



**By-law Enforcement Department**  
**Town of Huntsville**  
**37 Main Street East**  
**Huntsville, ON P1H 1A1**  
**705-789-1751 1-888-696-4255**  
**Fax 705-789-6689 www.huntsville.ca**

## **SPECIAL EVENT - LICENCE APPLICATION**

Name of Applicant: (If a Limited Company or Partnership provide names of all principal officers)

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Mailing Address of Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Telephone Number of Applicant: \_\_\_\_\_ Cell: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (9 day maximum)  Indoor Event  Outdoor Event

NOTE: LICENCE IS VALID JANUARY 1<sup>ST</sup> TO DECEMBER 31<sup>ST</sup> OF THE APPLICATION YEAR  
(Priority will be given to previous year's applicants if filed on or before March 15<sup>th</sup>.)

### **PLEASE ATTACH ALL APPROPRIATE DOCUMENTATION**

<b>APPLICATION FEE - \$ 262.50</b>		<b>RENTAL AGREEMENT (if applicable) including Parks and Beaches</b>	
<b>VALID INSURANCE CERTIFICATE –(Five Million Dollars)</b>		<b>LIQUOR LICENCE (if applicable)</b>	
<b>HEALTH UNIT APPROVAL</b>		<b>FIRE COMPLIANCE (if required)</b>	
<b>CRIMINAL BACKGROUND CHECK</b>		<b>ZONING COMPLIANCE</b>	
<b>SITE DRAWING (if applicable)</b>		<b>BUILDING COMPLIANCE including signage (if required)</b>	

**Please complete both sides of this application.**

*I/We hereby agree and understand the terms and conditions set out in By-law 2009-94 and any amending by-laws and will comply therewith and I understand that any non-compliance will result in the revoking of my licence without refund.*

*The undersigned certifies that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I/We have read the declaration and notice contained below.*

*The undersigned agrees that the issue of a licence will be subject to approvals from such municipal or provincial departments or agencies as the Business Licensing Officer deems necessary. The issuance of a licence is not intended and shall not be construed as permission or consent by the Corporation or the holder of the licence to contravene or fail to observe or comply with any law of Canada or Ontario or any by-law of the Corporation.*

*Any business licence application that has not received approvals from all municipal or provincial departments or agencies as the Business Licensing Officer deems necessary within 90 days from the date of filing the application, due to the applicant's inability to comply with requirements to become licenced, shall be deemed to be refused.*

*Personal information contained on this form is collected under the authority of the Municipal Act, 2001 and will be used, maintained and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used by the Corporation of the Town of Huntsville in determining the suitability for licensing.*

*Information submitted by applicants may be shared with officials, agencies and departments of the Corporation of the Town of Huntsville who are assisting the Business Licensing Officer.*

*Contact the Clerk's Department, 37 Main St. E., Huntsville ON P1H 1A1 (705) 789-1751 Ext. 2237 for information regarding the collection and disclosure of information.*

I/We acknowledge that employees of the Corporation of the Town of Huntsville may enter the subject premises during hours of normal operation in order to conduct inspections and monitor facility operations to verify compliance with by-laws and regulations.

I/We also acknowledge that we have read and understand the Notice under the Municipal Freedom of Information and Protection of Privacy Act and consent to the indirect collection of personal information as described in the notice.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Licensing Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_