

**Application for Municipal Designation – Special Occasion Permit (SOP) or
Bring-Your-Own (BYO) Event Permit**

Applications must be submitted 45 days prior to the date of the event if estimated attendance at the event is fewer than 5, 000 people per day and 75 days prior to the event if estimated attendance at the event is 5, 000 or more people per day.

A. Applicant Information

Organization Name: _____ Primary Contact: _____

Address: _____

Phone: _____ Email Address: _____

B. Event Details

Event Title: _____

Event location (address and venue): _____

Is the event on City property? Yes No Permit # (if applicable): _____

Date(s) of the Event: _____

Event Start Time: _____ Event Finish Time: _____

Alcohol service start and finish times (each day): _____

Estimated Number of Attendees: _____

Is this request for: Special Occasion Permit Bring-Your-Own Event Permit

C. Description & Eligibility Rationale

Provide a concise description of the event purpose and activities. Explain how the event meets the criteria for a Municipally Significant, Cultural or Community Event in accordance with the ADM 310 - Municipal Designation for Special Occasion and Bring-Your-Own Event Permits Policy.

D. Required Attachments

Attach a legible map showing:

- i. area of the entire event;
- ii. location of the area to be licensed for the sale and service of alcohol;
- iii. all entry and exits to the event and licensed area;
- iv. location of all fire connections in the event and licensed area; and,
- v. washroom locations.

E. Declaration

By submitting this application, I the Applicant confirm the information contained in this application is true and correct and that independent of the application for designation as a Municipally Significant, Cultural or Community Event, will conduct this event in a manner that is safe, legal, and in compliance with all legislation, policies, and other obligations that may apply, including, but not limited to, AGCO permit/licensing requirements, City of Pickering By-Laws, the City of Pickering Municipal Alcohol Policy, and the *Liquor Licence and Control Act, 2019*.

Submitted By: _____

Date (YYYY-MM-DD) _____