

# Special Event in a City Park or Facility

Prior to completion of this application, please complete the following checklist of requirements. Further details can be reviewed through discussions with a Special Event Customer Service staff member or by referring to our website:

[www.toronto.ca/parks](http://www.toronto.ca/parks)

## Type of Event

**\*\$25.00 - a cancellation fee will apply to all events cancelled by the client.**

☐ Commercial Event ☐ Not for Profit Charity Event

Specific Types: ☐ Bike Event ☐ Farmers Market ☐ Sampling ☐ Sporting/Tournament Event

☐ Walk/Run ☐ Concert/Festival ☐ Promotional ☐ Triathlon/Duathlon Marathon

☐ Water Event ☐ Art/Music Festival ☐ Other, please specify: \_\_\_\_\_

### Additional Items:

☐ Advanced Ticket Sales

☐ VIP Area

## Requirements Checklist

### I understand that:

☐ Community Special Events must be hosted by a Non-Profit or Charitable Organization, open to the public and free of admission and or gate fees.

☐ Commercial Special Events are events which charge Admission and or Gate Fees and are for profit.

☐ Insurance is mandatory for all events.

☐ The event permit can only be used for the purpose which has been stated.

☐ There is a Zero Tolerance Alcohol Policy any unauthorized sale or service of liquor will result in the immediate cancellation of my permit.

☐ If food is served or sold at the event, all vendors will require approval from Toronto Public Health.

☐ Unless authorized by permit, no temporary or permanent tent, building, sign, fence or structure can be erected in any park. Signs cannot be posted on any tree, fence pole, building or structure.

☐ Payment for permit must be received in full, two weeks before the event start date. I may also be required to provide a deposit in advance of the booking.

☐ It is strongly advised events should not be advertised until conditional approval has been granted in writing from the City of Toronto.

☐ Vehicles of any kind are not permitted on City of Toronto parklands and or green space unless pre-event approval has been granted in writing.

☐ A non-refundable \$25.00 administrative fee will apply to all event permit applications.

☐ By signing below, I have reviewed, understand and agree to adhere to the above requirements.

### Authorized Signature of Group/Organization

(If not a Legal Entity, Signature of Individual(s)  
Assuming Personal Responsibility)

### For Office Use Only

Date Received (yyyy-mm-dd)

Contract Number

# Special Event in a City Park or Facility

## A. Application Information

Organization Name			
<b>Contact Information</b>			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	First Name		Last Name
<b>Organization Address</b>			
Street Number	Street Name		Suite/Unit Number
City		Province/State	Postal Code
Country	Contact Number	Ext.	
Mobile Number	Email Address		

\*All Non-Profit or Charitable Organizations must provide their Letters Patent or Charitable Donation Number to demonstrate that they meet the eligibility and criteria to hold an event on City of Toronto parkland.

Letters Patent (provide a copy) or Charitable Donation Number: \_\_\_\_\_

## B. Event Information

Event Name				
Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No			Overall Event Attendance:	
Name of Park(s) Requested:				
Preferred area within park(s):				
Name(s) of alternate park(s):				
Event Date(s)			Time(s) Required	
#	From (yyyy-mm-dd):	To (yyyy-mm-dd):	From hh:mm:	To hh:mm:
1.			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
2.			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
3.			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Alternative Date(s) (should the above dates be unavailable)			Alternative Time(s) Required	
#	From (yyyy-mm-dd):	To (yyyy-mm-dd):	From hh:mm:	To hh:mm:
1.			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
2.			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
3.			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Event set-up to begin on:		, 20	at	<input type="checkbox"/> am <input type="checkbox"/> pm
Event clean-up to end by:		, 20	at	<input type="checkbox"/> am <input type="checkbox"/> pm

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## C. Event Details

Please provide a detailed outline of all activities planned in the park for your event:  
(Please include proposed flyers or advertisements that may be in place for your event)

