

## **Special Event Permit Application For Refreshment Vehicles in Attendance Fee: \$50**

### **Applicability**

This application is to be completed by the Event host/organizer or person responsible for a Special Event in the Town of Petrolia, in accordance with By-law 19-2021.

For larger events (more than 1 unit), event organizers must notify Lambton Public Health (LPH) at least two weeks prior to hosting an event.

### **Submission Requirements**

1. This application shall be completed and submitted at least two weeks prior to the start of the event.
2. You must be at least 18 years old (or an authorized representative) to apply.
3. It is the applicant's sole responsibility to obtain and pay for all the information and documentation required.
4. Only Refreshment Vehicles with a Town of Petrolia Business License will be allowed.
5. Written proof of participation approval by the Event Host/Organizer if different from the property owner.
6. Drawing of location.
7. For your application to be complete, you must submit the necessary supporting documents. All refreshment vehicles, and carts must be licensed pursuant to the Town of Petrolia Refreshment Vehicle By-law.

### **Submission Instructions**

Your completed application form, fee, and all necessary supporting documentation shall be submitted to the Town of Petrolia, 411 Greenfield St. Petrolia, ON, N0N 1R0

For further information regarding this application process, contact the Director of Community Services at 519-882-2350.

Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality's special events permits and applications. Personal information along with other information provided with this application will be shared among authorized Municipal staff, and external agencies who have input or an interest in the event, for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Clerks' Department at 519-882-2350.



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### Part 1 – Event Host / Organizer Contact Information

Business Name:		
Contact Name:	Telephone (Home):	Telephone (Cell):
Address:		
City:	Province:	Email:

### Part 2 - Event Information (max 4 separate dates if using the same Refreshment Vehicle)

Event Name:		
Event Dates:  1. _____ 2. _____ 3. _____ 4. _____	Event Start time:  1. _____ 2. _____ 3. _____ 4. _____	Event End time:  1. _____ 2. _____ 3. _____ 4. _____

Event Location: Name of Facility or Address of Property

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Drawing of where units will be located on property:



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**Part 3 – Refreshment Vehicle Supporting Documentation for All Refreshment Vehicles  
in Attendance (if more than 2 please print additional page)**

Name of Refreshment Vehicle: \_\_\_\_\_

Refreshment Vehicle Operator \_\_\_\_\_

Refreshment Vehicle Operator Phone Number: \_\_\_\_\_

License Number: \_\_\_\_\_ License Expiry Date: \_\_\_\_\_

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Name of Refreshment Vehicle: \_\_\_\_\_

Refreshment Vehicle Operator \_\_\_\_\_

Refreshment Vehicle Operator Phone Number: \_\_\_\_\_

License Number: \_\_\_\_\_ License Expiry Date: \_\_\_\_\_

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**\*\*Only Refreshment Vehicles with a Town of Petrolia Business License are allowed to operate in the Town of Petrolia. To obtain a Business License please contact the Town of Petrolia Clerks' Department at [amajor@petrolia.ca](mailto:amajor@petrolia.ca) \*\***



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**Part 4 – Acknowledgment of Conditions**

I certify that I have read this entire application form and am fully aware of the terms and conditions and of my obligations therein.

**Event Host / Organizer:**

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**Part 5 – Town of Petrolia Approval – OFFICE USE ONLY**

Approved By:

\_\_\_\_\_

Date: \_\_\_\_\_