



**HOSTING AN
EVENT OUTDOORS**
ON CITY OF HAMILTON PROPERTY?



**YOU WILL NEED TO COMPLETE A
S.E.A.T. APPLICATION**

For more information or to book an appointment to speak with staff from the Special Events Advisory Team (S.E.A.T.)

-  seat@hamilton.ca
-  905-546-4646
-  www.hamilton.ca/hostanevent



APPLICATION DEADLINES

120 DAYS PRIOR FOR
EVENTS ON A ROADWAY

60 DAYS PRIOR FOR EVENTS
IN A PARK OR AT CITY HALL



APPROVAL FROM S.E.A.T. IS REQUIRED FOR EVENTS THAT ARE OPEN TO THE PUBLIC* WITH ANY OF THE FOLLOWING COMPONENTS:

- Food being given or sold to the general public at an event open to the public
- Alcohol
- Fireworks
- Sound amplification
- The use of electricity - you are plugging into an outlet for power and/or using a generator
- Tents larger than 60m² (Note: building permit will be required)
- Stages that are more than 225m² in area (Note: building permit will be required)
- Amusement rides and/or inflatables, such as bouncy castles or bouncers
- Projected attendance of over 1,000 people

** Private events taking place outdoors on City property that have alcohol and/ or fireworks will be required to submit a S.E.A.T. application. Note: events that take place outdoors on private property may be required to submit a S.E.A.T. application.*

- QUESTIONS?**
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