

## Nathan Phillips Square Special Event Application

### Applicant Instructions

**Before proceeding you must first call the *Event Support Supervisor at 416-395-1304* 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 Event Support Supervisor at **416-395-1304**

## Applicant Instructions

### 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 416-395-1304 (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 416-395-1304

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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 416-395-1304

### (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 indiada, o la fecha solicitada por usted podría ser o togada 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 416-395-1304
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### (Chinese)

本申請書專為申請使用彌敦菲臘廣場 (Nathan Phillips Square) 而設。你必須用英文填妥，並在指定的日期前交回，否則你所要求的日期，可能會讓給另一機構。

1. 填寫申請書前請小心閱讀有關「指引」。
2. 填寫時請用打字機打出，或用大楷字母用力書寫。
3. 必須簽署及交還附上的「不受損害條款」，「接納不歧視政策」，及「同意透露私人資料」等表格。  
如果你有問題，請電 (416) 392-7902

## Application for a Special Event on Nathan Phillips Square

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

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

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

### Fillable Form

#### Section 1

Set up Date/s: From: \_\_\_\_\_ To: \_\_\_\_\_

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

Event Date/s: From: \_\_\_\_\_ To: \_\_\_\_\_

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

Dismantle Date/s: \_\_\_\_\_ To: \_\_\_\_\_

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

#### Section 2

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

Name of Organization: \_\_\_\_\_

Website: \_\_\_\_\_

**Name of Primary Contact Person:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

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

**Secondary Contact Person:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Onsite Contact Person:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### Section 3

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

Please provide Non-profit registration or Charitable Donation Number?

Number: \_\_\_\_\_

**Section 4**

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 \_\_\_\_\_

**Section 5**

Estimated Attendance: \_\_\_\_\_

Number of Performers: \_\_\_\_\_

**Section 6**

**Please refer to the Handbook 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 7**

**Please refer to Signage section in Handbook 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: \_\_\_\_\_

\_\_\_\_\_

**Section 8**

**Please refer to Insurance section in Handbook:**

Do you have General Comprehensive Liability insurance for this event?  Yes  No  
If Yes, please specify the amount of coverage \$ \_\_\_\_\_

**Section 9**

**Please refer to Balloons section in Handbook:**

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

**Section 10**

**Please refer to Literature section in Handbook:**

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.***

**Section 11**

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 Event Support Supervisor a minimum of two weeks prior to your event.***

**Section 12**

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

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

**Section 13**

**Please refer to Vehicles section in Handbook 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: \_\_\_\_\_

Purpose: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Weight of Vehicle: \_\_\_\_\_

**Section 14**

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.***

**Section 15**

Will your organization require dressing room facilities for your performers?  Yes  No

If yes, please specify the number of performers to be accommodated and the number of rooms required: Dressing rooms (4): \_\_\_\_\_ Green room (1): \_\_\_\_\_

**Section 16**

**Please refer to Tents section in Handbook 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.

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

**Section 17: 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
- White pop up tent with rubber weights (15' wide x10' deep)
- White pop up tent with rubber weights (10' wide x 10' deep)
- White pop up tent with rubber weights (10' wide x 10' deep)
- White pop up tent with rubber weights (10' wide x 10' deep)

**Section 18: EQUIPMENT (Audio)**

- Sound System (select one)
- 1) A complete sound system adequate for up to a six-piece professional band, including monitors and mixer. Your organization is responsible for hiring (at a fee, due prior to event start time) the sound technician authorized by City Hall.
- 2) A public announcement system with a CD/Tape Deck, *24 channel mixer with up to 8 microphone inputs (no cost)*
- 3) You may bring your own sound system onto Nathan Phillips Square (upon approval). 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 dBA**

**Section 19**

- Folding Chairs      Number required: \_\_\_\_\_ (maximum 300)
- Tables (6' x 2')      Number required: \_\_\_\_\_ (maximum 25)
- Barricades - metal      Number required: \_\_\_\_\_ Purpose: \_\_\_\_\_
- Picnic tables (10)
- Lectern/podium

**I understand that permission to hold my event is not guaranteed until I have received my Permit from City of Toronto, Facilities Management.**

**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.**



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Film and Entertainment Industries  
City Hall,  
100 Queen Street West,  
East Tower, 9<sup>th</sup> Floor  
Toronto, Ontario M5H 2N2

**Tel:** 416-395-1304  
**Fax:** 416-392-5600  
**TTY:** 416-392-7354

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

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

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

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

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

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The personal information on this form is collected under the authority of the City of Toronto Act, 1997, Municipal Act, 2001, S.O. 2001, c.25, s. 11(2) and 227 © and Article XI, of Chapter 169, of the Municipal Code. This information is used to process an application for the use of 'City of Toronto' facilities for a special event.

**Please forward complete application to:**

Event Support Supervisor  
Film and Entertainment Industries  
Nathan Phillips Square  
100 Queen Street West,  
East Tower, 9<sup>th</sup> Floor  
Toronto, ON M5H 2N2

Tel: (416) 395-1304  
Fax: (416) 392-5600  
Email: [BookingNPS@toronto.ca](mailto:BookingNPS@toronto.ca)