

Exhibition Licence Application

To apply for an exhibition licence, please provide Enforcement Services with the following documents along with your completed application:

- ☐ Town of Whitby Certificate of Insurance.
- ☐ Copy of letter to Emergency Medical Services.
- ☐ Copy of letter to Durham Regional Police Services.
 - If pay duty is required, please provide proof of payment.
- ☐ Copy of letter to the Fire Department.
- ☐ Copy of letter to Emergency Medical Services.
- ☐ Certificate from the Medical Officer of Health.
- ☐ Map of the event area with legend.
- ☐ If amusement rides are in attendance, we require a current TSSA certificate; owner name, address, etc.; list of rides operators.
- ☐ Payment in the amount of \$350.00 made payable to the Town of Whitby.
- ☐ Security cheque of \$500.00 refundable deposit.

Payments:

- Option 1: Submit your completed application with the required documents to our office located at 3050 Garden Street Unit 102, Whitby, ON L1R 2G7. Payments are accepted by debit, cash or cheque made payable to the Town of Whitby.
- Option 2: Drop your payment and completed application into the Town's drop box located at 575 Rossland Road E, Whitby, ON L1N 2M8.

Please Note:

- For information on events please contact: events@whitby.ca.
- If refreshment vehicles are in attendance, please refer to the Town's Refreshment Vehicle Bylaw.
- If you have any further questions, please contact us at 905.430.4345.

Part A: Applicant Information			
First Name:		Last Name:	
Street Number and Address:			
City:	Province:	Postal Code:	
Telephone:		Mobile:	
Email Address:			
Part B: Exhibition Information			
Name of Exhibition:			
Company Name:			
Street Address:			
City:	Province:	Postal Code:	
Dates of Exhibition:			

The undersigned hereby applies for a licence as described and agrees to comply with all municipal by-laws and regulations and all other application requirements. The applicant hereby acknowledges that the Town of Whitby, in processing the application, may make such inquiry and searches as it deems appropriate and the applicant hereby authorizes the release of all police and other records and information at this or at anytime by any person to Town Council, provided such information is received and discussed "in camera" and otherwise remains confidential, unless the applicant requests otherwise in writing. The applicant understands that if requested by the Chief of Police, records and information will remain confidential.

In consideration of the issuance of the licence which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Town, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of action, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the issuance of such licence and the carrying on of the business, project or other activity for which the licence is issued.

In the matter of Licensing by-law No. 5545-04 and amendments thereto, for regulating the issuance, renewal, and approval of licences in the Town of Whitby, in the Regional Municipality of Durham:

I _____, do solemnly declare that:

- I am the _____ (insert position i.e. president, partner, secretary) of the applicant firm in this application and, as such, have knowledge of the facts heretofore set forth;
- The statements contained in this application are, from my own knowledge, true;
- This application discloses all facts known to me that are relevant thereto; and,
- I made this solemn declaration consciously believing it to be true and knowing that it is same force and effect as is made under oath and by virtue of "The Canadian Evidence Act."

Applicant Name	
Applicant Signature	
Date	

Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town's Licensing By-Law. This information may be forwarded to various Town Departments and the Region of Durham for comment. Questions about this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905.430.4315.