

## Special Event Guidelines / Application Package

### Applicant Instructions (Page 1 of 2)

PLEASE SEE MULTI LINGUAL INTERPRETATIONS ON NEXT PAGE

- A) Extensive construction for Nathan Phillips Square Redesign is expected to commence early 2010 and continue to an undetermined date. During this time, the downsizing or repositioning of events may be required as a result of construction activity and Health and Safety Requirements. Development of contingency plans for existing and future events effective January, 2010 is strongly advised.**
- B) Before proceeding you must first call the [Special Event Supervisor at 416-395-7378](tel:416-395-7378) to enquire about the availability of the date you are requesting for your event.**

This package contains Guidelines, Application forms, and a Map of Nathan Phillips Square.

Please read the Guidelines carefully before completing the Application.

When completing the Application please **TYPE OR PRINT CLEARLY**.

Sign and return the enclosed "*Save and Hold Harmless Clause*," "*Adoption of a Non-Discrimination Policy*" and "*Consent to Release Personal Information*" forms.

We must receive the signed forms and completed Application before your reservation can be reviewed and approved. Once your event has been approved, the Facilities and Real Estate Division will issue you a Permit.

However, if the Nathan Phillips Square regulations do not permit your event, we will advise you. You may appeal this decision before the Toronto Community Council.

If you have any questions about the Guidelines, Application or other forms, please call Toronto Special Events at **416-395-7378**.

Thank you again for your interest in Nathan Phillips Square. We look forward to helping make your event a success.

PLEASE SEE MULTI LINGUAL INTERPRETATIONS ON NEXT PAGE

## Applicant Instructions (Page 2 of 2)

### MULTI LINGUAL INTERPRETATIONS

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#### (French)

Voici votre dossier de demande d'utilisation de Nathan Phillips Square (Place Nathan Phillips). Votre demande doit être remplie en anglais et nous parvenir au plus tard à la date indiquée, sinon vous risquez de perdre la date que vous avez demandée, au profit d'un autre organisme.

1. Veuillez lire attentivement les directives avant de remplir cette demande.
2. Pour remplir cette demande, veuillez DACTYLOGRAPHIER OU ÉCRIRE EN LETTRES MOULÉES, en appuyant fermement.
3. Signez et renvoyez les formules ci-jointes "Save and Hold Harmless Clause", "Adoption of a Non-Discrimination Policy" et "Consent to Release Personal Information".

Pour toute question, composez le 416-395-7378 (service en français: (416) 392-7306)

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#### (Italian)

Questo fascicolo contiene il necessario per richiedere l'uso della Nathan Phillips Square. Il modulo di domanda deve essere compilato in Inglese e rispedito al nostro ufficio entro la data indicata, altrimenti, l'uso della piazza nella data da voi scelta potrebbe essere assegnato ad un'altra organizzazione. Siete pregati di:

1. Leggere attentamente le istruzioni prima di compilare la domanda.
2. Compilare il modulo IN STAMPATELLO O A MACCHINA, premendo forte.
3. Firmare e spedire i documenti acclusi, e precisamente: "Clausola di esonero" (*Save and Hold Harmless Clause*); "Sottoscrizione della politica di non discriminazione" (*Adoption of Non-Discrimination Policy*); e "Consenso al rilascio di informazioni personali" (*Consent to Release Personal Information*)

Se avete qualsiasi altra domanda, chiamate il 416-395-7378.

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#### (Portuguese)

Esta documentação faz parte do processo de requisição para a utilização da Praça Nathan Phillips. O formulário deve ser preenchido em inglês e entregue na data indicada, caso contrário as datas desejadas podem vir a ser reservadas para outras organizações.

1. Ler as condições cuidadosamente antes de preencher o formulário.
2. O formulário deve ser DACTILOGRAFADO ou preenchido à mão usando LETRAS MAIUSCULAS e pressionando firmemente.
3. Assinar e devolver os formulários seguintes "Save and Hold Harmless Clause" "Adoption of a Non-Discrimination Policy" e "Consent to Release Personal Information".

