



# Application for Grey County Roads Special Event Permit

Permit Number (For Office Use)	
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Applicant Information (Contact Person)

Name	
Organization	
Address (Including Postal Code)	
Telephone Number	
Fax Number	
Email Address	

Organization Information same as above

Organization Name	
Address (Including Postal Code)	
Telephone Number	
Fax Number	
Email Address	

Description of Event

Name of Event	
Location of Event	
Date(s) of Event	
Type of Event	<input type="checkbox"/> Municipal Special Event such as parades, street events, festivals <input type="checkbox"/> Non-Municipal Special Event such as parades, street events, festivals <input type="checkbox"/> Race Event, such as cycling, running <input type="checkbox"/> Participation Event, such as large scale motorcycle, cycling, running, walking events <input type="checkbox"/> Non-Intrusive Events, such as motorcycle and vehicle rides <input type="checkbox"/> Miscellaneous Events, including all other special events not included in the other categories (e.g. filming events, etc.)

Road Closure Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Road Closure	
Time of Road Closure	
End Date of Road Closure	
End Time of Road Closure	
Road(s) to be Closed	
Location / Route of Event	
Expected Event Attendance (includes participants, spectators, etc.)	
Event Location and Event Signage Map Attached (ensure the following are detailed on the map)	<input type="checkbox"/> Event Location <input type="checkbox"/> Details of Road(s) To Be Closed <input type="checkbox"/> Details of Event Signage <input type="checkbox"/> Location of Event Signage <input type="checkbox"/> Location of off-street vehicle parking <input type="checkbox"/> Location of on-site sanitary facilities
Detour Route and Detour Signage Map Attached (ensure the following are detailed on the map)	<input type="checkbox"/> Detour Route <input type="checkbox"/> Details of Detour <input type="checkbox"/> Details of Detour Signage <input type="checkbox"/> Location of Detour Signage

### Traffic Control

(Competent person that has obtained training in Traffic Control and is knowledgeable in Book 7 applications)

Name			
Qualifications			
Traffic Control by: Municipality	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Local Police Detachment	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Knowledgeable Person In OTM-Book 7	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

### Local Emergencies Services Acknowledgment

Fire Service	<p>Note: Fire Services approval is not required. Notification of the event will be forwarded to the appropriate Fire Services by Grey County.</p>
Fire Service Contact Name	
Fire Service Signature	

Police Detachment	
Contact Name	
Signature	
Applicant Arranged Police Presence	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of Police Presence (i.e. escort, traffic control, etc.)	

**(Electronic emails are acceptable)**

Paramedic Service	Note: Grey County Transportation Services will contact Grey County Paramedic Services.
Paramedic Contact Name	
Paramedic Signature	

Local Municipality Approval

(Required approval of municipality with jurisdiction over event location - **electronic emails are acceptable**)

Town of The Blue Mountains	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name	
Signature	
Township of Chatsworth	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name	
Signature	
Town of Hanover	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name	
Signature	
Municipality of Meaford	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name	
Signature	
City of Owen Sound	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name	
Signature	

Township of Georgian Bluffs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Name		
Signature		
Municipality of Grey Highlands	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Name		
Signature		
Township of Southgate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Name		
Signature		
Municipality of West Grey	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Name		
Signature		

Attach Appropriate Security Deposit

Special Event	Security Deposit
Municipal Special Events	\$0.00
Non-Municipal Special Events	\$500.00
Race Events	\$1,000.00
Participation Events	\$500.00
Non-Intrusive Events	\$0.00
Miscellaneous Events	\$500.00

In addition, please provide the following information:

- Certificate of Liability Insurance in the amount of \$5,000,000.00 is enclosed (naming the Corporation of the County of Grey as additional insured).
- Request required Security Deposit to be reduced (only if Charitable Event).

## Additional Terms and Conditions:

The Organization shall, at no cost to the County, obtain and keep in force prior to execution of this Agreement and until such time as the County returns the security deposit or until ten (10) days after the Special Event in the case where the Organization is a charitable organization which is exempt from providing a security deposit, Commercial General Liability Insurance satisfactory to the County, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) The County shall be named as an additional insured;
- c) The policy shall contain a provision for cross liability in respect of the named insured, and a severability of interests clause;
- d) Non-owned automobile coverage with a limit of at least \$5,000,000 including SEF 96 (contractual liability);
- e) Products and completed operations coverage (Broad Form) with an aggregate limit not less than \$5,000,000;
- f) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the County.

