



Nathan Phillips Square Special Event

Instructions for the Applicant

Before proceeding you must first call the Event Support Supervisor at
416-395-1304,
to enquire about the availability of the date you are requesting for your event.

This package contains the;

- **Application Form**
- **Declaration of Compliance with Anti-Harassment/ Declaration Legislation & City Policy**
- **Save and Hold Harmless Clause**
- **Site Map**
- **Layout of the Dressing Rooms.**

Please read the attached Event Organizer/Applicant Manual carefully before completing this application.

These policies and procedures must be adhered too if your organization is issued an **Event Permit** for use of Nathan Phillips Square. Failure to meet the requirements may result in this Permit being revoked and/or future requests for event space in City facilities being denied. In addition, your failure to meet the requirements could be an offence under Chapter 237 of the former City of Toronto Municipal Code (\$5,000 maximum fine on conviction), other by-laws or provincial or federal legislation.

Please note that the City complies with the Accessibility for Ontarians with Disabilities Act and has policies that support or exceed accessibility requirements. Vendors should ensure events are accessible.

Please TYPE OR PRINT CLEARLY when filling the forms.

All completed and signed application forms must be signed by the not for profit/charitable organization representatives only.

Once received, and if all criteria have been met the Event Support Supervisor can approve the event and will send you a permit agreement confirming all details as discussed for your signature.

All information collected as part of this application process will be maintained as public record

If you have any questions, please call Event Support office at **416-395-1304** or send an email to BookingNPS@toronto.ca

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Multilingual Interpretations

(French)

Voici votre dossier de demande d'utilisation de Nathan Phillips Square (Place Nathan Phillips). Votre demande doit être remplie en anglais et nous parvenir au plus tard à la date indiquée, sinon vous risquez de perdre la date que vous avez demandée, au profit d'un autre organisme.

1. Veuillez lire attentivement les directives avant de remplir cette demande.
 2. Pour remplir cette demande, veuillez DACTYLOGRAPHIER OU ÉCRIRE EN LETTRES MOULÉES, en appuyant fermement.
 3. Signez et renvoyez les formules ci-jointes "Save and Hold Harmless Clause", "Adoption of a Non-Discrimination Policy" et "Consent to Release Personal Information".
Pour toute question, composez le 416-395-1304 (service en français: (416) 392-7306)
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(Italian)

Questo fascicolo contiene il necessario per richiedere l'uso della Nathan Phillips Square. Il modulo di domanda deve essere compilato in Inglese e rispedito al nostro ufficio entro la data indicata, altrimenti, l'uso della piazza nella data da voi scelta potrebbe essere assegnato ad un'altra organizzazione. Siete pregati di:

1. Leggere attentamente le istruzioni prima di compilare la domanda.
 2. Compilare il modulo IN STAMPATELLO O A MACCHINA, premendo forte.
 3. Firmare e spedire i documenti acclusi, e precisamente: "Clausola di esonero" (Save and Hold Harmless Clause); "Sottoscrizione della politica di non discriminazione" (Adoption of Non-Discrimination Policy); e "Consenso al rilascio di informazioni personali" (Consent to Release Personal Information)
Se avete qualsiasi altra domanda, chiamate il 416-395-1304
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(Portuguese)

Esta documentação fax parte do processo de requisição para a utilização da Praça Nathan Phillips. O formulário deve ser preenchido em inglês e entregue na data indicada, caso contrário as datas desejadas podem vir a ser reservadas para outras organizações.

1. Ler as condições cuidadosamente antes de preencher o formulário.
2. O formulário deve ser DACTILOGRAFADO ou preenchido à mão usando LETRAS MAIUSCULAS e pressionando firmemente.
3. Assinar e devolver os formulários seguintes "Save and Hold Harmless Clause" "Adoption of a Non-Discrimination Policy" e "Consent to Release Personal Information".
Em caso de dúvidas, ligar para o 416-395-1304

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(Spanish)

Este es su paquete de documentos de la solicitud para el uso de la Plaza Nathan Phillips. Su solicitud debe ser llenada en inglés y devuelta antes de la fecha indiada, o la fecha solicitada por usted podría ser o togada a otra organización.

