

Outdoor Oven in a City Park

Visit [One-Time Booking of Parks and Recreation Facilities](#) for guidelines and more information on Outdoor Ovens.

Submit completed application:

By mail or in-person: Parks, Forestry and Recreation Client Services
 100 Queen Street West, 1st Floor
 Toronto, Ontario M5H 2N2

By fax: 416-392-1551 Attention: Client Services

Are you a: group/organization individual

Applicant Information

For Organization Representative insert business contact information.

First Name		Last Name	
Organization Name			
Is your organization a community group, not-for-profit or a registered charitable organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, and your organization has an annual budget of more than \$5,000.00, indicate your registration number:			
Street Number	Street Name		
Suite/Unit Number	City	Province	Postal Code
Telephone Number		Mobile Number	

Booking Information

Park Name
Frequency of Outdoor Oven Use <input type="checkbox"/> Weekly/bi-weekly/monthly (organization must be not-for-profit or charitable) <input type="checkbox"/> One-time/occasionally

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If you selected weekly/bi-weekly/monthly

Describe the programs/events that your organization is planning to run at the outdoor oven. Examples: food/nutrition education, cultural education, social skills, community building.

List the experience your organization has with outdoor ovens. Examples: number of hours operating an oven, meeting with experienced outdoor oven users.

Request Dates and Times for Use

Day of the Week	Start Date (yyyy-mm-dd)	End Date (yyyy-mm-dd)	Start Time (hh:mm)	End Time (hh:mm)	Expected Attendance
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

General Requirements

Have you met with the park supervisor to discuss your event and requirements?

If **yes**, indicate the name of the supervisor:

If **no**, you must meet with the park supervisor before the permit is given. Contact Booking Customer Service to find out which park supervisor to contact.

- Yes
 No

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<p>Do you have general liability insurance in the amount of at least \$2,000,000.00?</p> <p>If yes, you will be asked to add City of Toronto as an additional insured and submit a certificate of insurance.</p> <p>If no, you may purchase coverage from the City of Toronto at an additional cost.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Will at least one member of your organization be in attendance during outdoor oven programming/events, and trained in the proper usage of an outdoor oven?</p> <p>If yes, indicate who you were trained by and when:</p> <p>Name of Trainer:</p> <p>Date (yyyy-mm-dd)</p> <p>If no, you must review the Outdoor Ovens in Parks Training Guide and submit proof of completion before your event. Otherwise, you must hire staff at your cost to operate the oven.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Food and Donations

<p>Will food/drink be served or distributed to the public at your event(s)?</p> <p>If yes, you must abide by the guidelines for Food Safety at Special Events</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Will donations in any form be solicited and/or accepted at your event(s)?</p> <p>If yes, specify for what purpose these proceeds are being raised:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration of Application

<p>By signing, applicant agrees to the following:</p> <ul style="list-style-type: none"> The information included in this request is accurate. Applicant is aware that if no members of the organization, applicant included, are trained on the proper usage of an outdoor oven, that I am responsible for hiring City of Toronto staff to operate the oven, at applicant's cost. If the applicant serves and/or distributes food to members of the public, the applicant is responsible for complying with all safe food handling and preparation guidelines set out by the City of Toronto Applicant is responsible for ensuring that a list of ingredients found in the food items at the event are posted during the event. 	
<p>Authorized Signature (If not a Legal Entity, Signature of Individual(s) Assuming Personal Responsibility)</p>	<p>Date (yyyy-mm-dd)</p>

Parks, Forestry and Recreation collects personal information on this form under the legal authority of the City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, s 136(c) and the City of Toronto Municipal Code, Chapter 608, Parks, Article X, par. 608-49 and Chapter 441, Fees and Charges, Appendix E - Schedule 1, Parks, Forestry & Recreation. The information is used to process an application for the use of outdoor ovens in the City Parks and to contact the applicants. Questions about this collection can be directed to the Client Services Staff, Parks, Forestry & Recreation, City Hall, 100 Queen Street West, 1st Floor, Toronto, Ontario, M5H 2N2 or by telephone at 416-338-2581.

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Office Use Only	
Application Received (yyyy-mm-dd)	Application Received By (staff name)
Submission method <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In-person	
Confirmation from park supervisor received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance <input type="checkbox"/> Yes, has own <input type="checkbox"/> Yes, purchased from City of Toronto	
Applicant has signed a declaration that they or another organization member is trained	<input type="checkbox"/> Yes <input type="checkbox"/> No
Toronto Public Health has supplied written approval	<input type="checkbox"/> Yes <input type="checkbox"/> No