

# INDOOR APPLICATION SPECIAL EVENTS

## Applicant Information

Name of Organization or Group

Main Contact  
First Name

Main Contact  
Last Name

Street Address

City

Province

Postal Code

Email

Cell  
Phone Number

## Event Information

Event Name

Event Dates

Description of Event

Expected Attendance

Admission Fee for Event

Is this an annual event?

Yes      No

Is this a first time event?

Yes      No

Primary Onsite Contact Name

Phone Number

Secondary Onsite Contact Name

Phone Number

## Rental Extra Fees

Will you purchase insurance through the City?

Yes      Provide my own

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NOTE: All rentals require insurance. If you are purchasing your own insurance, you must provide the City of Guelph with an insurance certificate naming the City of Guelph as additionally insured up to \$5,000,000.

## Booking Request

Facility Requested

Set-up Date(s)

Event Date(s)

Take Down Date(s)

Set-up Time

Event Time(s)

Take Down Time

## Special Event Details for All Facilities

Please indicate what is involved with this event. Depending on what is involved with the event, some of these event attributes will require extra forms or fees.

Alcohol	Yes	No	Note: Licensed area on site layout. Note: ARMP Application Required. Details:
Electrical Access	Yes	No	Details:
Generator	Yes	No	Details:
Recorded Music	Yes	No	Details:
Live Music	Yes	No	Details:
Sound Amplification	Yes	No	Details:
Pre-packaged Food	Yes	No	Details:

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Food prepared at home	Yes	No	Details:
Catered Food	Yes	No	Details:
Cooking/Warming on site	Yes	No	Details:
Food Vendors	Yes	No	Details:
Food Trucks	Yes	No	Details:
Retail Vendors	Yes	No	Details:
Service Vendors	Yes	No	Details:
50/50, Raffle, Bingo, etc	Yes	No	Details:
On-site signage	Yes	No	Details:

## Special Event Details for Indoor Facilities and Market Square

Please indicate what is involved with this event. Depending on what is involved with the event, some of these event attributes will require extra forms or fees.

Tables	Quantity:		Chairs	Quantity:	
Podium	Yes	No	Whiteboard	Yes	No
Sound System	Yes	No	Projector	Yes	No

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### Collection and Use of Personal Information

Personal information is collected under the authority of the Municipal Act, and in accordance with the provisions of the Municipal Freedom of Information and Privacy Protection Act (MFIPPA). For questions regarding the collection, use, and disclosure of personal information please contact the City of Guelph's Information and Access Coordinator by phone at (519) 822-120 ext 2349 or by email at [privacy@guelph.ca](mailto:privacy@guelph.ca). Furthermore, do you consent for Public Services to email you to advise you of the start date for the next program registration and special events season?

I consent

I do not consent

### Application Checklist

Please use this checklist to ensure that you are returning a completed application.

Section 1, 2, 3, 4, 5, and 6 of this application are completed.

If there is alcohol, an [Alcohol Risk Management Application](#) is completed.

### Sending in Your Application

The completed application and all required documents can be sent in one of the following ways.



Email to:

[Specialevents@guelph.ca](mailto:Specialevents@guelph.ca)

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