



## RECREATION AND PARKS DEPARTMENT STREET AND/OR SIDEWALK EVENT REQUEST FORM

Application must be submitted at **least three (3) months prior** to proposed event date along with a map of the proposed route. All applications are reviewed and approved by the Infrastructure Services Department, Traffic Section. Additional approval may be required for roads under the jurisdiction of the Province or Regional Municipalities. Please complete and return the Request Form by fax to 905-873-1587. Questions? Tel: 905-873-2601 Ext. 2269.

**CONTACT INFORMATION:**

ORGANIZATION:	EMAIL:
CONTACT PERSON:	FAX: (    )
ADDRESS:	POSTAL CODE:
PHONE: Home (    )	Bus.: (    )

**EVENT INFORMATION:**

<b>EVENT NAME:</b> RETURNING EVENT <input type="checkbox"/> NEW EVENT <input type="checkbox"/>	<b>DATE OF EVENT:</b> Are you a registered charity? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide your charity registration #: _____
<b>EVENT ATTENDANCE:</b> Approximate # of event participants: _____ Approximate # of spectators: _____	<b>TIME OF EVENT:</b> Start Time: _____ am/pm Finish Time: _____ am/pm
<b>EVENT LOCATION:</b> Starting Point: _____  Finishing Point: _____  Closest Intersection: _____	<b>TYPE OF EVENT: (please check off appropriate box)</b> Road Closure <input type="checkbox"/> Sidewalk Only <input type="checkbox"/> Rolling Road Closure <input type="checkbox"/> Sidewalk & Road Closure <input type="checkbox"/> Other: _____

If applicable, please complete the following:

**TYPE OF ROAD CLOSURE (please check off appropriate box):**

POLICE ONLY <input type="checkbox"/>	SIGNAGE ONLY <input type="checkbox"/>	POLICE AND SIGNAGE <input type="checkbox"/>
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**EQUIPMENT/SUPPORT REQUIRED:**

If applicable, the Town will set up and take down the road closure. Any detour signage required will be installed and removed by Infrastructure Services Department. The costs will be assessed and communicated to the event organizer.

Will you require the Town's assistance to monitor the barricades during your event?    Yes       No

If NO, how many volunteers in total do you have available to assist? \_\_\_\_\_

If applicable, describe the number of motor vehicles in the event, and their role:

\_\_\_\_\_

\_\_\_\_\_

If applicable, are there any special components (Large Balloons, Banners, Flags, Oversized Vehicles, etc)?

\_\_\_\_\_

\_\_\_\_\_

**MAP INFORMATION:**

In order to proceed with your request, please ensure to attach a map of the proposed route.

I have attached a map/sketch       I will require assistance with obtaining a map (please have Town staff contact me)

**SEE REVERSE SIDE OF TERMS/CONDITIONS**

The personal information on this form is collected under the authority of the Municipal Act, as amended. The information is used to process this application. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator.



**Town of Halton Hills**  
 1 Halton Hills Drive  
 Halton Hills ON L7G 5G2  
 www.haltonhills.ca

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### Terms/Conditions

Guidelines set out in the Ontario Traffic Manual, Book 7 Temporary Conditions, will be used in determining an appropriate traffic control plan.

Depending on the scope of the event, the Infrastructure Services Department, Traffic Section may require an additional meeting with the event organizer prior to the event.

There will be no staking/digging or painting on road allowances. The cost of repairing any damages to streets or sidewalks will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer.

It is understood that placement of all signs/barricades will be implemented as per the traffic control plan provided as approved by the Infrastructure Services Department, Traffic Section.

Community event signs on road allowances or other signs that have been approved prior to the event by the Infrastructure Services Department, Traffic Section should be removed within 48 hours after the event. If not removed within this timeframe, you will be subject to a sign removal fee.

It is the organizers responsibility to ensure the event route is left in good condition after the event take place or else you will be subject to a clean-up fee.

Detour signage will be installed and removed by the Infrastructure Services Department (Public Works).

Infrastructure Services Department (Public Works) will pick up barricades at the completion of the event so that the regular traffic can resume without delay.

Costs involve in processing this type of request and implementing the detours, placement of barricades, traffic controls etc. will be the responsibility of the event organizer. There is a possibility your event maybe eligible to apply for Municipal Assistance Program to help cover some or all the costs. It is important to contact us early within the year to determine eligibility and to also assist you in filling out the proper request form so that it can be presented to the Community Affairs Committee of Council.

It is understood that all volunteers monitoring barricades during the event must wear a safety vest at all times.

Should any emergency arise, you will ensure clear access of emergency vehicles, cease and resume only when the emergency has been resolved.

Insurance is required for all public events including road events. Event organizers are required to obtain and submit the appropriate proof of insurance with the Town of Halton Hills named as an additional insured. If Regional Roads will be used for the event, the Insurance Certificate Requirements shall be used in order to cover the interests of the Region. (please refer to the Insurance Section of the Public Events Manual for further details)

The use of amplified sound systems for the presentation of public events is restricted to between the hours of 9:00am and 11:00pm as stated in the Town's Noise By-law 2010-0030.

Tents/stages or other similar temporary structures may require a building permit. (please refer to the Tents, Canopies, Stages or Temporary Structures section of the Public Events Manual)

Any changes to this request must be submitted to Infrastructure Services Department, Traffic Section immediately.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_