
SPECIAL EVENTS

Special Events include outdoor shows, displays, weddings or community gatherings, which require temporary tents, signs and/or liquor licenses.

Special Events Permits Require:

- A completed permit application form** including name, address and phone number of owner and contractor, estimated project cost, signature and date. Please provide a description of the event, date and time(s), location and expected attendance.
- For a temporary tent permit include:**
 - A plot plan, site plan or survey of the property indicating the location of the proposed temporary tent in relation to existing structures, septic tank and bed, and property lines.
 - Specification sheet noting the size of the tent, design of framing and supports and a confirmation the material conforms with the CAN Standards. Rental facilities can usually supply the specification sheets for tents.
- For a temporary sign permit include:**
 - A plot plan, site plan or survey of the property indicating the location of the proposed sign(s) in relation to existing structures, municipal streets and property lines.
 - Specification sheet noting the size of the sign(s), whether they are mobile or sandwich and the length of time the sign will be erected.
- For a liquor license permit clearance letter include:**
 - Provide in writing the date, property location, purpose and duration you require the liquor license for. The Township of Centre Wellington Building Division will conduct an on-site inspection and issue a license using the inspection report and information provided.

Permits are completed in the order that they are received and take approximately 10 business days to process. You will be notified if any questions arise and/or when the permit is issued and available for pick-up.

Please note that the Recreation Department will require a copy of issued/approved permits prior to the event.



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