Access to homes and businesses shall not be restricted unless written permission has been obtained from all affected owners.

The Organization accepts full responsibility for all suits, actions, or damages that may arise or be taken against the Corporation of the County of Grey by reasons of or in connection with this event.

The Organization accepts the responsibility for all traffic control, crowd control, barricades, safety precautions, and clean-up associated with this event.

The Organization recognizes and accepts that proposed Grey County roads are not in a new condition and may have some deficiencies, including, but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washouts that could contribute to a possible injury to a participant of the event.

The Organization must ensure that the Applicant is authorized to act on behalf of the Organization with respect to the event, and is a knowledgeable person in the event, in the County's reasonable opinion. Being "a knowledgeable person in the event" means being a person who is aware of the procedures necessary and risks involved with organizing such events.

The Applicant has reviewed the proposed route and as a knowledgeable person in the event has determined that the route does not exceed the capabilities of the least experienced participant in the event.

The Applicant shall be responsible to ensure all event participants abide by the requirements of the Highway Traffic Act unless the Police are permitting the non-conformance of the Highway Traffic Act.

The Applicant shall be responsible to ensure that all event participants adhere to all by-laws and laws.

The Applicant shall be responsible to ensure that all event participants adhere to all applicable conditions of the Special Event Permit.

The Applicant shall ensure that, if required, all event participants 18 years or older understand and sign the attached Special Event Waiver, Release and Assumption of Risk Agreement form prior to the event.

The Applicant shall ensure that, if required, the guardian or parent of each event participant under the age of 18 years understand and sign the attached Special Event Waiver, Release and Assumption of Risk Agreement form on behalf of the participants.

The Organization shall have a reasonable amount of first aid available on site during the event.

The appropriate security deposit has been provided to the County, as well as the associated maps outlining the event location/signage and detour route/signage.

This Application may be signed in counterparts including facsimile counterparts, each of which will be deemed an original and all of which, when taken together, will constitute one and the same legally enforceable agreement.

**Acknowledgement of the Applicant:**

I have read and understood the Grey County Roads Special Event Permit Procedure and acknowledge that it forms part of the terms and conditions of the Special Event Permit for which I am applying for on behalf of the Organization.

I also acknowledge that if the terms and conditions of this permit are not fulfilled the event will not take place.

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Organization Name

Name of Authorized signing officer for Organization

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Signature

Date

Name of 2nd Authorized signing officer (if required)

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Signature

Date

I/we have the authority to bind the Organization.

# Special Event Waiver, Release and Assumption of Risk Agreement

(FOR ADULTS OVER THE AGE OF MAJORITY, I.E. OVER 18 YEARS OLD)

**By signing this document you will waive certain legal rights, including the right to sue, in circumstances outlined in this Agreement.**

**Please read carefully.**

1. This is a binding legal agreement; therefore, clarify any questions or concerns **before** signing. As a participant in the special event

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the undersigned, being the Participant acknowledges and agrees to the following terms.

2. The Corporation of the County of Grey (the “County”) and the Special Event Organizer will not be responsible for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by a participant during, or as a result of, the special event and any program, activity or event of the County, caused by the risks, dangers and hazards associated with the special event, and the programs, activities and events of the County, or caused in any manner by the County.
3. I am participating voluntarily in the special event. In consideration of my participation in the special event, I hereby acknowledge that I am aware of the risks, dangers and hazards associated with or related participating in the special event being held on the County property and that I may be exposed to such risks, dangers and hazards. The risks, dangers and hazards may include, but may not limited to, injuries from:
  - a. Executing strenuous and demanding physical techniques in exerting and stretching various muscle groups;
  - b. Vigorous physical exertion, rapid movements, quick turns and stops, and strenuous cardiovascular workouts;
  - c. Mounting, dismounting or falling off a bicycle;
  - d. Falling, tumbling or hitting any ground, surface, concrete, road, track or other surfaces;
  - e. Physical contact with other participants (including those engaged in the programs, activities and events support);
  - f. Failure to properly use any equipment, the mechanical failure of any piece of equipment or inadequate safety equipment, improper maintenance or adjustment of equipment;
  - g. Contact, collisions or being struck by other participants, pedestrians, fixed objects, spectators, equipment or vehicles;
  - h. Road conditions, terrains and vehicular traffic while cycling or completing other such activities;
  - i. Failure to stay within the designated course area;
  - j. Extreme weather and temperature conditions which may result in dehydration, heatstroke, sunstroke or hypothermia;
  - k. Travel to and from the special event;
  - l. Training for the special event.
4. Furthermore, I am aware that:
  - a. Injuries sustained can be severe;
  - b. I may experience anxiety while challenging myself during the special event;
  - c. My risk of injury is reduced if I follow all rules established for participation;
  - d. My risk of injury increases as I become fatigued.



