



Planning and Economic Development  
Licensing and By-Law Services  
330 Wentworth Street North  
Hamilton, Ontario L8L 5W3  
Phone: (905) 546-2782 Option 3  
Email: liquorlicense@hamilton.ca

HST# 88932 3218 RT0001

## SPECIAL OCCASION PERMIT NOTIFICATION

### FOR OFFICE USE ONLY

DATE RECEIVED:

RECEIVED BY:

☐

RESOLUTION REQUIRED:

☐

NO RESOLUTION REQUIRED:

**NOTE: All liquor licence applicants MUST also make application directly to the AGCO at [www.agco.on.ca](http://www.agco.on.ca) or 1-800-522-2876. The City of Hamilton is only the commenting party for all licence applications within The City of Hamilton. We DO NOT issue or revoke liquor licences.**

☐

TEMPORARY EXTENSION PERMIT

☐

SPECIAL OCCASION PERMIT

### ATTACHMENTS MUST BE PROVIDED WITH THIS APPLICATION:

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DETAILED MAP/ ROUTE/ SITE PLAN

☐

ALL ENTRY AND EXITS TO THE EVENT AND  
LICENSED AREA (DIMENSIONED)

☐

LOCATION OF THE LICENSED AREA (DIMENSIONED)

☐

CHARITY REGISTRATION (IF APPLICABLE)

☐

WASHROOM LOCATION

NAME OF THE EVENT:

ADDRESS OF THE EVENT:

**CONTACT INFORMATION:** (Please Print Legibly - Approval of incomplete or illegible applications may be delayed)

Organization:

Charity Number/Registration:

Contact Person:

Address:

City:

Province:

Postal Code:

Phone Number:

Alternate Number:

Email Address:

### EVENT DETAILS:

#### TYPE OF EVENT:

☐

INDOORS

☐

OUTDOORS

☐

PUBLIC EVENT

☐

PRIVATE EVENT

☐

PARADE

☐

SPORT/TOURNAMENT

☐

EVENT/FESTIVAL

☐

OTHER (Please Specify):

Has a S.E.A.T. application been made?

☐

YES

☐

NO

☐

Charity/Non-For Profit (Proof of Registration/Charity number is required)

Has the AGCO application been filed?

☐

YES

☐

NO

If yes, please select

☐

Notification Only

☐

Letter of Municipal Significance required

**IF THE EVENT IS ON MUNICIPAL PROPERTY, PLEASE PROVIDE THE LOCATION:**

City Park (Name):

Building/Facility Name/Area:

Road(s):

### ESTIMATED ATTENDANCE

(Please estimate all that apply)

Number of People Per Day:

Number of People for the entire event:

Number of Volunteers/Staff:

Number of Participants:

\*SMARTSERVE **MUST** be obtained

\*People involved in the event eg: VENDORS, racers, runners

**\*\*If more than 5000 persons, application MUST BE RECEIVED 60 DAYS PRIOR\*\***

EVENT ELEMENTS					
(Complete to ensure proper permits are processed)					
Event on City Property:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Admission Fee:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sound Amplification:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Wheelchair Accessible:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pay Duty Police Hired:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fireworks:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Number of Pay Duty Police Hired: _____		
Tents/Temporary Structures:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Private Security Hired:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, Provide Dimensions: _____			If yes, Number of Private Security Hired: _____		
*Building Permit Required for tents larger than 60 m.sq. or attached to a building					
Occupant Loads of Each Tent/Structure: _____					
EVENT DETAILS					
(Provide details to ensure proper evaluation of the application)					
EVENT DATE		EVENT TIME		ALCOHOL SERVING TIME	
		START:		START:	
DD/MMM/YY		FINISH:		FINISH:	
		START:		START:	
DD/MMM/YY		FINISH:		FINISH:	
		START:		START:	
DD/MMM/YY		FINISH:		FINISH:	
LCBO DETAILS					
LCBO LOCATION NEAREST YOU:					
NOTE TO AGCO/LCBO					
<b>This application is used by the City of Hamilton as a notification to Fire, Building, Health, Clerks Office and the Police Service of the City of Hamilton for Temporary Extension and Special Occasion Permit Liquor Licence Requests.</b>					
I, (please print name) _____ acknowledge it is my responsibility to notify the City of Hamilton in writing immediately of any changes in the information provided, during the course of this application, the period of a licence and upon any renewal of a licence and to ensure compliance with all City of Hamilton By-laws pertaining to this application.					
Signature of Applicant _____			Date of Submission _____		
**Submission of this application does not constitute approval by the City of Hamilton and its Departments**					
<p><b>Notice of Collection:</b> The City of Hamilton collects Personal Information as defined by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended, under authority of sections 151 and 227 of the Municipal Act, 2001; S.O. 2001, c. 25, as amended, and the City of Hamilton Consolidated By-Law No. 07-170. Personal Information collected on this form will be used to issue, monitor, and regulate licensing, and perform record searches. As permitted or required by law, Personal Information may be shared with Public Health, Hamilton Fire, Building, Zoning or other applicable internal departments for comment or action as it relates to licensing or compliance with laws and bylaws, including external Provincial or Federal Government branches as requested. Personal Information will be de-identified and aggregated for program planning, and for statistical and reporting purposes. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for circulation of information related to the business community, business licensing or the location of the business. Questions about the collection of this personal information can be directed to Tiffany Gardner, Licensing &amp; Bylaw Services, 330 Wentworth St N, 905-546-2424, Tiffany.Gardner@hamilton.ca. <b>Business Identifying Information:</b> As mandated by section 2(2.1) and (2.2) of the Municipal Freedom of Information and Protection of Privacy Act, the business information collected on this application form will be maintained as a business record. Information associated with an individual in a professional, business, or official capacity is not personal information. Business information may be publicly available. Providing false or incomplete information could result in the refusal of this application. <b>Risks of Using Electronic Communication Notice:</b> The City of Hamilton will use reasonable means to protect the security and confidentiality of information sent and received using electronic communication. However, due to risks such as accidental disclosure or interception by parties not intended to receive the information, we cannot guarantee the security and confidentiality of electronic communication and will not be liable for the improper disclosure of confidential information that is not the direct result of intentional misconduct of the City and/or its staff.</p>					