

# Special Event in a City Park or Facility



**!** **Note:** if your event is advertised or open to the public, you must contact by law at [bylaw@vaughan.ca](mailto:bylaw@vaughan.ca) to obtain a **Special Event Permit** a minimum of 15 business days prior to your confirmed facility rental.

**Office use only:**  
 SEP number: \_\_\_\_\_  Approved SEP    Rental Contract number(s): \_\_\_\_\_    Date Received: \_\_\_\_\_

**Incomplete applications will not be considered. The application form must also be signed and dated.**

**Please send the completed application form:**

- a. by email: [RecCSD@vaughan.ca](mailto:RecCSD@vaughan.ca)
- b. by mail or in person: Recreation Services, City of Vaughan, 2141 Major Mackenzie Drive, 3rd floor, Vaughan, ON L6A 1T1

**Section A: Applicant Information** For corporate events, please insert business contact information.

Company/Organization Name (if applicable): \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit/Suite: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Main Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Organization Category** Please check.

- City of Vaughan Community Service Organization (CSO)       Private/Individual       Commercial Event

**Section B: Insurance** Insurance is mandatory for the use of all City of Vaughan Facilities or Parks.

Clients can provide proof of insurance by completing the City of Vaughan **Standard Certificate of Insurance** (please provide copy), or can purchase through the Recreation Services User Group Insurance.

**Section C: Event Information**

**Event Type** Please check.

- Walk/Run       Festival/Parade       Social       Sporting/Tournament       Other: \_\_\_\_\_

**Event Type** Please check.

Event Name: _____	Expected Attendance: _____
1. Serving and/or selling food?	Serving <input type="checkbox"/> Selling <input type="checkbox"/> None <input type="checkbox"/>
2. Is this an annual event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Is debris pick-up required? Note: Debris pick-up is not available on private property.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Serving and/or selling alcohol?	Serving <input type="checkbox"/> Selling <input type="checkbox"/> None <input type="checkbox"/>

Special Occasion Permit (SOP) obtained through the **Alcohol and Gaming Commission of Ontario (AGCO)**, under the Liquor Licence Act (LLA) and specific sections of the Liquor Control Act (LCA).

SOP #: \_\_\_\_\_

## Special Event in a City Park or Facility (continued)

### Section C: Event Information (continued)

**Event Details & Site Map** Please specify the purpose of your event and provide a detailed event set up map indicating all activities and installations.

### Section D: Event Request (Facility and SIK)

#### Event Date and Location Request

Choice	Location	Event Date		Event Times	
		From (dd/mm/yyyy)	To (dd/mm/yyyy)	From (hh:mm)	To (hh:mm)
1st					
2nd					

#### Set-up and Take Down information

Choice	Location	Set-up		Take Down	
		Date (dd/mm/yyyy)	Time (hh:mm)	Date (dd/mm/yyyy)	Time (hh:mm)
1st					
2nd					

## Special Event in a City Park or Facility (continued)

### Section D: Event Request (Facility and SIK) (continued)

#### SIK Request

SIK equipment deliveries cannot be made to locations outside the City of Vaughan. Overnight Security is required for multi-day events with equipment (please provide a copy with application).

SIK equipment	Quantity Requested City will confirm availability	Office Use Only Quantity booked
Recycling Totes		
Garbage Containers		
Chairs (Folding)		
Tables (Folding)		
Picnic Tables		
Fixed Stage	<input type="checkbox"/> 8x16 <input type="checkbox"/> 16x16	
Mobile Stage* Please indicate banner set up and size if applicable		
Tent (20x20)		
Generator		
Washroom – Regular		
Washroom – Handicap		

\*Staff set up, take down, and event duration fees apply.

**Building Permit:** Required for use of the mobile stage or for tent larger than 60m<sup>2</sup> (645 sf). Please contact the **Building Standards** department at 905.832.8510 or [buildingstandards@vaughan.ca](mailto:buildingstandards@vaughan.ca) to obtain a Building Permit.

**Office Use Only**

Building Permit #: \_\_\_\_\_

*This form may contain personal information as defined under the Municipal Freedom of Information & Protection of Privacy Act. This information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001 c.25, as amended. This information will be used by the City of Vaughan for the purpose of, mailings and the rental of City facilities and will become part of Recreation Services files where applicable. Questions regarding this collection may be directed to the Director of Recreation Services, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, 905.832.8500. I hereby request use of the above location(s) on the dates and times shown. As part of the consideration for the City of Vaughan renting the above noted facilities to me/us, I, on behalf of myself, the renting organization and its members agree to release and discharge, and to indemnify and save harmless the Municipality from and against all claims and proceedings, by whom/whoever made or brought, in respect of any cost, losses, damage or injury arising by reason of my/our use of the rental facilities. I have read and understood the Rental Contract Conditions & Regulations and agree to abide by these conditions for all of the dates/times issued by this request. Note: Accounts must be in good standing in order to be eligible for a rental contract.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_