5. In consideration of the Special Event Organizer allowing me to participate, I agree:
- a. That my physical condition has been verified by a medical doctor to participate in the special event and in the activities, events and programs of the Special Event Organizer;
  - b. That the rules of participation must be followed and that the sole responsibility for my safety remains with me, including physical and emotional preparation and fitness;
  - c. To discontinue participation if I sense or observe any unusual hazard or unsafe condition; or feel unable or unfit to safely continue;
  - d. To assume all risks arising out of, associated with or related to my participation;
  - e. To waive any and all claims that I may have now or in the future against the County and/or Special Event Organizer;
  - f. To freely accept and fully assume all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from my participation in the activities, events and programs of the County or the Special Event Organizer;
  - g. To forever release, indemnify and hold harmless the County and/or the Special Event Organizer from any and against all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, expenses and costs (including legal fees) (collectively, the "Claims") which I may have or may in the future, that might arise out of, result from, or relate to my participation in the special event, my presence at any venue, the events, activities or programs of the County or the Special Event Organizer and/or my traveling to or from the events, activities or programs of the Organization, or training for the special event, even though such claims may have been caused by any manner whatsoever. That this release may be relied on by the County and/or Special Event Organizer as an absolute bar to any claim by the participant against the County and/or Special Event Organizer relating to the special event.
6. I acknowledge that I have read this agreement and understand it, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

**By signing below, you agree to be bound by this Agreement.**

\_\_\_\_\_  
Name of Participant (Print and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

# Special Event Waiver, Release and Assumption of Risk Agreement

(FOR PARTICIPANTS UNDER 18 YEARS OF AGE)

**By signing this document you will waive certain legal rights, including the right to sue in circumstances outlined in this Agreement.**

**Please read carefully.**

1. This is a binding legal agreement; therefore clarify any questions or concerns **before** signing. As parent or guardian of a participant in the special event  

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the undersigned acknowledges and agrees to the following terms.
2. The Corporation of the County of Grey (the “County”) and the Special Event Organizer will not be responsible for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by the participant during, or as a result of, the special event and any program, activity or event of the County, caused by the risks, dangers and hazards associated with the special event, and the programs, activities and events of the County, or caused in any manner by the County.
3. The participant is participating voluntarily in the special event. In consideration of the participation of the participant in the special event, I hereby acknowledge that I am aware of the risks, dangers and hazards associated with or related participating in the special event being held on the County property and that the participant may be exposed to such risks, dangers and hazards. The risks, dangers and hazards include, but are not limited to, injuries from:
  - a. Executing strenuous and demanding physical techniques in exerting and stretching various muscle groups;
  - b. Vigorous physical exertion, rapid movements, quick turns and stops, and strenuous cardiovascular workouts;
  - c. Mounting, dismounting or falling off a bicycle;
  - d. Falling, tumbling or hitting any ground, surface, concrete, road, track or other surfaces;
  - e. Physical contact with other participants (including those engaged in the programs, activities and events support);
  - f. Failure to properly use any equipment, the mechanical failure of any piece of equipment or inadequate safety equipment, improper maintenance or adjustment of equipment;
  - g. Contact, collisions or being struck by other participants, pedestrians, fixed objects, spectators, equipment or vehicles;
  - h. Road conditions, terrains and vehicular traffic while cycling;
  - i. Failure to stay within the designated course area;
  - j. Extreme weather and temperature conditions which may result in dehydration, heatstroke, sunstroke or hypothermia;
  - k. Travel to and from events.
  - l. Training for the special event.
4. Furthermore, I am aware:
  - a. That injuries sustained can be severe;
  - b. That the participant may experience anxiety while challenging themselves during the special event;
  - c. That the risk of injury is reduced if the participant follows all rules established for participation;
  - d. That risk of injury increases as the participant becomes fatigued.

