



SPECIAL EVENTS PERMIT APPLICATION

*APPLICATION MUST BE SUBMITTED NO LATER THAN TWO WEEKS PRIOR TO THE EVENT
*ALL FEES TO BE PAID IN FULL UPON APPLICATION OF SPECIAL EVENT

UPDATED APRIL 2007

LOCATION OF EVENT:	Street No.	Street Name	Unit No.
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Start Date		End Date	
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APPLICANT INFORMATION:	Name	Address
	Email Address	Daytime Phone No.
EVENT INFORMATION:	Company	Contact Person
	Mailing Address	Daytime Phone No.
	Email Address	Fax No.

Will the event be held: Inside existing building <input type="checkbox"/> Yes Outside Event <input type="checkbox"/> Yes	
Information	
Food service provided? <input type="checkbox"/> Yes <input type="checkbox"/> No Please refer to the Community Services Environmental Health Special Event Application Form or the Temporary Food Service Establishment Application	Method of cooking? <input type="checkbox"/> BBQ <input type="checkbox"/> Grill <input type="checkbox"/> Deep Fryer <input type="checkbox"/> Other _____
Completed Event Application Form <input type="checkbox"/> Yes <input type="checkbox"/> NA	Completed Temporary Food Service Application Form <input type="checkbox"/> Yes <input type="checkbox"/> NA
Plans	
For all applications	
<input type="checkbox"/>	3 copies of site plan indicating
	a) Location of all buildings, tents, trailers, etc.
	b) Location of fire hydrant (s) and fire lane(s)
<input type="checkbox"/>	3 copies of interior layout of structure(s) indicating
	a) Exterior dimensions
	b) Location and width of exits
	c) Number of occupants inside the building, tent, trailer, etc.
	d) Seating plan showing location of aisles and aisles dimensions
	e) Emergency light and / or exits signs
<input type="checkbox"/>	Letter of authorization from registered property owner/manager
<input type="checkbox"/>	Letter of intent (describe the nature of the event, date(s) to be held, hours of event, times of set-up & take down, estimated number of people to attend and indicate if food and/or liquor services will be provided)
Additional plans required for tents	
<input type="checkbox"/>	3 copies of structural drawings of the tent(s)
<input type="checkbox"/>	3 copies of the certification that the Fabric meets CAN / ULC-S109 or NFPA 701

Tents <input type="checkbox"/> Yes <input type="checkbox"/> No			Will there be cooking or food preparation inside the tents? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Tent Dimensions	____ft x ____ft	____ft x ____ft	____ft x ____ft	____ft x ____ft	____ft x ____ft
	____ft x ____ft	____ft x ____ft	____ft x ____ft	____ft x ____ft	____ft x ____ft

Intended use of tent(s)describe event:

Trailers (on wheels) <input type="checkbox"/> Yes <input type="checkbox"/> No						Will there be cooking or food preparation inside the trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Tent Dimensions		_____ ft x _____ ft		_____ ft x _____ ft		_____ ft x _____ ft		_____ ft x _____ ft		_____ ft x _____ ft	
		_____ ft x _____ ft		_____ ft x _____ ft		_____ ft x _____ ft		_____ ft x _____ ft		_____ ft x _____ ft	
Intended use of trailer(s)describe event:											

Large Concert or Event Stages <input type="checkbox"/> Yes <input type="checkbox"/> No											
<input type="checkbox"/>	3 copies engineered structural stage drawings										
Dimensions		_____ ft x _____ ft				_____ ft x _____ ft					
Describe Event:											

Portable Event Seating Bleachers or Stands (other than City rental bleachers) <input type="checkbox"/> Yes <input type="checkbox"/> No											
<input type="checkbox"/>	3 copies engineered seating bleachers / stands drawings										
Dimensions		_____ ft x _____ ft				_____ ft x _____ ft					
Describe Event:											

Outdoor Beer Gardens/Fenced Rink Activities/Tents <input type="checkbox"/> Yes <input type="checkbox"/> No											
<input type="checkbox"/>	Occupant load _____										
Describe Event:											

Applicant’s Signature

Date

Please submit this completed application form including all detailed plans to the Zoning & Permits Branch, Unit 31 - 30 Fort Street, or Fax to 986-6347*. *For Fax submissions all questions and boxes must be completed.