



Parks, Forestry & Recreation

Parks, Forestry & Recreation  
Customer Service Section  
100 Queen Street West  
Toronto, Ontario M5H 2N2

Jaime McCaig  
Permit Officer  
Toronto/ East York & North  
Districts

Tel: 416-338-2614  
Fax: 416-392-1551

December 21<sup>st</sup> 2007

Dear Applicant:

Happy New Year and Welcome Back to the 2008 Special Event Renewal Process.

We are for the first time providing Special Event Renewal Packages Electronically with the hope of speeding up the receiving process on your end. This package is being sent to the contact person for your 2006 Special Event. If you will not be the contact person for your organization for 2008 it would be greatly appreciated if you could forward this information to the appropriate person and also advise us who the new contact will be. Also if you are not planning to hold your event in 2008 please send me an e-mail as soon as possible.

Please review all of the information very carefully especially those organizations that have Major Events. Please complete the application in full, paying special attention to the anticipated attendance. This is very important in determining the cost of your Special Event Permit Fee. In many cases last year the application had to be returned as information requested was incomplete.

The renewal package includes the following:

- Special Event Guidelines
- Special Event Permit Fees
- Cost Recovery and Rental of Equipment Fees
- Special Event Application Form
- Special Event Temporary Food Establishment Vendor Package
- Policy for Sale or Serving of Alcoholic Beverages
- Paid Duty Officer Information
- Noise Exemption Policy
- Waste Diversion Policy

For 2008 we will only accept original applications. Please do not fax your application. Please mail your application to:

**Attention: Jaime McCaig**  
**Parks, Forestry and Recreation**  
**Customer Service**  
**100 Queen Street West, Main Floor**  
**Toronto, ON M5H 2N2**

Please return your completed application form by **March 1<sup>st</sup> 2008** in order that your annual event be given first priority. The contact person on the application form will be the only person we correspond with on all aspects of the event. They will be sent an Electronic Conditional Letter of Approval prior to the event outlining all details of the event and what documentation is required to finalize your permit for the event. The permit you receive will require your signature and will already have my signature on it.

Please be advised that the Certificate of Insurance is mandatory for all Special Events and that payment must be received either by cheque, or credit card prior to the permit being sent to you for signature. Please do not send payment with your application. You will be invoiced as a part of the Conditional Letter of Approval prior to the event.

Please note that all outstanding balances from previous events must be cleared up before 2008 events can be approved. Those organizations will be contacted under separate cover.

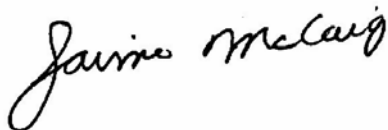
Please note that Rental of Equipment for the 2008 Special Event season is very limited in terms of Snowfencing, Barricades, and Picnic Tables. We will continue to provide the rental of Waste Receptacles. We encourage all groups to resource private companies for the rental of equipment as in many cases for Major events we will not be able to provide the quantities you have requested.

Please be advised that we continue to receive concerns from Residents regarding the removal of waste and the excessive use of sound amplification for major Special Events in outdoor City Parks. In 2007 we introduced the need for event organizers to produce a Waste Removal Plan prior to the event and to have on site Municipal Licensing and Standards By-Law Officers to monitor levels of sound amplification. This practice will continue in 2008 with emphasis on pre-event planning meetings with City Staff. All costs will be borne by the event holder.

Special Event permits are issued upon the understanding that the Corporation of the City of Toronto will not be held liable for any loss, costs, claims or damages to City lands that may result by reason of the granting of the same. This includes liability that may flow as a result of persons coming to or leaving the respective premises that may result from or arise out of granting such permission.

Should you have any questions or concerns, please contact me at 416-338-2614 or Lauren Dill at 416-338-2609 for further information.

Sincerely,

A handwritten signature in black ink that reads "Jaime McCaig". The signature is written in a cursive, flowing style.

Jaime McCaig  
Permit Officer, Special Events  
Toronto/East York and North Districts