

**Applicant information** *(please print)*

Primary Contact Name (First, Last)				Primary Contact Phone No.	
Name of Organization					
Mailing Address					
Apt/Unit No.	City	Province	Postal Code		
Alternate Phone No.		Fax No.		Email Address	
<b>Name of Event</b>					Total expected attendance
<b>Type of Event</b>	<input type="checkbox"/> Neighborhood Party <input type="checkbox"/> <b>Race</b> <input type="checkbox"/> Event				
<b>Brief Description of Event</b>					
Is admission restricted? <i>(gated or registration required to participate)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No					

**Proposed Location(s)**

*Please list all streets involved on the attached "Proposed Locations" form and attach additional sheet as necessary*

The following items must be submitted with your application:

1. A list of the scheduled events and a site plan showing the location, emergency lane (with dimension), setback and dimensions of any equipment or furniture placed within the public right of way
2. A copy of the Notice circulated to the area residents and occupants to inform them of the event
3. A Public Safety Plan
4. A Traffic Management Plan. Applicant must arrange with a commercial supplier to provide traffic barricades and signs for the event. The barricades and signs must be placed in accordance with the specifications outlined in "Temporary Conditions" of the Ontario Traffic Manual Book No. 7
5. A Waste Management Plan approved by Solid Waste Management. Form and information available at [www.toronto.ca/garbage/special\\_events.htm](http://www.toronto.ca/garbage/special_events.htm)
6. A completed Release, Waiver and Indemnity form as participation will be required by an entrant or competitor in an event held within the road closure.

Upon approval of your application, it will be necessary to:

7. pay a permit fee and any additional costs required for closing of the street to hold the street event, which may include regulatory traffic changes, expressway closures and by-law enforcement staff. Payments can be made by Visa, American Express, MasterCard, Interac, or cheque. All cheques must be made payable to the Treasurer, City of Toronto.
8. provide evidence of \$2,000,000 (two million) liability insurance with the City identified as an additional insured, or as required by the City

\*The fees are subject to an annual inflationary increase based on the City's User Fee Policy and change without prior notice, and subject to HST, where applicable, City of Toronto GST/HST BN No. 86740 2299 RT0001.

ALL required documentation to be submitted at time of application. For further information, please refer to our website at [www.toronto.ca/transportation/street\\_events/index.htm](http://www.toronto.ca/transportation/street_events/index.htm)

**Please complete questions below**

Will food or beverages be served <input type="checkbox"/> No <input type="checkbox"/> Yes	Will alcoholic beverages be served <input type="checkbox"/> No <input type="checkbox"/> Yes	Will amplification systems or loudspeakers be used <input type="checkbox"/> No <input type="checkbox"/> Yes
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*If you responded YES please note additional requirements and standard conditions attached*

<b>Applicant's Signature</b>	<b>Date</b> (yyyy-mm-dd)
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The personal information on this form is collected under the authority of the City of Toronto Act, 2006, s.136(c) and Municipal Code Chapter 169. The information is used to evaluate your application work within the public right-of-way and for contact purposes. Questions about this collection can be directed to the Right-of-Way Supervisor in the appropriate District.

13-0034 2013-07

## Proposed Locations and Dates

Closure Date	From	To	Closure Time	From	To
<b>Event Date</b>	1 <sup>st</sup> day	<b>Event Time</b>	From	To	
	2 <sup>nd</sup> day		From	To	
	3 <sup>rd</sup> day		From	To	

LIST OF EVENT LOCATION(S)			Closure (Please select type of closure and circle side of Street)				
Street Name	From (Street)	To (Street)	Full	Partial		Curb-lane	
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S
			<input type="checkbox"/>	<input type="checkbox"/>	W / E N / S	<input type="checkbox"/>	W / E N / S

## Additional Requirements and Standard Conditions:

9. If alcoholic beverages are sold or consumed within the portion(s) of the public right-of-way, the applicant will be required to:
  - a. submit a written confirmation of approval by City Council and the Licensing and Registration Department of the Alcohol and Gaming Commission of Ontario (AGCO); and
  - b. serve alcoholic beverages in a contained area (ie. barricades / tents) subject to AGCO requirements, [www.agco.on.ca](http://www.agco.on.ca).
10. The applicant is required to review the Public Health Guidelines for the service/selling and/or preparation of food. This information can also be found online at [www.toronto.ca/special\\_events/event-support/es\\_food.htm](http://www.toronto.ca/special_events/event-support/es_food.htm)
11. Applicant is required to obtain a building permit for any tent(s), bleacher(s), stage(s) or any other structure(s) exceeding 646 square feet (60 sq m). Please contact Toronto Building at (416) 392-7539.
12. Applicant may be required to provide a Noise Exemption Form and to comply with the provisions and conditions of the Municipal Code Chapter 743, Streets and Sidewalks and Chapter 591, Noise, as they relate to the portion(s) of the public right-of-way for which this application is made.

