



**Town of Arnprior**  
**105 Elgin Street West Arnprior, ON.**  
**K7S 0A8**  
**613-623-4231**

**Special Event Licence Application Form**  
**This is Not a Licence**

A special event licence is issued in the name of the event and the event organizer, where an event is held on municipal property, who holds responsibility for collecting and producing, upon request, all required application documents as outlined in Licencing By-Law No. 6769-17.

I hereby acknowledge that failure to collect and produce these documents upon request from the municipality may result in charges against the event organizer. \_\_\_\_\_  
 (Applicant Initials)

<b><u>Applicant Information</u></b>	
Applicant Name:	
Full Address:	
Phone Number (primary):	
Phone Number (secondary):	
E-mail Address:	
<b><u>Event Information</u></b>	
Event Name:	
Event Address:	
Event Date(s):	
Proposed Hours of Operation:	
Description:	

<b>Number of Vendors Participating:</b>	Non-Food	Food
<b>Applicable Fee:</b>	\$_____ (\$25/day or part thereof to a max of \$150)	
<b>Final Vendor List Attached:</b>	Yes	No

Notice with respect to collection of personal information: Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Arnprior, ON K7S 0A8 or by phone: (613) 623-4231 ext. 1817.

### **Vendor Application Requirements Guide/Checklist**

The following checklist summarizes the application documents that the event organizer must collect and remit, upon request, from **EACH** vendor participating in their special event as per the Licencing By-Law No. 6769-17.

<b>Mandatory Application Requirements</b>	<b>Non-Food Vendor</b>	<b>Food Vendor</b>
Copy of Approved Government Issued ID		
General Liability Insurance – Special Event Coordinator		
Health Unit Certificate of Approval (for Food Vendors available upon request)	<b>N/A</b>	
TSSA Certified Propane Fitter Inspection Certificate (where propane is being used by vendors – available upon request)	<b>N/A</b>	
Historic Compliance with all By-laws and Applicable Legislation		
Applicable Licence Fee		

**Licensee Declaration**

I, the undersigned, hereby declare and acknowledge the following; ○ I have read the Town of Arnprior Licencing By-Law No. 6769-17 and understand all of my responsibilities as the event organizer.

- I have collected and am able to provide copies of all required application documents, if requested, from my vendors in accordance with the Licencing ByLaw.
- I confirm that I have permission to run this event at the location identified above from the property owner or Town of Arnprior, as applicable, and am able to produce proof of a letter of permission if requested.
- I understand that the Issuer of Licences may refuse, suspend, amend or revoke a Licence at any time for by-law non-compliance.
- A special event licence is issued in the name of the event and the event organizer/coordinator, who holds the responsibility of collecting and producing upon request all required application documents as outlined in the Licencing Bylaw. Note: failure to do so may result in charges against the event coordinator/organizer.

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Applicant Name Printed

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Applicant Signature

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Date

<b><u>Office Use Only</u></b>		
<b>Application Status:</b> Approved:                  Denied:		
<b>Payment Received:</b>	<b>Date:</b>	<b>Amount: \$</b>
<b>Licence Number:</b>	<b>Issued by:</b>	