



# SPECIAL EVENT PERMIT

Application to hold a Special Event on a Municipal Road

No Road Closure

Road Closure

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

*Please complete all sections of this form; if assistance is required please contact  
Engineering & Planning Services*

### **Information & Documentation**

Name of Organization sponsoring event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Day of Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Description**

Name of Event: \_\_\_\_\_

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

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Previous Year's Date(s) of event: \_\_\_\_\_

### **Day of Event Details:**

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

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

Time that event will finish – Including clean-up: \_\_\_\_\_

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

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

### **Number of Participants**

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



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### Event Details: (Please Circle One)

- Is this an annual event?  Yes  No
- Is this a community sponsored, non-profit event?  Yes  No
- Will this event include the consumption of alcohol?  Yes  No
- Will the event include fundraising?  Yes  No
- Will there be live animals?  Yes  No
- Will there be fire, fireworks, or pyrotechnics?  Yes  No
- Will Police be required/hired?  Yes  No
- Will Trails, Parking Lots, Parks be used?  Yes  No

### Tents and Structures:

- Will tents, stages, or other structures be erected?  Yes  No

Please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*Please note that tents/structures **cannot** be staked or pegged into Municipal property, this includes parking lots, sidewalks, boulevards, roads, etc., a Utility Locate is required if the structure is to necessitate stakes or pegs*

*\*Please note that a Building Permit may be required – Please contact the Building Division at 519-669-6042 for further information*

### Food and Vendors:

- Will you be serving or selling food/beverages?  Yes  No
- Will you be cooking/warming food on site?  Yes  No
- Do you have vendors?  Yes  No

*Please provide a description of types of vendors and estimated number:*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please note that approval must be granted through Region of Waterloo Public health for event and all participating vendors*

### Site Plan:

A site plan of the event must be included in the permit submittal and must clearly illustrate the following:

- All roads, trails and public property to be utilized by event
- Flow of traffic
- Flow of pedestrians
- Flow of cyclists
- Location of any temporary signage associated with event
- Organizers are responsible for erecting and removing **all** signage related to their event.

- Barricades/Road Closed Signs required?  Yes  No

\*If yes please illustrate where in the Site Plan and provide explanation below for description of why road is to be closed or partially closed.



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### **Conditions of Approval**

1. All applications must be submitted to the Engineering & Planning Services Department at the Township of Woolwich **no less than 8 weeks** in advance of the Special Event. Failure to submit application within the designated time-frame may result in a delay or non-approval
2. An approval under this Permit shall be valid for only the period for which it was issued.
3. Refusal to issue an approval may be based on the following grounds:
  - 3.1. Conflicts with another event
  - 3.2. All required documentation is not submitted for processing
  - 3.3. Failure to provide the required fee
4. For events that are to take place on Municipal Roads, Property or Facilities (i.e. Community Centre, Arena, etc.) an application must be completed for each of the responsible Departments
  - 4.1. Contact Recreation and Facility Services in the Woolwich Community Centre for details on Municipal Facilities at 519-669-7001
5. The applicant must have binding authority for the sponsoring organization
6. 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.
7. 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. 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 3 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 Affect Municipalities.
8. 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.
9. 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.
10. 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 the Agreement shall survive the termination of the Agreement.
11. The applicant has read and understood the Region of Waterloo Special Event Permit By-law as it pertains to the use of Regional roads for events.



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12. The applicable permit fee must be paid in full before an approved permit is issued to Organizer.
13. A copy of the Approved Permit must be available at the site of event

**This Permit is conditional upon the applicant signing below and agreeing to all the conditions listed in this Permit.**

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

*Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act 2001, and in accordance with the provisions of MFIPPA. Personal information collected on this form will be used for the purpose of the administration of a special event at the Township of Woolwich. If you have questions about this form, please contact the Township of Woolwich's Administrative Technical Assistant, Engineering & Planning Services at 519-669-6041.*