

Special Event Licence Application & Event Organizer Participation Agreement

City of Mississauga
Community Services
Licensing, Permits & Regulatory Services
950 Burnhamthorpe Road West
Mississauga, ON L5C 3B4
Tel: 905-615-4311



The personal information on this form is collected under the authority of the following by-laws, as amended: Vendors 552-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04. The personal information will be used for the purpose of administering, licensing, regulating and governing your event in accordance with applicable laws and regulations. Questions regarding the collection of this information should be directed to the Manager, Licensing, Permits & Regulatory Services at 950 Burnhamthorpe Road West, Mississauga, ON L5C 3B4 or by calling 311 (or 905-615-4311 outside City limits).

IMPORTANT: This form must be submitted minimum 45 days prior to the Event.

Event Information

Festival/Event Name	Address of Event

Describe any related activities planned for this event including, but not limited to, amplified sound, entertainment, and activities

Event Date(s)	Event Time(s) From	Event Time(s) To
	: ☐ AM ☐ PM	: ☐ AM ☐ PM

Total Number of Days Operating	Contact Person (on event day)	Contact Phone No. (on event day)

Maximum number of attendees anticipated at any one time during the event	Expected number of attendees overall

FINAL Vendor List Form (attached)	☐ Yes ☐ No	Amplified Sound	☐ Yes ☐ No
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If yes, you may be required to submit a noise exemption application with this package.

I have permission to run this event from either (a site plan is required):

- ☐ **Private Property:** Confirmation in writing permitting the event from property owner **OR:**
☐ **On City Property:** Please provide Rental Agreement

City Event Staff	☐ Yes ☐ No	Name of City Event Staff	
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Event Organizer/Applicant

Individual

Last Name	First Name	Initial

Address	Apt./Unit	City	Province

Postal Code	Telephone Number	Email Address

Mailing Address (if different from above)

Organization, Corporation, or Partnership

Name of Organization/Corporation/Partnership

Director's Name(s) Last, First	The Organizer is a registered affiliate with the City of Mississauga
	☐ Yes ☐ No

Business Address	Unit	City	Province

Postal Code	Telephone Number	Email Address

Mailing Address (if different from above)

Acknowledgement

Read and initial that you understand the following:

- ☐ 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 following by-laws as amended: Vendors 522-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04. **NOTE: failure to do so may result in the licence being cancelled and/or fines up to \$25,000 per individual and/or \$50,000 for a Corporation.**
- ☐ I have read the applicable by-laws and understand my responsibilities as an event organizer.
- ☐ I have collected all application requirements from vendors in accordance with the by-laws above.
- ☐ I am submitting a site plan showing the event layout with this application.

Note: The Licence Manager may require additional information based on the event's size, complexity, and potential risk; traffic, parking, and crowd management plans; confirmation of services (e.g., waste, EMS, and security); and consultation or coordination with Peel Regional Police, to determine whether paid duty services are required.

Licences may be granted in full or with conditional approval, subject to all conditions being met to the City's satisfaction prior to the event occurring.

Acknowledgement of Applicant/Director	Date

For Office Use Only

Selling of Vendors X \$ fee per vendor = \$ TOTAL special event licence fee

VENDOR LIST

Festival/Event Name:

#	Name of Participating Vendor	Please Check Applicable				Fee Exempt Under Scenario # see pg. 3	Description of items		
		Selling Vendor		Display Vendor					
		Food <i>i.e. sells food</i>	Non-Food <i>i.e. sells, but not food</i>	Food <i>i.e. free food, samples</i>	Non-Food <i>i.e. sponsors, info, free games</i>				
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Who requires a Special Event Licence?

- Special Events that include vendors selling (includes display for sale, expose for sale and offer for sale Articles for Sale to the public)
- Special event means an event which is being held either as a community, social, sporting, cultural group celebration, grand opening of a commercial business or other similar event with such event being acceptable to the Licence Manager and shall include temporary farmer’s markets

Special Event Licence Fees

- Total amount is calculated by staff in accordance with the applicable Fees and Charges by-law.
 - Special Event Licence Fee \$63.59 per vendor, per event. If an event runs longer than 5 days, an additional fee of \$39.68 per vendor shall be paid by the Event Coordinator for every 5 additional days at one location.
 - A reduced fee of \$39.68 per vendor for Registered Community Groups affiliated with the City may be available as determined by the applicable City policy.
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- **Licence fee is NON-REFUNDABLE.**

VENDOR LIST GUIDE

1. Complete the “*Vendor List*” to be submitted as part of your application for a Special Event Licence.
2. You may print additional pages as required to complete your list.
3. List the name of the vendor, identify whether they are a “selling vendor (food or non-food)” or “display vendor (food or non-food)”.
4. Provide a brief description of the items that the vendor will make available to the public.
5. Please submit the completed Vendor List only when your vendor list is **FINAL**.
6. Licence fee is NON-REFUNDABLE. Vendors withdrawing from the event after licensing forfeit the fee.
7. The total fee will be calculated by staff, based on the total number of selling vendors.
8. Page 4, Application Requirements Guide, outlines the documents the event coordinator is responsible for collecting from each vendor for licensing purposes. These documents may be required at the time of application, along with any other information, documentation, plans or reports the Licence Manager considers necessary.

