

FOR OFFICIAL USE ONLY

APPLICATION FEE
\$10 Non Refundable

___ Cash
___ Check # ___
___ Visa

(finance code SPEVP - APFEE)

AND

FOR OFFICIAL USE ONLY

RESERVATION FEE
\$10 x EACH PAVILION
\$50 SIGN PORTION

___ PAYMENT RECEIVED (CITY EMPLOYEE INITIAL)

___ Cash
___ Check # ___
___ Visa

(finance category SPEVP
use codes set out below)

SPECIAL EVENTS PERMIT APPLICATION
OCC 3-15

THIS APPLICATION MUST BE FILED WITHIN 15 DAYS PRIOR TO THE DATE OF THE EVENT OR 60 DAYS IN THE EVENT APPLICANT REQUESTS SIGNIFICANT USE OF A PARK.

This application is to be completed by individuals or groups organizing events that are out of the normal range of activities typically occurring in the area where the event is supposed to take place, and that places an additional demand on City services, or are requesting reservation for exclusive use of a park pavilion. **Exception: Events occurring more often than semiannually will follow the same procedure as if the event were semiannually, however, only one application per six-month period will be required. The applicant should outline each specific episode the event will occur within those six months in the application.**

1) Applicant Full Legal Name: _____

2) Complete permanent home and local address of Applicant:

Address & Apartment #	City	State	Zip	Phone
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3) Name of Sponsoring Organization:

4) Estimated number of people who will participate in the event: _____

If proposed event is a parade, also include the number of animals and automobiles participating in the event:

Animals: _____

Automobiles: _____

5) Proposed Date of Event: _____

Beginning Time: _____ Ending Time: _____

6) Proposed location of event: _____

7) Description of proposed event: _____

8) Attach additional information as requested on the instruction form for the type of permit you are requesting. (See attached)

9) Type of permit requested and refundable clean-up and/or damage deposits* required:

- Consume alcohol in public park **(check with Ontario Police Department for rules and regulations – find out whether a temporary license will be needed)**
- Use other City property
- Reserve park pavilion only (\$10 reservation fee – non-refundable)
- Temporary closure of street(s) **(attach a proposed street closure map)**
(For events such as holiday markets, festivals, public dances, parades)
- Use a significant portion of a park (\$50 use fee – non-refundable)
(If using significant portion of park AND pavilion, \$50 fee includes pavilion reservation)

Deposits (finance code for forfeited deposits for cleaning FRCLNDP and for damage FRDMDP)

- \$25 clean-up deposit for groups under 10
- \$50 clean-up deposit for groups 10 < 25
- \$75 clean-up deposit for groups 25 < 50
- \$100 clean-up deposit for groups 50 < 100
- \$250 clean-up deposit for groups 100 < 250
- \$500 clean-up deposit for groups 250+ **(constitutes significant use of park)**

- \$500 damage deposit for equipment being set up in park
- \$500 damage deposit for vehicles driven in park

Additional Fees

- \$66 City pre and post inspection fee **(mandatory for significant use of park)**
(finance code PKINSP)
- \$100 for City crew block-off (finance code STRTBLK)
- \$100 electricity fee (available only at Lion's Park) (finance code AQELEC)

***Clean-up deposits are refundable with production of photographic evidence of cleaned and/or undamaged area.** Damage deposits will tentatively be refunded within seven business days after the last date of the event, depending upon the findings of the Parks Department's inspection of the site.

10) If use of a park and/or pavilion are requested, please indicate which of the following is requested:

Parks with reservable pavilions:

- | | |
|--|---|
| <input type="checkbox"/> Lion's Park | <input type="checkbox"/> Beck Kiwanis Park |
| <input type="checkbox"/> Pavilion #1 – 10 tables | <input type="checkbox"/> Pavilion #1 – 8 tables |
| <input type="checkbox"/> Pavilion #2 – 10 tables | <input type="checkbox"/> Pavilion #2 – 8 tables |
| <input type="checkbox"/> Pavilion #3 – 10 tables | |
| <input type="checkbox"/> Laxson Park | <input type="checkbox"/> Eastside Park |
| <input type="checkbox"/> Pavilion #1 – 4 tables | <input type="checkbox"/> Pavilion #1 – 5 tables |

Non-reservable parks – no pavilions available **(use permits only)**:

- Optimist Park Moore Park Railroad Depot Park Downtown Park

INFORMATION TO APPLICANT - PLEASE READ CAREFULLY BEFORE SIGNING.

If you have applied for use of a park or reservation of a pavilion, a map of the park you intend to use should be attached to this application. If it is not, please ask for one. The map will show the location of the pavilions and the area of the park you are to use for your event.

Upon signing this Application, Applicant states that he/she has reviewed all pertinent information and that all information contained in the application is true and correct to the best of Applicant's knowledge.

Signature of Applicant

Date

TO BE COMPLETED BY THE ONTARIO CITY MANAGER OR HIS DESIGNEE:

The following have reviewed the foregoing application and given their opinion:

_____ This application is hereby APPROVED and issuance of a SPECIAL EVENT PERMIT is hereby authorized.

_____ I hereby DENY this application for the following reasons:

CITY MANAGER

NOTICE TO APPLICANT UPON APPROVAL

The City Manager may revoke a special events permit if circumstances clearly show that the event can no longer be conducted consistent with public safety.

Any persons violating any provision of Chapter 3 of the Ontario Municipal Code commits a Class B civil violation.

Please note that City parks are for public use and therefore open to all residents. In scheduling the use of a covered area, there will be reservation signs placed at the desired location. All other areas will not be reserved.

ADDITIONAL REQUIREMENTS/PROVISIONS

Additional requirements and provisions are set out in the attachment to this application specifically for the permit for which you have applied.