

For Use by Township		
Date Application Received:	Rental Approved By:	
Permit Fee Received:	Security Deposit Received:	
Receipt No.:	Clean Up/Damages Charged <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount of Deposit Refunded:	Date Refunded:	Cheque No.:

A. Event Information	
Event Name:	
Township Park Requested:	No. of Participants:
Date(s) of the Event:	Time(s):

B. Event Details	
Event Description: <i>(please provide a brief description of your event)</i>	
Is your organization a REGISTERED non-profit or charity? Registered No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will 100% of all profits remain within the Township of Scugog?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your event require EXCLUSIVE use of the park?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event be charging admission fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event allow any vendors to sell, distribute or promote any goods or services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event be offering any raffles, lotteries or games of chance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event be using a commercial BBQ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event be serving or selling alcoholic beverages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes to the above, the applicant hereby agrees to provide the following documentation 5 days prior to the event:	
<input type="checkbox"/> Copy of "Special Occasion Permit" from the LLBO	
<input type="checkbox"/> Copy of Party Alcohol Liability Insurance Certificate naming the Township of Scugog as an additional insured.	
<input type="checkbox"/> Copy of a Certificate from a LLBO recognized Server Training Program of the persons responsible for the serving of alcohol	
<input type="checkbox"/> Read and understand the complete Municipal Alcohol Policy and abide by said conditions	

C. Applicant Information			
Last Name	First Name	Organization	
Street Address		Postal Code	Province
Telephone Number	Cell Number	E-mail	
Contact Name (if different than above)		Contact Number	

D. Declaration of Applicant	
I _____ certify that:	
(print name)	
<ol style="list-style-type: none"> 1. The information contained in this application and other attached documentation is true to the best of my knowledge. 2. I have the authority to bind the corporation or partnership (if applicable). 	
_____ Date	_____ Signature of applicant

Special events requiring the use of Palmer Park, Birdseye Park, Putsey Park or any other major facility within the Township of Scugog, must comply with the following guidelines:

1. An application including site plan and appropriate damage deposit, if applicable, must be provided for approval one month prior to the event. The site plan shall show all areas of use including vehicle use, sign postings and specific purposes and activities and if approved, a formal agreement must be entered into.
2. Rental fee for the Park is in accordance with the Fees & Charges By-law, in addition to a \$500.00 refundable damage deposit.
3. No motorized vehicles are permitted in the Park, save and except those necessary for the event which have been specified and approved by the Township of Scugog.
4. The parking lots at the Municipal Boat Launch, Scugog Memorial Library and the Municipal parking lots adjacent to both the north and south lakefront ball diamonds are not to be used for entertainment equipment storage or any purpose other than public parking.
5. Specific guidelines will be supplied for public areas other than those indicated above, ie. public parking at rear of CIBC, Picnic Shelter at Joe Fowler Park etc.
6. No generators permitted.
7. No aspect of the Park is to be altered in any way.
8. The Park is to be returned to its original condition.
9. No alcohol is permitted in the Park, except in an approved licenced area.
10. Proof of liability insurance not less than \$5,000,000 naming the Township of Scugog as an additional insured.
11. Hydro may be made available at a cost of \$125.00 + HST per day or for small events - \$15.00 + HST per hour.
12. Overnight security must be provided.
13. A site meeting with Township Staff will take place prior to and at the conclusion of the event.
14. Event Co-ordinator to:
 - Provide additional garbage receptacles for vendors
 - Ensure all garbage is removed from the Park
 - Make arrangements with garbage contractor prior to the event for additional pick-up at the conclusion of the event.
 - Ensure all signs have been removed within 12 hours of the conclusion of event