

To whom it concerns:

Please find enclosed/attached the **Nathan Phillips Square (NPS) Date Request Form** for organizations wishing to host an event in the space during 2020.

Complete information on the application process and how to request a potential booking of NPS, eligibility requirements, application forms and the applicant/organizers manual can be found at the following site: [Booking Nathan Phillips Square](#) . Potential applicants are asked to review this information prior to submission and if they have any questions please email bookingnps@toronto.ca and someone will follow up as soon as possible.

Please note that NPS date requests are subject to review and space availability given the number of requests we receive annually and due to the on-going revitalization of the space, as such we **cannot guarantee** any date requests for 2020 and by submitting this Date Request Form you acknowledge and understand the fact.

The Date Request Form requires event organizers to provide three potential NPS date options for consideration in case your first choice is unavailable. Should your initial date option not be available and one of your other options is, you will be advised of this once all requests have been reviewed. Should all date options on NPS be unavailable someone will call you to advise and discuss possible alternative dates or locations you may wish to consider to host your event.

If a potential date option has been identified an Event Support Supervisor will contact you and request that you complete and submit an [NPS Application](#) for review. This will begin the permitting process for your event where staff will work with you to ensure compliance with space regulations based on your event design. Once all details are confirmed they will be written into your permit agreement and your use of the space is then confirmed.

Important items to consider when requesting dates on NPS for your event:

- Organizations wishing to use NPS must be registered as a non-profit or charitable organization, corporate & commercial use is not permitted on NPS
- City Staffing or Service fees required to support an event will be charged back to the organizer as NPS operates on a cost recovery mandate from City Council, [Staffing Costs](#) increase yearly based on annual rate of inflation. All costs/fees are due two weeks prior to the start of the event in the form of a certified cheque or bank draft
- A Security Deposit for use of the space is mandatory and is calculated based on the activities taking place

- The City Clerk's Office, Strategic Protocol and External Relations (SPER) handle [Requests for Flag Raisings](#) and these requests **do not include use of Nathan Phillips Square** on the date requested
- Use of [Civic Centre Space](#) inside City Hall or on the [Podium Roof](#) are permitted through the Facilities Management Division and these requests **do not include use of Nathan Phillips Square** on the date requested

Further information on NPS visit www.toronto.ca/nps or you can contact Event Support Supervisor, Shalini Srivastava at Shalini.Srivastava@toronto.ca

Nathan Phillips Square is a vibrant, active space in the heart of the City. Every year, over 1.5 million visitors attend a variety of community and special events hosted at the Square and we appreciate the potential contributions of your organization to this every growing line up of exciting activities.

We look forward to receiving your request and discussing it with you.

Kind regards

Shalini Srivastava

Shalini Srivastava
Supervisor, Event Support
Film and Entertainment Industries