

Office use only:

Permit number(s): _____

Date Received: _____

The application form must be completed in full with signature and date.

Please send the completed application form:

a. by email: events@townofws.ca

b. by mail or in person:

Leisure & Community Services Department, c/o Events Division, Town of Whitchurch-Stouffville, 111 Sandiford Drive, L4A OZ8

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/Town: _____ Province: _____ Postal Code: _____
Main Phone #: _____ Cell Phone #: _____ Other Phone #: _____
Email Address: _____

Organization Category Please check.

Approved Town of Stouffville Community Group (CG) Resident Non-resident Commercial

Section B: Insurance Insurance is mandatory for the use of all Town of Whitchurch-Stouffville Facilities or Parks.

Clients must provide \$5 million Commercial General Liability (please provide copy) and Corporation of the Town of Whitchurch-Stouffville must be listed as additional insured.

Section C: Event Information

Event Type Please check.

Walk/Run Festival Parade Social
 Car Show Sporting/Tournament Other: _____

Event Overview (fillable PDF):

1. Name of Event: _____
2. Expected number of attendees: _____
3. Proposed dates, times and location*: _____
4. Alternate dates, times and location: _____
5. Description and objectives of event**: _____

6. Is a road closure requested? Please provide details: _____

*Dates and location will be based on availability and scheduling

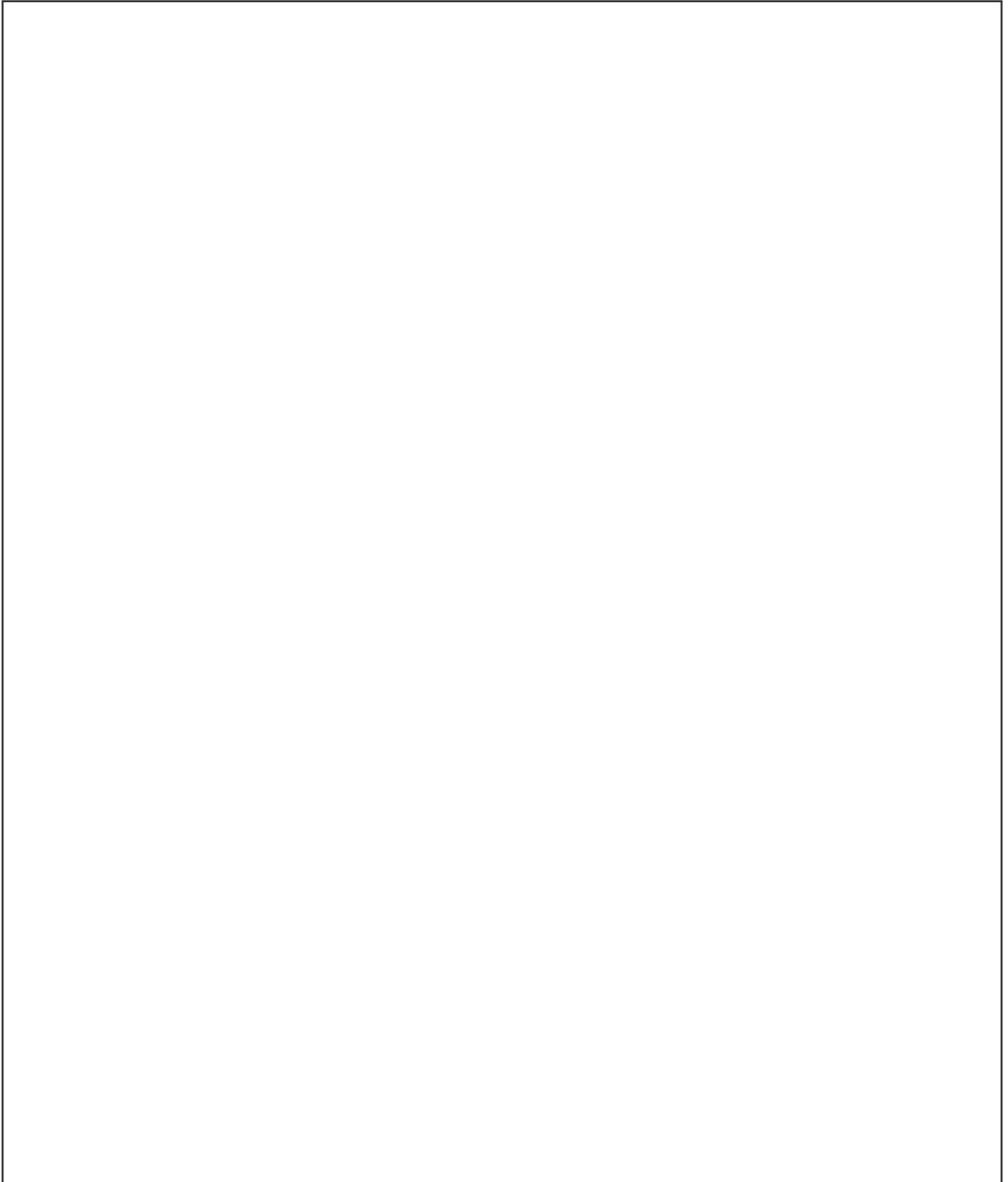
**Inflatables are not permitted

Event Details: Please check.

Event Name: _____			
1. Is this an annual event?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Is this event open to the public?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Serving and/or selling food?*	Serving <input type="checkbox"/>	Selling <input type="checkbox"/>	None <input type="checkbox"/>
3. Serving and/or selling alcohol?	Serving <input type="checkbox"/>	Selling <input type="checkbox"/>	None <input type="checkbox"/>
5. Is debris pick-up and disposal required? Note: Debris pick-up is only available on Town owned properties		Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Is electrical power and hook-up required?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Is water hook-up required?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Special Occasion Permit (SOP) obtained through the <u>Alcohol and Gaming Commission of Ontario (AGCO)</u>, under the Liquor Licence Act (LLA) and specific sections of the Liquor Control Act (LCA).</p> <p>*For all food vendors, Certificate of Insurance is required, York Region Public Health Vendor Forms need to be submitted and WSFES Fire Bulletin must be provided for review.</p>	SOP #: _____		

