

To: Toronto & East York Counsel
From: Craft Public Relations
50 Carroll St
Toronto, ON
M4M 3G3

SOP - Industry Promotional Event Notice: Outdoor Event

Craft Public Relations will be holding a cider sampling event on **Monday, June 25, 2018** at **West Toronto Lawn Bowling Club**, located 275 Keele St, Toronto, ON.

We have secured permission from West Toronto Lawn Bowling Club to host our event at their venue. The event will be taking place from **6:30 p.m. - 9:00 p.m.**

There will not be any tents, marquee, pavilion or tiered seating being used.

We have permission to put up signage on the venue grounds and it will be removed that night following the event.

Assets that will be used at event:

- Victor Dries catering + staffing
- Higgins rentals, including table tops and a plexi glass bar
- Signage on fence
- Welcome sign at gate

Note that we have started the application process for an AGCO Special Occasions Permit.

Craft Public Relations
Signed

30/05/2018
Date