

Toronto City Council enacted a by-law to create a new category of licence and a new Article in the Toronto Municipal Code, Chapter 545, for Entertainment Establishments/Nightclubs. This new category of licence is defined as follows:

***ENTERTAINMENT ESTABLISHMENT/NIGHTCLUB – a premises, including but not limited to a dance hall or disco, used to provide dance facilities for patrons, where seating is not provided for the majority of the patrons and where food or beverage may be for sale as an ancillary use.***

Businesses that fit this description must apply for the new category of licence, in person, at:

**Municipal Licensing and Standards**

**Licensing Services**

**112 Elizabeth Street, 1<sup>st</sup> floor**

**Toronto, Ontario M5G 1P5**

**OR**

**850 Coxwell Avenue, 3<sup>rd</sup> floor**

**Toronto, Ontario M4C 5R1**

Applicants for this new category of licence must comply with its new provisions.

Applicants also must obtain and remit ALL documents when submitting their application.

Documentation requirements and a copy of the provisions for this new category from Chapter 545 of the Toronto Municipal Code are attached below.

For information regarding fees, please refer to ***Schedule A*** of Chapter 545 of the Municipal Code.

**DOCUMENTS/INFORMATION REQUIRED TO APPLY FOR  
AN ENTERTAINMENT ESTABLISHMENT/NIGHTCLUB LICENCE**

**1. Preliminary Plan Review for Zoning Clearance**

- One set of building plans drawn to scale, indicating:
  - Use and dimensions of each room in the facility
  - Size and location of dance floor, stage/band areas and DJ area
  - All building entrances and exits, identifying those designated for public use
- One site plan indicating full building dimensions and locations as well as a complete parking layout
- Site statistics including all units on site, their individual sizes and uses
- A completed Preliminary Plan Review Application Form (obtained at the time of application)

**2. Requirement for a Designated Contact Person**

- Name and contact information of a person authorized by the owner of the entertainment establishment to operate, manage, supervise, run or control the establishment.

**3. Requirement for Obtaining and Filing Liability Insurance**

- Certificate of Insurance endorsed and insuring
  - Municipal Licensing and Standards Division will be given at least 10 days notice in writing of any cancellation, expiration or variation in the amount of the policy
  - At least the amount of \$2,000,000.00 (exclusive of interest and costs) comprehensive against loss or damage resulting from bodily injury to or death of one person
  - At least the amount \$2,000,000.00 (exclusive of interest and costs) against loss or damage resulting from bodily injury or death of two or more people in any one accident
  - At least the amount of \$25,000.00 (exclusive of interest and costs) against loss or damage to property resulting from any one accident.

**4. Requirement for Noise Control Plan**

- Copy of an acoustical assessment indicating that the facility meets all City of Toronto Noise regulations from a Certified Engineer and which indicates;
  - Maximum volume levels for music within the establishment
  - Wattage of the music of sound producing systems used in the installation
  - Sound insulation methods or mechanisms used with the building

**5. Requirement for Crowd Control Plan**

- Site plan providing details of queuing area, drawn to scale on 11 X 17 size paper
  - All entry and re-entry points of the facility
  - All street furnishings, i.e. litterboxes, fire hydrants, trees, utility poles, etc.
  - All queues are to be at curbside parallel to the roadway
  - No more than two (2) files of persons
  - Queues must not obstruct pedestrian traffic
  - Maximum number of people in queue
  - Procedure to monitor people in queue
- Copy of AGCO licence indicating maximum number of patrons for the establishment
- Copy of maximum person occupancy for the establishment from Toronto Fire Services

**OPERATIONAL REQUIREMENTS TO BE PROVIDED AND MAINTAINED  
ON SITE AT ALL TIMES**

**AS REQUIRED UNDER THE PROVISIONS OF MUNICIPAL CODE CHAPTER 545  
ALL LOCATIONS ARE SUBJECT TO COMPLIANCE INSPECTIONS WITHOUT NOTICE**

**1. Requirement for Refuse, Litter, and Debris Management Plan**

- The property and the area surrounding the premises must be maintained clean and clear of litter and debris at all times.
- Waste receptacles must be provided and maintained on the site.

**2. Requirement for Security Guards (ratio of one security guards per one hundred patrons)**

- ratio of one security guards per one hundred patrons

**3. Requirement for Metal Detectors or Wands**

- Each entrance must be staffed by a Security Guard, AND
- Fitted with metal detectors or security staff with portable metal detector wands