

Civic Centre Public Space Fundraising Information Form

Fill out this form if you would like to use designated space inside City Hall, Metro Hall or the Civic Centres to conduct fundraising activities.

Designated Fundraising Areas in Civic Centres (CC)

City Hall	Ground floor -- east side of the Rotunda
Metro Hall	Ground floor -- north hallway in front of escalators
North York CC	Ground floor -- north/east end of main hallway
Etobicoke CC	Ground floor -- main entrance hallway across from Security Desk
Scarborough CC	Ground floor -- west Rotunda
*East York CC and York CC do not have designated fundraising areas at this time.	

Fundraising Guidelines

1. The proposed [purpose, mandate](#), initiative or event should directly align with those of the City of Toronto.
2. The proposed use of the space is to openly and transparently inform, engage, and/or increase awareness about the City, its services and programs, and/or strategic initiatives that align with the City's strategic direction and core values.
3. Organizations must comply with City Policies, including but not limited to the [Corporate Facilities Display and Fundraising Policy](#), [Terms & Conditions](#), [Civic Centre Display Guidelines](#), and the [Human Rights and Anti-Harassment/ Discrimination Policy](#).
4. Products and services will be reviewed to determine that they are handcrafted and/or locally produced. The products should not be generally available in large retail stores, with certain exceptions noted below. The City reserves the right to refuse or reject a request if the goods or services offered do not meet the City's standards or objectives. Customer Support Services may request to inspect all products or items being offered for sale. While a decision will be made on a case-by-case basis, the following is list of generally acceptable merchandise:
 - a. Arts, Crafts and Jewellery - Items handmade and or of a unique nature not readily available in retail stores.
 - b. Specialty Products - Unique items generally not found in mass distribution.
 - c. Food & Beverage - Any food or beverage sold must complete a [Temporary Food Establishment Application](#) and secure written authorization from Public Health (416-392-7685). Please provide a copy of Public Health approval when submitting your booking request.
5. Organizations can book these fundraising areas with an active Civic Centre Public Space Booking Account. Please click [here](#) for further details on account application, policies and procedures.
6. Upon approval, all new account applicants will be granted a one-time permission to use space. Upon successful completion of your first booking, you may renew the account for the remainder of the current term of City Council, for a maximum of up to four years.
7. A sign clearly indicating the account holder organization and where proceeds go must be visibly placed as part of the display. This sign can be additional to your main banner or signage. A template can be found on the last page of this form. All signage must follow City of Toronto signage bylaws.
8. An approved Civic Centre Public Space Booking Account does not guarantee a space booking at the civic centres.

Organization Accountability

By signing this form, the account holder organization acknowledges that the proposed purpose and mandate of the initiative or event should directly align with those of the City of Toronto. The organization will ensure that fundraising installations are professional and adhere to City policies and guidelines. Should an organization violate the policies or guidelines the fundraising event may be cancelled.

Please complete the following Section.

PROPOSED USE OF SPACE (To be completed by the Account Holder Organization)

How will the space be used? (sale of items, promotion of event or cause, etc.)

List Items for Sale (Food, craft goods, jewellery, etc.). Individual photos identifying all products being sold must be provided for prior approval. Can provide websites, if available. If more space is required, please attach a separate sheet. Please note the City of Toronto does not provide storage on the property.

Source of Items (Homemade, purchased)

Please provide an event schedule including arrival, set-up, event, dismantle and departure timing.

List how many tables, chairs and/or easels that are required for your fundraising event. Note there may be limitations per location and all requests must be preapproved.

The City of Toronto is not responsible for any stolen or misplaced items left on the property.

As per the Fundraising Guidelines, please attach a mock-up of our proposed event signage and submit along with this completed form for review and prior approval. A template can be found on the last page of this form

Hosted by

(Account Holder Organization)

(Name of Event/Program/Initiative)

Proceeds will support

(Cause)

Event Date(s) & Operating Hours