1. Sírvase leer las Pautas detenidamente antes de llenar la Solicitud.
 2. Cuando llene la solicitud, por favor ESCRIBA A MAQUINA O USE LETRA DE IMPRENTA, presionando firmemente.
 3. Firme y devuelva los formularios adjuntos "Save and Hold Harmless Clause," "Adoption of a Non-Discrimination Policy" y "Consent to Release Personal Information".
- Si tiene alguna pregunta, sírvase llamar al 416-395-1304
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(Chinese)

本申請書專為申請使用彌敦菲臘廣場 (Nathan Phillips Square) 而設。你必須用英文填妥，並在指定的日期前交回，否則你所要求的日期，可能會讓給另一機構。

1. 填寫申請書前請小心閱讀有關「指引」。
2. 填寫時請用打字機打出，或用大楷字母用力書寫。
3. 必須簽署及交還附上的「不受損害條款」，「接納不歧視政策」，及「同意透露私人資料」等表格。

如果你有問題，請電 416-395-1304

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Before completing this Application, please read the attached Event Organizer/Applicant Manual for the use of Nathan Phillips Square, carefully.

All information collected in this application will be maintained as a public record.

NOTE: Completed Application must be received TWELVE (12) weeks prior to your event. Applications not received within this timeline are not guaranteed a permit will be issued.

All proceeds must go to a registered non-profit or charitable organization.

If you have any questions, please call Event Support Staff at 416-395-1304 or send an email to BookingNPS@toronto.ca

Fillable Form

Section 1	
Set up	
Start Date/s (yyyy-mm-dd)	End Date/s (yyyy-mm-dd)
Start Time/s (hh:mm) <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time/s (hh:mm) <input type="checkbox"/> AM <input type="checkbox"/> PM
Event	
Start Date/s (yyyy-mm-dd)	End Date/s (yyyy-mm-dd)
Start Time/s (hh:mm) <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time/s (hh:mm) <input type="checkbox"/> AM <input type="checkbox"/> PM
Event Dismantle	
Start Date/s (yyyy-mm-dd)	End Date/s (yyyy-mm-dd)
Start Time/s (hh:mm) <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time/s (hh:mm) <input type="checkbox"/> AM <input type="checkbox"/> PM
Section 2	
Event Name	
Organization Name	
Organization Website	

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Section 2 (Continued)

Primary Contact Person – Business Information

Name (First, Last)	Telephone Number	Mobile Number
Fax Number	Email	
Address (Street Number, Street Name, Suite/Unit Number)		
City/Town	Province	Postal Code

Secondary Contact Person – Business Information

Name (First, Last)	Telephone Number	Mobile Number
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Onsite Contact Person – Business Information

Name (First, Last)	Telephone Number	Mobile Number
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Event Emergency Contact Person – Business Information

In case of emergency, whereby your event may need to be cancelled or altered at the last minute, or if essential information must be clarified, this individual will be contacted.

Name (First, Last)	Telephone Number	Mobile Number
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Section 3

☐ Yes ☐ No Is this a non-profit or charitable organization?

If **Yes**, please provide **Non-profit registration or Charitable Donation Number**:

Section 4

What is the purpose of this event?

Please provide a **DETAILED** outline of the activities you plan to present (attach an additional sheet if more space is required).

Include names/types of performers, speakers and all activities

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Section 5

Estimated Attendance	Number of Performers
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Section 6

Please refer to the **Event Organizer/Applicant Manual** with respect to the following:

☐ Yes ☐ No Will food and/or beverages be served/sold to the public?

If **Yes**, please specify the items to be served/sold and supplier:

☐ Yes ☐ No Will alcoholic beverages be served/sold to the public?

If **Yes**, please specify the items to be served/sold and supplier:

☐ Yes ☐ No Will any goods or merchandise be sold/handed out to the public?

If **Yes**, please specify the items to be sold/handed out and the prices to be charged:

☐ Yes ☐ No Will donations in any form be solicited?

