



The Regional Municipality of Waterloo and Area Municipalities

SPECIAL EVENT PERMIT - BANNER

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

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

Date banner will be up: _____ **To** _____

(Month/Day/Year) (Month/Day/Year)

<u>Roads to Be Used</u>	<u>Road Authority (Municipality)</u>
_____	_____
_____	_____
_____	_____
_____	_____

Municipal Staff to Fill in this Section:

Amount of Certificate of Insurance:

\$2,000,000 Date Obtained: _____

Conditions of Approval

Banner must conform to the requirement listed in Schedule 1: Yes No

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

Date: _____ Signature of Applicant: _____

Regional Municipality of Waterloo and Area Municipalities----

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.

<u>Municipality</u>	<u>Approved By</u>	<u>Date</u>
Region of Waterloo	_____	_____
Township of Woolwich	_____	_____

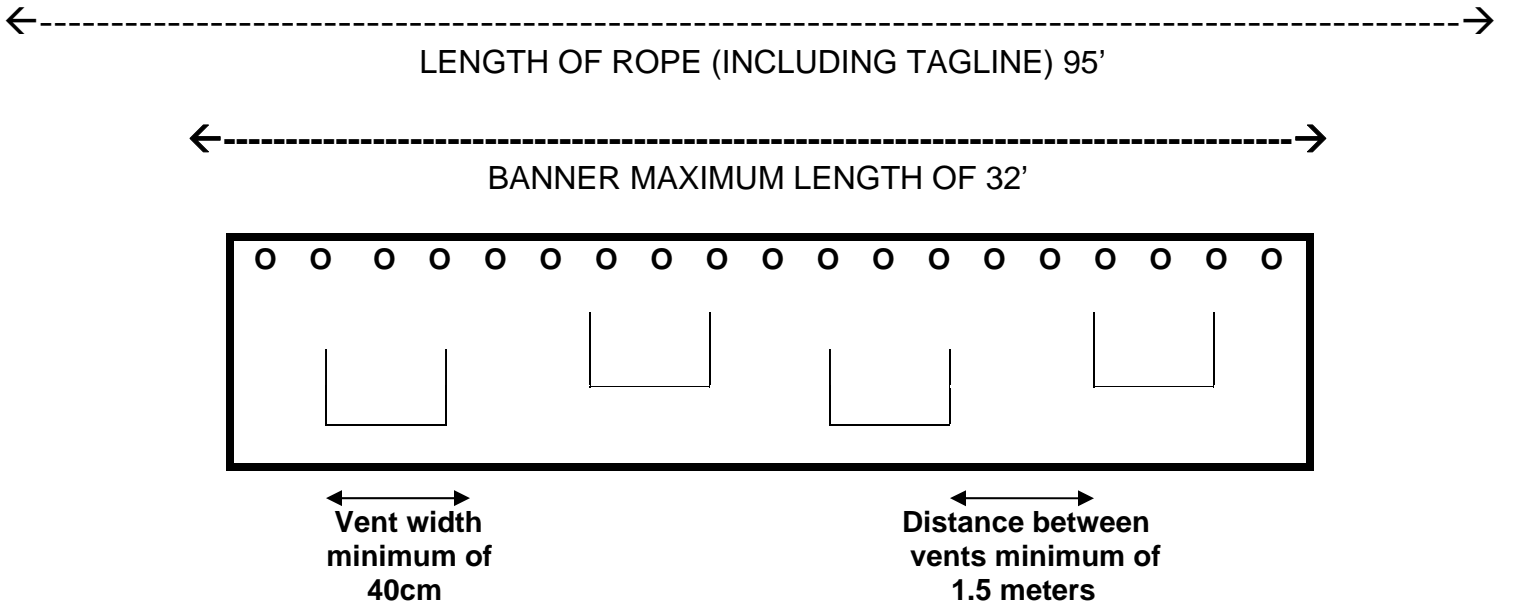
Conditions of Approval:

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.

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

Rae Bauman
Admin. Assistant
Engineering & Planning Services
Phone: 519.669.1647, ext. 6042

BANNER REQUIREMENTS IN THE TOWNSHIP OF WOOLWICH



- BANNER MUST HAVE SUFFICIENT WIND HOLES (MIN. 4 LARGE WIND VENTS)
- BANNER CENTRED ALONG ROPE
- 95' ROPE PROVIDES FOR TIE OFF AT EACH END
- ROPE TO BE 3/8" BRAID POLYPROPYLENE QUALITY ROPE
- ROPE TO BE CONTINUOUS FEED THROUGH BOTTOM OF BANNER
- TAGLINE ALONG THE TOP OF THE BANNER OPTIONAL
- GROMMETS ON TOP (SPACED 2 FT APART) TO ACCEPT D-RINGS
- ROPE BEAD ALONG TOP OF BANNER TO PREVENT TEARING OF GROMMET HOLES
- D-RINGS (DIAMETER 3/8" & LENGTH OF 3 1/8") IN EACH GROMMET ALONG TOP OF BANNER
- BANNER MUST BE RECEIVED AT TOWNSHIP OFFICE A MINIMUM OF 2 WEEKS PRIOR TO PLACEMENT

