



Parks, Forestry & Recreation
Janine Romoff, General Manager

North York Civic Centre
5100 Yonge St., 3rd Floor
Toronto, ON M2N 5V7

Paul Quinlan
Community Recreation Programmer
Tel: 416-395-6011
Fax: 416-395-7886

Mel Lastman Square Application for Special Events

Thank you for choosing Mel Lastman Square for your special event. Please complete this application with the site-map and return to the Special Events Office. If you require assistance or wish to arrange a site meeting to discuss your application, contact our office at 416-338-3343.

Before completing this Application, please read the attached Guidelines for the use of Mel Lastman Square.

NOTE: Completed Application must be received SIX (6) weeks prior to your event

Name of Event _____

Name of Organization _____

Type of Organization ___registered charity ___government ___private ___photo/shoot/film ___Other (specify)_____
___non-profit - *If non-profit, please supply a charitable donation number and a copy of the document (this is mandatory)*

Name of Contact Person _____

Address _____

Phone _____ Mobile _____ Fax _____

Email _____

2nd Contact Person _____

Address _____

Phone _____ Mobile _____ Fax _____

Email _____

Date(s) Required: D/M/Y _____

Permit Fee is for event time only

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

Additional Information _____



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Facilities

Will your organization require change room facilities for your performers? ☐ Yes ☐ No
Will your organization require green room facilities? ☐ Yes ☐ No
Will your organization require access to the kitchen/snack bar? ☐ Yes ☐ No

First Aid and Lost and Found Station

Where will you First Aid/Lost and Found Station be located? _____

Flags

Will your organization be raising a flag? ☐ Yes ☐ No
If yes, please attach a picture of the flag to be approved by **Protocol Services**.

Food Services

If food will be available at your event, The City of Toronto Public Health **must** give approval

Will food and/or beverages be sold at your event? ☐ Yes ☐ No

If yes, what charity or non-profit organization will the proceeds go to? _____

- **Attach any information packets that you will be distributing to your vendors**

Inflatables

Will there be inflatables (Bouncy castles, obstacle courses, etc.) at your event? ☐ Yes ☐ No

If yes, please attach the following: - Inflatables License or Operator's Certificate
- Liability Insurance specifically for the operation of the device or structure

Insurance

Do you have liability insurance to cover this event?

☐ Yes - If yes, provide an Insurance Certificate from the insurance company, and specify the amount recommended sum is \$2,000,000.00)

☐ No - If no, you may purchase insurance through The City of Toronto (Allsport Insurance Marketing LTD.)

Merchandising – *List any items you or your representatives intend to sell at the event*

Item	Service	Describe type of Merchandise

What charity or non-profit organization will the proceeds go to? _____



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Signage

Mel Lastman Square has an electronic LED sign located at the top of the square, a few feet from Yonge Street with its support pole originating from the base the fountain. The sign is limited in the amount of information it can hold, so changes to the messages may apply. The sign can hold 20 letters, numbers, and punctuation marks/spaces per line. The sign can flash two lines of text at a time. Please keep message to a maximum of two lines, and note that only one character may fit into each box – this includes spaces, periods, and letters.

Electronic LED sign message template

Sound Equipment

Does your event require sound equipment? ☐ Yes ☐ No If yes, please call us at 416-338-3343 for information on our sound technician and our equipment.

Tents

Do you plan to erect your own tent(s), marquee(s) or canopy(ies) on the Square? ☐ Yes ☐ No
If yes, please specify the following:

Purpose _____

Dimensions _____

Supplier _____

Location of proposed structure _____

NOTE: concrete areas only

Vehicle Access

Vehicles are not permitted on Mel Lastman Square unless dropping off equipment or supplies. A schedule of delivery **must** be approved by staff.

NOTE: No vehicles will be allowed to remain on the square during events, unless written approval is given through the Mel Lastman Square Special Events Office.



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Application to be completed and returned to:

Paul Quinlan, Community Recreation Programmer
Parks, Forestry & Recreation
North York Civic Centre
5100 Yonge Street, 3rd Floor
Toronto, Ontario M2N 5V7 (Phone) 416-338-3343 (Fax) 416-395-7886
pquinla@toronto.ca

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.

After receiving your event application package and your event has been approved by the Mel Lastman Square Special Event office then a confirmation will be sent to the main contact of your organization (that is stated on page one).

Dated this: _____ **day of** _____ **20** _____

Applicant Name: _____

Organization Name: _____

Applicant Address: _____

Telephone: _____

Signature of Applicant _____

Application Approved by _____ **Date** _____

Last update October 2016



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Indemnity and Release

The City of Toronto and _____
(Organization name)

In consideration of granting of a permit for the use of Mel Lastman Square for

_____ On _____
(Event Name) (Date of Event)

I/We further hereby undertake to hold and save harmless and agree to indemnify all of the aforesaid from any and all liability incurred by an or all of them arising as a result of, or in any way connected with my/our participation.

I/We further agree to assume full financial liability for any damage or loss to the permitted facilities, furniture and equipment when caused by negligent or abusive treatment.

By signing this form, I/We acknowledge having read, understood and agreed to the above Indemnity and Release.

Signature of Authorized Representative: _____

Date _____

Declaration of Adoption of a Non-Discrimination Policy

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

- a) Events on Mel Lastman 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 Mel Lastman Square should not stereotype on any ground covered by the City's non-discrimination policy.
- c) Events or symbols appearing on Mel Lastman 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:

- 1. 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 Mel Lastman Square will be open to all those interested such that there is no discrimination in any way as to attendance at the event.
- 2. In the services that are being provided to the public or by the person or organization seeking to hold the event, the person or organization complies in all respects with the Ontario Human Rights Code.
- 3. Any event to be held on the square shall be open to all persons interested in attending the event.

Name of applicant (please print)

Signature

Organization

Event Name and Date

Today's Date



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Save and Hold Harmless Clause

The applicant for use of Mel Lastman 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 Mel Lastman Square.

The applicant further agrees that it will from the time to time, and at all time hereafter, truly save, keep harmless and fully indemnify the City, its servants, agents, successors and assigns from any and all actions, causes of action, 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: _____

Signature of Applicant: _____

Organization: _____

Name of Event: _____ Date of Event: _____

MEL LASTMAN SQUARE