Em caso de dúvidas, ligar para o 416-395-7378.

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#### (Spanish)

Este es su paquete de documentos de la solicitud para el uso de la Plaza Nathan Phillips. Su solicitud debe ser llenada en inglés y devuelta antes de la fecha indicada, o la fecha solicitada por usted podría ser otorgada a otra organización.

1. Sírvase leer las Pautas detenidamente antes de llenar la Solicitud.
2. Cuando llene la solicitud, por favor ESCRIBA A MAQUINA O USE LETRA DE IMPRENTA, presionando firmemente.
3. Firme y devuelva los formularios adjuntos "Save and Hold Harmless Clause," "Adoption of a Non-Discrimination Policy" y "Consent to Release Personal Information".

Si tiene alguna pregunta, sírvase llamar al 416-395-7378.

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## Applicant Guidelines (Page 1 of 4)

**The Municipal Code, Chapter 237**, contains regulations on the use of Nathan Phillips Square for special events. This Municipal Code restricts certain activities on the Square, without Council approval. If you want to have these activities as part of your event a report will be submitted on your behalf, to the Toronto Community Council, with **a minimum of 12 weeks notice**. The Committee will forward the report to City Council for consideration.

These Guidelines summarize regulations which may affect your event. Before filling out your Application, please review these Guidelines and take action on any of those that apply to your event. If any part of your event falls outside of these Guidelines, you can appeal to the Toronto Community Council for a regulation exemption.

Your completed Application must be received by the Event Support Supervisor at least 12 weeks before your event. If you have any questions, please call the Event Support Supervisor at 416-395-7378.

### Alcoholic Beverages

To sell alcoholic beverages on Nathan Phillips Square, you **must**:

- donate all profits to a non-profit or charitable organization
- obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario, 55 Lakeshore Blvd. East, Toronto, Ontario M5E 1A4; (416) 365-5900
- apply to City of Toronto Clerks Office for a letter acknowledging your event as a community event (416) 392-7033
- comply with the City of Toronto Municipal Alcohol Policy
- provide proof of Server Intervention or Smart Serve Program trained bartenders
- provide identifiable floor monitors in the ratio of one per 100 participants
- obtain Toronto City Council approval (through Event Support Office)
- obtain approval from Public Health at (416) 338-7600
- arrange and pay for a pay duty police officer to supervise each entrance/exit to the "beer or wine garden"; (416) 808-5047
- obtain a minimum \$2,000,000 Certificate of Insurance for comprehensive liability coverage for your event. (See **Insurance** section of these Guidelines)

*Only wine and beer can be sold on the Square.* The sale of hard liquor is not permitted. There is a serving limit of four drinks per person at any one time. Food (not snacks) must be available for sale in your "beer or wine garden", and 35% of your alcohol menu must include low alcohol and non-alcohol drink choices.

You **must** post the following signs in a prominent location at your "beer or wine garden":

- a sign naming the Special Occasion Permit holder
- a DO NOT DRINK AND DRIVE sign
- a sign stating that IT IS HARMFUL FOR PREGNANT WOMEN TO DRINK ALCOHOLIC BEVERAGES
- a sign stating that IT IS ILLEGAL TO SERVE ALCOHOL TO MINORS, INTOXICATED PATRONS, OR TO THE POINT OF INTOXICATION.

### Animals

Exotic animals are not permitted on Nathan Phillips Square. The list of prohibited animals is extensive and includes monkeys, all felines, except domestic cats, all venomous reptiles and elephants.

### Balloons

Helium-filled balloons are prohibited on Nathan Phillips Square. Balloons for distribution to the public must be air-filled. Releasing balloons is prohibited.

