



## Yonge-Dundas Square 2019 Special Event Application

*Please ensure that you complete the application in its entirety, as only completed applications will be considered. Please print the application, fill it out, and submit it to [events@ydsquare.ca](mailto:events@ydsquare.ca). Digital applications are also accepted, and can be sent to [events@ydsquare.ca](mailto:events@ydsquare.ca) as well.*

### Section 1

<b>Event Name</b>			
<b>Preferred Event Date[s]</b> <small>(including move-in &amp; move-out)</small>	From:	Until:	
<b>Alternative Date[s]</b>	From:	Until:	
<b>Host Organization</b>			
<b>Organizational Address</b>	Street name/no.:		
	City:	Province:	
	Postal/zip code:	Country:	
<b>Applicant Details</b>	<b>Applicant Name</b>		
	<b>Applicant Title</b>		
	<b>Website</b>		
	<b>Contact Information</b>	<b>Phone:</b>	
		<b>Email:</b>	
	<b>Is the Applicant the Primary Contact?</b>	Yes  No <i>(If No; Please identify whom will be the lead on the activation.)</i>  Alternative:	
<b>Type of Organization</b>	<b>Corporate</b>	<b>Charitable Organization</b>	<b>Non-Profit Organization</b>
		<b>Charitable Registration Number</b> _____	<i>As designated under the Canada Revenue Agency's definition of an NPO.</i>
<b>Contract Signing Authority</b>	Name:		

**Section 2**

<b>Type of Event</b>		
	Full Permit Area (Stage & Plaza)	10 x 20 Promotional Space <i>(Applications only accepted 45 days prior to the event)</i>

<p style="text-align: center;"><b>Event Overview</b></p> <p style="text-align: center;"><i>Provide an accurate account of the event details.</i></p>	
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Hours of operation for Yonge-Dundas Square are from 7:00 am – 1:00 am (Next Day). On occasion, when an event site set-up and strike requires additional time; hours may be extended at the discretion of Yonge-Dundas Square. When booking, please ensure you disclose an accurate account of your timelines as additional days may be required in order to facilitate the event logistics.

Note that proper time for strike and site cleaning should be factored into any successful event plan. A cleaning fee will be applied to all events with Food and Beverage service or large-scale events where a powerwash is required to restore the Square back to the original state. Fees for waste removal will also be applied for all activations. Please refer to the Yonge-Dundas Square [Fees Document](#).

<p style="text-align: center;"><b>Event Timelines</b></p> <p style="text-align: center;"><i>Please identify the event load-in/out times and the intended event schedule in order to highlight activation hours for each event day.</i></p>	
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Provide an accurate estimate of the number of attendees **at any given time**. This information will be used to determine security and facility requirements. Toronto Police Service may be required at the expense of the Organization permitting the event.

<b>Expected Attendance</b>	
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**Key Questions** *(This is a mandatory field. Please answer each of the following questions.)*

Are you serving food?	Yes	No
Will you or your vendors have open flame?	Yes	No
Will you be serving alcohol at your event?	Yes	No
Will your event require a road closure?	Yes	No
Will your event have paid admittance	Yes	No
Would you be interested in using the YDS Digital Screens?	Yes	No

To further meet our mandate as noted above; Yonge-Dundas Square provides priority to those activations that can prove that they are adding value to the local community through innovative and engaging activations. Please identify below your organizational plan to meet these requirements as you engage with the Square. Please identify key areas of engagement through the stage, providing exciting visual and audio content, use of the plaza, and vendor/partner experiences.

**Returning Events; please identify any significant alterations to the event plan from previous year[s].**

New Events; additional information in the format of an official proposal may be requested at the leisure of the Yonge-Dundas Square staff. Should you wish to attach a supplemental document with imagery and analytics; it will be welcomed by the Management Staff of YDS.

Identify anticipated performers, vendors, entertainment, food and beverage service, activities, sponsor engagements etc. that will further highlight the benefit of the event and the value added to the local community.

<b>Returning Event to Yonge-Dundas Square?</b>	Yes	No, <i>Elaborate below in Event History.</i>
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**Section 3**

**New Events Only**

Yonge-Dundas Square requests a detailed background on all New Events. Details about your organization and previous experience organizing large-scale events are required. Priority is given to those able to demonstrate a proven track record of event planning and financial management.

<b>Event History</b>	<b>Date</b>	Start:
		End:
	<b>Venue</b>	
	<b>Attendance</b>	
	<b>Overall Budget</b>	
	<b>Community Feedback</b>	
	<b>Sponsorship Feedback</b>	
	<b>Key Areas of Activation</b>	
	<b>Key Take-away</b>	

Yonge-Dundas Square requests that all new applicants identify relevant references from the venue of their previous event location. All Events who do not provide full contact information for references will not be considered. References must not be affiliated with the organization applying to permit Yonge-Dundas Square.

Reference[s]	Contact Name	
	Contact Title	
	Contact Phone	
	Contact Email	

**Section 4**

**Acknowledgement**

Upon signing of this document; I acknowledge that all information contained within this document is accurate, complete and true.

I acknowledge that I have taken the time to review the Yonge-Dundas Square 2018 Fees and Guidelines for Use as posted on the Yonge-Dundas Square [website](#).

I understand that if my application is approved, that as the Event Organizer, I will be required to:

Commit to a Contractual Agreement with Yonge-Dundas Square and abide by all regulations as stated in the text.

Agree to the terms of [Yonge-Dundas Square Guidelines for Use](#).

Read and abide by the:

- [Performance and Display Policy](#)
- [Good Neighbour Policy](#)

Submit all required event documentation listed in the YDS Guidelines by the applicable deadlines as stated in the critical path which will be received with the contractual agreement.

Electronic Applicant Signature	
Application Date	

*I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.*

Save a copy of your application before submitting.