☐ Yes ☐ No Are any corporations or businesses donating products, prizes goods, or money to your event?

If **Yes**, please list corporation or business sponsors:

Section 7

Please refer to **Signage** section in **Event Organizer/Applicant Manual** for the following:

☐ Yes ☐ No Do you plan to post flyers, signs and/or banners on the Square during the event?

Sign Type

Sign Dimensions

Text on Sign (including company logos)

Sign Location

☐ Yes ☐ No Do you plan to hang a banner from the banner holder at the stage?

Note: The banner holder is available from Mid-April to Mid-October only. The size of the banner holder is 40 feet (480 inches) wide and 3.75 feet (45 inches) height.

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Section 8

Please refer to **Insurance** section in **Event Organizer/Applicant Manual**

☐ Yes ☐ No Do you have General Comprehensive Liability insurance for this event?

If **Yes**, please specify the amount of coverage:

\$

Section 9

Please refer to **Balloons** section in **Event Organizer/Applicant Manual**

☐ Yes ☐ No Do you plan to hand out balloons at your event?

☐ Yes ☐ No Do you plan to decorate with balloons at your event?

Section 10

Please refer to **Literature** section in **Event Organizer/Applicant Manual**

☐ Yes ☐ No Do you plan to distribute flyers, brochures, pamphlets or other printed materials to the public?

If **Yes**, enclose copies with Application.

NOTE: All printed materials to be distributed or displayed is subject to prior approval. On the day of your event, unauthorized literature may be removed by City of Toronto officials.

Section 11

☐ Yes ☐ No Will any civic officials from the City of Toronto, provincial government and/or federal government be at your event?

If **Yes**, please list names of officials:

	Name (First, Last)	Position Title	Invited?	Attendance Confirmed?
1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

NOTE: If a City of Toronto official is attending your event, please send a program and background notes to the Event Support Supervisor a minimum of two weeks prior to your event.

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Section 12

How do you plan to publicize your event **AFTER** you have received your permit?

Section 13

Please refer to **Vehicles** section in **Event Organizer/Applicant Manual** for the following:

☐ Yes ☐ No Do you require vehicle access for deliveries?

If **Yes**, please specify details below (attach additional sheet if more space is required):

Vehicle Type	Vehicle Weight (lbs)
Purpose	
Arrival Time (hh:mm)	Departure Time (hh:mm)

Section 14

☐ Yes ☐ No Do you require access to electrical supply and services **for the purposes other than the City Hall sound system?**

If **Yes**, what amperage/voltage is required and for what purpose?

Item	Location
Purpose	
Amperage/Voltage	Number of Outlets
<p>NOTE: All electrical requirements must be approved prior to your event by City of Toronto technical staff. Available resources of power are indicated on the attached map.</p>	

Section 15

☐ Yes ☐ No Will your organization require dressing room facilities for your performers?

If **Yes**, please specify number of:

Performers to be accommodated	Dressing rooms needed (4 available)	Green room needed (1 available)
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Section 16

Please refer to **Tents** section in **Event Organizer/Applicant Manual** or the following:

☐ Yes ☐ No Do you plan to erect your own tent(s), marquee(s) or canopy(ies) on the Square?

If **Yes**, specify the following for the proposed structure:

Purpose

Dimensions

Supplier

Location

NOTE: Any tent larger than 600 square feet requires a permit from the Building Division.

Section 17: Equipment

Depending on availability, the City of Toronto will provide the items listed below for your event, free of charge. Please complete this section and indicate placement of items requested on the enclosed map.

- ☐ Stage
- ☐ White pop up tent with rubber weights (15' wide x10' deep) **for front of house position only.**
- ☐ White pop up tent with rubber weights (10' wide x 10' deep)
- ☐ White pop up tent with rubber weights (10' wide x 10' deep)
- ☐ White pop up tent with rubber weights (10' wide x 10' deep)

Section 18: Equipment (Audio)

- ☐ Sound System (select one)
- ☐ 1. A complete sound system adequate for up to a six-piece professional band, including monitors and mixer. Your organization is responsible for hiring (at a fee, due prior to event start time) the sound technician authorized by City Hall.
 - ☐ 2. A public announcement system with a CD/Tape Deck, **24 channel mixer with up to 8 microphone inputs** (no cost)
 - ☐ 3. You may bring your own sound system onto Nathan Phillips Square (upon approval). Please provide the name and telephone number of the person/company providing the system.

