

STREET CLOSURES

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn: Pieter Kuyntjes, Senior Civil Engineering Technologist Transportation & Public Works 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4682 ext. 4551 kuyntjesp@cambridge.ca www.cambridge.ca	Due Date: For an event requiring approval from Council = 4 months Otherwise, 6 weeks prior to the event.	Cost: \$30.14 (Effective March 2008) (\$30.90 effective April 1/09)
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OVERVIEW:

- A Special Event Permit is required for any special event that takes place on any highway, road or parking lot within the City of Cambridge. For an example of a Special Event Permit Application, please refer to the appendix of this section.

YOUR RESPONSIBILITY:

- Determine whether a Special Event Permit is required for your special event.
- Follow the proper steps to obtaining a Special Event Permit.
- Cover the costs of obtaining a Special Event Permit.
- Provide a completed certificate of insurance, naming the City as additional insured, evidencing a comprehensive policy of public liability and property damage insurance. For more information on insurance, please see Section 8 – Insurance.

STEPS TO OBTAINING A SPECIAL EVENT PERMIT:

1. Four months prior to the event, contact the Engineering Division for a Special Event Permit Application. Early submission of the application will provide staff with a sufficient amount of time to obtain all necessary approvals and coordinate road closures when required. Please be aware that your Special Event Permit will be processed on a first come, first serve basis.
2. Complete and submit the application back to the Engineering Division. Along with your application, be sure to include the following items:
 - Certificate of Insurance
 - A cheque in the appropriate amount.

Depending upon the nature of your event, your application might be subject to approval from the Waterloo Regional Police, City of Cambridge and if necessary from the Regional Municipality of Waterloo and any other affected area jurisdiction. If applicable, applicants must also comply with any requirements that may be imposed by Council.

3. Once your Special Event Permit Application has been processed and approved, a permit will be submitted to you. Be sure to have this permit available on the day of your event.
4. Send proof of your Special Event Permit to your Special Events Liaison.

EXTRA INFORMATION:

Cancellation and Refusal of Events

- In an emergency situation, all events may be cancelled or rerouted for the preservation of public safety and the safety of the participants.
- The Engineering Division may also refuse an application for a Special Event Permit or grant a Special Event Permit subject to conditions required for public safety and convenience. In some cases, the application may be referred to Regional Council or Municipal Committees for refusal or approval.

Appeal Process

- Any conditions of approval or a decision to refuse to issue a Special Event Permit may be appealed to City of Cambridge and/or the Regional Council.

**REGIONAL MUNICIPALITY OF WATERLOO
 AND LOCAL MUNICIPALITIES**

SPECIAL EVENT PERMIT- continued

TABLE 2

<u>PARKING PROHIBITIONS</u>			
<u>ROAD</u>	<u>SIDE</u>	<u>FROM</u>	<u>TO</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>ROAD OR LANE CLOSURES</u>			
<u>ROAD</u>	<u>SIDE</u>	<u>FROM</u>	<u>TO</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: _____

APPLICANT TO PREPARE AND DELIVER SURVEY? YES NO

DATE DELIVERED: _____

CONDITIONS OF APPROVAL:

APPLICANT TO PREPARE AND DELIVER NOTICE? YES NO

OTHER CONDITIONS: _____

This Permit is conditional upon the applicant signing below and agreeing to the conditions listed on pages 1, 2 and 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 Table 1 of this Permit.

<u>PERMIT APPROVED BY</u>	<u>MUNICIPALITY</u>	<u>DATE</u>
_____	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	_____

**REGIONAL MUNICIPALITY OF WATERLOO
AND LOCAL MUNICIPALITIES**

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.

COLLECTION NOTICE

Personal information requested on this form is collected under the authority of the *Municipal Act* and will be used to assist staff and Councillors of the Affected Municipalities in making a decision on this event. Questions regarding this collection should be forwarded to staff of the Affected Municipalities.

REVISED: January 4, 2006