

Special Event Information

1. **County Sanctioned Events:** It is recommended that special event organizers submit a letter to Prince Edward County Council to have their event officially recognized. To do so simply write a letter to Recreation, Parks & Culture describing the nature of the event, date, time. Forward the letter to the Recreation, Parks & Culture department to include on the next agenda.
2. **Road Side Signs:** The County of Prince Edward has a bylaw prohibiting road side signage. If you plan on this as a method of promoting your event please make a formal request to Recreation, Parks & Culture Department (can be included in sanctioning letter) to permit road signs.
3. **Tents:** Please be advised that tents above 10x10 require a permit from our Planning & Bylaw department. Please contact them at 476-3880 to see if you require a permit. As well, anyone spiking a tent into the ground may be charged for locates arranged by the County.
4. **Overnight Camping:** County By-law prohibits overnight camping on County property. Should you wish to have overnight security please arrange this with the Recreation, Parks & Culture department. Should you have vendors who wish to remain on site overnight, approval of the County must be obtained. Permits must be obtained from the County's Recreation, Parks & Culture Department in advance for a fee. No services will be provided for overnight guests.
5. **Noise:** Please be considerate of our neighbours. The County respectfully asks that music, loud speakers etc be turned down at 11:00pm.
6. **Hydro, Utilities & Garbage:** The County provides these services with rentals however the service is on an "as is" basis. Should you require additional hydro requirements, additional washrooms or garbage collection they will provided with County approval and at the cost of the renter.
7. **Special Request:** Should you have a special request for facility staff these should be forwarded in writing at least one week prior to the event. Additional charges may apply. Facility staff will be on duty during the course of your set up & event to assist you in finding all the things you need & to keep the facility clean and safe. Please respect any request they make of your group as they are the most familiar with and responsible for the site.