Name (First, Last)

Business Telephone Number

Note: sound volumes must be acceptable to on-site City of Toronto staff – 85 dBA

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Section 19		
Item	Number Required	Special Notes
<input type="checkbox"/> Folding Chairs		Maximum: 300
<input type="checkbox"/> Tables (6' x 2')		Maximum: 25
<input type="checkbox"/> Barricades - metal		Specify purpose: <input type="text"/>
<input type="checkbox"/> Picnic tables (10)		
<input type="checkbox"/> Lectern/podium		

I understand that as the permit holder for this event, I am responsible for any damaged, lost or misplaced City of Toronto property or equipment, and that I will be liable for the repair or replacement cost incurred.

Dated this _____ day of _____ 20____
(day) (month) (year)

Applicant Name (First, Last): _____

Organization Name: _____

Applicant Business Address

(Street Number, Street Name, Suite Number/Unit Number, City/Town, Province, Postal Code):

Business Telephone Number: _____

Applicant Signature: _____

Date (yyyy-mm-dd): _____

Please forward complete application to:

Event Support Supervisor
Film and Entertainment Industries
Nathan Phillips Square
100 Queen Street West,
East Tower, 9th Floor
Toronto, ON M5H 2N2

Telephone: 416-395-1304
Fax: 416-392-5600
Email: BookingNPS@toronto.ca

Nathan Phillips Square Special Event

Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy

FILLABLE FORM

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

Declaration:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Application Date (yyyy-mm-dd): _____

Applicant Name (First, Last): _____

Organization Name: _____

Event Name: _____

Event Date (yyyy-mm-dd): _____

Applicant Signature: _____

Multilingual Services: 311 and TTY 416-338-0889. Further information: www.toronto.ca/diversity.ca

Nathan Phillips Square Special Event

Save and Hold Harmless Clause

Fillable Form

The applicant for use of Nathan Phillips Square agrees that the City, its servants, agents, successors or assigns, shall not be held liable for any injury, loss or damage, however caused, which the City may incur resulting from or arising out of the granting of this permission for use of Nathan Phillips Square.

The applicant further agrees that it will from time to time, and at all times hereafter, truly save, keep harmless and fully indemnify the City, its servants, agents, successors and assigns from any and all actions, causes of actions, claims and demands whatsoever which may be brought against or made upon the City, its servants, agents, successors or assigns and against all loss, liability, judgements, costs or expenses which the City, its servants, agents, successors or assigns may sustain, incur or be put to resulting from or arising out of any act or omission on the part of the applicant, its servants, agents, successors or assigns which was done, or purported to have been done, in the performance of the applicant's event/activity obligations hereunder.

