



Picnic/Special Event Permit Request Form

Event Information - Be as detailed as possible.

Event Name:	
Event Location:	
Description of Event: (please provide as much detail as possible)	
Number of People:	Annual Event: Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this a ticketed event? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what is the cost?
Provision of Insurance: Providing own Yes <input type="checkbox"/>	Purchasing through City Yes <input type="checkbox"/>
Proposed Dates:	Hours on Site:
Set up Date:	Set up Time:
Event Date:	Event Time:
Tear Down Date:	Tear Down Time:

Applicant Information:

Name of Organization/Group:	
Contact Person:	
Address:	
	Postal Code:
Phone:	Cell:
Email:	
Alternate Contact:	Email:

A facility rental permit will be issued once, the facility is secured in accordance with the City of Peterborough, Recreation Division policy and timelines. Your event will be monitored by City Staff to ensure that your Permit and Request form reflect your use of the Park. Conditions, permits or additional fees may be required;

Rental Number: _____

Please indicate what is involved in your event. Be as complete as possible with your answers.

Item	Yes	No	Details Required
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	\$ 5 million dollars Liability Insurance required. Liquor Permit required from LCBO. Licensed area needs to be indicated on site layout.
Road Closure	<input type="checkbox"/>	<input type="checkbox"/>	Application required through City Clerks office. This request must be in 6 months prior to the event date.
Tents – number, size, quantity and method of securing.	<input type="checkbox"/>	<input type="checkbox"/>	Any tents larger then 645 square feet will require a Building Permit from the Planning Department. Please write sizes.
Electricity needed	<input type="checkbox"/>	<input type="checkbox"/>	
Music (Recorded or Live)	<input type="checkbox"/>	<input type="checkbox"/>	
Food Services	<input type="checkbox"/>	<input type="checkbox"/>	
Barbeque being used	<input type="checkbox"/>	<input type="checkbox"/>	
Bleachers, stage used	<input type="checkbox"/>	<input type="checkbox"/>	
Washrooms/Portables	<input type="checkbox"/>	<input type="checkbox"/>	
Picnic Tables –need to unchain	<input type="checkbox"/>	<input type="checkbox"/>	Will require to secure a key to unchain:
Garbage requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Water source needed	<input type="checkbox"/>	<input type="checkbox"/>	
Midway rides/Amusements Bouncy castles/inflatables	<input type="checkbox"/>	<input type="checkbox"/>	Describe:
Fireworks/Pyrotecnics	<input type="checkbox"/>	<input type="checkbox"/>	Describe:
Millennium Park (only)	Includes Park only and not Display room		
Del Crary Park (only)	Water based <input type="checkbox"/> Park and stage only <input type="checkbox"/> Combination of both <input type="checkbox"/>		
Heritage Pavilion (only)	Fire Extinguisher Provide own <input type="checkbox"/> Rent from Recreation Division <input type="checkbox"/>		

If you have any questions, please feel free to contact:
Terri Lynn Johnston – Permitting Recreationist
tjohnston@peterborough.ca

Recreation Division, 210 Wolfe Street, Peterborough, Ontario K9J 2K9
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