

No-Fee Community Activations

Please read the Booking Guidelines available on [One-Time Booking of Parks and Recreation Facilities](#) before completing your application. For questions or support, call Client Services at 416-396-7378 or visit [One-Time Booking of Parks and Recreation Facilities](#). Completed applications may be submitted via email to PFRCustomerService@toronto.ca

Applicant Type

Please select one.

- Registered charity
- Not-for-profit organization
- Unincorporated community group, association or collective
- Individual

Applicant Contact

The Applicant Contact is the person responsible for completing this application form and will serve as the main point of contact with Client Services staff to finalize the booking.

First name		Last name	
<input type="checkbox"/> Check this box if First name and Last name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single name. Provide your name in the next space.			
Single Name			
Organization Name (if applicable)			
Street Number	Street Name		Suite/Unit Number
City/Town	Province	Postal Code	

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Mobile Number	Email Address
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Activity Contact

The Activity Contact is the person responsible for supervising the activities in-person on the day of the booking. This person must be onsite during the activity, be reachable by phone, and have a copy of the booking/permit with them. The Activity Contact does not have to be the same person as the Applicant Contact.

- Check this box if the Activity Contact is the same as the Applicant Contact. If not checked, the Activity Contact must fill out the following section and review the Notice of Collection at the end of this form.

First name	Last name
<input type="checkbox"/> Check this box if First name and Last name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single name. Provide your name in the next space.	
Single Name	
Mobile Number	Email Address

Park Information

Attach a site map identifying the location and layout of your activity.

Park Name
Park Address
Location within the Park

Activity Date and Attendance

Activity Date (yyyy-mm-dd)	Expected Total Attendance
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Start Time, including set-up (hh:mm)	End Time, including clean-up (hh:mm)
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Activity Types

<input type="checkbox"/> Arts and crafts	<input type="checkbox"/> Photography (non-commercial)	<input type="checkbox"/> Walk or tour with meet-up
<input type="checkbox"/> Board games or cards	<input type="checkbox"/> Social gathering	<input type="checkbox"/> Workshop
<input type="checkbox"/> Ceremony	<input type="checkbox"/> Tai chi	<input type="checkbox"/> Yoga or fitness activity
<input type="checkbox"/> Lawn games	<input type="checkbox"/> Talk or information display	
<input type="checkbox"/> Meditation		
<input type="checkbox"/> Other (please specify)		

Activity Description

Briefly describe your activity.

Activity Features

Number of Tents. Maximum two 10 ft x10 ft (3 m x 3 m) tents, weighted not staked.

Amplified sound equipment (select all the apply)

One battery powered microphone

One battery powered speaker

Food (select all that apply)

Eligible Food: Food that is offered to participants must be sealed, pre-packaged, individual serving food from an inspected location such as a grocery store or licensed restaurant. The food must be ready-to-eat (i.e. does not require onsite preparation such as washing, cutting, handling, portioning, assembly, cooking or heating). Food must be free and cannot be sold.

Participants will bring their own food for personal consumption

Eligible food will be offered to participants (please specify):

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Check this box if your activity includes a giveaway. Describe the giveaway item:

Insurance

For charities and not-for-profit organizations

If your booking is approved, you will be asked to provide a certificate of insurance from your insurance provider listing the City of Toronto as an additional insured for the activity.

I will provide a certificate of insurance.

For unincorporated groups and individuals

Insurance is only required for yoga or fitness activities. If applicable, you can bring your own insurance or purchase coverage from the City at an affordable rate.

My activity does not include yoga or fitness. Insurance is not required.

I will provide a certificate of insurance.

I will purchase insurance from the City. (Client Services staff will follow-up to process your purchase.)

Signature

I have reviewed, understand and agree to adhere to the [No-Fee Community Activations Guidelines](#).

- I attest that all information in this application form is true and that my proposed activities will be free and open to the public.
- I understand that City staff may call and/or visit the Activity Contact during the activity to ensure compliance with the [No-Fee Community Activations Guidelines](#) and to support the evaluation of this booking program. I agree that the Activity Contact will have a physical or digital copy of the approved booking/permit and will be available to speak to City staff.
- I understand that failure to comply with the Booking Guidelines may result in fines or restrictions on future bookings with the City of Toronto, at the sole discretion of the General Manager of Parks and Recreation.

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Applicable to Incorporated Organizations

As stated in the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2), information collected on this form is considered business identity information. Business identity information could be publicly available and/or disclosed upon request, unless an exception applies.

Applicable to Unincorporated Community Groups and Private Individuals

Parks and Recreation collects personal information on this form under the legal authority of the City of Toronto Act, 2006, sections 7, 8, 136(a) and (c); the Toronto Municipal Code, Chapter 608, Parks, Article III, Parks Use, section 608-11 and Chapter 608, Parks, Article X, Regulation and Enforcement, section 608-49; and Item 2025.MPB27.1, City Council Decision 4, as confirmed by the City of Toronto By-law 108-2025. [The information is used to administer this application for the use of City of Toronto facilities and for further communications with the applicants.] Questions about this collection can be directed to Client Services, Toronto City Hall, 100 Queen Street West, 1st Floor, Toronto, Ontario, M5H 2N2 or by telephone at 416-396-7378.”.

Authorized Signature (If not a Legal Entity, the signature of individual(s) assuming personal responsibility)	Date (yyyy-mm-dd)
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Submitting the Application

Submit this application form and a copy of your Site Map to Client Services at PFRCustomerService@toronto.ca, **at least three weeks** in advance of the activity.