### Barbecues

**Only** propane barbecues will be permitted, **provided that the event organizer/applicant supplies one fire extinguisher per barbecue unit**. Barbecues must be enclosed within barricades (provided by the City of Toronto). All concrete slabs in food service area must be covered to prevent staining. Fees may be charged for any clean up required following your event

## Applicant Guidelines (Page 2 of 4)

<b>Beauty Pageants or Contests</b>	Activities which degrade men or women through sexual stereotyping, or exploit the bodies of men, women, boys or girls solely for the purpose of attracting attention, are not permitted on Nathan Phillips Square.
<b>Bottled Water</b>	Distribution or sales of bottled water is prohibited on Nathan Phillips Square.
<b>Candles</b>	<b>Candles are prohibited on the Square.</b> Safety light sticks are an acceptable alternative.
<b>Damages</b>	The event organizer/applicant is responsible for any costs related to an event which has not been otherwise agreed to, in writing, prior to the event. The event organizer is liable for any loss or damage to City of Toronto property or equipment. These costs are payable immediately upon receipt of an invoice by the event organizer.
<b>Fire</b>	<b>Any form of open flame is prohibited.</b>
<b>Fireworks</b>	Fireworks are prohibited on the Square
<b>First Aid</b>	Toronto Emergency Medical Services (EMS) can be contacted to provide first aid at your event. To discuss your event needs, call (416) 392-2125.  If you wish to have St. John Ambulance at your event, a written request is required three weeks prior to the event. For details, call St. John Ambulance (416) 967-4244.
<b>Flag Raisings</b>	Please address requests for flag raisings on the podium roof at Nathan Phillips Square to: Chief of Protocol, Protocol Office, 2 <sup>nd</sup> Floor West, City Hall, Toronto, Ontario M5H 2N2. (416) 392-6745
<b>Food Sales/ Waste Management/ Public Health</b>	Selling food is permitted only in support of non-profit or charitable organizations, and with prior approval from Public Health Services (416-338-7600). Please avoid the use of styrofoam or other environmentally hazardous products. All concrete slabs in food service area must be covered to prevent staining. Please use recycling bins provided by the City of Toronto.  <b>The distribution or sale of bottled water is prohibited on Nathan Phillips Square.</b>  Please note, in order to comply with City Council's Waste Diversion Policy, the person(s) and/or organization(s) signing this application must agree to recycle all waste generated by their event. Fees may be charged for the disposal of recycling and garbage and/or clean up on the square.
<b>Fund-raising</b>	Selling items is permitted only in support of non-profit or charitable organizations. Samples or sketches of all proposed items must be submitted with your Application. Selling or distributing items requires written authorization on the Permit and will be restricted to designated tables. Soliciting for donations on the Square is prohibited.
<b>Insurance</b>	When completing the Application for the use of Nathan Phillips Square, please indicate whether or not you have Comprehensive General Liability Insurance coverage, and if so, in what amount. Should your event include tents, parachuting, motorized vehicles in motion during the event, or any other risk sensitive activity, a Certificate of Insurance for Comprehensive Liability Insurance coverage will be requested, indicating the following provisions: <ul style="list-style-type: none"><li>• \$2,000,000 limit of liability coverage (the amount and coverage required may be revised based on the format and content of your event).</li><li>• The City of Toronto named as an additional insured;</li><li>• a cross liability/severability of interest clause.</li></ul> Please send the above noted Certificate of Insurance to: Event Support Supervisor, Nathan Phillips Square, Special Events, 9th Floor East, City Hall, Toronto, Ontario M5H 2N2  You will be required to sign a Save and Hold Harmless Clause prior to your event. Signed waivers may be required by participants in your event, if it is deemed risk sensitive.

