



**NEIGHBOURHOOD
HOUSE**

Formerly St. Christopher House

CONTACT:
Reception 416-532-4828
info@westnh.org
www.westnh.org

ADMINISTRATION:
588 Queen Street West
2nd floor
Toronto, ON Canada M6J 1E3
Fax 416-504-3047

May 9, 2016

To whom it may concern at the municipal clerk's department,

West Neighbourhood House is applying for a Special Occasion Permit for a fundraising event we plan to host on June 11th, 2016. The event (which will be open to the public) will be in conjunction with Dundas West Fest street festival happening that day and will be held in our private courtyard at 248 Ossington Avenue.

As part of the Special Occasion Permit process, we are writing to notify you of this event.

At the fundraising event, we plan to sell beer and will likely be hosting a trivia event as an activity during the day. The event will run from noon-5pm and will be well attended by West NH staff who will work the event. Staff will serve beer and snacks (eg. bags of chips—nothing prepared on site) throughout the afternoon.

We expect approximately 100 people to attend.

If you have any questions or concerns regarding this event, do not hesitate to contact Community Relations Coordinator, Kaleigh Wisman at kaleighwi@westnh.org or 416-532-7586 ext. 215.

Regards,

Kaleigh Wisman

588 Queen Street West
Toronto, ON Canada M6J 1E3
The Meeting Place
Newcomer Outreach Program

248 Ossington Avenue
Toronto, ON Canada M6J 3A2
Adult Literacy and
Learning Programs
Family and Newcomer
Programs
Music School
Older Adult Centre

1033 King Street West
Toronto, ON Canada M6K 3N3
Employment Services
Financial Advocacy
and Problem Solving
Adult Learning Programs

1497 Queen Street West
Unit #103, Toronto, ON
Canada M6R 1A3
Family and Newcomer
Programs
Parkdale Meeting Place



United Way
Member Agency

Charitable Registration No.
11925 7525 RR0001