

For Office Use Only
Date Received:
Contract Number:

APPLICATION FOR A SPECIAL EVENT IN A CITY PARK

A. Applicant Information

Organization Name:

Contact Name: Mr. Ms.
First Name Last Name

Organization Address:

No. Street Name Suite No.
 City Province Postal Code

Contact Numbers: Bus. () Ext. Fax. ()
 Res. () E-mail:

Important Notice: Please be advised that a third party liability certificate of insurance will be required naming the 'City of Toronto' as an additional insured with a minimum of \$2,000,000.00 coverage.

Is your group a Non-Profit/Charitable Organization? Yes No

If yes, does it have a Charitable Donation Number? Yes #
 No

B. Event Information

Event Name:

Is this an annual event? Yes No **Anticipated Attendance:**

Name of Park(s) Requested:

Preferred area within park(s):

Name(s) of alternate park(s):

Event Date(s):			Time(s) Required:	
	From: (mm/dd/yyyy)	To: (mm/dd/yyyy)	From: hh:mm	To: hh:mm
1.	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
Alternate Date(s): (should the above dates be unavailable)			Alternate Time(s) Required:	
	From:	To:	From:	To:
1.	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
Event set-up to begin on:			, 20	at
Event clean-up to end by:			, 20	at

F. Sound Amplification

Do you plan to use any device or mechanism to amplify sound? Yes No

If yes, please specify for what purpose:

If amplification is for musical purposes, please specify what type of music: *(i.e. live, recorded, etc.)*
(The maximum decibel level for amplified sound/music is 85)

Sound Speakers to be used: Number: ----- Size: -----

Date(s) of Usage:			Time(s) of Usage:	
	From: (mm/dd/yyyy)	To: (mm/dd/yyyy)	From: hh:mm	To: hh:mm
1.			am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.			am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.			am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>

G. Electrical Access

Will you require access to electrical power? Yes No

If yes, please specify the purpose:

Ampage/power that is required: -----

Is this access: Inside a park building?
Located outdoors within in the park?

If an electrical outlet is required inside a park building or outdoors within the park, please specify the precise location
(please be advised that electrical access is subject to availability in the park and/or building):

Do you plan to augment existing park outlets in any way? Yes No

If yes, please specify how:

H. Vehicle Access

Do you require access for vehicles into the park? Yes No

If yes, please specify:

Number of vehicles: ----- Size: -----

Reason for vehicle access:

Parking Location in the park: *(This must also be shown on the map on page 4)*

Please note that vehicles are not permitted on city parklands unless approval is granted by the Park Supervisor.

I. Rental of Equipment

Please note that quantities for the rental of equipment are subject to availability. Costs for equipment and services will be applied. Please see attached cost list. Please note that we have very limited quantities for barricades, snowfencing and picnic tables. We encourage you to resource private companies for this equipment. You can continue to rent waste receptacles.

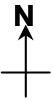
Depending on availability, the Department will provide the following items: waste receptacles, picnic tables, barricades, and snowfencing. Barricades and snowfencing is required to enclose beer gardens. **Any other items such as sound systems, folding tables, chairs, or platforms must be provided by the applicant.**

If any equipment is required, please complete the following:

- Picnic Tables Number _____ Barricades Number _____
- Waste Receptacles Number _____ Snowfencing Length _____
(in square feet or meters)

J. SITE MAP for equipment delivery, tent installation, vehicle access, and parking required for event

Please draw a map in the area below specifying the delivery site for your equipment request, the location in which you propose to erect any tents or other structures, and the location you will require vehicle access. Indicate all relevant street names, intersections, corners, or outstanding landmarks/buildings in the park that will help to identify the site as clearly as possible.



Please be advised that your event should not be advertised until CONDITIONAL APPROVAL has been granted. Approximately 30 days prior to the event date, applicants will receive a letter outlining the event and detailing this department's requirements for obtaining a permit. (Please note that incomplete applications and applications received with less than six weeks notice will not be considered)

Authorized Signature of Group/Organization

(If not a Legal Entity, Signature of Individual(s) Assuming Personal Responsibility)

The personal information on this form is collected under the authority of the City of Toronto Act, 1997, Municipal Act, 2001, S.O. 2001, c.25, s. 11(2) and 227 (c) and Article XI, of Chapter 169, of the Municipal Code. The information is used to process an application for the use of 'City of Toronto' facilities for a special event. Questions about this collection can be directed to: Manager, Customer Service, Toronto City Hall, 1st Floor, 100 Queen Street West, Toronto, M5H 2N2 or by telephone at 416-392-1902.

Please forward your completed application to:

Jaime McCaig, Permit Officer
Parks, Forestry & Recreation
Toronto City Hall
100 Queen Street West
Toronto, Ontario
M5H 2N2
Fax: (416) 392-1551

SPECIAL EVENTS (Toronto/East York & North York Districts) – ADDITIONAL SERVICES, RENTAL OF EQUIPMENT, & COST RECOVERY

Picnic Tables & Waste Receptacles	1-5	\$325.00	Includes Delivery & Pick-up
Picnic Tables & Waste Receptacles	6-10 (max. 10)	\$650.00	Includes Delivery & Pick-up
Showmobile		\$1,800.00	Includes Delivery & Pick-up
Steel Barricades (Used in place of snowfencing to avoid driving support stakes in areas with underground utilities).	1-10 (max. 10)	\$325.00	Includes Delivery & Pick-up
Snowfence		\$150.00 per 100 ft (installation by park staff will be subject to an additional fee)	Delivery & Pick-up ONLY
Utility Stakeouts (For snowfencing, erection of tents, etc.)			Contact <i>Ontario One</i> : 1 (800) 400-2255
Pre-event Set-up and Post-event Clean-up		Pre-event Damage Deposit required (ranging from \$1,000 to \$5,000) Post-event Clean-up, will be invoiced upon completion post-event	
Electrical Power (where available)		\$45.00 per day	We encourage all groups to provide their own portable generators.