



Parks, Forestry & Recreation

Customer Service
Toronto City Hall
100 Queen St. West,
Main Floor East Tower
Toronto, Ontario M5H 2N2
www.toronto.ca
Fax: 416.392-1551

For Office Use Only
Date Received:
Contract Number:

APPLICATION FOR A SPECIAL EVENT IN A CITY PARK OR FACILITY

A. Applicant Information

Organization Name
Contact Name Mr. Ms.
Organization Address No. Street Name Suite No.
City Province Postal Code
Contact Numbers Bus. Res. Ext. Fax. E-mail

Important Notice: Please be advised that a third party liability certificate of insurance will be required naming the 'City of Toronto' as an additional insured with a minimum of \$2,000,000.00 coverage.

Important Notice: Please be advised that we do not accept applications for Private or Commercial events. All Non-Profit or Charitable Organizations are required to provide Letters Patent or Charitable Donation Number as supporting documentation to meet eligible criteria to hold an event in a City Park.

(This information is mandatory)

B. Event Information

Event Name
Is this an annual event? Yes No Anticipated Attendance
Name of Park(s) Requested
Preferred area within park(s)
Name(s) of alternate park(s)

Table with columns for Event Date(s) and Time(s) Required, including rows for alternate dates and times, and event set-up/clean-up times.

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### C. Event Overview

Please provide an outline of the activities you plan to present in the park: *(Please include agendas and/or flyers that may be in place for your event)*

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### D. Foods, Goods and Acceptance of Donations

Please check all that apply:

- |                                            |                               |                                 |
|--------------------------------------------|-------------------------------|---------------------------------|
| 1. Goods or merchandise to be sold?        | Yes <input type="checkbox"/>  | No <input type="checkbox"/>     |
| 2. a) Food and/or non-alcoholic beverages: | Yes <input type="checkbox"/>  | No <input type="checkbox"/>     |
| b) If yes, will they be sold or served?    | Sold <input type="checkbox"/> | Served <input type="checkbox"/> |
| 3. a) Alcoholic beverages:                 | Yes <input type="checkbox"/>  | No <input type="checkbox"/>     |
| b) If yes, will they be sold or served?    | Sold <input type="checkbox"/> | Served <input type="checkbox"/> |

If alcoholic beverages are to be served/sold in conjunction with your event you will be required to do so in a contained area using snowfencing, barricades and/or fully enclosed tent(s).

Please be advised that you are required to review the Public Health Guidelines pamphlet for the service/selling and/or preparation of food. This information can also be found on line at [www.toronto.ca/health](http://www.toronto.ca/health).

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Will donations in any form be solicited and/or accepted?      Yes       No

If yes, please specify the means of solicitation or acceptance:

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If any items are to be sold or if any donations are to be accepted, please specify for what purpose these proceeds are being raised:

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### E. Installation of Tents

Do you plan to erect tent(s) or any other structure(s) in the park?      Yes       No

If yes, please specify for what purpose:

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Please specify how many you propose to erect and the dimensions of the structure(s):

*Please note that any structure exceeding 646 square feet (60 metres) will require a permit from the City of Toronto Urban Development Services Department at 416-394-8023.*

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Will the structure(s) be freestanding?      Yes       No

(If your structure requires staking into the ground you will be required to contact *Ontario One* at 1-800-400-2255).

Where in the park will the structure(s) be placed? *(This must also be shown on the map on page 4):*

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## F. Sound Amplification

Do you plan to use any device or mechanism to amplify sound? Yes  No

If yes, please specify for what purpose:

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If amplification is for musical purposes, please specify what type of music: *(ie. live, recorded, etc.)*  
*(The maximum decibel level for amplified sound/music is 85)*

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Sound Speakers to be used: Number: \_\_\_\_\_ Size: \_\_\_\_\_

Date(s) of Usage:			Time(s) of Usage:	
	From: (mm/dd/yyyy)	To: (mm/dd/yyyy)	From: hh:mm	To: hh:mm
1.			am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
2.			am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
3.			am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>

## G. Electrical Access

Will you require access to electrical power? Yes  No

If yes, please specify the purpose:

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Ampage/power that is required: \_\_\_\_\_

Is this access: Inside a park building?   
 Located outdoors within in the park?

If an electrical outlet is required inside a park building or outdoors within the park, please specify the precise location  
*(please be advised that electrical access is subject to availability in the park and/or building):*

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Do you plan to augment existing park outlets in any way? Yes  No

If yes, please specify how:

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## I. Vehicle Access

***Please note that vehicles are not permitted on City of Toronto parklands unless approval is granted by the Park Supervisor. Should you require vehicle access to a City of Toronto parkland for any of your events deliveries and/or drop offs please contact the Park Supervisor to discuss further.***

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## **J. SITE MAP of the set up of your special event in the park.**

Please draw a map in the area below specifying the delivery site for your equipment request, the location in which you propose to erect any tents or other structures. Indicate all relevant street names, intersections, corners, or outstanding landmarks/buildings in the park that will help to identify the site as clearly as possible.



**Please be advised that your event should not be advertised until CONDITIONAL APPROVAL has been granted. Approximately 30 days prior to the event date, applicants will receive a letter outlining the event and detailing this division's requirements for obtaining a permit. (Please note that incomplete applications and applications received with less than six weeks notice will not be considered)**

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### **Authorized Signature of Group/Organization**

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

**The personal information on this form is collected under the authority of the City of Toronto Act, 1997, Municipal Act, 2001, S.O. 2001, c.25, s. 11(2) and 227 (c) and Article XI, of Chapter 169, of the Municipal Code. 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, 1<sup>st</sup> Floor, 100 Queen Street West, Toronto, M5H 2N2 or by telephone at 416-392-1902.**

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Please forward your completed application to:

**Gloria Peters, Special Event Permit Officer  
Parks, Forestry & Recreation  
City Hall  
100 Queen Street West  
Toronto, Ontario M5H 2N2  
Tel: 416-338-2572  
Fax: 416-392-1551**