## Applicant Guidelines (Page 3 of 4)

<b>Invitations to Mayor or Civic Officials</b>	Please address letters of invitation for the Mayor to: Mayor, City of Toronto, 2nd Floor, City Hall, Toronto, Ontario M5H 2N2, and mail a copy to the attention of the Event Support Supervisor, Nathan Phillips Square. Letters of invitation to City Councillors may also be sent to the above address, with copies, to the attention of the Event Support Supervisor.
<b>Literature</b>	All printed materials to be distributed or displayed are subject to prior approval. Any materials, displays or speeches that would be frightening or deemed inappropriate to any age group is prohibited.
<b>Megaphones</b>	Megaphones are prohibited on Nathan Phillips Square.
<b>Non-Discrimination</b>	Toronto City Council requires that all event organizers complete and sign the attached Declaration of adoption of a Non-Discrimination Policy.
<b>Parade Permit</b>	If your event includes a parade on a street, please contact Toronto Police at (416) 808-5049 to obtain a Parade Permit.
<b>Pool</b>	Entering or placing objects, in the reflecting pool is prohibited.
<b>Proclamations</b>	Requests for proclamations should be addressed to: Mayor's Office, City of Toronto, 2nd Floor, City Hall, Toronto, Ontario M5H 2N2. A copy of this request should also be sent to the Event Support Supervisor.
<b>Raffles</b>	To obtain a lottery licence, please contact the Lottery Licences Office of the City Clerk's Division at (416) 392-7037
<b>Sale or Distribution of Merchandise &amp; Publications</b>	Selling or distributing t-shirts, buttons, posters, books, magazines or other items, is permitted only in support of non-profit or charitable organizations. Please enclose samples or sketches of all proposed items with your Application. Selling or distributing items requires written authorization on the Permit and will be restricted to designated tables.
<b>Security, Crowd Control &amp; Extra Policing</b>	Please see attached Security guidelines regarding security requirements. For large events, organizers are responsible for making arrangements for crowd and traffic control with the Toronto Police. This may include the hiring of police officers. Please contact the Zone Office, 52 Division, (416) 808-5200.
<b>Signage</b>	<p><b>No signs can be posted at any time on the pillars, building, walkways, or arches of City Hall. No signs of any kind are permitted in the Peace Garden.</b></p> <p><b>The wedging of placards between slabs on Nathan Phillips Square is prohibited.</b></p> <p>Signage is permitted on a limited amount of barricades. Also, limited signage is allowed on the City stage, stage banner size the organizer can produce is 32' x 24'.</p> <p>Sketches of all proposed signage must be sent to the Event Support Supervisor for approval prior to your event. The display of any tobacco company or product identification is strictly prohibited on Nathan Phillips Square.</p>
<b>Skating Rink</b>	Exclusive use of the rink for events that prevent public access is not generally permitted. No commercial advertising of any kind is permitted on the rink surface.

