

# Special Event in a City Park or Facility

Please complete the following checklist of requirements. Further details can be reviewed with a Special Event Customer Service staff member or by referring to our website: [www.toronto.ca/parks](http://www.toronto.ca/parks)

## Type of Event

\* A cancellation fee of \$28.00 will apply to all cancelled events initiated by the client.

<input type="checkbox"/> Commercial Event	<input type="checkbox"/> Not for Profit Charity Event	<input type="checkbox"/> Private/Individual
<ul style="list-style-type: none"> <li><b>Commercial Special Events</b> are events which charge Admission and or Gate Fees and are for profit.</li> <li><b>Not for Profit Charity Events</b> must be hosted by a Non-Profit or Charitable Organization, open to the public and free of admission and or gate fees.</li> </ul>		
<b>Specific Types:</b> <input type="checkbox"/> Bike Event <input type="checkbox"/> Famers Market <input type="checkbox"/> Sampling <input type="checkbox"/> Sporting/Tournament Event <input type="checkbox"/> Walk/Run <input type="checkbox"/> Concert/Festival <input type="checkbox"/> Promotional <input type="checkbox"/> Triathlon/Duathlon Marathon <input type="checkbox"/> Water Event <input type="checkbox"/> Art/Music Festival <input type="checkbox"/> Other, please specify: _____		<b>Additional Items:</b> <input type="checkbox"/> Advanced Ticket Sales <input type="checkbox"/> VIP Area

## Requirements Checklist

**I understand that:**

- Insurance is mandatory for all events.
- The event permit can only be used for the stated purpose of the event.
- There is a Zero Tolerance Alcohol Policy; any unauthorized sale or service of liquor will result in the immediate cancellation of my permit and may result in applicable fines.
- If food is served or sold at the event, all servers/vendors will require approval from Toronto Public Health.
- Unless authorized by permit, no temporary or permanent tent, building, sign, fence or structure can be erected in any park. Signs cannot be posted on any tree, fence pole, building or structure.
- Payment for permits must be received in full, at least two weeks prior to the event start date. A deposit may be required.
- It is strongly advised that events should only advertise after conditional approval has been granted in writing from the City of Toronto.
- Vehicles of any kind are not permitted on City of Toronto parklands and or green space unless pre-event approval has been granted in writing.
- A non-refundable \$28.00 administrative fee will apply to all special event permit applications.
- By signing below, I attest that I have reviewed, understand and agree to adhere to the above requirements.

\_\_\_\_\_  
**Authorized Signature of Group/Organization**

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

# Special Event in a City Park or Facility

## A. Application Information

Organization Name			
<b>Contact Information</b>			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	First Name	Last Name	
<b>Organization Address</b>			
Street Number	Street Name		Suite/Unit Number
City		Province/State	Postal Code
Country	Contact Number	Ext.	
Mobile Number	Email Address		

\*All Non-Profit or Charitable Organizations must provide their Letters Patent or Charitable Donation Number to demonstrate that they meet the eligibility criteria.

Letters Patent (provide a copy)  or Charitable Donation Number: \_\_\_\_\_

## B. Event Information

Event Name:			
Is this an annual event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Overall Expected Event Attendance:
Name of Park(s) Requested:			
Preferred area within park(s):			
Name(s) of alternate park(s):			
What date and time will set-up begin:			at <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Event Date(s)</b>		<b>Time(s) Required</b>	
#	From (yyyy-mm-dd):	To (yyyy-mm-dd):	From (hh:mm): To (hh:mm):
1.			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
2.			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
3.			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
What date and time will clean-up end:			at <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Alternative Date(s)</b> (should the above dates be unavailable)		<b>Alternative Time(s) Required</b>	
#	From (yyyy-mm-dd):	To (yyyy-mm-dd):	From (hh:mm): To (hh:mm):
1.			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
2.			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm
3.			<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> am <input type="checkbox"/> pm

### For Office Use Only

Date Received (yyyy-mm-dd)

Contract Number

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## C. Event Details & Map

Please provide a detailed outline and detailed site map of all activities planned in the park for your event:  
(Please include proposed flyers or advertisements that may be in place for your event)

