

ON-SITE MEETING

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn: Special Events Liaison Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4262 http://www.cambridge.ca/	Due Date: Three weeks prior to the event	Cost:
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OVERVIEW:

- The purpose of an on-site meeting is to familiarize the Parks Department with the special event by walking through the park and discussing the location and setup of the different venues.
- The Parks Department has park equipment that is available for special events. The on-site meeting will help determine what specific equipment is required (picnic tables, garbage cans, etc.), if it can be provided and where it should be dropped off and left for pick-up. A list of the park equipment that is available can be found on page 2 of this section.
- An on-site meeting will also identify possible park keys that may be needed for your event (storage areas, washrooms, power, garbage and water supply etc.).
- The Chair of the committee, the Site Coordinator, your Special Events Liaison and a member of the Park Division, attend on-site meetings.

YOUR RESPONSIBILITY:

- Follow the proper steps to an on-site meeting
- Return all park equipment in the same condition and location as found

STEPS TO AN ON-SITE MEETING:

1. Three weeks, prior to your event, book an on-site meeting for your special event through your Special Events Liaison.
2. Before attending your on-site meeting, compile the information listed below. Examples of this information can be found in the appendix of this section.
 - List of park equipment requests (item and quantity needed)
 - A labeled site map that outlines the different venues
 - Date, time and location for the park supplies to be delivered and picked up

3. Attend the on-site meeting and discuss site set-up plan and requirements with your Special Events Liaison and Park Manager(s).
4. Submit a finalized list of your equipment and park requests and site map to your Special Events Liaison at least one week prior to your event.
5. Obtain and return the necessary keys for your special event. For more information about keys, please refer to Section – 7 Site.

EXTRA INFORMATION:

Available Park Equipment:

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|-----------------|-----------------------|---------------------------|
| ▪ Picnic Tables | ▪ Fence ties | ▪ Post leavers |
| ▪ Garbage cans | ▪ Stakes from ground | ▪ Recycling Bins |
| ▪ Pylons | ▪ Free standing posts | ▪ Stakes for snow fencing |
| ▪ Garbage bags | ▪ Barricades | ▪ Post pounders |
| ▪ T-bars | ▪ Metal barriers | ▪ 2-way radios |
| | ▪ Snow fencing | |

Locates

Depending upon the nature of your event, locates maybe required. Locates help identify if hydro wires run under the ground and whether they will interfere with your special event. If you are not sure whether you will require locates for your event, speak to your district park manager at the on-site meeting to determine if this is necessary.

CHURCHILL PARK - Site Plan

SCALE 1:500

- | | |
|------------------------|----------------------|
| 1) VENDOR LOTS | 29) BEN BRADY |
| 2) W.C.-A-T | 30) CONNOR TO GWINE |
| 3) AMERICAN BODY ART | 31) HENRIK AND |
| 4) ALGERIEN CONCEPTS | 32) FLAG OF THE |
| 5) ANDREW CAIN | 33) WORLD OF |
| 6) DORIS DAVIS SPOONS | 34) BEET TARTAN SHOP |
| 7) CHARLES ASSOCIATION | 35) ROBERT WALL |
| 8) CHARLES TOURS | 36) ROYAL HIGHLAND |
| 9) AINE'S CAMEL | 37) FOSSILS |
| 10) DENISE DESIGN | 38) CLANS |
| 11) OLD ALAN REPORTS | 39) CLANS |
| 12) POLAR DART GROUP | 40) CLANS |
| 13) WINE & FINE | 41) SPUDS & THINGS |
| 14) FANTASY REPORTS OF | 42) DUNNO MANTAL |
| 15) CUSTOMER BOOTISH | |
| 16) REPORTS | |
| 17) SKAVA BWE | |
| 18) TOWER BRIDGE | |
| 19) COMPETITION | |
| 20) DAMONDORE FC | |

