



**APPLICATION FOR PROCLAMATION**

(Please complete and submit your completed form to the Town Clerk @ [clerks@richmondhill.ca](mailto:clerks@richmondhill.ca) at least three weeks in advance of the occasion)

Please Print

**ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT NAME:** Mr. [ ] Mrs. [ ] Ms. [ ] Miss [ ] \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/TOWN:** \_\_\_\_\_

**PROVINCE:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

**FACSIMILE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PROCLAMATION REQUESTED** (Name or title of proclamation):

\_\_\_\_\_

**DATES OF PROCLAMATION** (Please check and insert dates)

Day(s) \_\_\_\_\_  Week \_\_\_\_\_

Month \_\_\_\_\_

**PURPOSE OF PROCLAMATION** (Please check all that apply):

Civic Promotions  Public Awareness Campaign  Charitable Fundraising Campaign

Arts and Cultural Celebration  Special Honor for individual or Organization

Other (please explain) \_\_\_\_\_

**DESCRIPTION OF YOUR ORGANIZATION** (Please include a brief description and any other relevant information related to your request. Additional information/documentation may be attached to this application):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Has the same or a similar proclamation been requested of the Richmond Hill Council in past years?**

Yes (insert date of previous request) \_\_\_\_\_

No (new request)

You must provide the draft wording for your proclamation in order to receive an official signed proclamation from the Mayor.

The personal information on this form is collected under the authority of the Municipal Act. The information is used for the purpose of processing the application for proclamation. Questions about this collection of information can be made to the Town Clerk (905) 771-8800.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE RETURN OUR COMPLETED APPLICATION FORM TO:**

Office of the Clerk  
225 East Beaver Creek Road  
Richmond Hill, ON L4B 3P4  
[clerks@richmondhill.ca](mailto:clerks@richmondhill.ca); Fax 905-771-2502