## Applicant Guidelines (Page 4 of 4)

- Sound Amplification** Sound systems must be approved in advance and operated at sound levels acceptable to the Commissioner of Services or a designate (85 Db). Amplification on weekdays is permitted from 12:00 PM – 2:00 PM and from 5:00 PM – 10:00 PM; weekends from 11:00 AM – 10:00 PM.
- Speakers' Corner** The permanent lectern in the southwest corner of Nathan Phillips Square is available to speakers. City Hall does not accept reservations for this area and Permits are not required. No sound amplification is permitted in this area.
- Sports** Sports events on the Square must meet safety requirements. If approved, each participant must sign a waiver prior to the event.
- Tents** Heating and cooking equipment are not permitted in a tent. **All tent installations require approval.** Construction permits are not required for tents under 100 square feet or groupings less than 600 square feet. All other tent installations require a construction permit from Urban Planning and Development Services, Building Division, Main Floor, West, City Hall, Toronto, Ontario M5H 2N2; (416) 392-7522, and a Certificate of Insurance from the company erecting the tent (See **Insurance** section).
- Vehicles** Scheduled deliveries for your event must be made to the West Laneway. Please note directions to the West Laneway on the enclosed map. **Access to the area must be requested in advance.** Vehicles in excess of 16,000 pounds (loaded) cannot be accommodated on the Square.
- Only vehicles essential to the operation of the event will be permitted on the West Laneway and/or Square and you must receive written authorization in advance.**
- The speed limit on Nathan Phillips Square must not exceed 8km/hour. All vehicles driving on the Square must have hazard lights on and be escorted on and off the Square.** Drivers are required to report to the Security Desk, City Hall to gain access and provide an approved City escort.
- Please specify anticipated arrival and departure times, licence plate numbers, size, weight and number of axles with respect to each vehicle, when completing your Application. Without this information, it is not guaranteed that your vehicle will be permitted to enter the Square. All vehicles must be off NPS by the event start time. Vehicles will not be allowed on the NPS during the event time.
- Other** **If you disregard any of these Guidelines, permission will immediately be withdrawn for the use of Nathan Phillips Square and your event will be brought to an end. This will also jeopardize future requests.**
- Tentative booking of a specific date on Nathan Phillips Square does not guarantee permission to hold your event. Your event is confirmed only when you receive a Permit from the Facilities and Real Estate Division, which can only be issued after all information is received by the Event Support Supervisor.**
- Due to the number of demands for the use of Nathan Phillips Square, no organization is permitted more than 3 events per year.**
- Any action which could incite violence is prohibited.**
- The desecration of flags or other national symbols is prohibited.**
- The City of Toronto reserves the right to refuse an event if all required information is not provided by the event organizer when requested; if the Square is physically unfit for use due to inclement weather or emergency maintenance developments; and in the event of a labour disruption or emergency situation.**

## Special Events on Nathan Phillips Square Guidelines on Security

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### I. Purpose

The purpose of this policy is to outline how event organizers may provide security for their own equipment during events on Nathan Phillips Square.

### II. Background

**Municipal Code Chapter 237**, governing the use of Nathan Phillips Square, prohibits the use of the Square for commercial purposes and further states that all events must be free and open to the public. As a result most event organizers are charitable foundations, non-profit and community groups, or are groups consisting in part of charitable, non-profit or community groups with a corporate sponsorship component.

### III. Policy

It is the policy and mandate of the Facilities Management, Corporate Services Department to facilitate and support events taking place on Nathan Phillips Square.

From time to time events occurring on the Square will have security requirements over and above those routinely provided by the Facilities Management's Security Unit during an event.

Event organizers are free to determine their security needs and how these needs will be met in order to protect their own equipment as long as these arrangements are determined in consultation with the Supervisor Buildings Security, South District, Facilities Management at 416-392-1013.

In the event sufficient City Security staff are not available to meet the organizers' requirements, the organizers will be encouraged to hire external security companies with the approval of the Supervisor Building Security and the Special Event Supervisor. They will be required to notify Facilities Management, by phone or email *and* in writing, prior to the event. Notification should be sent to Supervisor Buildings Security, South District, Main Floor, City Hall, 100 Queen Street West, Toronto, Ontario, M5H 2N2.

Where event organizers contract for independent security services other than City staff, whether remuneration is exchanged or not, the contractor must obtain, maintain and provide evidence of Comprehensive General Liability insurance which includes:

- A limit of \$2,000,000 per occurrence;
- The permit holder and The City of Toronto as additional insureds;
- The insurer will mail to the additional insureds a written notice of any material change in, or cancellation of, the policy;
- A cross liability/severability clause;
- Coverage for bodily injury resulting from the use of reasonable force to protect persons or property.

All contract security must be licensed according to the requirements of the Ministry of Community Safety and Correctional Services, Private and Investigative Services Branch.

