

Public Square Rental Application Copy

Please note all applications are subject to a non-refundable \$100.00 fee which will be deducted from your rental fee upon approval.

Applications submitted with missing documentation will not be considered. It is strongly recommended that event organizers review the Public Square Planning Guide prior to submitting their application.

Page 1 of 4 - Event Organizer Information

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Event Organizer Information

Contact Name *

Organization *

Are you a registered Charity/Non-profit? *

Contact Phone *

 - -

####

Address *

Street Address

City

Province

Postal Code

Email *

Date of Birth *

 / / 

MM DD YYYY

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Page 2 of 4 - Event Overview

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Event Overview

Event Name *

Event Date *

 / / 
MM DD YYYY

Alternate Event Date *

 / / 
MM DD YYYY

Event Start Time *

 : AM 
HH MM AM/PM

Event End Time *

 : AM 
HH MM AM/PM

Event Set up Start Time (start of permit time) *

 : AM 
HH MM AM/PM

Event Cleanup End Time (end of permit time) *

 : AM 
HH MM AM/PM

Type of Event *

- Community
- Festival
- Fundraiser
- Concert/Performance
- Marathon/Walk
- Other (please specify)

Event Status *

- New - First time occurring
- Annual Event - Change of location to BWG Public Square
- Annual Event - Same date, location from previous year
- Other (please specify

Estimated Attendance *

Attendance Breakdown**Number of Volunteers/Staff *****Number of Performers *****Number of Bands *****Number of Vendors *****Will your event be: ***

Event Schedule / Programming Schedule

Event overview: please describe your event in as much detail as possible. Include all programming, entertainment schedules, etc. *

Are you planning to serve alcohol at your event? ***Are you planning to serve food/non alcoholic beverages at your event? *****Will food be prepared? ***

Will refreshment vehicles (food trucks) be attending? *

Are you using commercial grade propane barbeques? *

Will there be tents? *

Will goods and or merchandise be sold? *

Will you be playing music or have amplified sound? *

Will you require use of the stage? *

Do you plan to suspend anything from the stage structure? *

Would you like the water feature turned off? *

Will there be amusement games? *

Will you require access to hydro? *

Will you be using generators? *

Have you hired a licensed security company? *

Have you hired South Simcoe Police - paid duty? *

Will your event require portable toilets? *

Will your event require road closures? *

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Page 3 of 4 - Event Operations

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Event Operations

Site Map (with required elements: vendors, tents, washrooms, first aid, fencing, waste, etc.) *

Select Files

Emergency Response Plan (evacuation, lost persons, emergency contacts) *

Select Files

Traffic Mitigation and Parking Management Plan (for events over 1000 people)

Select Files

Certificate of Insurance

All events must provide the Town of Bradford West Gwillimbury with a certificate of insurance, general liability, minimum 2 million (listing the Town of Bradford West Gwillimbury as an additional insured).

Would you like to upload a copy of your certificate of insurance?



Terms and Conditions

([Click Here](#) to review the Public Square Terms and Conditions) *

I acknowledge that I have read the Public Square's Terms and Conditions

By submitting this form, I confirm that: *

- I have reviewed the information in this package and understand the requirements for a special event and agree to submit all necessary paperwork and applications by the dates required.
- The information provided in this application is accurate and complete to the best of my knowledge.
- I understand that incomplete or inaccurate submissions may result in delays or refusal of the application.
- My submission may become part of the public record and/or may be disclosed to the public upon request, in accordance with MFIPPA.
- I have not included any sensitive, confidential, or proprietary information in my submission.

Notice of Collection

All personal information on this form is collected under the authority of the Municipal Act, 2001, as amended in accordance with the Municipal Freedom of Information and Protection of Privacy (MFIPPA). This information will be used by the Town for the purpose of processing and administering the Public Square Event Application. Questions regarding this collection may be directed to the Leisure Events and Marketing Supervisor, 125 Simcoe Road, Bradford, ON L3Z 2A8. Telephone: 905-775-5366, ext. 5102.

Submit

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