

Application must be filled out in its entirety. Failure to do so will result in the application being returned to you for completion which may cause a delay in processing.

A. External Applicant Information

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

Full Organization Name

Type of Organization

Registered Charity (Your organization must have a Registered Charitable Number)

Not-for-Profit (Your organization must have Provincial or Federal Letters of Patent or Articles of Incorporation)

Government (Provincial, Federal levels of Government or a Consulate)

Community Organization (Your organization is community based)

Agency or Corporation (Your organization must have a not for profit and or registered charity component)

Please provide the most applicable method of verification.

Registered Charity/Not-for-profit/Agency/Corporation: Organization's Registered Charitable number, Letter of Patent Number or Articles of Incorporation Number. Please scan and submit a full copy of the Letter Patent or Article of Incorporation.

Registered Charitable/Letter of Patent/Article of Incorporation Number: _____

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

Community Organization: Please provide documentation (e.g. supporting pamphlets, webpage) proving that your group is currently active in the City of Toronto and has been for a minimum of one year.

B. Organization Contact Information **Organization must be based in the City of Toronto**

Street Number	Street Name	Suite/Unit Number
City/Town	Province	Postal Code
Telephone Number	Fax Number	Email
Website		
Please provide a brief paragraph which outlines your organization's purpose/mandate.		

Civic Centre Public Space Account Application

What will your organization be using civic space for (Please check all that apply):

Meeting
 Display
 Special Event
 Conference

Charity Space Booking *If you wish to use Charity Space you must also fill in the Partnership Form*

Please provide details on what your organization will be doing in civic space (topic of meeting, type of display, type of special event etc.)

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 must be 19 years of age or older and will 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 Account Signature

Date (yyyy-mm-dd)

Please review the application to verify that it has been fully filled in and ensure if Letter's Patent or Articles of Incorporation are required that they are attached. Then 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.