

Special Event Road Use Application

NOTE: Applications must be submitted 4 weeks before event to Joanne Henderson, Manager of Recreation and Culture c/o the Carleton Place 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 use 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 used 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, etc.)

Impact to Adjacent Properties – (Describe how impacted property owners will be notified/consulted regarding planned road use).

Sanitary/Clean Up – (Describe plans for clean up during and 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 Use Costs – The Organizer may have costs (barricades, etc.) associated with the event. Should the applicant require assistance, they can fill out an application for the Community Enrichment Grant.

NOTE: If requesting services from the Town (i.e. deliver barricades, etc.), please list:

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

Date: _____ **Signature of Applicant:** _____