## D. Goods, Foods, Waste Management and Donations

Please complete the following checklist

1.	Will tickets be sold or pre-sold for any portion of your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Will goods or merchandise be sold? (Note: If Yes, a list of vendors will be required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	a) Will food and/or non-alcoholic beverages be available at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b) If yes, will they be sold or served free of charge?	<input type="checkbox"/> Sold <input type="checkbox"/> Served
	<p><b>Note:</b> If food will be served or sold at your event, you are required to review the Public Health Guidelines pamphlet for food service/sale and/or preparation.</p> <p><b>*Additionally;</b> If food is served or sold - Any wastewater generated on site must be disposed of properly. Liquids are <b>not permitted</b> to be poured into or enter the storm sewer grates, outside of rainwater and snow melt.</p> <p>Please refer to the links below for further information on proper disposal of waste water and catch basins.</p> <p>Proper Disposal: <a href="http://www1.toronto.ca/City%20Of%20Toronto/Toronto%20Water/Files/pdf/EMP%20folder/A1502803_MobileFoodTruckDisposal-WebFinal.pdf">http://www1.toronto.ca/City%20Of%20Toronto/Toronto%20Water/Files/pdf/EMP%20folder/A1502803_MobileFoodTruckDisposal-WebFinal.pdf</a></p> <p>Catch Basins: <a href="http://www1.toronto.ca/City%20Of%20Toronto/Toronto%20Water/Files/pdf/EMP%20folder/A1502804_CatchBasin-WebFINAL.pdf">http://www1.toronto.ca/City%20Of%20Toronto/Toronto%20Water/Files/pdf/EMP%20folder/A1502804_CatchBasin-WebFINAL.pdf</a></p>	
4.	a) Will alcoholic beverages be available at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b) If yes, will they be sold or served? ( <b>A copy of the SOP will be required</b> )	<input type="checkbox"/> Sold <input type="checkbox"/> Served
	<b>Note:</b> If alcoholic beverages will be served or sold at your event you must contain this area using fencing barricades and or fully enclosed tent(s).	
5.	a) Will there be amusement rides and or inflatable structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Note:</b> If yes, a list will be required.	
	b) If Yes; Will you be staking/pegging the amusement rides/inflatable structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Do you have a plan for waste management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p><b>Note:</b> A waste management form must be completed</p> <p>Refer to Waste Management Form: <a href="http://www1.toronto.ca/City%20Of%20Toronto/Parks%20Forestry%20&amp;%20Recreation/04Permits%20and%20Rentals/Files/pdf/W/wastediversionapp2014.pdf">http://www1.toronto.ca/City%20Of%20Toronto/Parks%20Forestry%20&amp;%20Recreation/04Permits%20and%20Rentals/Files/pdf/W/wastediversionapp2014.pdf</a></p>	
7.	Will donations in any form be solicited and/or accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Will any goods/merchandise be sold to raise funds for charitable purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	If goods will be sold or donations accepted, please specify the purpose and or recipient of the proceeds from these activities:	

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## E. Installation of Structures

Do you plan to erect tent(s), stage(s) or any other structure(s) in the park?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes;</b> Please specify how many structures you propose to erect and provide the dimension of each one. <b>Note:</b> Any structure with an area of more than 646 square feet (60 metres) will require a permit from Building Services. <a href="#">When do I need a building permit?</a>	
Will the structure(s) be freestanding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any structures, signs or other materials be staked or pegged into the ground?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note:</b> Structures staked into the ground will require locates to be performed to ensure protection of the underground infrastructure. Coordinators will be required to contact Parks and Ontario One Call <a href="http://www.on1call.com">www.on1call.com</a> at least 30 days prior to the event at 1-800-400-2255.	

## F. Sound Amplification

Do you plan to use any device or mechanism to amplify sound?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes;</b> Please specify the purpose of the sound amplification: (i.e. live, recorded, announcements) <b>Note:</b> The maximum decibel level for amplified sound/music is 85 decibels. Noise Exemption application timelines may vary, please apply at least 3 weeks in advance of your event date.	
Number of Speakers:	Will Sound Speakers be used? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date(s) of Usage:	Time(s) of Usage:
From (yyyy-mm-dd):	To (yyyy-mm-dd):
From hh:mm:	To hh:mm:
1. <input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
2. <input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm

## G. Electrical Access

Will you require access to electrical power?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using a generator? If yes, please specify the purpose and location requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ampage/power that is required:	
Is this access inside a park building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this access located outdoors within the park?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If an electrical outlet is required inside a park building or outdoors within the park, please specify the precise location: <b>Note:</b> Electrical access is subject to availability in the park and/or building. *Extra fees may apply for use of hydro.	
Do you plan to augment existing park outlets in any way? If yes, please specify how:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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## H. Vehicle Access

Please note that vehicles of any kind are not permitted on City of Toronto parklands and or green space. Should you require vehicle access to City of Toronto parklands for drop offs and deliveries for your events you will be required to contact the Park supervisor for pre-event approval. All approved vehicles must adhere to the vehicle policy outlined in your special event guidelines.

## I. Site Map of the set up of your special event in the park. (Attach a Map)

Please attach a detailed map of your event set up in the area or location requested in the park. Please include event material set up, routes and rest stations.

Please be advised that your event should not be advertised until '**CONDITIONAL**' APPROVAL has been granted. Applicants will receive a letter outlining the event and detailing this division's requirements for obtaining a permit no later than 30 days prior to the event date. Specific division application timelines must be met. Please refer to each divisions timelines to ensure they are met.

**Note: Incomplete applications, or applications received with less than eight week's notice will not be considered.**

\_\_\_\_\_  
**Authorized Signature of Group/Organization**

(If not a Legal Entity, Signature of Individual(s)  
Assuming Personal Responsibility)

\_\_\_\_\_  
**Today's Date (yyyy-mm-dd)**

**Please forward on Completed Applications to:**

**Special Events Permit Office  
Parks, Forestry & Recreation  
Toronto City Hall  
100 Queen Street West, 1st Floor  
Toronto, Ontario M5H 2N2**

[www.toronto.ca/parks](http://www.toronto.ca/parks)

**Fax: 416-392-1551**

### Notice of Collection

The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136, (b) & (c). The information is used to process an application for the use of 'City of Toronto' facilities for a special event. Questions about this collection can be directed to: Manager, Customer Service, Toronto City Hall, 1st Floor, 100 Queen Street West, Toronto, M5H 2N2 or by telephone at 416-392-1902.