Please Print

Application Date (yyyy-mm-dd): _____

Applicant Name (First, Last): _____

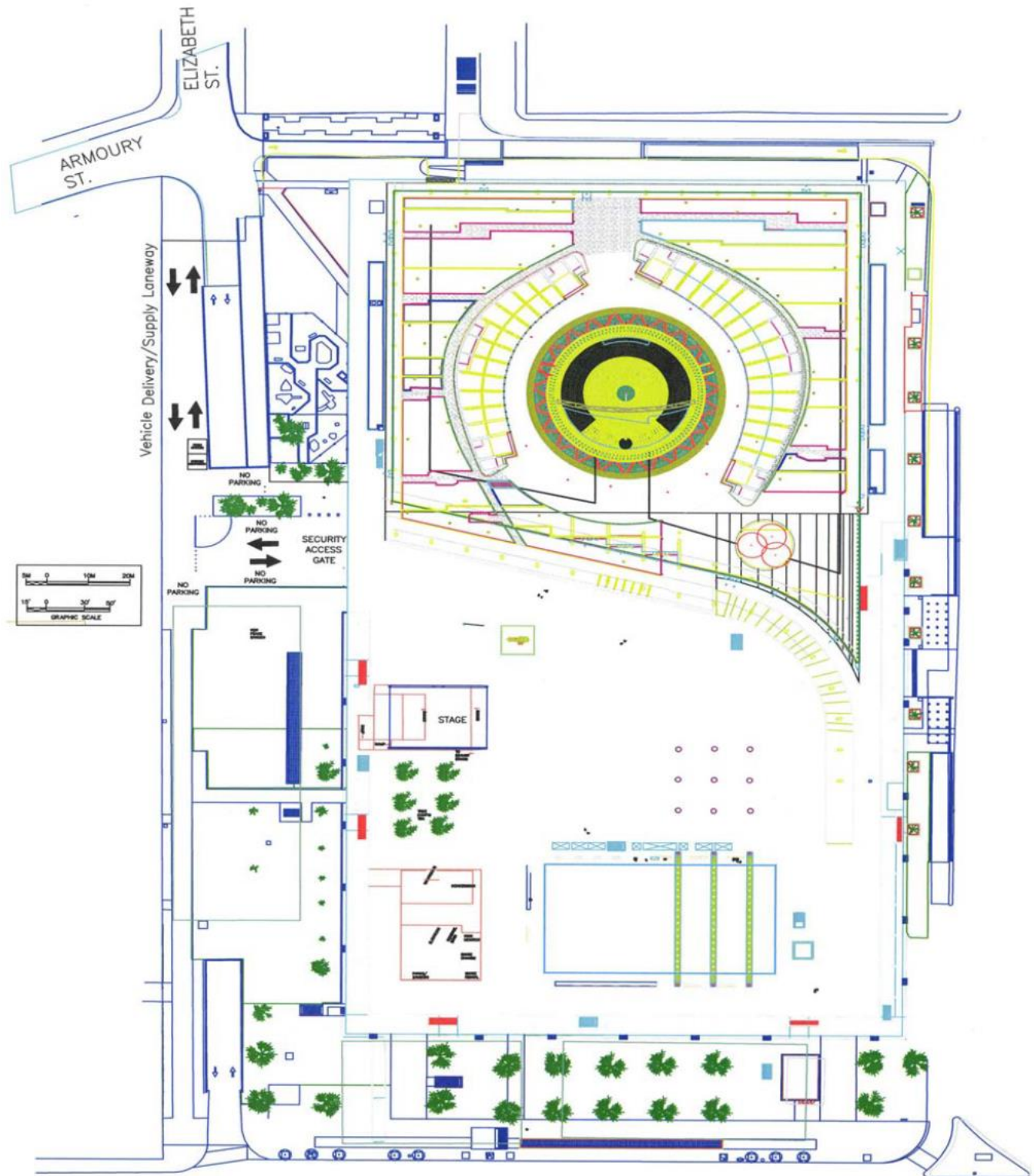
Organization Name: _____

Event Name: _____

Event Date (yyyy-mm-dd): _____

Applicant Signature: _____

Application
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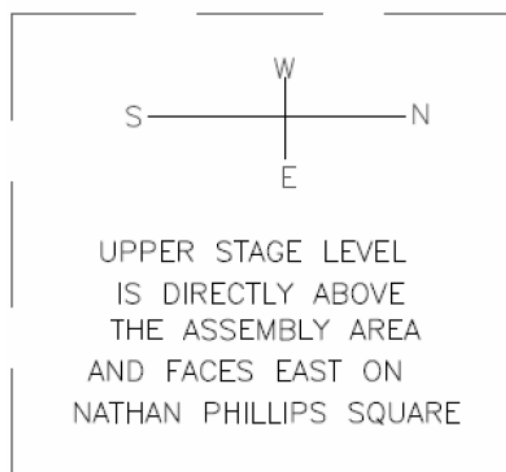


