



Office Use Only

Date Received: _____

Permit#: _____

2025 Facility Permit Application

Date: _____ Applicant's Name: _____ Phone #: _____

Organization Name _____ email: _____

Address: _____ City: _____ Postal Code: _____

Facilities Requested:	1. _____	# of people attending: _____
	2. _____	
	3. _____	

Date(s) Requested _____ **Time:** _____ - _____ **Annual Event:** Y N

Event Name (if applicable): _____

Description of Event (Be Specific): _____

 *If you are holding a Walk/Run event, be sure to have first aid responders along the route*

Will your event include (check all that apply):

- BBQ
- Sale of Food
- Bonfire
- Special Occasions Permit (alcohol)
- Fireworks
- Amplified Music
- Stage (Not supplied by City)
- Tents (Not supplied by City)
- Event Advertising Signs
- Road Closures

Additional Requests:

Equipment and Services Required- Additional Fees + tax may apply:

- Washrooms
- Hydro(extra cost)
- 8FT Barricades – (Set of 10 (\$67.48 plus HST))
- Garbage Cans – Set of 8 (\$67.48 plus HST)
- Wind Screens (Installed, Rotary Shelter Only) –(\$ 67.48 plus HST)

How many sets: _____
How many sets: _____

Completed Forms can be sent to:

Arts, Culture & Recreation
200 McIntyre St. E. North Bay, ON P1B 8V6
Phone: (705) 474-0400 Ext 2335 or 2329
Fax: (705) 474-9782 Email: fieldsandparks@northbay.ca



Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of booking municipal parks. Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre St. E., North Bay (705) 474-0626, Ext. 2510.