



TOWN OF COBOURG BOOKINGS

Call comes in for an event or booking request

Filming

**Festival, Event, New Event, Park Bookings
Road Closures,
Company Picnics,
Wedding Ceremonies**

**Cobourg Community Centre,
Lions Pavilion or
Sports Field**

Venture 13

**Court Room and
Market Building
internal Victoria
Hall room**

**Harbour
Campground**

**Concert Hall/
Citizen's Forum**

Filming Policy and application to be completed
CONTACT
Jackie Chapman Davis
905-372-9971 x 4150

Municipal Event Application/Temporary Tent Package/Municipal Alcohol Policy to be completed
CONTACT
Jackie Chapman Davis
905-372-9971 x 4150

Facility Rental Agreement or Seasonal User Agreement to be completed
CONTACT
CCC or Ashley Haynes
905-372-7371

Request for bookings
CONTACT
Elizabeth Mclellwain
905-372-5481 x 4129

Request for bookings
CONTACT
Angela Stewart
vichallbookings@cobourg.ca
905-372-4301

Reservation taken and confirmation sent
CONTACT
Harbour/Marina
905-372-2397
Campground
905-373-7558
Offseason 905-372-2397

Calendar checked for availability/deposit required
CONTACT
Beth Hunt
905-372-2210 x 4155

Completed application reviewed by Community Events Committee

Delegation of Authority or Council approval

Permit Issued

Agreement Issued
Either Market Building, Courtroom, Venture 13 or Registration Agreement for (Marina/Campground)

Contract Issued