
REQUIREMENTS FOR: FESTIVALS ON PRIVATE PROPERTY

Please Read:

- **ALL LICENCE APPLICATIONS MUST BE SUBMITTED IN PERSON BY THE OWNER, or A REPRESENTATIVE OF THE OWNER**
 - **APPLICATION(S) TO THE HALTON REGION HEALTH UNIT MUST BE COMPLETED FOR FOOD BOOTHS – contact the Halton Region Health Unit at 905-825-6000 for further information. Confirmation that this has been completed must be received by the Licensing Officer prior to issuance of licence.**
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Requirements to be submitted at time of application:

General:

- Completed Business Licence application form (must be completed and signed by business owner)
- Business Licence Fee
- Zoning Approval (2nd floor, Planning Department, City Hall)
- Proof of age of business owner (i.e. birth certificate, passport, valid driver's licence)
- Master Business Licence and/or Articles of Incorporation
- Letter of permission or Deed
If not the registered owner of the property -- must submit a **letter of permission from property owner, specifically detailing permission to use land for festival**
If registered owner of the property – must submit a **copy of the registered deed**
- A letter from the Halton Regional Police Chief or designate indicating that adequate police protection will be provided at the Festival
- An irrevocable letter of credit satisfactory to the City's Treasurer in an amount satisfactory to the City's Treasurer to be used by the City for any damage to public property or clean up of public property
- A Letter of Undertaking signed by Applicant, Owner or Operator of the Festival and the owner of the land or buildings
- Copy of the Commercial General Liability insurance policy for minimum of \$2,000,000
- A plan showing the provision of sanitary and lavatory facilities, drainage and water facilities, together with a certificate from the Medical Officer of Health for the Regional Municipality of Halton, approving the plan and also certifying that all matters under his jurisdiction have been satisfied; this plan must also meet the satisfaction of the City
- A consent signed by the Applicant, the Owner or Operator of the Festival and the owner of the land or buildings, and any other Person deemed necessary by the Licensing Officer to permit the police, any peace officer, any sheriff and any provincial offence officer, and by-law enforcement officer or any person authorized by the Licensing Officer, to attend the Festival, without charge, for the purpose of making sure this By-Law is being complied with and that the public interest and public peace are being maintained