



SPECIAL EVENT INVITATION FOR REFRESHMENT VEHICLES LICENSED OUTSIDE OF VAUGHAN

THE APPLICATION PROCESS

This document is intended for City of Vaughan (City) Special Event organizers to **invite Refreshment Vehicle Owners who are not licensed in Vaughan, to operate at their event.** (Note that Refreshment Vehicle Owners who have a City licence do not require an Event licence or need to use this document.) This permit is intended for refreshment vehicles licensed in other municipality with similar licensing requirements to Vaughan; if staff believe the licensing requirements are different, you may be asked for additional information.

How to apply

1. If a Vaughan Special Event permit holder would like to invite a refreshment vehicle that is not licensed in the City of Vaughan, to operate at a special event, the permit holder should complete this form and give it to the vehicle owner, advising them to apply for a [Refreshment Vehicle Event](#) permit using the information on this invitation.
2. The City Special Event permit holder should also submit to the City a list of Refreshment Vehicles that will be operating at their event.
3. Refreshment Vehicle Owners should submit this document as part of their [Refreshment Vehicle Event](#) permit application to the City, along with applicable fees as listed at [vaughan.ca/BusinessLicensing](#).

Contact us

For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: [vaughan.ca/BusinessLicensing](#)

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

How to apply

You can complete the Refreshment Vehicle Event application (with this document) in four different ways:

1. **Licensing Portal** where you can apply online, posted at [vaughan.ca/BusinessLicensing](#).
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, "Attn: By-law and Compliance, Licensing and Permit Services".
4. **By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

SPECIAL EVENT INFORMATION FOR REFRESHMENT VEHICLES THAT ARE NOT LICENSED IN THE CITY OF VAUGHAN

- Refreshment Vehicle Owners who are not licensed with the City of Vaughan, must submit this document along with their [Refreshment Vehicle Event](#) permit application.
- Note that Refreshment Vehicles with Event licences may only operate during the authorized event.

Special Event Organizer Name	
Special Event Name	
City of Vaughan Special Event Permit Number	
Start date and time of the event	
End date and time of the event	
Special Event Location	

Refreshment vehicle owners, remember to submit this document as part of your application for a [Refreshment Vehicle Event](#) permit!