

Date Received:		License Number:	
A. Refreshment Vehicle			
<input type="checkbox"/> Individual _____		<input type="checkbox"/> Company _____	
B. <input type="checkbox"/> New		<input type="checkbox"/> Renewal	
C. Application Requirements:			
<p>APPLICATION , DOCUMENTS AND FEES <u>MUST BE SUBMITTED TWO (2) WEEKS</u> PRIOR TO THE EVENT FOR PROCESSING</p> <p>The following original documents must be included with this application:</p> <p><input type="checkbox"/> Written permission from the Director of Recreation and Culture or his designate (Town Sponsored Special Event)</p> <p><input type="checkbox"/> Written permission from the charitable or not for profit organization (Community Event)</p> <p><input type="checkbox"/> List of Vendors (attached)</p> <p>For each Vendor</p> <p><input type="checkbox"/> Certificate of General Liability Insurance in the amount of two million dollars (\$2,000,000) naming the Town of Newmarket as an additional insured.</p> <p><input type="checkbox"/> Certificate of Automobile Insurance in the amount of two million dollars (\$2,000,000) (if applicable)</p> <p><input type="checkbox"/> Fee</p>			
D. Special Event Organizer Information			
Last name:		First name:	Company:
Street address:			Unit number:
Lot/con:			
Municipality:		Postal code:	Province:
E-mail:			
Telephone number: ()		Fax ()	Cell number ()
E. Special Event Information			
Event Name		Event Date:	
Street Address:			
Municipality:		Postal Code	Province
E-mail:			
Day/Days of Event Contact Information		Name:	Cell Number ()
E. Declaration of Applicant			
<p>I _____ certify that:</p> <p>(print name)</p> <p>By signing this application the Owner / Applicant agrees that all information provided is true. The Owner /Applicant further agrees that any false information may result in a revocation of any license that may be issued.</p> <p>_____ Date</p> <p>_____ Signature of Applicant</p> <p>This application may contain personal information as defined under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>. The information collected is required pursuant to the terms of <i>the Municipal Act</i> and will be used by the Town of Newmarket to process the application, and to determine whether to issue a license. Information will also be used for administration of such license, and for law enforcement purposes to ensure compliance with all applicable statutes, regulations and by-laws.</p>			
OFFICE USE ONLY			
Date:		Approved by:	
Special Event License Fee Per Vendor: \$		Account Number:	
# of vendors _____ X \$ _____ =		Account Number:	