



100 John West Way  
 Aurora, Ontario  
 L4G 6J1  
 (905) 727-3123  
 aurora.ca

Town of Aurora  
**Third Party Special Event Checklist**  
 Community Services

<b>Length of Time Prior to Event</b>	<b>My Deadline</b>	<b>Requirement</b>
120 Days		Outdoor Event Application requiring Council approval must be submitted to the Town
90 Days		Applications for York Region Road Closure Permits must be submitted
60 Days		Event Application not requiring Council approval must be submitted to the Town
30 Days		A Special Occasion Permit must be obtained from the AGCO for all special events where alcohol will be served
		York Regional Police, York Region Community and Health Department and Central York Fire Services must be notified for all special events where alcohol will be served
		Event Site Plan must be submitted to the Town
		Utility locates must be booked and Town must be notified of any amusement rides or inflatables
		Organizer Application Form must be submitted to York Region Community and Health Services
		Licences for SOCAN, Re:Sound or Entandem should be obtained
4 Weeks		Applications for Town of Aurora Road Closure Permits must be submitted
		Applications for Paid Duty Police must be submitted to York Regional Police for all special events where this has been deemed a requirement
21 Days		Vendor Application Form must be submitted to York Region Community and Health Services
14 Days		Facility permits must be signed
		Facility permits must be paid
		Insurance documents submitted
		Provide proof of security to the Town
		Provide proof that electrical inspection has been arranged
		Provide proof that fireworks have been approved
		Application for Refreshment Permits must be submitted to the Town