

A. External Applicant Information (* indicates information that must be provided)

Is this a request for*: a new account to renew an existing account update existing account information

Full Organization Name*

Type of Organization* Charitable Not-for-Profit Grassroots Agency or Corporation Government (excluding the City of Toronto) Other (Please specify):

Please provide the most applicable method of verification.*

1. Charity/Not-for-profit: Organization's charitable or not-for-profit registration number and/or Articles of Incorporation number:

(Please also provide a copy of Articles of Incorporation that support your not-for-profit status.)

2. Government Organization: If you are a government organization, please provide a copy of your official letterhead.

3. If you do not have a charitable registration number, Articles of Incorporation number, and you do not belong to a government organization, please provide documentation (e.g. supporting pamphlets, webpage) proving that your group is currently active in the City of Toronto.

B. Organization Contact Information

Street Number*	Street Name*	Suite/Unit Number
City/Town*	Province*	Postal Code*
Telephone Number*	Fax Number	Email*
Website	Ward*	

Please provide a brief paragraph which outlines your organization's purpose/mandate.*

Civic Centre Public Space Account Application

Intended use of civic space? (Meetings, Conference, Displays for Public, Conferences, Special Events, etc.)*
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C. Primary Account Business Contact Information (This person must be 19 years of age or older, and be able to sign off on legal documentation. Changes to this account can only be made by this person.)

First Name *		Last Name*	
Title/Position/Role*			
If contact information is different from the organization:			
Street Number	Street Name		Suite/Unit Number
City/Town	Province	Postal Code	
Telephone Number (Ext)*	Mobile Number	Email*	

D. Additional Account Business Contact Information (These persons have booking privileges only.)

First Name		Last Name	
Title/Position/Role			
Telephone Number (Extension)	Mobile Number	Email	
First Name		Last Name	
Title/Position/Role			
Telephone Number (Extension)	Mobile Number	Email	
First Name		Last Name	
Title/Position/Role			
Telephone Number (Extension)	Mobile Number	Email	

If more space is needed, please attach a separate sheet with the information listed.

Civic Centre Public Space Account Application

E. Primary Account Signature (The person must be 19 years of age or older, and be able to sign off on legal documentation.)

Important Information:

1. The City may at any time and in its sole discretion request from any applicant or organization additional information relevant to the application or use of the City Civic Centre Public Space, including but not limited to documents, materials and references. The applicant or organization understands that failure to provide information to the City upon request may result in refusal of the application or a delay in the processing of the application.
2. Any application for the use of the City Civic Centre Public Space received that is not in compliance with City Policies shall be refused.
3. If at any time an organization or an organization's Displays, signage, information or other activities associated with the use of the City Civic Centre do not comply with any City Policy, including but not limited to the Corporate Facilities Display Policy and the Human Rights and Anti-Harassment/Discrimination Policy, the City may at its sole discretion:
 - a. Place a hold on the organization's ability to book any Civic Centre Public Space, until the organization complies with all City Policies;
 - b. Suspend the organization's account;
 - c. Refuse any request to book Civic Centre Public Space, until the organization complies with all City Policies; or
 - d. Remove any Displays, signage, information or any materials erected in a Civic Centre Public Space without notice.
 - e. Refuse any request to conduct fundraising or commercial activity.
4. The organization agrees that a decision made under sections 1, 2 and 3 are final and shall save and hold harmless the City, its officers, employees, agents, members of Council and the Mayor of any loss or damage associated with a decision made under sections 1, 2 and 3.

By signing below, I have read and understand the information stated on this form and that the information included in this application is complete and accurate.

Primary Applicant Signature*

Date (yyyy-mm-dd)*

Please print, sign, and send a completed copy by email or mail to:

Email: Civic_Centre_Accounts@toronto.ca

Mail: Attention: Civic Centre Account Application
Customer Support Services
Facilities Management
City Hall, Basement Level
100 Queen Street West, Toronto, ON, M5H 2N2

Questions?

Please contact Civic Centre Accounts at Civic_Centre_Accounts@toronto.ca or by calling 416-397-7199.