



Application for Grey County Roads Special Event Permit

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

Name	
Address (Including Postal Code)	
Telephone Number	
Email Address	

Organization Information same as above

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

Description of Event

Event Name	
Grey Road	
Municipality(ies)	<input type="checkbox"/> Township of Chatsworth <input type="checkbox"/> Township of Georgian Bluffs <input type="checkbox"/> Municipality of Grey Highlands <input type="checkbox"/> Town of Hanover <input type="checkbox"/> Municipality of Meaford <input type="checkbox"/> City of Owen Sound <input type="checkbox"/> Township of Southgate <input type="checkbox"/> Town of The Blue Mountains <input type="checkbox"/> Municipality of West Grey
Date(s) of Event	

Type of Event	<input type="checkbox"/> Parade <input type="checkbox"/> Street Event / Block Party <input type="checkbox"/> Festival <input type="checkbox"/> Group Walk / Run / Cycle <input type="checkbox"/> Cycling or Running Race <input type="checkbox"/> Other:
Total number of people attending and participating	<input type="checkbox"/> up to 500 <input type="checkbox"/> 500 to 2000 <input type="checkbox"/> over 2000

Road Closure Required

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	

Event Map

<p>Event Location and Event Signage Map Attached (ensure the following are detailed on the map)</p> <p>*Signage Details:</p> <ul style="list-style-type: none"> * It is less than 3.0 m² in size; * It is freestanding; * It does not interfere with an official sign, traffic signal or safety device; * It is in place for less than one week; * It is removed by three days after the event; * It is at least 10 m away from a driveway; and * It is at least 8 m away from the edge of pavement. If the sign is less than 0.7 m² <p>* Signs greater than 0.7 m² will be</p>	<input type="checkbox"/> Event Location <input type="checkbox"/> Event Route <input type="checkbox"/> Details of Road(s) To Be Closed <input type="checkbox"/> Location of Event Signage* <input type="checkbox"/> Location of off-street vehicle parking <input type="checkbox"/> Location of comfort stations
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<p>placed at the outer edge of the County road right-of-way.</p> <p>* Portable read-o-graph sign trailers are prohibited on the right-of-way of a County road but may be used on private property if they meet the requirements of the County for portable read-o-graph signing.</p>	
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<p>Detour Route and Detour Signage Map Attached (ensure the following are detailed on the map)</p> <p>*For Signage Details, see above</p> <ul style="list-style-type: none"> • Outline the detour route; • Ensure the detour route is at least 7.0 m wide, allows trucks to turn at corners without crossing into the oncoming lane of traffic or onto adjacent property, and can accommodate normal County road traffic; • Show the related signage to be used; and • Include a list of all equipment and personnel that will be used to properly mark and enforce the detour. 	<p><input type="checkbox"/> Detour Route</p> <p><input type="checkbox"/> Details of Detour</p> <p><input type="checkbox"/> Location of Detour Signage*</p>
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Traffic Control

By signing below, I hereby agree to perform the traffic control responsibilities as stated in 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.

<p>Traffic Controller</p> <p>Note: If the police accept all of the road closure responsibilities, you may choose the police to arrange the closures and detours.</p>	<p><input type="checkbox"/> Municipality</p> <p><input type="checkbox"/> Local Police Detachment</p> <p><input type="checkbox"/> Person Trained in Ontario Traffic Manual Book 7</p> <p><input type="checkbox"/> N/A</p>
Name	
Title	
Signature	

Additional Information	
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Advertising

<p>How are you advertising your event?</p> <p>Best practice is to let neighbouring businesses and property owners know about the event at least two weeks before the event.</p> <p>The County might ask you to do more advertising</p>	
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Insurance

The Organization shall, at its expense, obtain and keep in force prior to approval of this Permit to ten days after the special event, commercial general liability insurance including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- A limit of liability of not less than \$5,000,000/occurrence;
- Grey County is named as an additional insured;
- Confirmation that the policy contains a provision for cross liability in respect of the named insured, and a severability of interests clause;
- Non-owned automobile coverage with a limit of at least \$2,000,000 including SEF 96 (contractual liability);
- Products and completed operations coverage (Broad Form) not less than \$2,000,000; and
- Provide 30 days prior notice in writing of cancellation or material change in policy terms that reduces coverage to the County.

Confirmation

1. I will ensure that the Organization is aware that by providing the required certificate of insurance, the Organization:
2. Approves of this special event permit application; and
3. Authorizes me to act on behalf of the Organization as the Applicant.

4. I am aware of the procedures necessary and risks involved with organizing the special event.
5. I acknowledge that Grey County roads are not in a new condition and may have imperfections 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.
6. 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.

Applicant Name

Date

Applicant Signature

For County Staff Use Only:

This permit has been inspected and deemed satisfactory by the County of Grey staff.

Approved

Transportation Services Director

Date

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:
