

Brenda Patterson
General Manager
Parks, Forestry and Recreation

Customer Service - Permits
Toronto City Hall, Main Floor, East Tower
100 Queen Street West
Toronto, Ontario M5H 2N2

Reply: Gloria Peters
Tel: 416-338-2572
Fax: 416-392-1551
E-mail: gpeters@toronto.ca

December 3, 2009

Dear Applicant:

Enclosed please find your 2010 Special Event Renewal Package to hold an event in a City of Toronto Parkland. If you will not be the 2010 contact for your annual event or you will not be reapplying for your 2010 event please contact me at gpeters@toronto.ca to notify me of the revision or cancellation.

A completed application will be required for each special event requested. Please fully complete the enclosed Special Event Application and mail the application form to:

Parks Forestry & Recreation
Toronto City Hall, Main Floor, East Tower
100 Queen Street West
Toronto, Ontario M5H 2N2
Attention: Gloria Peters

You may also fax the application form to me at 416-392-1551 or email your completed application to gpeters@toronto.ca. Your application form must be returned no later than **March 1st 2010** to be given first priority. Please note that events are booked based on historical use.

Please note that we will be dealing with the application contact person **only** due to a high volume of special events. You will be sent an electronic conditional letter of approval approximately 30 days prior to the event outlining all conditions, requirements and documentations required to finalize your permit. The final permit you receive will require your signature and it will need to be sent back to this Special Event Office for validation of the event permit.

All outstanding balances from previous events and all unsigned permits from 2009 must be cleared before future events can be approved. Please note fees may increase based on council approval.

The rental of equipment for all 2010 events will be discontinued. In order to meet your equipment rental needs for your special event we encourage you to contact an outside private equipment rental company. We will continue to provide the rental service of waste receptacles.

Please note that the distribution or sales of bottled water will be prohibited in City of Toronto Parks commencing in January 2011.

Special Event permits are issued upon the understanding that the City of Toronto will not be held liable for any loss, costs, claims or damages to City parklands that may result by reason of the granting of the same. This includes liability that may flow as a result of persons coming to or leaving the respective premises that may result from or arise out of granting such permission.

Should you have any questions or concerns, please contact me at 416-338-2572 for further information.

Sincerely,

Gloria Peters

Gloria Peters
Special Events Permit Officer
Etobicoke York & North York Districts