

Prior to completion of this application, please carefully review the following list of requirements to be issued a permit for an Arts and/or Music event in a park. Further details can be reviewed through discussions with an Event Staff member, available by [email](#) or by referring to our [website](#).

## Important Information

**Arts in the Parks - Permit Category:** Under this permit category, permits will be issued to groups and or organizations who have either arts programming or installations.

**Music in Parks - Permit Category:** Under this permit category, permits will be issued to a musician, a music organizer or artist to host live performances in parks.

### The "Arts & Music in Parks" Permit Category requires that;

- The event is open to the public, free of charge, and no admission fees apply.
- Permits are only offered at Park locations previously determined by Parks, Forestry & Recreation.
- Each pre-determined park location will have a maximum number of permits issued per day and per annum.
- The permit group will be limited to one event comprised of a single performance, or multiple performances in the predesignated park area.
- The permit holder will be able to sell their own art/music or promotional material. Sale of other items will not be considered.
- The permit holder will be able to obtain commercial sponsors for the event. Sponsors will need to follow all City of Toronto Policies with respect to the display of logo and signs.
- Permits will allow temporary signage. All Arts and Music in Parks permits must abide by the temporary signage Parks guidelines. [www.toronto.ca/parks](http://www.toronto.ca/parks)
- Permit holder will need to abide by all noise by laws. Amplified sound cannot exceed 85 decibels, measured from the end of the park or in the case of a large park, to the edge of a designated area.
- Permit holder will need to provide the City of Toronto with proof of Commercial General Liability insurance coverage. Groups may be able to receive insurance through the City of Toronto at an additional charge.
- Your Organization has signed and submitted a copy of the City of Toronto's Human Rights and Anti-Harassment/ Discrimination Declaration of Compliance

If your event includes one or more of the following conditions listed below, the event will no longer be considered under the "Arts and Music in the Park" permit category and will be treated as a Special Event Permit. All special event guidelines and policies will then apply.

- Sale or Service of food to the public
- Construction or installation of large tents or stages
- Serving or selling of alcohol
- Use of a hot air balloon
- Amusement type rides and games ie, Bouncing Castle
- Entrance fees, donations in lieu of entrance fees, running a lottery, draw or raffle
- Fireworks
- The use of generators in the park for reasons other than operating the sound amplification equipment

The event permit can only be used for the purpose which has been stated on the application form.

By signing below, I have reviewed, understand and agree to adhere to all permit guidelines and policies.

### Authorized Signature of Individual/Group/Organization

(If not a Legal Entity, Signature of Individual(s) Assuming Personal Responsibility)

# Arts and Music in the Park

## A. Applicant Information

Organization Name	Individual Name
Non-Profit/Charitable Organization?	If applicable, please provide letters patent or Charitable Donation #

**Contact Information:** For organization representative insert business contact information

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	First Name	Last Name
Street Number	Street Name	Suite/Unit Number
City	Province	Postal Code
Country	Telephone Number	Telephone Extension
Mobile Number	Email Address	

## B. Event Information

Event Name	Overall event attendance
Indicate type of event: <input type="checkbox"/> Arts in the Park <input type="checkbox"/> Music in the Park	
Name of park requested	Preferred area within the park
Names of alternate parks should the above park be unavailable	

Event Dates		Times Required	
From (yyyy-mm-dd)	To (yyyy-mm-dd)	From (hh:mm)	To (hh:mm)
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Alternative Dates (should the above dates be unavailable)		Alternative Times Required	
From (yyyy-mm-dd)	To (yyyy-mm-dd)	From (hh:mm)	To (hh:mm)
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Setup		Cleanup	
Date (yyyy-mm-dd)	Time (hh:mm)	Date (yyyy-mm-dd)	Time (hh:mm)
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

# Arts and Music in the Park

## C. Event Details and Site Map

Please provide a detailed outline of all activities planned in the park for your event, including proposed flyers or advertisements that may be in place for the event. Please also provide a detailed site map of the planned setup in the park. Additional documents should be attached with your application.

## D. Installation of Structures

Please specify any structures you plan to install in the park. Please include art installations, signage, tents, stages, tables, portables washrooms, etc. (Note: staking or pegging into the ground is prohibited).

Installation Type/Description	Quantity	Dimensions

## E. Sound Amplification and Live Music

Will there be live music at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
Will there be recorded music at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will sound amplification equipment be used at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No

If **sound amplification equipment** will be used at the event, please describe the type of equipment, quantity, and what it will be used for:

Type of Sound Amplification Equipment (ie. iPod, speakers, bullhorn)	What will the equipment be used for? (ie. live music, DJ, recorded music)	Quantity

Date(s) of Usage		Time(s) of Usage	
From (yyyy-mm-dd)	To (yyyy-mm-dd)	From (hh:mm)	To (hh:mm)
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Note: A Noise Exemption Permit may be required. Noise Exemption permits are obtained through Municipal Licensing and Standards. Time lines may vary, please apply 3 weeks prior to event date. Please visit the MLS website for additional information.

# Arts and Music in the Park

## F. Electrical Access

Will you request access to electrical power? (Please note electrical access is not guaranteed)  Yes  No

Will you be using a portable generator?  Yes  No

## G. Sale of Goods or Merchandise

Will any goods/merchandise be sold?  Yes  No

If promotional goods will be sold, please specify the types of promotional items and the purpose of the proceeds from these activities.

## H. Waste Management Plan

Events must have a waste management plan.

## I. Vehicle Access

Please note that vehicles of any kind are not permitted on City of Toronto parklands and or green space. Should you require vehicle access to City of Toronto parklands for drop offs and deliveries for your events you will be required to contact the Park supervisor for pre-event approval. All approved vehicles must adhere to the vehicle policy outlined in the arts and music guidelines for City parklands.

Will you request vehicle access to City of Toronto parklands?  Yes  No

Please be advised that your event should not be advertised until '**CONDITIONAL**' **APPROVAL** has been granted. Applicants will receive a permit for use of the park based on information provided.

\_\_\_\_\_  
**Authorized Signature of Individual/Group/Organization**  
 (If not a Legal Entity, Signature of Individual(s) Assuming  
 Personal Responsibility)

\_\_\_\_\_  
**Today's Date** (yyyy-mm-dd)

## Please send the completed application or contact us:

<b>In-person or by mail</b> Special Events Permit Office Parks, Forestry & Recreation Toronto City Hall 100 Queen Street West, 1st Floor Toronto, Ontario M5H 2N2	<b>Email</b> <a href="mailto:PFRArtsandMusic@toronto.ca">PFRArtsandMusic@toronto.ca</a>
	<b>Fax</b> 416-392-1551

You can also call us directly at 416-338-3326. Our website is [www.toronto.ca/parks](http://www.toronto.ca/parks).

Parks Forestry & Recreation collects personal information on this form under the legal authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s.136(c) and the City of Toronto Municipal Code, Chapter 608, Parks, par.608-49. The information is used to process an application for the use of City of Toronto facilities for a special event. Questions about this collection can be directed to Parks, Forestry & Recreation Client Services Staff, Parks, Forestry & Recreation, 100 Queen Street West, 1st Floor, East Tower, Toronto, ON, M5H 2N2, 416-338-2581.