



Event Checklist for Event Organizers

Once you have applied for outdoor event space ([APPLY HERE](#)), consider the components of your event and if you answer YES to any of these sections, click on the information provided.

It is recommended that applications be **submitted 6-12 months in advance**, 12 months is highly recommended for outdoor space.

Meet/Connect with City of Oshawa Staff	Information
Outdoor Event	Contact specialevents@oshawa.ca to discuss your event. 905-436-3311
Road Closure/Sidewalk Use	Fill out the Road Closure Event Application
At Your Event	Information
Alcohol (Beer Garden)	Step 1: Event of Municipal Significance Application Step 2: Alcohol and Gaming Commission of Ontario
Animals (Petting Zoo)	Live Animals Request
Filming	Film Location Request
Fireworks	Fireworks Discharge Permit
Fire Pit	Open Air Burn Permit
Food Vendors	Food Vendors: Contact licensing@oshawa.ca Event Organizer: Durham Region Health Department
Hydro Hook-up (special hookup or generator use)	Contact specialevents@oshawa.ca 905-436-3311
Inflatables (bouncy castles)	Carnival Licence
Insurance	Minimum \$2-5 million liability with the City named as additionally insured.
Partnership Grants	Waiver of Fees
Peddlers (merchandise vendors) *does not include handmade products	Special Event Application (Licensing)
Security (must have when serving alcohol)	Security Application
Tents over 20x30 feet	Building Permit Application