

Exhibition Licence Application

To make an application for an exhibition licence, please provide By-law Services with the following:

List of Exhibition Licence Requirements

- Hold Harmless and Indemnification
- Town of Whitby Certificate of Insurance
- Copies of letters to:
 - Durham Regional Police Services;
 - Emergency Medical Services;
 - Fire Department; and,
 - Durham Health Department
- Map of the event area with legend
- Town of Whitby Rental Contract
- If refreshment vehicles are in attendance, we require: current TSSA certificate; current propane/natural gas inspection certificate; owner and operator information (name, address, etc.); VIN and plate number
- If amusement rides are in attendance, we require: current TSSA certificate; owner name, address, etc.; list of ride operators
- Payment in the amount of \$200.00 made payable to the Town of Whitby.

Payments:

Payments are accepted by cash, cheque or debit payable to the Town of Whitby and submitted through:

- Option 1: Mail it to Enforcement Services - 575 Rossland Rd Whitby, ON L1N 2M8
- Option 2: Drop it off into the Town's mailbox at 575 Rossland Rd Whitby, ON L1N 2M8
- Option 3: Come to 3050 Garden Street Unit 102 Whitby, ON L1R 2G7 to make payment in person

Payments

- For information on events please contact: events@whitby.ca

Town of Whitby

Legal and Enforcement Services, By-law Services Section

Office Address: 3050 Garden Street, Unit 102, Whitby, ON L1R 2G7

Mailing Address: 575 Rossland Road East, Whitby, ON L1N 2M8

www.whitby.ca



Part B: 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.

Town of Whitby

Legal and Enforcement Services, By-law Services Section

Office Address: 3050 Garden Street, Unit 102, Whitby, ON L1R 2G7

Mailing Address: 575 Rossland Road East, Whitby, ON L1N 2M8

www.whitby.ca



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:

Durham:

I _____, of the _____ (Town/City)

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	
Signature of Town of Whitby Staff	

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.