Cultural Services  
Toronto City Hall, 9<sup>th</sup> Floor, East Tower  
100 Queen Street West,  
Toronto, Ontario  
M5H 2N2

**Tel:** 416-395-7378  
**Fax:** 416-392-5600  
**TTY:** 416-392-7354

The company providing security services will also provide the names and qualifications of their personnel expected to be on Nathan Phillips Square, including an assurance that they have received Occupational Health and Safety training, to the Supervisor Buildings Security, South District. In addition, the company will provide an acknowledgement that the Commissioner of Corporate Services or designate is the ultimate authority on Nathan Phillips Square. All information should be sent to Supervisor Buildings Security, South District, Main Floor, City Hall, 100 Queen Street West, Toronto, Ontario, M5H 2N2.

Nothing in this policy should be used to preclude the presence of any law enforcement officer whatsoever, who may be required for public safety or the personal safety of any elected official, visiting dignitary or for the protection of any public or private property.

A copy of this policy is included in the application package sent to all persons wishing to stage an event on Nathan Phillips Square.

All enquiries relating to security matters on Nathan Phillips Square can be directed to the Supervisor Buildings Security, South District, Facilities Management at 416-392-1013.

## Declaration of Adoption of a Non-Discrimination Policy

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The City of Toronto's policy of non-discrimination covers the following grounds:

- a) Events on Nathan Phillips Square should not exploit the bodies of men, women, boys, or girls solely for the purpose of attracting attention, and specifically, beauty pageants will be prohibited.
- b) Events on Nathan Phillips Square should not stereotype on any ground covered by the City's non-discrimination policy.
- c) Events or symbols appearing on Nathan Phillips Square should not promote the hatred or derision of any group covered by the City of Toronto's non-discrimination policy.
- d) Events appearing on Nathan Phillips Square shall be consistent with the principle of respect for the dignity and worth of all persons.

I declare on behalf of myself, or the organization which I represent, that the organization complies with the following grounds:

race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap

as outlined in the Ontario Human Rights Code with respect to the services which are provided to the public and further that the event to be held on Nathan Phillips Square will be open to all those interested such that there is no discrimination in any way as to attendance at the event.

Application Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Please Print

Signature of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

## Save and Hold Harmless Clause

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The applicant for use of Nathan Phillips Square agrees that the City, its servants, agents, successors or assigns, shall not be held liable for any injury, loss or damage, however caused, which the City may incur resulting from or arising out of the granting of this permission for use of Nathan Phillips Square. The applicant further agrees that it will from time to time, and at all times hereafter, truly save, keep harmless and fully indemnify the City, its servants, agents, successors and assigns from any and all actions, causes of actions, claims and demands whatsoever which may be brought against or made upon the City, its servants, agents, successors or assigns and against all loss, liability, judgements, costs or expenses which the City, its servants, agents, successors or assigns may sustain, incur or be put to resulting from or arising out of any act or omission on the part of the applicant, its servants, agents, successors or assigns which was done, or purported to have been done, in the performance of the applicant's event/activity obligations hereunder.

Application Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Please Print

Signature of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

## Consent to Release Personal Information for Publicity or Emergency Purposes

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Events on Nathan Phillips Square may be publicized in a brochure and/or through a telephone hotline. These kinds of promotions usually include the name and telephone number of a person from the organization sponsoring the event, for the public and/or community agencies that call for more information.

Under The Municipal Freedom of Information and Protection of Privacy Act, the names and telephone numbers of individuals cannot be publicized without prior written consent.

If you would like your event included in Nathan Phillips Square publicity materials, please complete and return the following:

Organization Name:	_____	Application Date:	_____
Name of Event:	_____	Event Date:	_____
Contact Name:	_____	Telephone:	_____
	(Name of person to be contacted "for more information")		(To be listed "for more information")
Signature:	_____		
	(Contact Person)		

The personal information on this form is collected under the authority of Municipal Code Chapter 237. It will be used to publicize events on Nathan Phillips Square. Questions about this collection may be directed to the Event Support Supervisor, Nathan Phillips Square, Special Events, 9th Floor East Tower, City Hall, Toronto M5H 2N2; telephone (416) 395-7378.

