

Special Event Road Use Application

NOTE: Applications must be submitted 4 weeks before the event to Joanne Henderson, Manager of Recreation and Culture c/o the Carleton Place Arena, 75 Neelin Street or by email jhenderson@carletonplace.ca.

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 closure 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 closed include: _____

Please describe the details of barricades, signage and detour routes: _____

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 the Town requires the organizer to carry liability insurance and name the Town of Carleton Place as a third party insured. A copy of the insurance must be provided to the Town.

Road Closure Costs – The Organizer is responsible for all road closure costs. The organizer is responsible for submitting a traffic management plan. The traffic management plan must be submitted two weeks before the event.

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: _____