## D. Goods, Foods, Waste Management and Donations

Please complete the following checklist

1.	Will tickets be sold or pre-sold for any portion of your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Will goods or merchandise be sold? (Note: If Yes, a list of vendors will be required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	a) Will food and/or <b>non</b> -alcoholic beverages be available at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b) If yes, will they be sold or served free of charge? <b>Note:</b> If food will be served or sold at your event, you are required to review the Public Health Guidelines pamphlet for food service/sale and/or preparation. <b>*Additionally;</b> If food is served or sold - Any wastewater generated on site must be disposed of properly. Liquids are <b>not permitted</b> to be poured into or enter the storm sewer grates, outside of rainwater and snow melt. <a href="#">Proper Disposal of Wastewater in the City of Toronto</a>	<input type="checkbox"/> Sold <input type="checkbox"/> Served
4.	a) Will alcoholic beverages be available at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b) If yes, will they be sold or served? ( <b>A copy of the SOP will be required</b> ) <b>Note:</b> If alcoholic beverages will be served or sold at your event you must contain this area using fencing barricades and or fully enclosed tent(s). <a href="#">AGCO Application Forms</a>	<input type="checkbox"/> Sold <input type="checkbox"/> Served
5.	Events must have a waste management plan. Please complete the <a href="#">Waste Management Form</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Will donations in any form be solicited and/or accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## E. Installation of Structures

Please provide us with the below installation information.

### Do you plan to install a structure?

If **yes**; Please specify below how many structures you propose to erect and provide the dimension of each below.

**Note:** Structures may require a permit from Toronto Building Services. [When do I need a building permit?](#)

1.	Tent(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many: _____
<b>*Please specify the dimensions of each:</b>				
2.	Stage(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many: _____
<b>*Please specify the dimensions of each:</b>				
3.	Portable Washroom(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many: _____
4.	Inflatable/Amusement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many: _____
5.	Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many: _____
Other: Please specify type and dimensions _____				

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Will all structure(s) be freestanding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any structures, signs or other materials be staked or pegged into the ground?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note:</b> Structures staked into the ground will require locates to be performed to ensure protection of the underground infrastructure. Coordinators will be required to contact Parks staff and Ontario One Call <a href="http://www.on1call.com">www.on1call.com</a> at least 30 days prior to the event at 1-800-400-2255.	

## F. Sound Amplification

Do you plan to use any device or mechanism to amplify sound?				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> iPod/MP3	<input type="checkbox"/> Live music/choir	<input type="checkbox"/> Portable Sound System	<input type="checkbox"/> Bullhorn/megaphone	
<input type="checkbox"/> Announcements	<input type="checkbox"/> Acoustic	<input type="checkbox"/> Disc Jockey	<input type="checkbox"/> Drumming	
Number of speakers: _____				
Date(s) of Usage:			Time(s) of Usage:	
From (yyyy-mm-dd):		To (yyyy-mm-dd):	From (hh:mm):	
			To (hh:mm):	
1.			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
2.			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
<b>Note:</b> A noise exemption may be required to operate sound amplification equipment in conjunction with your event. *Applicants must apply for a noise exemption permit through MLS at least three weeks prior to the event or activity date. <b>MLS:</b> <a href="https://www.toronto.ca/services-payments/permits-licenses-bylaws/noise-exemption/">https://www.toronto.ca/services-payments/permits-licenses-bylaws/noise-exemption/</a>				

## G. Electrical Access

Will you be requesting access to electrical power? <b>Note: Electrical access is subject to availability in the park and/or building.</b> <b>*Extra fees will apply for use of hydro.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using a generator? If yes, please specify the purpose and location requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>All generators and equipment need to be safely contained and guarded.</b>	

Please be advised that your event should not be advertised until '**CONDITIONAL**' APPROVAL has been granted. Applicants will receive a letter outlining the event and detailing this division's requirements for obtaining a permit no later than 30 days prior to the event date. Specific division application timelines must be met. Please refer to each divisions timelines to ensure they are met.

**Note: Incomplete applications, or applications received with less than eight week's notice will not be considered.**

\_\_\_\_\_  
**Authorized Signature of Group/Organization**

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

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

**Please forward on Completed Applications to:**

Special Events Permit Office  
Parks, Forestry & Recreation  
Toronto City Hall- 100 Queen Street West, 1st Floor  
Toronto, Ontario M5H 2N2

[www.toronto.ca/parks](http://www.toronto.ca/parks)  
Fax: 416-392-1551

### Notice of Collection

The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136, (b) & (c). 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: Manager, Customer Service, Toronto City Hall, 1st Floor, 100 Queen Street West, Toronto, M5H 2N2 or by telephone at 416-392-1902.