**Application for a Business Licence - Special Event**

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:**

"Special Event" means any community, social, or cultural group celebration including a ceremony, street party, beer garden, festival, carnival, circus, midway, exhibition, or outdoor concert, but does not include a parade, wedding, funeral procession, picketing, trade show, or film event under permit. "Class B" required for a special event with Food Trucks and Refreshment Vehicles and/or a Special Event that includes the sale of Food, Food Products, or Refreshments.

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**Event Information**

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<th>Date of Application:</th>
<th>Event Dates (start &amp; End dates):</th>
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**Event Organizer Information**

(Circle one)  
Sole  Partnership  Incorporated (Corp #)  
Corporation/Partners/Business Name:  
Address:  
Mailing Address (if different than above):  
Email:  
Phone #:  

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

- [ ]

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**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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Revised December 24, 2021
Every Special Event Licensee shall provide the Manager of Licensing:

- Written permission of the owner of the private property consenting to the use of their property.
- A description of all merchandise, food, goods, or services offered.
- A list of all vendors attending the event, if applicable.
- Proof of Insurance - Certificate of Insurance (or equivalent with $2 million liability)
  See Attached Schedule 3 attached
- Evidence of authorization pursuant to the Technical Standards and Safety Act, 2000, for each ride that is part of the Special Event.

Every Special Event Licensee shall: (initial each box)

- Keep the grounds and premises in good order.
- Ensure there are satisfactory washroom facilities, refuse receptacles, and security measures in place.
- Cease operating not later than 11:30 p.m. each day of the event, and the grounds shall be completely cleared of all public patrons within one hour after the closing hour of 11:30 p.m.

No Special Event Licensee shall: (initial each box)

- Permit amplified noise that contravenes Chapter 450 of the City of Kitchener municipal Code unless an exemption has been granted by Council or the Director of By-law Enforcement.
- Sell or offer to sell goods or services other than those goods or services identified in the Licence.

*NOTE*

The provision of hours of operation and clearing of public patrons in section 6 of schedule 25 of this By-law shall not apply to any Special Event where the Licensee has been issued a liquor licence from the Alcohol and Gaming Commission of Ontario.

Are you a charitable organization or not-for-profit? YES NO
Charitable #:

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

- Fire Approval
  Contact Phone # 519-741-2495
- Kitchener-Waterloo and North Waterloo Humane Society (if animals are involved)
  Contact Phone # 519-745-5615
- Region of Waterloo Health Approval (Class "B" only)
  Contact Phone # 519-575-4400
Non-refundable Application Licence Fee: $230

Licenses are non-transferable

Accepted Methods of Payment (circle): Cash/Cheque/Debit

Estimated # of Attendees:

Description of activities to take place at event.

Circle those that apply:

Food Vendors  Food Trucks  Animals  Midway/rides/inflatables  Retail Vendors  Live Music

Other Activities not listed:

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
SCHEDULE 3

INSURANCE

1. This schedule shall apply to any Applicant that is required to submit proof of insurance.

2. Upon submitting an Application, the Applicant shall execute the following indemnity to the satisfaction of the City:

   The Licensee both during and after the term of the Licence or renewed Licence, shall at all times, and at its own cost, expense, and risk, defend, indemnify and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and all respective heirs, administrators, executors, successors, and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any Person or Business), fines, penalties and surcharges, liabilities, judgements, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses which the indemnified City may suffer or incur, howsoever caused, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, cause of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Licensee.

3. The Applicant shall maintain liability insurance acceptable to the Manager of Licensing throughout the term of the Licence, if the Licence has been granted.

4. The liability insurance shall consist of a comprehensive policy of public liability and property damage insurance in an amount of not less than $2,000,000.00 per occurrence.

5. The liability insurance shall name The Corporation of the City of Kitchener as additional insured with a cross liability endorsement and severability of interest provision.

6. The Applicant shall submit a Certificate of Insurance evidencing the insurance and it shall state the coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by registered mail to the City.