

## Important Information for Event Organizers

- Applications should be submitted at least 60 days before your event to allow sufficient time for processing.
- Priority will be given to Community Special Events hosted by a non-profit or charitable organization, open to the public and free of admission and or gate fees.
- Insurance is mandatory for all events.
- The event permit can only be used for the purpose which has been stated.
- A 20% deposit is due at the time of booking your event.
- Full payment for the permit must be received 30 days before the event start date.
- Any unauthorized sale or service of liquor will result in the immediate cancellation of the permit.
- All food vendors are required to adhere to the City of Brampton and Region of Peel Public Health guidelines.
- Unless authorized by permit, no tent, sign or structure can be set-up in a park.
- Vehicles of any kind are not permitted on City of Brampton parklands and or green space unless a vehicle permit has been issued.
- A safety checklist and/or security plan may be required depending on the nature of your event.
- Events should not be advertised until a permit has been issued and promotional material has been reviewed by the City of Brampton.

If you have any questions about your application, you can contact us at  
[communityeventrequests@brampton.ca](mailto:communityeventrequests@brampton.ca)

<b>A. Applicant</b>									
Organization Name									
Street Address			Street Name				Suite Number		
City				Province			Postal Code		
Non-profit or Charitable Organization Yes      No			Charitable Donation Number:				Letters Patent Yes      No		
<b>B. Event Organizer</b>									
Contact #1 Name						Cell Phone #			
Email						Alt Phone #			
Contact #2 Name						Cell Phone #			
Email						Alt Phone #			
<b>C. Scheduling Information</b>									
Event Name									
Park(s) Requested					Preferred area within park(s)				
Alternate Park(s) if the above is unavailable					Preferred area within park(s)				
Date(s) and Time		Start Set Up		Start Event		Finish Event		Finish Clean up	
Day 1		AM/PM		AM/PM		AM/PM		AM/PM	
Day 2		AM/PM		AM/PM		AM/PM		AM/PM	
Day 3		AM/PM		AM/PM		AM/PM		AM/PM	
Alternate Date(s) and Time		Start Set Up		Start Event		Finish Event		Finish Clean up	
Day 1		AM/PM		AM/PM		AM/PM		AM/PM	
Day 2		AM/PM		AM/PM		AM/PM		AM/PM	
Day 3		AM/PM		AM/PM		AM/PM		AM/PM	
<b>D. Event History</b>									
<b>New to Brampton</b> <input type="checkbox"/>					<b>Renewal</b> <input type="checkbox"/>				
If this is a renewal, what was the date and location of last year's event?									
Date		Location			Attendance		Permit Number		
Has this event been held previously in another community or private venue?    Yes                      No									
Date		Location			Attendance		Permit Number		
<b>E. Event Details</b>									
Anticipated Attendance									
Participants		Spectators		Event Volunteers/Staff		Organizing Committee		Total Attendance	
Estimated Parking Requirements									

Activities - Please provide a detailed outline of all activities planned in the park for your event.

## F. Goods, Foods and Donations

- |  |      |        |
|--|------|--------|
| 1. Will tickets be sold or pre-sold for any portion of your event?   | Yes  | No     |
| 2. Will goods or merchandise be sold?  | Yes  | No     |
| <b>Note:</b> If yes, please provide list of vendors  |      |        |
| 3. Will food and/or beverages be available at your event?  | Yes  | No     |
| If yes, will they be sold or served free of charge?  | Sold | Served |
| <b>Note:</b> If food will be served or sold at your event, you are required to review the Region of Peel Public Health Guidelines pamphlet for food service/sale and/or preparation. |      |        |
| 4. Will alcoholic beverages be sold at your event?   | Yes  | No     |
| <b>Note:</b> A copy of the Special Occasions Permit will be required.  | Sold | Served |
| 5. Will any goods/merchandise be sold to raise funds for charitable purposes?  | Yes  | No     |

## G. Tents, Inflatables or Other Structures

- |  |     |    |
|--|-----|----|
| 1. Will there be amusement rides and/or inflatable bouncers?   | Yes | No |
| If yes, please list below.   |     |    |
| <b>Note:</b> You must use surface weights to secure your device.   |     |    |
| 2. Do you plan to set up a tent(s) or stage(s) in the park?  | Yes | No |
| If yes, please list below and indicate dimensions for each structure you propose to set up.                                    |     |    |
| <b>Note:</b> Any structure with an area of more than 645 square feet (60 metres) will require a permit from Building Services. |     |    |
| List amusement rides and/or inflatable bouncers:   |     |    |
|  |     |    |
| List tents, stages:  |     |    |
|  |     |    |



**H. Sound Amplification**

Do you plan to use any device or mechanism to amplify sound? Yes      No

**Note:** The maximum decibel level for amplified sound/music is 90 decibels.

Purpose	Day(s)	Time	
Live Music		From <small>AM/PM</small>	To <small>AM/PM</small>
Recorded Music		From <small>AM/PM</small>	To <small>AM/PM</small>
Announcements		From <small>AM/PM</small>	To <small>AM/PM</small>
<b>Equipment</b>			
Sound Speakers to be used	Number	Size	

**I. SITE MAP of the set up of your special event in the park. (Attach a Map)**

Attach detailed map of your event set up in the area or location requested in the park, including event material set up, routes and rest stations.

Authorized Signature of Group/Organization (If not a Legal Entity, Signature of Individual(s) Assuming Personal Responsibility)  <b>X</b>	<b>For Office Use Only</b>
	Date Received
	Contract Number

**Note: Applications received with less than 30 days' notice will not be considered.**

**Mail to:**  
 The Corporation of the City of Brampton  
 Festivals and Special Events  
 2 Wellington Street West  
 Brampton, Ontario L6Y 4R2

OR

**Submit Application**

The personal information on this form is collected under authority of the Municipal Act SO 2001, c. 25. The information will be used to communicate with you regarding your proposed event. Questions about the collection of personal information should be directed to Bill Grant, Advisor, Community Events at 905-874-2316. Please review the [Privacy statement](#) on the City's website for more information.