The completed application with all required documents must be submitted prior to the event date at least:  
 8 weeks for *Local Road* - 12 weeks for *Collector Road* - 16 weeks for *Arterial Road* – 52 weeks for *Expressway*  
 (road classification: [www.toronto.ca/transportation/roads](http://www.toronto.ca/transportation/roads))

to

Right-of-Way Management district office according to event location based on Ward boundaries.  
 To locate the Ward: [app.toronto.ca/wards/jsp/wards.jsp](http://app.toronto.ca/wards/jsp/wards.jsp)

☐ **Toronto and East York**  
 55 John Street  
 Metro Hall, 17<sup>th</sup> Fl.  
 Toronto, ON M5V 3C6  
 Tel: 416-392-7877  
 Fax: 416-696-4149

Wards: 14,18,19,20,21,22  
 27,28,29,30,31,32

☐ **Etobicoke York**  
 Etobicoke Civic Centre  
 399 The West Mall, 3<sup>rd</sup> Fl.  
 Toronto, ON M9C 2Y2  
 Tel: 416-394-8418  
 Fax: 416-394-8942

Wards: 1,2,3,4,5,6,7  
 11,12,13,17

☐ **North York**  
 North York Civic Centre  
 5100 Yonge St, 4<sup>th</sup> Fl.  
 Toronto, ON M2N 5V7  
 Tel: 416-395-6303  
 Fax: 416-395-7482

Wards: 8,9,10,15,16,23  
 24,25,26,33,34

☐ **Scarborough**  
 Scarborough Civic Centre  
 150 Borough Drive, 2<sup>nd</sup> Fl.  
 Toronto, ON M1P 4N7  
 Tel: 416-396-7505  
 Fax: 416-396-5641

Wards: 35,36,37,38,39  
 40,41,42,43,44

**City of Toronto Event Planning Guide available at [www.toronto.ca/special\\_events/event-support](http://www.toronto.ca/special_events/event-support)**

***To be completed only for Bicycle and Foot Race Participants***

**RELEASE, WAIVER AND INDEMNITY**

**IN CONSIDERATION** of the acceptance of my application and the permission to participate as an entrant or competitor in the

\_\_\_\_\_  
*Name and date of event to be completed on pre-printed forms*

I, for myself, my heirs, executors, administrators, successors and assigns, **HEREBY RELEASE WAIVER AND FOREVER DISCHARGE** the City of Toronto, The Toronto Police Services Board, The Toronto Police Service, The Members of the Toronto Police Service Auxiliary Program, The Chief of Police, The Toronto Transit Commission, The \_\_\_\_\_ (name of Sponsoring Agency), Board of Governors of Exhibition Place (where any portion of the event is to be held within the grounds of the CNE) and the Board of Management and the Toronto Zoo (where any portion of the event is to be held on Zoo grounds), and all other association, sanctioning bodies and sponsoring companies, and all their respective agents, officials, servants, claims, demands, damages, costs, expenses, actions and causes of action, whether in law or equity, in respect of death, injury, loss or damage to my person or property **HOWSOEVER CAUSED** rising or to arise by reason of my participation in the said event, whether as a spectator, participant, competitor or otherwise, whether prior to, during or subsequent to the event, **AND NOTWITHSTANDING** that same may have been contributed to, or occasioned by, the negligence of any of the aforesaid.

**I, FURTHER, HEREBY UNDERTAKE OR HOLD AND SAVE HARMLESS AND AGREE TO INDEMNIFY** all of the aforesaid from and against any and all liability incurred by any or all of them as a result of, or in anyway connected with, my participation in the said event.

**BY SUBMITTING THIS ENTRY, I ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREED TO THE ABOVE WAIVER, RELEASE AND INDEMNITY. I WARRANT** that I am physically fit to participate in this event.

Date (yyyy-mm-dd)	Name (First, Last) <i>(please print)</i>	Signature <i>(if under 18 years of age, Parent or Guardian to sign below)</i>
Date (yyyy-mm-dd)	Name (First, Last) <i>(please print)</i>	Signature of Parent / Guardian

**SANCTIONED AND REQUIRED BY** the City of Toronto, The Toronto Transit Commission, The Toronto Police Services Board, The Toronto Police Service, The Board of Governors of Exhibition Place, and the Canadian National Exhibition.