### For Emergency/Administrative Purposes Only

In case of emergency, whereby your event may need to be cancelled or altered at the last minute, or if essential information must be clarified, we would appreciate permission for City Hall staff to use the organizer's home telephone number. This number will not be released to the public.

Organization Name:	_____	Home Phone:	_____
Signature	_____		

## Application For Special Event on Nathan Phillips Square (Page 1 of 4)

Before completing this Application, please read the attached Guidelines for the use of Nathan Phillips Square, carefully.

**NOTE: Completed Application must be received TWELVE (12) weeks prior to your event**

**Please Print Clearly**

Date(s) Required: D/M/Y \_\_\_\_\_

Set Up Time: From: \_\_\_\_\_  AM  PM To: \_\_\_\_\_  AM  PM

Event Time: From: \_\_\_\_\_  AM  PM To: \_\_\_\_\_  AM  PM

Tear Down Time: From: \_\_\_\_\_  AM  PM To: \_\_\_\_\_  AM  PM

Name of Event \_\_\_\_\_

Name of Organization \_\_\_\_\_ Website \_\_\_\_\_

Name of Contact Person (One person only) \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Is this a non-profit or charitable organization?  Yes  No

Please provide non-profit or Charitable Donation Number? Number: \_\_\_\_\_

What is the purpose of this event? \_\_\_\_\_

Please provide a DETAILED outline of the activities you plan to present (attach an additional sheet if more space is required).  
Include names / types of performers, speakers and all activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Number of Performers: \_\_\_\_\_

**Please refer to the Guidelines with respect to the following:**

Will food and/or beverages be served/sold to the public?  Yes  No

If yes, please specify the items to be served/sold and supplier: \_\_\_\_\_

Will alcoholic beverages be served/sold to the public?  Yes  No

If yes, please specify the items to be served/sold and supplier: \_\_\_\_\_

Will any goods or merchandise be sold/handed out to the public?  Yes  No

If yes, please specify the items to be sold/handed out and the prices to be charged: \_\_\_\_\_

**NOTE: All proceeds must go to a registered non-profit or charitable organization.**

## Application For Special Event on Nathan Phillips Square (Page 2 of 4)

Before completing this Application, please read the attached Guidelines for the use of Nathan Phillips Square, carefully.

**NOTE: Completed Application must be received TWELVE (12) weeks prior to your event**

Will donations in any form be solicited?  Yes  No

Are any corporations or businesses donating products, prizes goods, or money to your event?  Yes  No

If yes, please list sponsors: \_\_\_\_\_

**Please refer to Signage section in Guidelines for the following:**

Do you plan to post flyers, signs and/or banners on the Square during the event?  Yes  No

Type of Sign	Dimensions of Sign	Text of Sign (including company logos)	Location of Sign
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please refer to Insurance section in Applicant Guidelines:**

Do you have comprehensive liability insurance for this event?  Yes  No

If Yes, please specify the amount of coverage \$ \_\_\_\_\_

**Please refer to Balloons section in Applicant Guidelines:**

Do you plan to hand out balloons at your event?  Yes  No

Do you plan to decorate with balloons at your event?  Yes  No

**Please refer to Literature section in Applicant Guidelines:**

Do you plan to distribute flyers, brochures, pamphlets or other printed materials to the public?  Yes  No

If yes, enclose copies with Application.

**NOTE: All printed materials to be distributed or displayed is subject to prior approval. On the day of your event, unauthorized literature may be removed by City of Toronto officials.**

Will any civic officials from the City of Toronto, provincial government and/or federal government be at your event?  Yes  No

If yes, please list names of officials in space provided:

Name/Title	Invited (Y/N)	Attendance Confirmed? (Y/N)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NOTE: If a City of Toronto official is attending your event, please send a program and background notes to the Special Event Supervisor a minimum of two weeks prior to your event.**

How do you plan to publicize your event AFTER you have received your permit?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Application For Special Event on Nathan Phillips Square (Page 3 of 4)

Before completing this Application, please read the attached Guidelines for the use of Nathan Phillips Square, carefully.

