

One Time Use of Space

Are you a: ☐ group/organization ☐ individual

Permit Holder Information

For group/organization representative, please use business contact information.

Organization Name (if applicable)		Position Title (if applicable)	
First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town	Province	Postal Code	Fax Number
Telephone Number	Alternate Telephone Number	Email	

Facility Information

Street Number	Street Name		Suite/Unit Number
City/Town	Province	Postal Code	
Facility Type (please list the type of Facility you require)		Activity Type	

Booking Information

Day of the Week	Start Date (yyyy-mm-dd)	End Date (yyyy-mm-dd)	Start Time (hh:mm)	End Time (hh:mm)	*Attendance
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

*Please Note: On the day of your event, if you have more people in attendance than originally noted you may run the risk of your permit being cancelled. On the day of the event(s), the Permit Holder must have a copy of the permit for the allotted time, to provide to City staff when requested. The Permit Holder understands and agrees that the Permit may be cancelled at any time by the City of Toronto and that in the event of such cancellation there will be no claim for any loss, damage or expense whatsoever. There are no refunds for cancellation of spot ice or outdoor park permits, unless the City is able to re-sell the permitted time. If the City is able to re-sell the permitted time, an administrative cancellation fee will apply. There are no refunds for outdoor parks and artificial ice rink permits due to inclement weather. All other cancellations by the Permit Holder must be received three weeks prior to the permit event date and are subject to cancellation fees.

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Equipment Request

List the amount of each type of equipment (example: table, chairs, gym equipment)

Other Requirements

Check yes or no.

Is alcohol being served or sold? ☐ Yes ☐ No

Are you playing music? ☐ Yes ☐ No

Is food being served or sold? ☐ Yes ☐ No

Release, Waiver & Indemnity: The Permit Holder, for itself, its heirs, executors, administrators, successors and assigns hereby releases, waives and forever discharges the City of Toronto, its employees, agents, contractors, consultants, representatives, elected and appointed officials, successors and assigns (all of whom are called the "City Indemnities") of and from any and all claims, demands, losses, damages, costs, actions and other proceedings whatsoever, whether in law, statute or equity, in respect of death, injury, loss or damage to the Permit Holder or property, howsoever caused, except to the extent caused by or attributable to the negligent or intentional acts of the City of Toronto or those for whom the City is at law responsible. The Permit Holder further agrees to indemnify and save harmless the City Indemnities from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with the issuance of this Permit, except to the extent such liability arises from or is attributable to the negligent or intentional acts of the City Indemnities or those for whom the City is at law responsible. This Permit is made subject to the conditions on the reverse side which are subject to change, and the Permit Holder agrees to comply with those conditions and to ensure compliance by his or her members and participants. By signing this form, I acknowledge that I have read and that I understand this form, and I agree to be bound by its contents.

Authorized Signature of Group/Organization
(if not a Legal Entity, Signature of Individuals Assuming
Personal Responsibility)

Today's Date (yyyy-mm-dd)

Office Use Only	Staff Comments
Activity Requires Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No	
Group has their Insurance* <input type="checkbox"/> Yes <input type="checkbox"/> No	
Insurance through AL2531 <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Please attach a copy of Insurance Certificate	

Parks, Forestry and Recreation collects personal information on this form under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s.136(c) and the City of Toronto Municipal Code, Chapter 608, Parks, Article X, par. 608-49 and Chapter 441, Fees and Charges, Appendix E - Schedule 1, Parks, Forestry & Recreation. The information is used to process an application for the use of City of Toronto facilities for the events and to contact the applicants. Questions about this collection can be directed to the Client Services Staff, Parks, Forestry & Recreation, City Hall, 100 Queen Street West, 1st Floor, Toronto, Ontario, M5H 2N2 or by telephone at 416-338-2581.