Section C: Event Information (continued)

Event Details & Site Map Please provide a detailed event set up map indicating all activities and installations.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a detailed event set up map. The box occupies most of the page below the instructions.

Community Festival and Events Application

Section D: Event Resource Request (Facility and Equipment)*

*Event resource requests will be determined based on availability and scheduling. Staff set-up, take down and event duration costs may apply.

Overnight Security is required if resources and equipment are provided over multiple days (including equipment set-up prior to a one-day event). Proof of confirmed security must be presented prior to event.

Facility and Equipment	Quantity Requested Town will confirm availability	Office Use Only Quantity booked
Recycling Totes		
Garbage Containers		
Chairs (Folding)		
Tables (Folding)		
Picnic Tables		
Stage (minimum 4 x 4, maximum 20 x 24)		
Fencing/Barricades		
Locates		
Road Closure Permit Fees		
Electrical Hook-up		
Water Hook-up		

Building Permit: Required for use of the mobile stage or for tent larger than 60m² (645 sf). Please contact the Development Services **Building** department buildingpermits@townofws.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 Town of Whitchurch-Stouffville for the purpose of, mailings and the rental of Town facilities and will become part of Leisure & Community Services files where applicable. Questions regarding this collection may be directed to the Director of Leisure & Community Services Town of Stouffville, 111 Sandiford Drive, Stouffville Ontario L4A 0z8, 905-640-1900. I hereby request use of the above location(s) on the dates and times shown. As part of the consideration for the Town of Whitchurch-Stouffville 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: _____

Office Use Only (Approval will be based on internal departmental approval for each application request)

Approved
 Declined
 Withdrawn

Application approval (Director, Leisure & Community Services)

Signed and dated