	NOTES	STATUS
November 30 (annually)	<ul style="list-style-type: none"> ▪ Grant Application 	<ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department 519.740.4681 ext. 4603 (Colleen) lichtic@cambridge.ca 		
January 31 (annually)	<ul style="list-style-type: none"> ▪ Site Booking 	<ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department 519.740.4681 ext. 4214 (Irene) masti@cambridge.ca 		
Four months prior to your event	<ul style="list-style-type: none"> ▪ Certificate of Insurance or; ▪ Schedule A 	<ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department 519.740.4681 ext. 4262 (Scott) odonnells@cambridge.ca 		
	<ul style="list-style-type: none"> ▪ Special Event Permit (Street Closures) 	<ul style="list-style-type: none"> ▪ City of Cambridge Traffic & Parking Division 519.740.4682 ext. 4551 (Peiter) kuyntjesp@cambridge.ca 		
Three months prior to your event	<ul style="list-style-type: none"> ▪ Special Occasions Permit (Alcohol License) ▪ List of Bartenders & their Smart Serve certification numbers 	<ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department 519.740.4681 ext. 4262 (Scott) odonnells@cambridge.ca ▪ L.C.B.O. 1.800.668.5226 Applications can be picked up at L.C.B.O. store locations. 		

Note: Proof of all requirements should be given to Special Events Liaison, ASAP!

Scott O'Donnell, Special Event Liaison, 519.740.4681 ext. 4262, odonnells@cambridge.ca

	<ul style="list-style-type: none"> ▪ Banner Application 	<ul style="list-style-type: none"> ▪ Cambridge Downtown BIA: 519.622.3510 ▪ Hespeler BIA: 519.740.4650 ext. 7266 ▪ Preston BIA does not currently hang street banners 		
Two months prior to your event	<ul style="list-style-type: none"> ▪ Business License and Special Event Food Vendor Permit (Food Licensing) 	<ul style="list-style-type: none"> ▪ City of Cambridge Office of the City Clerks 519.740.4680 ext. 4581 (Pat) stagerp@cambridge.ca ▪ Fire Department: 519.621.0754 (Neil) stoylesn@cambridge.ca ▪ Region of Waterloo Public Health - Cambridge 519.621.6110 ext. 3418 (Kay) 		
	<ul style="list-style-type: none"> ▪ Music Licensing (SOCAN Music Licensing) 	<ul style="list-style-type: none"> ▪ SOCAN 1.800.557.6226 www.socan.ca 		
	<ul style="list-style-type: none"> ▪ Amusement Ride Business License 	<ul style="list-style-type: none"> ▪ City of Cambridge Office of the City Clerks 519.740.4680 ext. 4581 (Pat) stagerp@cambridge.ca ▪ Technical Standards & Safety Authority 1.877.682.8772 		
	<ul style="list-style-type: none"> ▪ Bingo, Raffle & Fundraising Licenses 	<ul style="list-style-type: none"> ▪ City of Cambridge Office of the City Clerks 519.740.4680 ext. 4581 (Pat) stagerp@cambridge.ca 		
	<ul style="list-style-type: none"> ▪ First Aid Services 	<ul style="list-style-type: none"> ▪ St. John Ambulance 519.740.8895 (Myra) Cambridge@on.sja.ca ▪ Canadian Red Cross 519.621.1840 (Teresa) teresa.bartlett@redcross.ca 		

Note: Proof of all requirements should be given to Special Events Liaison, ASAP!

Scott O'Donnell, Special Event Liaison, 519.740.4681 ext. 4262, odonnells@cambridge.ca

Two months prior to your event	<ul style="list-style-type: none"> ▪ Security 	<ul style="list-style-type: none"> ▪ Waterloo Regional Police 519.653.7700 ext. 2201 (paid off duty) 519.653.7700 ext. 8880 (auxiliary) 519.653.7700 ext. 2201 (extra patrol) 		
	<ul style="list-style-type: none"> ▪ Noise Policy 	<ul style="list-style-type: none"> ▪ City of Cambridge Office of the City Clerks 519.740.4680 ext. 4585 (Alex) mitchella@cambridge.ca 		
	<ul style="list-style-type: none"> ▪ Portable Toilets 	<ul style="list-style-type: none"> ▪ Abner's Special Event Toilets 519.763.9838 info@chantlers.on.ca ▪ Campbell's Portable Toilets 1.877.818.7295 campbellstoilets@execulink.com 		
	<ul style="list-style-type: none"> ▪ Fireworks Permit 	<ul style="list-style-type: none"> ▪ City of Cambridge Office of the City Clerks 519.740.4680 ext. 4661 (Sharee) bailies@cambridge.ca 		
One month prior to your event	<ul style="list-style-type: none"> ▪ Tent Permit 	<ul style="list-style-type: none"> ▪ City of Cambridge Building & Enforcement Department 519.740.4613 ext. 4236 (Adam) clarkea@cambridge.ca ▪ City of Cambridge Fire Department 519.621.0754 (Brent) smithb@cambridge.ca 		
	<ul style="list-style-type: none"> ▪ Electrical Use for Special Events Form 	<ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department 519.740.4681 ext. 4262 (Scott) odonnells@cambridge.ca 		
	<ul style="list-style-type: none"> ▪ Inclusion & Access 	<ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department 519.740.4681 ext. 4689 (Andrea) rileya@cambridge.ca 		

Note: Proof of all requirements should be given to Special Events Liaison, ASAP!

