



Application for Special Event Organizer Licence

Date Received:	Licence Number:		
A. Special Event Organizer			
<input type="checkbox"/> Organization _____ <input type="checkbox"/> Company _____			
B. Application Requirements:			
<p>Application, documents, and fees <u>must be submitted two (2) weeks</u> prior to the event for processing</p> <p>The following documents must be included with this application:</p> <p><input type="checkbox"/> Written permission from the Director of Recreation and Culture or his designate if operating on Town property</p> <p><input type="checkbox"/> Written permission from the property owner if operating on private property</p> <p><input type="checkbox"/> List of all Refreshment Vehicles (attached)</p> <p><input type="checkbox"/> Proof that the organizer has informed the Health Department of the event, including date & times</p> <p>For each Refreshment Vehicle Vendor</p> <p><input type="checkbox"/> Certificate of General Liability Insurance in the amount of two million dollars (\$2,000,000) naming the Town of Newmarket as an additional insured.</p> <p><input type="checkbox"/> Certificate of Automobile Insurance in the amount of two million dollars (\$2,000,000) (if applicable)</p> <p><input type="checkbox"/> Fee</p>			
D. Special Event Organizer Information			
Last name:	First name:	Company:	
Street address:		Unit number:	Lot/con:
Municipality:	Postal code:	Province:	E-mail:
Telephone number:	Fax:	Applicant Contact number:	
E. Special Event Information			
Event Name		Event Dates:	Event Times:
Street Address:			
Municipality:	Postal Code	Province	E-mail:
Event Contact Information		Name:	Cell Number
E. Declaration of Applicant			
<p>I _____ certify that:</p> <p style="text-align: center;">(print name)</p> <p>By signing this application the Owner / Applicant agrees that all information provided is true. The Owner /Applicant further agrees that any false information may result in a revocation of any licence that may be issued.</p> <p>_____</p> <p>Date Signature of Applicant</p> <p>This application may contain personal information as defined under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>. The information collected is required pursuant to the terms of <i>the Municipal Act</i> and will be used by the Town of Newmarket to process the application, and to determine whether to issue a licence. Information will also be used for administration of such licence, and for law enforcement purposes to ensure compliance with all applicable statutes, regulations and by-laws.</p>			
Office Use Only			
Date:		Approved by:	
Special Event Licence Fee Per Vendor: \$		Account Number: 13121.7744	
# of vendors _____ X \$ _____ =			