City of Kingston

Recreation and Leisure Services Department

Special Events Application Form (for events with 250 participants or more)

SECTION A – APPLICANT INFORMATION

Organization Name

Applicant Name | **Applicant Phone #**

Applicant Address | **Applicant Email**

Contact Name #1 | **Contact Name #2**

Phone # | **Phone #**

Cell # | **Cell #**

Fax # | **Fax #**

Email | **Email**

SECTION B – EVENT INFORMATION

Name of Event: | **Number of Participants:**

Where would you like to hold your event?

First Choice | **Second Choice** | **Third Choice**

What type of event are you planning? (additional fees may apply)

☐ picnic ☐ festival ☐ field sports other:

☐ fundraiser ☐ wedding ☐ fair/exhibition

Describe the activities involved with your event

☐ food sales/service ☐ alcohol sales/service ☐ fireworks/open flame ☐ amusement rides/inflatables

☐ barbecue ☐ merchandise sales ☐ amplified sound ☐ lottery

☐ tents ☐ camping ☐ sports/games ☐ animal exhibitions

☐ other:

Day 1 – Event Date	**Day 1 – Event Time**		**Day 1 – set up time**	**Day 1 – take down time**
	Start	**End**		
Day 2 – Event Date	**Day 2 – Event Time**		**Day 2 – set up time**	**Day 2 – take down time**
	Start	**End**		
Day 3 – Event Date	**Day 3 – Event Time**		**Day 3 – set up time**	**Day 3– take down time**
	Start	**End**		

SECTION C– SERVICES AND EQUIPMENT

Please describe the kinds of equipment or services you will need from the City for your event (additional fees may apply)

☐ barbeque* ☐ picnic shelter ☐ bleachers ☐ snow fencing

☐ picnic table ☐ stage ☐ garbage containers ☐ road closure

☐ water hook up ☐ electricity hook up ☐ recycling containers ☐ parking/traffic control

☐ other:

SECTION D – APPLICATION CHECKLIST

Please select the information that you are submitting with your application.

☐ security deposit ☐ road closure permit ☐ event site map ☐ vendor license

☐ alcohol license ☐ noise bylaw permit ☐ building permit ☐ day license

☐ camping permit ☐ insurance certificate ☐ fire permit ☐ TSSA permit

☐ lottery license ☐ other:

Thank you for booking your event with the City of Kingston!

*onsite barbeques are available for use in some city parks

Notice of Collection

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), collected on this form, is collected and will be used in accordance with MFIPPA. The Personal information will be used by staff of the Corporation of the City of Kingston to register applications for sportsfields/tournaments/special events. Questions regarding the collection, use, and disclosure of this personal information should be directed to centralbookingagent@cityofkingston.ca or 613-546-4291 extension 1800