



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

SPECIAL EVENT PERMIT

Application to hold a Special Event
within the Municipal Road allowance

Please complete all sections of this form and submit it to the Infrastructure Services Department. 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 contact for the day of event:	
Telephone:	Email:

Event Description

Name of event:				
Type of event: <i>(Check)</i>				
Parade:	Running Event:	Bicycle Race/Tour:	Walk-a-Thon:	
Street Festivities:	Procession:	Sidewalk Sale:	Other: _____ <i>(Please describe)</i>	
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:		
# Individuals: _____	# Bicycles: _____	# Horses: _____
# Bands: _____	# Cars: _____	# Floats: _____

Event Details

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 requested/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: _____ _____		
<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. *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 the Region of Waterloo Public Health for event and all participating vendors *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 a road closure or partial road closure?	Yes:	No:
<p>A site plan of the event must be included in the permit submittal and must <u>clearly</u> illustrate the following:</p> <ul style="list-style-type: none">• All roads, trails, and public property to be utilized by the 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 and provide an explanation below for description of why road is to be closed or partially closed: <p>_____ _____ _____</p> <p><i>*Please Be advised that the closure or partial closure of the road is at the discretion of Infrastructure Services Staff.</i></p> <p>Traffic Control Plan:</p> <ul style="list-style-type: none">• 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. <p style="text-align: center;">For more information and details regarding these requirements please visit the website.</p> <p style="text-align: center;">Please submit the site plan and traffic control plan with this application.</p>		

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 Schedule "B" [G/L 1-5-0800-870-331]	
Special Event Permit: No Road Closure <input type="checkbox"/> \$60.00	Special Event Permit: Road Closure <input type="checkbox"/> \$200.00
Total Collected: Receipt Number:	Township of Woolwich Approval: