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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

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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: <ul style="list-style-type: none"> 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)

	Fire Approval Contact Phone # 519-741-2495
	Planning Approval Contact Phone # 519-741-2426
	Plumbing Approval Contact Phone # 519-741-2312

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