

**SPECIAL EVENT LICENCE  
APPLICATION FORM  
&  
EVENT ORGANIZER  
PARTICIPATION AGREEMENT**



**City of Mississauga  
Enforcement Division  
Mobile Licensing Enforcement**  
3235 Mavis Road  
MISSISSAUGA ON L5C 1T7  
Tel: 905-615-4311  
[mobile.licensing@mississauga.ca](mailto:mobile.licensing@mississauga.ca)  
[www.mississauga.ca](http://www.mississauga.ca)

**EVENT INFORMATION**

Festival/Event Name: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Permit Time(s): \_\_\_\_\_ : \_\_\_\_\_ am/pm To \_\_\_\_\_ : \_\_\_\_\_ am/pm

Total Number of days operating: \_\_\_\_\_

Contact Person (on event day): \_\_\_\_\_

Contact Phone # (on event day): \_\_\_\_\_

**FINAL** Vendor List Form (attached): Yes: \_\_\_\_\_ No: \_\_\_\_\_

**I have permission to run this event from either:**

- ☐ **Private Property:** Confirmation in writing permitting the event from property owner **or:**
- ☐ **On City Property:** Please provide Rental Agreement
- City Event Staff **Y / N** Name of City Event Staff: \_\_\_\_\_

**EVENT ORGANIZER/APPLICANT**

**Individual**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Address: \_\_\_\_\_ Apt./Unit: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**Organization, Corporation, or Partnership**

Name of Organization/Corporation/Partnership: \_\_\_\_\_

The Organizer is a registered affiliate with the City of Mississauga: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Director Name(s) (last, first): \_\_\_\_\_

Business Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

**ACKNOWLEDGEMENT**

Please read and initial that you understand the following:

- ☐ *A special event licence is issued in the name of the event and the event organizer/coordinator, who holds the responsibility of collecting and producing upon request all required application documents as outlined in the following by-laws as amended: Vendors 522-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04. **NOTE: failure to do so may result in the licence being cancelled and/or fines up to \$25,000 per individual and/or \$50,000 for a Corporation.***
- ☐ **I have read the applicable by-laws and understand my responsibilities as an event organizer**
- ☐ **I have collected all application requirements from vendors in accordance with the by-laws above**

Signature of Applicant/Director: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only	
# Selling of Vendors _____	X \$ _____ fee per vendor = \$ _____ TOTAL special event licence fee

**Festival/Event Name:** \_\_\_\_\_

[illegible]

**Who requires a Special Event Licence?**

- Special Events that include vendors selling (includes display for sale, expose for sale and offer for sale Articles for Sale to the public)
- Special event means an event which is being held either as a community, social, sporting, cultural group celebration, grand opening of a commercial business or other similar event with such event being acceptable to the Licence Manager and shall include temporary farmer’s markets

**Special Event Licence Fees**

- Payment is made in-person at Mobile Licensing – total calculated by Mobile Licensing staff
  - Special Event Licence Fee \$55 per vendor, per event. If an event runs longer than 5 days, an additional fee of \$34 per vendor shall be paid by the Event Coordinator for every 5 additional days at one location.
  - A reduced fee of \$34 per vendor for Registered Community Groups affiliated with the City may be available as determined by the applicable City policy.
- **NO REFUNDS** once the licence is issued for vendors withdrawing their participation once the licence has been issued.

**VENDOR LIST GUIDE**

1. Please complete the “*Vendor List*” to be submitted as part of your application for a Special Event Licence.
2. You may print additional pages as required to complete your list.
3. List the name of the vendor, identify whether they are a “selling vendor (food or non-food)” or “display vendor (food or non-food)”.
4. Provide a brief description of the items that the vendor will make available to the public.
5. Please submit the completed Vendor List only when your vendor list is FINAL.
6. REFUNDS are not available after the licence has been issued. Vendors withdrawing from the event after licensing forfeit the fee.
7. The total fee will be calculated by Mobile Licensing Staff, based on the total number of selling vendors.
8. Page 4, APPLICATION REQUIREMENTS GUIDE, outlines what documents the event coordinator is responsible for collecting from each selling vendor for licensing.

**FEE EXEMPTIONS**

Vendors may be exempt from the licensing fee under 4 possible scenarios. A “YES” answer to all questions under any one scenario may mean the vendor is exempt as long as documentation is provided to the Event Organizer who may be asked to produce same documentation if the event is inspected by a Mobile Licensing Officer. If documentation is not available, the vendor should be included as part of the Special Event Licence and be required to pay the licensing fees.

