

TOWN OF HARRINGTON BAY
SPECIAL EVENT AND STREET CLOSURE PERMIT APPLICATION

Form SE-04. Use this form to request permission to hold a public event on municipal property or a public street, including block parties, festivals, road races, parades, and outdoor markets. Submit at least thirty days before the event date. Late applications may not be processed in time.

EVENT ORGANIZER

Organization or individual name: _____

Contact person: _____

Telephone: _____ Email: _____

Is the organizer a registered non-profit? Yes / No

EVENT DETAILS

Name of event: _____

Event date(s): _____ Setup time: _____ Start: _____ End: _____

Teardown: _____

Location or route: _____

Estimated attendance: _____

Description of activities: _____

STREET CLOSURE

Do you require a street closure? Yes / No

Streets and block(s) to be closed: _____

Will emergency vehicle access be maintained at all times? Yes / No

A traffic management plan showing barricades, detours, and signage is required for any closure of a collector street.

SERVICES AND EQUIPMENT

Check all that apply: Amplified sound, Tents over 60 square metres, Food vendors, Alcohol service, Open flame or barbecue, Temporary electrical, Portable washrooms, Fireworks. Note that amplified sound must comply with the Noise Control Bylaw and end by 10:00 PM. Alcohol service requires a provincial special occasion licence, attached.

INSURANCE AND INDEMNITY

The organizer must provide a certificate of commercial general liability insurance of not less than two million dollars, naming the Town of Harrington Bay as an additional insured. The organizer agrees to indemnify the Town against any claim arising from the event and to restore any municipal property to its prior condition.

DECLARATION

I have read the Special Event Guidelines and agree to comply with all conditions imposed by the Town. I understand a cleaning deposit may be required and refunded after inspection.

Signature: _____ Date: _____

OFFICE USE ONLY

Permit number: _____ Fee: \$_____ Deposit: \$_____ Public works notified: Y/N

Fire and police services notified: Y/N CAO approval: _____