



The Regional Municipality of Waterloo and Area Municipalities

**SPECIAL EVENT PERMIT**

Application and Permit to hold a Special Event of a Municipal Road  
(Region of Waterloo Special Event Permit By-Law 05-019)



**Township of Woolwich**

- No Road Closure
- Road Closure Required

Receipt # \_\_\_\_\_

**Pre-Approval Information & Documentation:**

Name of Organization Sponsoring Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Position in Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Name of Special Event Supervisor:** \_\_\_\_\_

Telephone # before event: \_\_\_\_\_ Telephone # during event: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

Is this a community sponsored, non-profit event? Yes  No

Will this event include the consumption of alcohol on a Regional Road? Yes  No

Will the event include the solicitation of donations from the driver or any other person in a motor vehicle?  
Yes  No

**Date of Event:** \_\_\_\_\_ **To** \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

**For Each Date of the Event:**

Time that set-up or assembly will commence \_\_\_\_\_

Time that event will commence \_\_\_\_\_

Time that event will finish including clean-up \_\_\_\_\_

**Number of Participants:**

Individuals \_\_\_\_\_ Bands \_\_\_\_\_ Horses \_\_\_\_\_ Bicycles \_\_\_\_\_ Cars \_\_\_\_\_ Floats \_\_\_\_\_ Other \_\_\_\_\_

**Assembly Area:** \_\_\_\_\_

**Disassembly Area:** \_\_\_\_\_

**Roads to Be Used**

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**Road Authority (Municipality)**

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**Special Event Permit – continued**

**Parking Prohibitions**

<b>Road</b>	<b>Side</b>	<b>From</b>	<b>To</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Road or Lane Closures**

<b>Road</b>	<b>Side</b>	<b>From</b>	<b>To</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Barricades/Road Closed Signs Required? Yes  No  (If barricades and signage are required you must submit a detailed site plan indicating locations)

Changes to traffic control devices including signs, pavement markings, traffic control signals, etc. \_\_\_\_\_

Bus stop relocations: \_\_\_\_\_

Other information required from applicant: \_\_\_\_\_

**Municipal Staff to Fill in this Section:**

**Amount of Certificate of Insurance:**

\$2,000,000       \$7,000,000       Other Amount \$ \_\_\_\_\_

Date Obtained: \_\_\_\_\_

**Conditions of Approval**

Applicant to prepare and deliver survey:       No       Yes      Date Delivered: \_\_\_\_\_

Other Conditions: \_\_\_\_\_

**This Permit is conditional upon the applicant signing below and agreeing to the conditions listed on pages 1, 2 & 3 of this Permit:**

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

**This Permit is conditional upon the approval of the Affected Municipalities. The Affected Municipalities include any that are listed as a road authority in this Permit.**

<b><u>Municipality</u></b>	<b><u>Approved By</u></b>	<b><u>Date</u></b>
Region of Waterloo	_____	_____
City of Cambridge	_____	_____
City of Kitchener	_____	_____
City of Waterloo	_____	_____
Township of North Dumfries	_____	_____
Township of Wellesley	_____	_____
Township of Wilmot	_____	_____
Township of Woolwich	_____	_____

**Special Event Permit- continued**

**Conditions of Approval:**

1. The applicant must have binding authority for the sponsoring organization.
2. The applicant should submit a copy of this Permit to his or her Insurance Company to ensure that a proper Certificate of Insurance is produced.
3. The applicant shall purchase and maintain third party liability insurance acceptable to the Affected Municipalities throughout the term of this Agreement. Unless otherwise specified, the terms of the insurance shall be from the date of commencement of set-up or assembly for the Special Event until the date of completion of all related activities on the road system. Such coverage shall protect the Affected Municipalities against all claims for all damages or injury including death to any person or persons and for damage to any property of any Affected Municipality or any other public or private property resulting from or arising out of any act or omission on the part of the applicant or any of his or her servants or agents. Coverage shall consist of a comprehensive policy of public liability and property damage insurance for the Special Event in the amount identified on Page 2 per occurrence. Such insurance shall name the Affected Municipalities as additional insured thereunder. Such insurance shall be extended to include the following endorsements: Blanket Contractual Liability and Cross Liability with a Severability of Interests Clause. If applicable, host Liquor Liability Endorsement will be required for a Special Event that requires a Liquor License. Such insurance shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the Affected Municipalities.
4. If applicable, the applicant shall purchase and maintain automobile third party liability insurance in the amount of \$2,000,000 which is to be acceptable to the Affected Municipalities through the term of the Agreement covering all owned, leased and non-owned automobiles used in connection with the activities governed by this Permit.
5. This insurance coverage shall be primary insurance to the insurance carried by the Affected Municipalities. Any insurance or self-insurance maintained by the Affected Municipalities shall be excess of this insurance and shall not contribute with it.
6. The Affected Municipalities reserve the right to modify the insurance requirements as deemed suitable.
7. The applicant, his or her heirs, executors, administrators and assigns will indemnify and save harmless the Affected Municipalities from any and all claims, demands, suits, actions and judgments made, brought or recovered against the Affected Municipalities and from all loss, costs, damages, charges or expenses that may be incurred, sustained or paid by the Affected Municipalities by reason of the granting of the Special Event Permit. The indemnity provisions of this Agreement shall survive the termination of the Agreement.
8. The applicant has read and understood the Region of Waterloo Special Event Permit By-law, which is available on the Region's website at [www.region.waterloo.on.ca](http://www.region.waterloo.on.ca).

If you require any additional information or have any questions please contact:

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