



THE CORPORATION OF THE TOWN OF ORANGEVILLE
PARKS & RECREATION DEPARTMENT

Tel.: 519-940-9092 Ext. 4103 / Fax: 519-940-4267

www.orangeville.ca

APPLICATION FOR A SPECIAL FUNCTION PERMIT

Submit to: Parks & Recreation Department
Attn: Karen Hunt, Administrative Assistant
275 Alder Street, Orangeville, ON. L9W 5A9

To guarantee the use of the sports fields this application must be submitted 60 days prior to the event.

Name of Organization: _____

Address: _____

Contact Person: _____ Telephone Number: _____

Type of Event: _____

Date of Event: _____ Location of Event: _____

Start Time: _____ Finish Time: _____

Rotary Park: North Diamond [] South Diamond [] Soccer Field: []
Skateboard Park [] Pavilion []

Idyllwilde Park: Large Diamond [] Small Diamond []

Springbrook Park: Senior Diamond [] Major Diamond [] T-ball Diamond []

Princess of Wales: Diamond [] Soccer Field []

Fendley Park: Soccer Field []

Amelia St. Fields Soccer Field []

Princess Elizabeth Fields: Soccer Field []

Alder St. Rec. Centre: Soccer Field [] Entrance (outside) [] (i.e. barbeque)

Tony Rose: Entrance (outside) [] (i.e. barbeque)

Kay Cee Gardens: Gazebo [] (\$30) (weddings, pictures etc. maximum 2 hour use)

Alexandra Park: Gazebo [] (\$30) (weddings, pictures etc. maximum 2 hour use)

Other: # of Garbage Cans ___ # of Picnic Tables (\$20/ea.) ___ # of Bleachers (\$37.50/ea.) 1 [] 2 [] or 3 []

Bases: Fees charged for the use of bases for Rotary North, Rotary South, Idyllwilde Large.
1 day event \$50 [] 2 day event \$75 []

Locates: The Parks and Recreation Department requires 30 days written notice if your set-up would interfere with
underground utilities. A drawing must be submitted showing placement of tents, etc. Yes [] No []

Charity Event: To be eligible for the charity rate a letter must be attached from the designated Charity stating that
they will be the recipient of the proceeds from this event. Yes [] No []

Please check one of the following: Liquor & Food: [] Food Only: [] Non-Alcoholic/Non-food: []

The following departments and agencies must be given written notice of the event. Copies of the notices should be attached to this application. Once the applicant has obtained written approval from the departments and agencies a copy of the approval letters must also be submitted to the Parks & Recreation Department.

Liquor & Food:

- Wellington-Dufferin-Guelph Health Unit
- Orangeville Fire Department
- Orangeville Police Services
- Proof of Insurance – (Town to be named as an additional insured with minimum \$2 million)
- Copy of the Special Occasion Permit (S.O.P.) from the Liquor Control Board of Ontario
- List of bartenders with Smart Serve accreditation, who will be working at the event
- Acknowledgement of the Town of Orangeville Alcohol Risk Management Policies and Procedures

Food Only:

- Wellington-Dufferin-Guelph Health Unit
- Orangeville Fire Department
- Orangeville Police Services
- Proof of Insurance – (Town to be named as an additional insured with minimum \$2 million)

Non-Alcoholic/Non-Food:

- Orangeville Fire Department
- Orangeville Police Services
- Proof of Insurance – (Town to be named as an additional insured with minimum \$2 million)

Contact addresses:**Wellington-Dufferin-Guelph Public Health**

71 Broadway
Orangeville, ON.
L9W 1K1
Phone: 941-0760

Orangeville Police Services

390 C Line
Orangeville, ON.
L9W 3Z8
Phone: 519-941-2522
Fax: 519-941-1279

Orangeville Fire Department

10 Dawson
Orangeville, ON.
L9W 2W2
Phone: 941-3083
