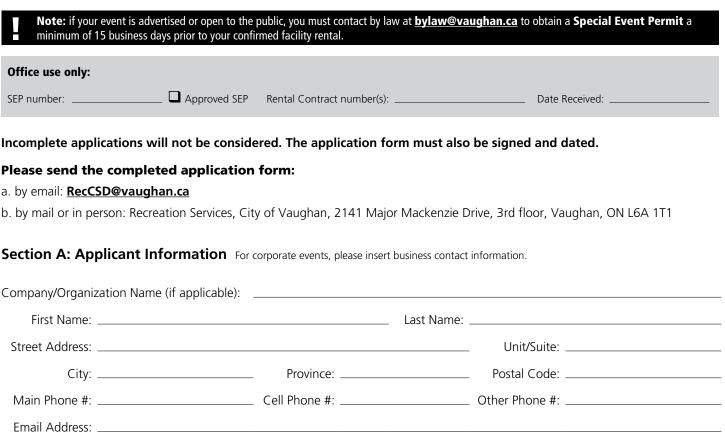
Special Event in a City Park or Facility



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 **<u>Standard Certificate of Insurance</u>** (please provide copy), or can purchase through the Recreation Services User Group Insurance.

Section C: Event Information

Recreation Services

Event Name:				Expected Attend	lance:	
1. Serving and/or sell	ing food?			Serving 🗖	Selling 🗖	None 🔲
2. Is this an annual ev	vent?				Yes 🗖	No 🗖
3. Is debris pick-up required? Note: Debris pick-up is not available on private property and is pending availability. All organizations are responsible for the disposal of their own garbage.			Yes 🗖	No 🗖		
4. Serving and/or sell	ing alcohol?			Serving 🗖	Selling 🗖	None 🗖
Event Type Please che	ck.					
UWalk/Run	Estival/Parade	Social	Sporting/Tour	mament 🔲 Oth	er:	
Special Occasion Permit (S	OP) obtained through the Alco	hol and Gaming Cor	nmission of Ontario			

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).

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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 (dd/mm/yyyy)		Event Times (hh:mm)	
1st					
2nd					

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	🗖 8x16 🗖 16x16	
Mobile Stage* Please indicate banner set up and size if applicable		
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 60m² (645 sf). Please contact the **Building Standards** department at 905.832.8510 or **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: __