5. In consideration of the Special Event Organizer allowing me to participate, I agree:
- a. That the physical condition of the participant has been verified by a medical doctor to participate in the special event and in the activities, events and programs of the Special Event Organizer;
  - b. That the rules of participation must be followed and that the sole responsibility for the safety of the participant remains with me, including physical and emotional preparation and fitness;
  - c. To discontinue participation of the participant if I observe any unusual hazard or unsafe condition; or feel that the participant is unable or unfit to safely continue;
  - d. To assume all risks arising out of, associated with or related to the participation of the participant;
  - e. To waive any and all claims that I or the participant may have now or in the future against the County or Special Event Organizer;
  - f. To freely accept and fully assume all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from the participation of the participant in the activities, events and programs of the County or the Special Event Organizer;
  - g. To forever release, indemnify and hold harmless the County and/or the Special Event Organizer from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I or the participant may have or may in the future, that might arise out of, result from, or relate to the participation of the participant in the special event, the presence of myself and the participant at any venue, the events, activities or programs of, the County or the Special Event Organizer and/or traveling to or from the events, activities or programs of the Organization, even though such claims may have been caused by any manner whatsoever.
  - h. That this release may be relied on by the County and/or Special Event Organizer as an absolute bar to any claim by myself, or the participant, against the County and/or Special Event Organizer relating to the special event.
6. I (parent/guardian) acknowledge that I have read, understand this agreement and advised the participant of their obligations, I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, the participant, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

**By signing below, you agree to be bound by this Agreement.**

\_\_\_\_\_  
Name of Participant (Print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name of Guardian (Print and sign)

\_\_\_\_\_  
Date

# Traffic Control Declaration

Please forward this completed declaration along with the detailed traffic control plan to the County at least two (2) weeks prior to the event.

Name of Traffic Control Person (including title)	
Name of Municipality or Police Service taking responsibility for traffic control responsibilities, if applicable	
Name of Event	
Location of Event	
Date(s) of Event	

I hereby agree to perform the traffic control responsibilities for the above-noted event as per the current version of Book 7 of the Ontario Traffic Control Manual.

I have read and agreed to the enclosed detailed traffic control plan, and I have reviewed the detour within the plan.

\_\_\_\_\_  
Signature of Traffic Control Person

\_\_\_\_\_  
Date

Where a municipality or police service is taking responsibility for the traffic control responsibilities for the above-noted event:

The \_\_\_\_\_ will be responsible for the traffic control requirements for the above-noted Special Event as per the current version of Book 7 of the Ontario Traffic Control Manual.

The \_\_\_\_\_ agrees to the proposed detailed traffic control plan. The \_\_\_\_\_ agrees to the proposed detour within the plan.

\_\_\_\_\_  
Print name of authorized person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

I have the authority to bind the \_\_\_\_\_ {insert name of municipality or police service responsible for the traffic control}.



# Application for Special Event Permit Release of Security Deposit Request

Permit Number	
Applicant Name	
Organization Name	
Name of Event	
Date of Event	

I hereby request the release of the security deposit held by the County of Grey as per the permit number noted above. All requirements have been met as per the applicable County of Grey Policy/Procedure.

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Date

**FOR COUNTY STAFF USE ONLY:**

Signature of County Staff Confirming Release: \_\_\_\_\_

APPROVED

This permit has been inspected and deemed satisfactory by the County of Grey staff. Approval to return the Security Deposit to the permit holder in the amount of \$ \_\_\_\_\_ is hereby given.

NOT APPROVED (see comments below)

This permit has been inspected and does not conform to the County of Grey requirements at this time. Further work is required. The following outlines the issues preventing approval and release of the security deposit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Director of Transportation Services

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

Permit Number (For Office Use)	
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APPROVED

This Special Event Permit Application has been approved. The approval will expire (6) six months from the date of execution by the Director as indicated below.

The following additional terms and conditions must also be met by the Organization:

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NOT APPROVED (see comments below)

This Special Event Permit Application does not conform to County of Grey requirements and therefore will not receive approval. The following outlines the issues preventing approval:

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\_\_\_\_\_  
Director of Transportation Services

\_\_\_\_\_  
Date

Upon completion of the special event which is the subject of this application, and fulfillment of all terms and conditions of the Special Event Permit, the Applicant shall submit a Request for Release of Security Deposit Form to the Transportation Services Department of the County of Grey. Upon inspection for compliance of all terms and conditions of the Special Event Permit, and final approval by the County, the Security Deposit will be returned to the Applicant.