

# The Corporation of the Township of Guelph/Eramosa

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## Special Event Permit Application

### **Applicant Information**

Event Organizer:	
Primary Contact:	
Address:	
City/Town:	
Province:	
Postal Code:	
Telephone:	
Fax:	

**Name of Event:** \_\_\_\_\_

**Type of Event** (i.e.: Bike-a-thon, Parade, etc.): \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Time of Event:**                      **Start:** \_\_\_\_\_ **Finish:** \_\_\_\_\_

**General Location/Route:** \_\_\_\_\_

**Number of Estimated Participants:**

**Road Closure Required: Yes**  **No**

**Route Map Attached, identifying Road Closures: Yes**  **No**

### **Terms, Conditions and Requirements**

**A minimum of 30 days notice is required to process your application. For your convenience, a contact list is attached. Please check all that apply:**

1. All organizations wishing to hold a special event on roads within the Township shall be required to fill out this Special Events Permit Application, to be approved by the Township's Manager of Public Works and the Township Clerk.
2. If the event is planned to take place on a County Road within the Township, the applicant will also be required to obtain a County of Wellington Special Events Permit, which must be approved by the County of Wellington Engineering Department prior to the event. Proof of County approval for this application will be required by the Township Public Works Manager.

**County of Wellington Approval: Yes**  **No**  **Not Applicable**

3. If this event will take place on a provincial road within the Township, proof of approval from the Ministry of Transportation will be required by the Township prior to the event taking place.

**Ministry of Transportation Approval: Yes**  **No**  **Not Applicable**

4. Anyone wishing to hold a special event in the Township must provide the Township with a *Certificate of Insurance* in an amount no less than \$5,000,000 naming the Township of Guelph/Eramosa, as an additional insured party.

**Certificate of Insurance Attached: Yes**  **No**

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5. If the special event is a fundraiser, documentation that the event is being conducted by, or on behalf of, a charitable organization registered under the Income Tax Act must be provided to the Township prior to the event taking place.

**Permission and Charitable Registration Number Attached: Yes  No**

6. A location map, showing the specific area, date and time of the event must be provided to the Township at the time that the Special Events application is submitted.

**Location map attached: Yes  No**

7. Applicants will be required to submit a traffic control plan (including number of staff persons) for approval by the appropriate agency. For such events to take place on Township, County or Provincial roads, the Manager of Public Works must approve the traffic control plan one week prior to the event taking place.

**Detailed traffic control plan attached: Yes  No**

8. Advance warning (i.e.: directional signs, pylons, etc.) for traffic entering the event area must be present at the event, to the satisfaction of the Township.

**Advanced traffic warning in place: Yes  No**

**Type:** \_\_\_\_\_

9. Confirmation by Emergency Services of how the event will be policed and what medical assistance will be provided for the event must be submitted to the Township at least one week prior to the event.

**Ontario Provincial Police acknowledgement attached: Yes  No**

**Medical Assistance Provided by: \_\_\_\_\_ Yes  No**

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## **Acknowledgement**

I, \_\_\_\_\_, have read the Township's Special Events Policy COR-0111 and agree to comply with the terms and conditions set out within this policy. I accept full responsibility for any suits, actions or damages that may arise or be taken against the Corporation of the Township of Guelph/Eramosa by reasons of, or in connection with, this event.

I, \_\_\_\_\_, also accept the responsibility for traffic control, crowd control, barricades, safety precautions, and clean up associated with this event, as per the requirements of Special Events Policy COR-0111.

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
Date of Application

I have authority to sign this form, which commits the above-mentioned applicant organization to the above terms and conditions. I also acknowledge that if the terms and conditions of this permit are not fulfilled, the Township of Guelph/Eramosa will assume that the event will not take place.

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## **FOR OFFICE USE ONLY:**

**PERMISSION is hereby granted subject to the applicant's acceptance of the terms, conditions and requirements detailed above.**

\_\_\_\_\_  
Public Works Manager or Designate (Signature)

\_\_\_\_\_  
Date of Issue

\_\_\_\_\_  
Clerk or Designate (Signature)

\_\_\_\_\_  
Date of Issue