



THE TOWNSHIP
OF WOOLWICH
24 CHURCH ST. W,
BOX 158
ELMIRA, ON N3B 2Z6

SPECIAL EVENT PERMIT - FILMING

Application to hold a Special Event
within the Municipal Road allowance

Application No. _____

Please complete all sections of this form. For assistance, please contact Infrastructure Services at 519-669-6041.

For more information and complete details, including frequently asked questions, please read the Special Event Permits information found on the [Roads and Sidewalks](#) page on the Township website.

Contact Information & Documentation

Name of organization sponsoring event:	
Name of applicant:	
Position in Organization:	
Mailing address:	
City:	Postal Code:
Telephone:	Email:
Name of filming event supervisor:	
Telephone:	Email:

Event Description

Name of Event:
Type of Event:
Description of Event: _____
Date(s) of Event:
Previous Year's Event Date(s):

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:
Total Number of Participants:

Event Details

Will this event include the consumption of alcohol?	Yes: ☐	No: ☐
Will there be live animals?	Yes: ☐	No: ☐
Will there be fire, fireworks, or pyrotechnics?	Yes: ☐	No: ☐
Will Police be hired/required?	Yes: ☐	No: ☐
Will there be potentially hazardous activities?	Yes: ☐	No: ☐
If yes, what are the hazards? _____		

Tents and Structures

Will tents, stages, or other structures be erected?	Yes: ☐	No: ☐
Please describe: _____		
<i>*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</i>		
<i>*A Building Permit may be required – Please contact the Building Department at 519-669-6042</i>		

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 numbers: _____ _____		
<i>*Please note that approval must be granted through Region of Waterloo Public Health for event and all participating vendors</i> <i>*A Salesperson license may be required – Please email licensing@woolwich.ca</i>		

Parking

Please describe where parking will be accommodated for your event: _____ _____

Site Plan

Are you requesting for the road to be closed or partially closed? Yes: ☐ No: ☐ A site plan of the event must be included in the permit submittal and must <u>clearly</u> illustrate the following: • All roads, trails, and public property to be utilized by event on a route map • Indicate the flow of traffic, pedestrians, and/or cyclists • Location of all proposed road closures, police presence (if applicable), and temporary signage/barricades associated with the event If yes, please provide an explanation below for description of why road is to be closed or partially closed: _____ _____ _____ <i>Please be advised that the closure or partial closure of the road is at the discretion of Infrastructure Services Staff.</i> Traffic Control Plans: • For events held on the roadway, organizers are responsible for providing a traffic control plan that must conform to the latest version of Ontario Traffic Manual Book 7 – Temporary Conditions and certified by an authorized third-party. Approved temporary traffic control devices identified in Book 7 must be used. • Please note that organizers are responsible for sourcing, erecting, and removing all signage related to their event. For more information and details regarding these requirements please visit the website. Please attach the site plan and traffic control plan to this application.
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Amount of Certificate of Insurance

The organizer must submit a Certificate of Insurance naming BOTH the Township of Woolwich and the Region of Waterloo as 'additional insured'. (see Conditions of Approval for details) ☐ \$2,000,000 (for events utilizing the sidewalk/boulevard) ☐ \$5,000,000 (for events with a full or partial road closure) ☐ \$7,000,000 (for events that require a Liquor License) ☐ Other Please be advised that these amounts are at the discretion of the Township.

Requested Roads to be Utilized

Please list below the roads to be affected by the event and indicate the Road Authority for all roads.

The Permit is conditional upon the approval of the Affected Municipalities. The Affected Municipalities include any that are listed as a Road Authority in this application. (Please attach an additional page if needed)

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

Conditions of Approval

1. All applications must be submitted to the Infrastructure 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 timeframe 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 or construction activity
 - 3.2. All required documentation is not submitted for processing
 - 3.3. Failure to provide the required fee
 - 3.4. Public space being unsuitable for the event
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.
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, with all available coverage extensions/endorsements, in an amount of not less than \$2,000,000 per occurrence. Such insurance shall name the Township of Woolwich, the Region of Waterloo, and any other Affected Municipality, as an additional insured with blanket contractual liability and cross liability endorsement with a severability of interests' provision. The policy self-insured retention/deduction shall not exceed \$100,000 per claim and **if** the policy has an aggregate limit, the amount of the aggregate shall be double the required per occurrence limit. A combination of primary coverage plus umbrella or excess liability insurance may be used. If applicable, hose 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.

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 #05-019 as it pertains to the use of Regional roads for events.
12. The applicable permit fee must be paid in full before an approved permit is issued to the Organizer.
13. A copy of the Approved Permit must be available at the event site at all times.
14. The applicant is responsible for providing an approved third-party Book 7 document of any lane and/or road closures and the hiring of police officials, as needed.
15. Comply with all provisions of By-Law Number 76-2006 and all relevant Ministry of Labour and Ministry of Transportation requirements.

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, Infrastructure Services at 519-669-6041.

FOR OFFICE USE ONLY	
Fees & Charges By-Law 67-2021 Schedule "B" [G/L 1-5-0800-870-331]	
Special Event Permit: No Road Closure ☐ \$1,000.00	Special Event Permit: Road Closure ☐ \$1,000.00
Total Collected: Receipt Number:	Township of Woolwich Approval: