

Special Event Road Closure Application

NOTE: Applications must be submitted 4 weeks before event to Joanne Henderson, Manager of Recreation and Culture c/o the Arena.

Name of Applicant(s): _____

Email of Applicant(s): _____

Phone # of Applicant(s): _____

Estimated Number of Participants: _____

Date of Event: _____

Description of the Special Event: _____

The proposed road closure will begin at _____ am/pm and end at _____ am/pm.

The special event will take place between the hours of _____ and _____

The proposed roads to be closed include (Describe or attach map)

Details of barricades, signage and detour routes - (Describe or illustrate on map)

Crowd Control Plan - (Describe provisions that will be in place to ensure the anticipated participants and audience does not become unruly and remain in designated areas, i.e. inside barricades, out of traffic, on sidewalks not crowding a parade, etc)

Impact to Adjacent Properties - (Describe how impacted property owners will be notified/consulted regarding planned road closure)

Sanitary/Clean Up - (Describe plans for toilets during the event and clean up after the event)

Organizer Liability - Organizers of events are responsible for the event and hence there is potential liability and the Town recommends the Organizer carry liability insurance.

Does the applicant have liability insurance for this event? Yes No

Road Closure Costs - The Organizer may have costs (barricades, etc) associated with the event. The Town operates a grant program to encourage selected community events.

The applicant hereby requests a grant to fund the following costs:

NOTE: If requesting services from the Town (i.e., deliver barricades) list services and leave cost blank.

The applicant submits this applications and by the signature agrees to accept responsibility for the event, indemnify the Town against any claims and comply with all Road Closure Permit Conditions.

Date

Signature of Applicant

ROAD CLOSURE APPROVAL PROCESS

Application will be circulated to:

Police;
Fire;
Ambulance;
Public Works;
Recreation; and
BIA (in their area)

for comment.

The Road Closure Committee will then review the application and the comments received and approve a Road Closure Permit with appropriate conditions.