



PUBLIC WORKS DEPARTMENT

COUNTY ROAD SPECIAL EVENT APPLICATION

County Road Special Event Application shall be completed and submitted, a minimum of **twenty-eight (28) days prior to your Event**, to the Director of Public Works, for The Corporation of the County of Lanark.

Event Information:

Name of Event: _____

Type of Event: Competition , Fair , Festival , Fireworks , Parade ,
Run/Walk or Other/Specify _____

Total expected attendance (please check box):
up to 300 , 301 to 500 , 501 to 1,000 or 1,001+

Event Date(s): _____ Start Time: _____

Rain Date(s): _____ Start Time: _____

Hours of Operation: _____

List of County Roads (Names and Numbers) Effected by the Road Closing:

Map/Sketch attached to this Application, which indicates the area to be closed and the proposed detour route(s). The detour route(s) applicable to County Roads may be changed at the discretion of the Director of Public Works or his designate.

Check this box if the Event is taking place in the Town of Carleton Place and provide us with written approval from the Town of Carleton Place for this Event.

Event Details (please describe the purpose of the Event):



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Organization Information:

Organization Name: _____

Address of Organization: _____

Contact Information:

Provide contacts with whom The Corporation of the County of Lanark may communicate for approvals. These contacts will be for internal use only.

Main Contact: _____

Full Civic Address: _____

Telephone Number: _____

Cell Number: _____

Fax Number: _____

E-mail Address: _____

Secondary Contact: _____

Full Civic Address: _____

Telephone Number: _____

Cell Number: _____

Fax Number: _____

E-mail Address: _____

Road Closures:

Please note that road closures require barricades and personnel to man them. It will be your responsibility to provide traffic control persons to ensure the safety of persons at the site. Barricades are available from your **local municipality**. Barricades must be picked up and returned by the Organizer. A detailed barricade plan may be required by your local municipality and may include the number of barricades and number of volunteers needed at intersections.

Barricade Contacts:

Barricades and flashing beacons are required at both ends of the road closure at all times. All traffic lanes, in both directions, require barricades.

It is your responsibility to ensure that volunteers and all traffic control persons are competent. It is further your responsibility to ensure that all traffic control persons are properly attired with reflective safety vests and are placed where the barricades are required, at all times, to facilitate local access and assist emergency vehicles



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through the barricaded area, if necessary. To this end, an appropriate passageway must be kept clear of obstacles, within the closure, so that emergency vehicles can proceed through unimpeded.

It will be your responsibility to notify the public and all Emergency Services, as required, giving full particulars of the Event, including detour route(s).

Barricades shall be removed, **immediately**, upon completion of the Event.

Signs:

Signs must be installed a minimum of twenty-four (24) hours, in advance of the Event. Signs shall be bagged until the start of the Event. Signs shall be removed, **immediately**, upon completion of the Event.

Litter:

It is your responsibility to ensure that any litter generated, as a result of the Event, is picked up.

Insurance:

At least ten (10) days prior to the Event, the Organizer must provide proof, to The Corporation of the County of Lanark, that a General Liability Insurance Policy is carried with limits of not less than **TWO MILLION DOLLARS (\$2,000,000.00)**, inclusive per occurrence, for bodily injury, death and damage to property, including loss of use thereof. The General Liability Insurance Policy shall be in the name of the Organizer and shall name **The Corporation of the County of Lanark as an additional insured** there under. The General Liability Insurance Policy shall include coverage for Cross Liability and shall contain an endorsement to provide The Corporation of the County of Lanark with thirty (30) days written notice of cancellation or material change that would diminish coverage.

Agreement to Waive, Indemnify and Hold Harmless:

In consideration of the granting of a County Road Special Event Permit, the undersigned Applicant agrees to save harmless and indemnify The Corporation of the County of Lanark and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon The Corporation of the County of Lanark and/or its elected representatives, officers, employees or agents by any person or persons arising out of matters in any way related to any act, failure to act or otherwise of the Applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to, the Special Event described in this Application or anything pertaining to the County Road Special Event Permit should one be granted.

LANARK COUNTY

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MAP/SKETCH





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Questions:

Please contact The Corporation of the County of Lanark, **Public Works Department**, 99 Christie Lake Road (Sunset Boulevard), Perth, ON, K7H 3C6, 613-267-1353, toll free 1-888-9-LANARK, fax 613-267-2793 or by e-mail: roads@lanarkcounty.ca.

SIGNED, SEALED AND DELIVERED at _____, in the County of Lanark and in the Province of Ontario, this _____ day of _____, 20_____.

Witness

Authorized Signature of Applicant

The Applicant consents to this Application, as well as the information provided herein, being disclosed to such individuals, groups or organizations who may have an interest in the Event and which The Corporation of the County of Lanark deems necessary or desirable.

WARNING: BY SIGNING THIS APPLICATION, I/ORGANIZATION ACKNOWLEDGES HAVING READ, UNDERSTOOD AND AGREE TO THE ABOVE COUNTY ROAD SPECIAL EVENT APPLICATION AND THE BELOW COUNTY ROAD SPECIAL EVENT PERMIT.



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COUNTY ROAD SPECIAL EVENT PERMIT

Subject to the conditions listed in the above County Road Special Event Application, the Director of Public Works, for The Corporation of the County of Lanark, or designate, hereby grants approval of this County Road Special Event Permit and authorizes the temporary closing of the County Roads, listed in the above County Road Special Event Application, for the periods of time indicated in the County Road Special Event Application.

This Special Event Permit takes effect only if we have received:

- 1. Completed and Signed County Road Special Event Application.**
- 2. Proof of Insurance.**
- 3. Map/Sketch.**

APPROVED this _____ day of _____, 20_____.

TERRY MCCANN, C.E.T.
DIRECTOR OF PUBLIC WORKS

COMMENTS BY THE DIRECTOR OF PUBLIC WORKS: _____

- cc: Darwin Nolan – Operations Manager
- C.A.O. for the following Municipalities, if applicable:
- Separated Town of Smiths Falls
 - Township of Beckwith
 - Town of Carleton Place
 - Township of Drummond/North Elmsley
 - Township of Lanark Highlands
 - Town of Mississippi Mills
 - Township of Montague
 - Town of Perth
 - Tay Valley Township
 - N/A

Work Order # _____ created by Office Staff. Office Staff's Initials: _____