



Town of Arnprior
 105 Elgin Street West
 Arnprior, ON.
 K7S 0A8
 613-623-4231

Special Event Licence Application Form

This is Not a Licence

A special event licence is issued in the name of the event and the event organizer, where an event is held on municipal property, who holds responsibility for collecting and producing, upon request, all required application documents as outlined in Licencing By-Law No. 6769-17.

I hereby acknowledge that failure to collect and produce these documents upon request from the municipality may result in charges against the event organizer. _____

(Applicant Initials)

<u>Applicant Information</u>	
Applicant Name:	
Full Address:	
Phone Number (primary):	
Phone Number (secondary):	
E-mail Address:	
<u>Event Information</u>	
Event Name:	
Event Address:	
Event Date(s):	
Proposed Hours of Operation:	
Description:	

Number of Vendors Participating:	_____ (Non-Food)		_____ (Food)
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Applicable Fee	\$ _____ (\$25/day or part thereof to a Max of \$150)
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FINAL Vendor List attached (please circle)	Yes		No
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NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION: Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Arnprior, ON K7S 0A8 or by phone: (613) 623-4231 ext. 1817.

Vendor Application Requirements Guide/Checklist

The following checklist summarizes the application documents that the event organizer must collect and remit, upon request, from **EACH** vendor participating in their special event as per the Licencing By-Law No. 6769-17.

Mandatory Application Requirements	Non-Food Vendor	Food Vendor
Copy of Approved Government Issued ID	<input type="checkbox"/>	<input type="checkbox"/>
General Liability Insurance – Special Event Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Health Unit Certificate of Approval (for Food Vendors available upon request)	N/A	<input type="checkbox"/>
TSSA Certified Propane Fitter Inspection Certificate (where propane is being used by vendors – available upon request)	N/A	<input type="checkbox"/>
Historic Compliance with all By-laws and Applicable Legislation	<input type="checkbox"/>	<input type="checkbox"/>
Applicable Licence Fee	<input type="checkbox"/>	<input type="checkbox"/>

Licensee Declaration

I, the undersigned, hereby declare and acknowledge the following;

- I have read the Town of Arnprior Licencing By-Law No. 6769-17 and understand all of my responsibilities as the event organizer.
- I have collected and am able to provide copies of all required application documents, if requested, from my vendors in accordance with the Licencing By-Law.
- I confirm that I have permission to run this event at the location identified above from the property owner or Town of Arnprior, as applicable, and am able to produce proof of a letter of permission if requested.
- I understand that the Issuer of Licences may refuse, suspend, amend or revoke a Licence at any time for by-law non-compliance.
- A special event licence is issued in the name of the event and the event organizer/coordinator, who holds the responsibility of collecting and producing upon request all required application documents as outlined in the Licencing By-law. Note: failure to do so may result in charges against the event coordinator/organizer.

Applicant's Name Printed

Applicant's Signature

Date

Office Use Only		
Application Status: Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>		
Payment Received: <input type="checkbox"/>	Date: Click here to enter a date.	Amount: \$
Licence Number:		Issued by:

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