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Application for a Business Licence - Nightclub

200 King St W - 2nd Floor, Kitchener, Ontario N2G 4G7

licensing@kitchener.ca P: 519-741-2200-2275 F: 519-741-2705

www.kitchener.ca/businesslicensing

Definition: "Nightclub" means an establishment or part thereof, having a principal function of the provision of pre-recorded or live music for dancing by patrons, where food and beverages may be served, and where the occupancy load is greater than 100 Persons.

Business Information

Date of Application: _____ Opening Date for Business: _____
 Business/Operating Name: _____
 Business Address: _____
 Business Email: _____ Phone #: _____

Ownership Information

(Circle one) Sole Partnership Incorporated (Corp #) _____
 Name(s)/Partner(s) Name: _____
 Address: _____
 Mailing Address (if different than above): _____
 Email: _____ Phone #: _____

Applicant Information (IF SAME AS ABOVE, CHECK THE BOX)

Name: _____
 Address: _____
 Mailing Address (if different than above): _____
 Email: _____ Phone #: _____

CONTACT INFORMATION: (Contact will be used in Emergency situations and/or for inspections)

Check the Box, if same as Owner or Same as Applicant
 Contact Name: _____
 Phone Number: _____ Email: _____
 Preferred method of license delivery: (circle) Mail Email Pick up

Services offered: (circle yes or no)

YES	NO	Establishment proposed to sell Liquor with AGCO under the Liquor License Act.

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Every Nightclub Licencee shall: (initial each box)

	Ensure the Licence and the occupancy load is posted in a conspicuous place within the Licensed Premises.
	Ensure that where line-ups are formed for the purpose of gaining entrance to the Nightclub, a uniformed attendant is present for the purpose of regulating the line-up and prohibiting undue obstruction of any exit door, walkways, driveway, or highway.
	Obtain a Food Shop Licence where food is sold at the Nightclub, and consequently, additional requirements may be applicable as per the Food Shop schedule.

Required Approvals:

	Fire Approval Contact Phone # 519-741-2495
	Health Approval (Region of Waterloo) Contact Phone # 519-575-4400
	Planning Approval Contact Phone # 519-741-2426
	Plumbing Approval Contact Phone # 519-741-2312
	Original Police Record Check (Schedule 2 attached for Police Record Check Requirements) Contact Phone # 519-653-7700 (for Waterloo Residents)

Non-refundable Application Licence Fee:

\$296

Licenses are non-transferable**Accepted Methods of Payment: Cash/Cheque/Debit**

I certify that:

- I am the business owner and/or have been authorized by the business owner listed on this application to apply for the Business Licence;
- I agree to comply with all requirements under this Bylaw, and/or any conditions placed on the licence;
- I am 18 years of age;
- I will confirm to and abide by any relevant City of Kitchener By-laws, and any other provincial or federal law or Act;
- I understand amendments to an issued licence may result in additional requirements and/or licence.
- I understand that the fees are non-refundable and cannot be prorated; and
- the statements contained in this application are true and accurate.

Applicant's Name (Printed)_____
Applicant's Signature_____
Date

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SCHEDULE 2

POLICE RECORD CHECK REQUIREMENTS

1. This schedule shall apply to those Persons who are required to provide Police Record Checks with an Application.
2. The Police Record Check accepted by the Manager of Licensing shall meet the following requirements:
 - a) must be the original version provided by the Police Department;
 - b) must be completed within the municipality that the Person resides;
 - c) must be obtained by the Person to whom it applies;
 - d) if the Applicant is part of a partnership, a completed Police Record Check must be obtained for each partner; and
 - e) if the Applicant is a corporation, a completed Police Record Check must be obtained for a director or officer, or a letter of authorization must be provided from any director naming a director, officer or employee of the corporation as their designate.
2. The Police Record Check shall only be considered valid if it is completed within six (6) months of the date of Application.
3. The Police Record Check shall be completed by a Canadian Police Service, or by a police service in the country where the Applicant resides. A Police Record Check completed by a third party agency will not be accepted.
4. Any Police Record Check that is completed in a foreign language must be translated and notarized.