Nathan Phillips Square Special Event

Stage Level diagram

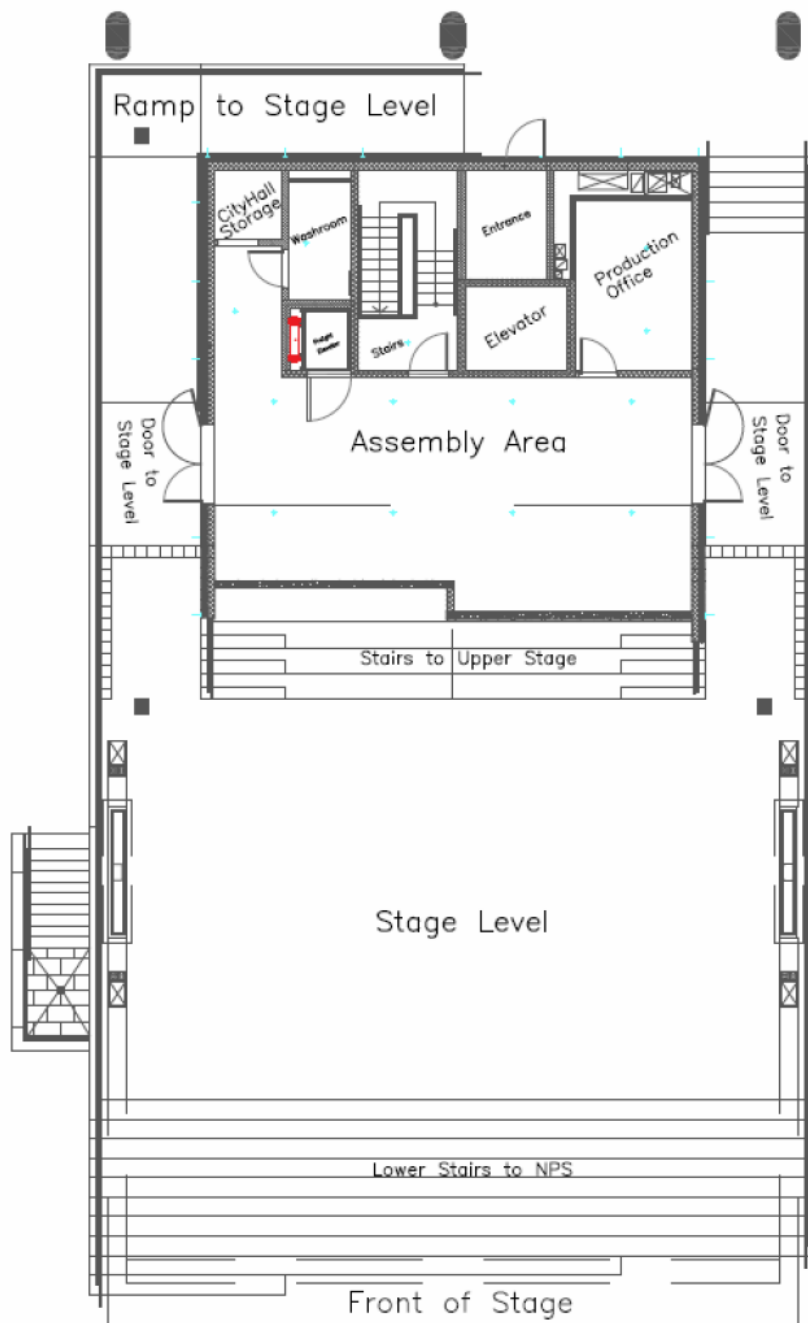
Please note that interior stage access may require an addition damage deposit and security presence

STAGE LEVEL LAYOUT



LEGEND

- ☐ Assembly Area
- ☐ Production Office



Application
Nathan Phillips Square Special Event

Stage Interior

Please note that interior stage access may require an addition damage deposit and security presence

LEVEL 1 LAYOUT

LEGEND

- ☐ Dressing Room #1 (Large)
- ☐ Dressing Room #2 (Large)
- ☐ Dressing Room #3
- ☐ Dressing Room #4
- ☐ Green Room

