



SPECIAL EVENT PERMIT

PERMIT FEE: \$100.00

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

PRE-APPROVAL INFORMATION AND DOCUMENTATION:

NAME OF ORGANIZATION SPONSORING THE EVENT: _____
 Street address: _____
 Telephone number: _____ E-mail address: _____
NAME OF APPLICANT: _____ Position with sponsoring organization: _____
 Street address: _____
 Telephone number: _____ E-mail address: _____
NAME OF SPECIAL EVENT SUPERVISOR: _____
 Telephone number before/during event: _____ E-mail address: _____

TYPE OF EVENT: _____
PURPOSE OF EVENT: _____
DESCRIPTION OF EVENT: _____

 Is this a community-sponsored, non-profit event? Yes No
 Will the event include the consumption of alcohol on the Road? Yes No
 Will the event include the solicitation of donations from the driver or any other person in a motor vehicle? Yes No
DAY(S) OF THE WEEK AND DATE(S) OF EVENT: FROM: _____ **TO:** _____
DAY/MONTH/YEAR
 Day(s) of the week and date(s) that the event was last held: from _____ to _____ day/month/date/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: _____

<p>ROADS TO BE USED:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SIDEWALKS TO BE USED:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>ROAD AUTHORITY (MUNICIPALITY):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>ROAD AUTHORITY (MUNICIPALITY):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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REGIONAL MUNICIPALITY OF WATERLOO AND AREA MUNICIPALITIES

SPECIAL EVENT PERMIT- continued

PARKING PROHIBITIONS: ROAD SIDE FROM TO

MUNICIPAL PARKING LOTS TO BE USED: Galt Core Area, Hespeler Core Area, Preston Core Area

ROAD OR LANE CLOSURES: ROAD SIDE FROM TO

POLICE CONDITIONS: Are Police required at this event? Paid Duty Officers... Auxiliary Officers...

What duties are you requesting police to perform at this event? Please be specific.

Have you contacted Police for assistance? YES NO Date Police assistance requested?

Police require minimum 30 days' notice for paid duty or auxiliary scheduling. Requests can be made and will be accepted inside of 30 days; however there is a chance the requested resources may not be available.

MUNICIPAL STAFF TO FILL IN THIS SECTION: AMOUNT OF CERTIFICATE OF INSURANCE: CONDITIONS OF APPROVAL:

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. PERMIT APPROVED BY MUNICIPALITY DATE

**REGIONAL MUNICIPALITY OF WATERLOO
AND AREA 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 29, 2020