**NOTE: Completed Application must be received TWELVE (12) weeks prior to your event**

Please refer to Vehicles section in Guidelines for the following:

Do you require vehicle access for deliveries?  Yes  No  
 If yes, please specify details below (attach additional sheet if more space is required):

Type of Vehicle	Licence Plate	Purpose	Arrival Time	Departure Time	Weight of Vehicles
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Do you require access to electrical supply and services for the purposes other than the City Hall sound system?  Yes  No  
 If yes, what amperage/voltage is required and for what purpose?

Item	Amperage/Voltage	Number of Outlets	Location
_____	_____	_____	_____
_____	_____	_____	_____

**NOTE: All electrical requirements must be approved prior to your event by City of Toronto technical staff. Available resources of power are indicated on the attached map.**

Will your organization require change room facilities for your performers?  Yes  No  
 If yes, please specify the number of performers to be accommodated and the number of rooms required: \_\_\_\_\_

**NOTE: Change room facilities are limited and cannot be guaranteed.**

Please refer to Tents section in Guidelines for the following:

Do you plan to erect your own tent(s), marquee(s) or canopy(ies) on the Square?  Yes  No  
 If yes, specify purpose, dimensions, supplier and location of proposed structure. \_\_\_\_\_

**NOTE: Any tent larger than 600 square feet requires a permit from the Building Division.**

### EQUIPMENT

Depending on availability, the City of Toronto will provide the items listed below for your event, free of charge. Please complete this section and indicate placement of items requested on the enclosed map.

- Stage with canopy (May – September) 40' wide x 30' deep (has a banner holder)
- White movable canopy 20' wide x 20' deep
- White movable canopy 10' wide x 10' deep

## Application For Special Event on Nathan Phillips Square (Page 4 of 4)

Before completing this Application, please read the attached Guidelines for the use of Nathan Phillips Square, carefully.

**NOTE: Completed Application must be received TWELVE (12) weeks prior to your event**

### EQUIPMENT Continued:

Sound System (select one)

- 1) a complete sound system adequate for up to a six-piece professional band, including monitors and mixer. Although there is no cost for this equipment, your organization would have to hire (at a nominal fee, due prior to event start time) the sound technician authorized by City Hall.
- 2) a public announcement system with a cd/tape deck and six microphones (no cost).
- 3) you may bring your own sound system onto the Square. Please provide the name and telephone number of the person/company providing the system.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Note: sound volumes must be acceptable to on-site City of Toronto staff. – 85 Dds**

- Folding Chairs                      Number required: \_\_\_\_\_ (maximum 300)
- Tables (6' x 2')                      Number required: \_\_\_\_\_ (maximum 25)
- Choir risers                          (three tiers, 20 people/tier)
- Barricades - metal                  Number required: \_\_\_\_\_ Purpose: \_\_\_\_\_
- Ropes and stanchions              Number required: \_\_\_\_\_ (maximum 10) Purpose: \_\_\_\_\_
- Lectern/podium
- Portable sink                      **Note: For food service purposes only. See enclosed map for water locations**

I understand that permission to hold my event is not guaranteed until I have received my Permit from the Corporate Services Department, Facilities and Real Estate Division.

I understand that as the permit holder for this event, I am responsible for any damaged, lost or misplaced City of Toronto property or equipment, and that I will be liable for the repair or replacement cost incurred.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Applicant Name: \_\_\_\_\_ Organization Name \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

*Please forward complete application to:*

Supervisor, Event Support  
Cultural Services, Special Events  
Nathan Phillips Square  
City Hall, 9th Floor, East Tower

Tel: (416) 395-7378  
Fax: (416) 392-5600