Scott O'Donnell, Special Event Liaison, 519.740.4681 ext. 4262, odonnells@cambridge.ca

Three Weeks Prior to your event	▪ Book on Site Meeting	▪ City of Cambridge Community Services Department 519.740.4681 ext. 4262 or (Scott) odonnells@cambridge.ca		
Two weeks prior to your event	▪ On-site Meeting	▪ City of Cambridge Community Services Department 519.740.4681 ext. 4262 (Scott) odonnells@cambridge.ca		
	▪ Proof (photocopy) of all certificates, licenses & bookings	▪ City of Cambridge Community Services Department 519.740.4681 ext. 4262 or (Scott) odonnells@cambridge.ca		
On the day of your event	▪ Electrical Inspection	▪ City of Cambridge Community Services Department 519.740.4681 ext. 4262 or (Scott) odonnells@cambridge.ca		
After your event	▪ Evaluate your special event	▪ City of Cambridge Community Services Department 519.740.4681 ext. 4262 or (Scott) odonnells@cambridge.ca		

Note: Proof of all requirements should be given to Special Events Liaison, ASAP!

Scott O'Donnell, Special Event Liaison, 519.740.4681 ext. 4262, odonnells@cambridge.ca

SPECIAL EVENT TIMELINE

Item	Nov. 30 (annually)	Jan. 31 (annually)	Four Months	Three Months	Two Months	One Month	Two Weeks	Day of Event	After Event
Grants Application									
Site Booking									
Certificate of Insurance or Schedule A									
Special Event Permit									
Special Occasions Permit (Alcohol Licensing)									
Business Licenses and Food Vendor Permits (Food Licensing)									
SOCAN Music Licensing									
Amusement Ride Business License									
Bingo, Raffle & Fundraising Licensing									
First Aid Services									
Security									
Noise Policy									
Portable Toilets									
Fireworks Permit									
Tent Permit									
Electrical Use for Special Events Form									
Inclusion and Access									
Onsite Meeting									
Proof of certificates, licenses & bookings									
Electrical Inspection									
Evaluate Your Special Event									

Note: Proof of all requirements should be given to Special Events Liaison, ASAP!

Scott O'Donnell, Special Event Liaison, 519.740.4681 ext. 4262, odonnells@cambridge.ca

CONTACT LIST

City of Cambridge:

Community Services Department

519.740.4681

Special Event Liaison	Scott O'Donnell	ext. 4262	odonnells@cambridge.ca
Recreation Co-ordinator	Colleen Lichti	ext. 4603	lichtic@cambridge.ca
Clerical Assistant	Irene Mast	ext. 4214	masti@cambridge.ca
Director of Parks	Dave Stuart	ext. 4568	stuard@cambridge.ca
Park Manager District #1 (North)	Don Bridgman	519.658.8211	bridgmand@cambridge.ca
Park Manager District #2 (Central)	Chris Ziemski	519.653.8760	ziemskic@cambridge.ca
Park Manager District #3 (South)	Bob Wolosinecky	519.623.0091	wolosinecky@cambridge.ca
Director of Arenas	David Brisson	ext. 4567	brissond@cambridge.ca
Arena and Halls Clerk	Susie Melo Susan Lowden	ext. 4625 ext. 4205	melos@cambridge.ca lowdens@cambridge.ca

Public Access and Council Services Department

519.740.4680

Secretary to Commissioner/City Clerk	Sharee Bailie	ext. 4661	bailies@cambridge.ca
Licensing Officer	Pat Stager	ext. 4581	stagerp@cambridge.ca

Planning Services Department- Building and Enforcement Division

519.740.4613

General Inspector	Mary Caron	ext. 4241	caronm@cambridge.ca
General Inspector	Adam Clarke	ext. 4236	clarkea@cambridge.ca

Transportation & Public Works Department- Traffic and Parking Division

519.740.4682

Transportation Engineering Technologist	Pieter Kuyntjes	ext. 4551	kuyntjesp@cambridge.ca
---	-----------------	-----------	------------------------

Corporate Services Department- Admin Services Division

519.740.4685

Senior Secretary	Phoebe Eby	ext. 4301	ebyp@cambridge.ca
------------------	------------	-----------	-------------------

Other Contacts:

Electrical Hookups

Budline (Locates)	1.800.400.2255	
Little Electric	519.621.2500	www.little-elec.on.ca
Electrical Safety Authority	1.877.372.7233	www.esainspection.net

First Aid & Safety

Fire Department	519.621.0754	www.cambridge.ca
Police Department	519.653.7700	www.wrps.on.ca
Region of Waterloo Public Health - Cambridge	519.621.6110	www.region.waterloo.on.ca
St. John's Ambulance	519.740.8895	www.cambridge@on.sja.ca

Licensing Information

L.L.B.O. Info Line	1.800.668.5226	www.agco.on.ca
Smart Serve Ontario	1.877.620.6082	smartserve.org
SOCAN Licensing Department	1.866.944.2336	www.socan.ca

Business Improvement Associations (B.I.A.)

Galt	519.622.3510	www.downtown.cambridge.on.ca
Preston	519.653.5332	www.cambridge.ca
Hespeler	519.740.4650 ext. 7266	www.hespelervillage.ca

Cambridge Tourism

Cambridge Tourism & Gateway Visitor Centre	519.622.2336	www.cambridgetourism.com
--	--------------	--

Portable Toilets

Abner's Special Events Toilets	519.763.9838	www.chantlers.yip.ca
Campbell's Portable Toilets	1.877.818.7295	

Rentals

ABC Rentals (tables, chairs etc...)	519.623.3911	
Angus Audio (audio equipment, staging etc)	519.740.9869	www.angusaudio.com/home.html
Cambridge Arts Theatre	519.623.4076	www.cambridgeartstheatre.com

Transportation

Grand River Transit	519.585.7555	www.grt.ca
---------------------	--------------	--

Volunteer Recruitment

Community Services Department	519.740.4681 ext. 4603	www.cambridge.ca
-------------------------------	------------------------	--