Scenario 1	Scenario 2		Scenario 3		Scenario 4
	Is a Farmer				
Holds an annual licence from the City of Mississauga for the vehicle/cart being used at the event? Y/N	Grown in Ontario Y/N	Sells only what they grow Y/N	The goods are manufactured /produced in Ontario Y/N	The goods are being sold in the municipality where the producer lives Y/N	The applicant pays Mississauga Business taxes Y/N
copy of annual licence required	must not be found selling 3 <sup>rd</sup> party produce		possess Ontario address		must possess a business address in Mississauga that is not zoned residential.

APPLICATION REQUIREMENTS GUIDE

The following checklist summarizes the documents the event organizer is responsible to collect from each vendor participating as per the by-laws, as amended.

Document	Non-food Vendor	Food Vendor	Food Truck	Ice Cream Truck	Food Cart
Insurance	√	√	√	√	√
TSSA Propane Inspection		√	√	√	√
Region of Peel Health Inspection		√	√	√	√
Vehicle Ownership			√	√	
Vehicle Insurance			√	√	
Vehicle Safety Certificate			√	√	

<b>General Liability Insurance</b>	<ul style="list-style-type: none"><li>General Liability Insurance in the amount of \$2,000,000 with respect to all activities and operations of the Special Event against claims for personal injury, bodily injury including death, and property damage or loss, indemnifying and protecting the Special Event Coordinator, their respective employees, servants agents, contractors, volunteers, invitees or licensees. The City of Mississauga must be added to the Insurance as an additional insured, and the dates the vendor will be on site must be noted. In the event organizers do not have blanket vendor insurance, they are required to collect proof of insurance coverage <i>from each vendor</i>.</li><li>Facility User Rental Insurance may be purchased through the Recreation Customer Service Centre Monday to Friday 8:30 am to 4:30 pm at Paramount Fine Foods Centre, 5600 Rose Cherry Place (N Building). <a href="http://www.mississauga.ca/portal/residents/facilityinsurance">www.mississauga.ca/portal/residents/facilityinsurance</a></li></ul>
<b>TSSA Propane Inspection</b>  <b>(Technical Standards &amp; Safety Authority)</b>	<ul style="list-style-type: none"><li>Required if using Mobile Food Service Equipment (MFSE) whose primary purpose is to prepare food (whether or not it's permanently parked) and contains propane or other hydrocarbon fuel-fired cooking appliances.</li><li>TSSA inspection report dated within the past 12 months</li><li>A portable BBQ requires an annual inspection from a licenced gas contractor provided on a TSSA provided form (<i>Mobile Food Service Equipment – Annual Inspection</i>). More information can be found at <a href="https://www.tssa.org/en/fuels/food-trucks.aspx">https://www.tssa.org/en/fuels/food-trucks.aspx</a> or call 1-877-682-TSSA (8772) <b>and</b> vendor to produce a manufacturer’s manual that does not include the phrase “Not for Commercial Use”</li><li>A reputable registered gas contractor with a minimum G2 or G1 gas certificate will provide the inspection form and perform the inspection</li></ul>
<b>Region of Peel Health Inspection</b>	<ul style="list-style-type: none"><li>Event organizers and vendors are required to submit an application form to Region of Peel Health Department<ul style="list-style-type: none"><li>→ Send a “<i>Special Event Application for Event Organizers</i>” min. 30 days prior to their event</li><li>→ Send the “<i>Special Event Application for Food Vendors</i>” min. 15 days prior to their event</li></ul></li><li>For more information visit <a href="http://www.peelregion.ca/health/enviroNew/food/event-organizer.htm">www.peelregion.ca/health/enviroNew/food/event-organizer.htm</a> or call 905-799-7700 to speak to a Public Health Inspector</li><li>Peel Region to send an email of approved vendors to the event organizer which must be retained</li></ul>
<b>Vehicle Ownership</b>	Valid vehicle ownership; legible copy; showing both sides of the ownership; plate number to match vehicle participating in event; signed
<b>Motor Vehicle Insurance</b>	<ul style="list-style-type: none"><li>Must be a Certificate of Insurance (not pink slip), to include vehicle V.I.N.</li><li>Each Vendor must produce, when applicable, Motor Vehicle General Insurance in the amount of \$2,000,000 for any vehicle used by the vendors participating in the Special Event.</li></ul>
<b>Vehicle Safety Certificate</b>	<ul style="list-style-type: none"><li>Safety Standard Certificate – must be valid within 36 days as noted on certificate; or</li><li>Annual Inspection Certificate (Commercial Vehicles) – must be valid within 1 year</li></ul>

Questions? For more information contact the City of Mississauga’s 311 Citizen Contact Centre at 905-615-4311 or Mobile Licensing Enforcement Office at [mobile.licensing@mississauga.ca](mailto:mobile.licensing@mississauga.ca)