Application for a Business Licence - Public Hall
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: "Public Hall" means a building, including a portable building or tent with a seating capacity for over 100 persons that is offered for use or used as a place of public assembly, but does not include a theatre or a building, except a tent, used solely for religious purposes.

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

Revised December 24, 2021
Every Public Hall License shall: **Initials required**

- Display the Licence in a conspicuous place, including the occupancy load for the Licensed Premises.
- Have a Person over the age of 18 years present to supervise during the use of the Licensed Premises.
- Keep the Licensed Premises clean and sanitary.

No Public Hall License shall: **Initials required**

- Permit any disorderly conduct to take place on the Licensed Premises.
- Permit any person to loiter, create a disturbance, or cause undue noise in or about the Licensed Premises.
- Rent out the kitchen for the use of preparing food by a catering company, unless the following have been met:
  - i. the catering company is licensed through the City.
  - ii. Health approval is obtained.
  - iii. Fire inspection is completed.

**Required Approvals: (City staff will contact to arrange inspections)**

<table>
<thead>
<tr>
<th>Approval</th>
<th>Contact Phone #</th>
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<tbody>
<tr>
<td>Fire Approval</td>
<td>519-741-2495</td>
</tr>
<tr>
<td>Planning Approval</td>
<td>519-741-2426</td>
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<tr>
<td>Plumbing Approval</td>
<td>519-741-2312</td>
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</tbody>
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**Non-refundable Application Licence Fee:** $316

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 place 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

Revised December 24, 2021