FEE EXEMPTIONS

Vendors may be exempt from the licensing fee under 4 possible scenarios. A “YES” answer to all questions under any one scenario may mean the vendor is exempt as long as documentation is provided to the Event Organizer who may be asked to produce same documentation if the event is inspected by an Officer. If documentation is not available, the vendor should be included as part of the Special Event Licence and be required to pay the licensing fees.

Scenario 1	Scenario 2		Scenario 3		Scenario 4
	Is a Farmer				
Holds an annual licence from the City of Mississauga for the vehicle/cart being used at the event? Y/N	Grown in Ontario Y/N	Sells only what they grow Y/N	The goods are manufactured /produced in Ontario Y/N	The goods are being sold in the municipality where the producer lives Y/N	The applicant pays Mississauga Business taxes Y/N
copy of annual licence required	must not be found selling 3 rd party produce		possess Ontario address		must possess a business address in Mississauga that is not zoned residential.

APPLICATION REQUIREMENTS GUIDE

The following checklist summarizes the documents the event organizer is responsible to collect from each vendor participating as per the by-laws, as amended.

Document	Non-food Vendor	Food Vendor	Food Truck	Ice Cream Truck	Food Cart
Insurance	√	√	√	√	√
TSSA Propane Inspection		√	√	√	√
Region of Peel Health Inspection		√	√	√	√
Vehicle Ownership			√	√	
Vehicle Insurance			√	√	
Vehicle Safety Certificate			√	√	

General Liability Insurance	- General Liability Insurance in the amount of \$2,000,000 with respect to all activities and operations of the Special Event against claims for personal injury, bodily injury including death, and property damage or loss, indemnifying and protecting the Special Event Coordinator, their respective employees, servants agents, contractors, volunteers, invitees or licensees. The City of Mississauga must be added to the Insurance as an additional insured, and the dates the vendor will be on site must be noted. In the event organizers do not have blanket vendor insurance, they are required to collect proof of insurance coverage <i>from each vendor</i>. - Facility User Rental Insurance may be purchased through the Recreation Customer Service Centre Monday to Friday 8:30 am to 4:30 pm at Mississauga Sports and Entertainment Centre Complex, 5600 Rose Cherry Place (N Building). www.mississauga.ca/portal/residents/facilityinsurance
TSSA Propane Inspection (Technical Standards & Safety Authority)	- Required if using Mobile Food Service Equipment (MFSE) whose primary purpose is to prepare food (whether or not it's permanently parked) and contains propane or other hydrocarbon fuel-fired cooking appliances. - TSSA inspection report dated within the past 12 months - A portable BBQ requires an annual inspection from a licenced gas contractor provided on a TSSA provided form (<i>Mobile Food Service Equipment – Annual Inspection</i>). More information can be found at https://www.tssa.org/mobile-food-service-equipment or call 1-877-682-TSSA (8772) and vendor to produce a manufacturer’s manual that does not include the phrase “Not for Commercial Use” - A reputable registered gas contractor with a minimum G2 or G1 gas certificate will provide the inspection form and perform the inspection
Region of Peel Health Inspection	- Event organizers and vendors are required to submit an application form to Region of Peel Health Department ➔ Send a “<i>Special Event Application for Event Organizers</i>” min. 30 days prior to their event ➔ Send the “<i>Special Event Application for Food Vendors</i>” min. 15 days prior to their event - For more information visit https://peelregion.ca/services/health-and-safety/special-event-permit or call 905-799-7700 to speak to a Public Health Inspector - Peel Region to send an email of approved vendors to the event organizer which must be retained
Vehicle Ownership	Valid vehicle ownership; legible copy; showing both sides of the ownership; plate number to match vehicle participating in event; signed
Motor Vehicle Insurance	- Must be a Certificate of Insurance (not pink slip), to include vehicle V.I.N. - Each Vendor must produce, when applicable, Motor Vehicle General Insurance in the amount of \$2,000,000 for any vehicle used by the vendors participating in the Special Event.
Vehicle Safety Certificate	- Safety Standard Certificate – must be valid within 36 days as noted on certificate; or - Annual Inspection Certificate (Commercial Vehicles) – must be valid within 1 year

Questions?

For more information contact the City of Mississauga’s 311 Citizen Contact Centre at 905-615-4311.