

First-Booking Compliance Checklist

	Who Holds It	Date Confirmed
☐ Business name registered (or confirmed not required)		
☐ Local business license obtained (or confirmed not required)		
☐ Tax registration checked (EIN, state tax ID, or CRA business number and GST/HST)		
☐ Contract states who obtains each permit		
☐ Venue's liquor license or the event's alcohol permit confirmed, with the holder named		
☐ Caterer's food permits confirmed for this location		
☐ Park, street, tent, noise or fire permits identified		
☐ Insurance certificate requirements received from the venue and permit offices		
☐ Names on permits, insurance and contracts match		
☐ Copies filed with the event folder		