



Township of Clearview  
Administration Centre  
217 Gideon Street  
P.O. Box 200  
Stayner, ON L0M 1S0

# STREET CLOSURE PERMIT

PERMIT #	APPLICATION DATE
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## EVENT ORGANIZER INFORMATION

NAME	PHONE/CELL
MAILING ADDRESS	
CITY/TOWN	PROVINCE
POSTAL CODE	EMAIL

## ROAD CLOSURE INFORMATION

### A ROUTE MAP/ LOCATION MAP OR SITE PLAN IS TO ACCOMPANY THIS APPLICATION

REQUESTED STREETS FOR CLOSURE	NAME	FROM:	TO:

## EVENT INFORMATION

NAME OF EVENT	# OF ATTENDEES
EVENT START DATE:	EVENT END DATE:
FOR MULTIPLE DATES:	HOURS:
EVENT SETUP DATE(S):	EVENT CLEANUP DATE(S):
INSURANCE INCLUDED <input type="checkbox"/> YES <input type="checkbox"/> NO	INSURANCE PROVIDER: POLICY #

## TYPE OF EVENT

<input type="checkbox"/> PARADE	<input type="checkbox"/> SIDEWALK OCCUPATION
<input type="checkbox"/> BICYCLE RACE /RALLY	<input type="checkbox"/> FILMING
<input type="checkbox"/> PROCESSION	<input type="checkbox"/> RUNNING EVENT
<input type="checkbox"/> STREET FESTIVAL	<input type="checkbox"/> WALK-A-THON
<input type="checkbox"/> OTHER: _____	

## DOES YOUR EVENT REQUIRE THE FOLLOWING?

TENTS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	TENTS THAT EXCEED 60m2 REQUIRE A PERMIT, CONTACT 705-428-6230 x232
WASHROOMS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	INCLUDE THE LOCATION OF THE WASHROOM ON YOUR LOCATION MAP
FOOD SERVICE:	YES NO	HEALTH UNIT APPROVAL MAY BE REQUIRED CONTACT 1-877-721-7520
ALCOHOL:	<input type="checkbox"/> YES <input type="checkbox"/> NO	LIQUOR LICENCE IS TO BE OBTAINED THROUGH THE AGCO
BURN PERMIT:	<input type="checkbox"/> YES <input type="checkbox"/> NO	A PERMIT FROM THE TOWNSHIP OF CLEARVIEW FIRE SERVICE IS REQUIRED
FIREWORKS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	CONTACT 705-428-6230 EXT. 401
OPP:	<input type="checkbox"/> YES <input type="checkbox"/> NO	HURONIA WEST OPP CAN BE CONTACTED AT 705-429-3575
BARRICADES:	<input type="checkbox"/> YES <input type="checkbox"/> NO	INDICATE LOCATION ON MAP WHERE BARRICADES ARE TO BE DROPPED OFF
OTHER:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DESCRIPTION:

I \_\_\_\_\_ FULLY UNDERSTAND AND HEREBY AGREE TO THE CONDITIONS ATTACHED herein and to:

- 1) Indemnify and save harmless the Township of Clearview from any and all claims and/or damages arising from this permit to close streets identified in this permit.
- 2) To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the travelling public and participants.

\_\_\_\_\_  
EVENT ORGANIZER SIGNATURE

\_\_\_\_\_  
DATE

## APPROVAL (OFFICE USE ONLY)

INSURANCE PROVIDED	<input type="checkbox"/> YES <input type="checkbox"/> NO	LOCATION MAP/SITE PLAN/ROUTE MAP:	<input type="checkbox"/> YES <input type="checkbox"/> NO
CIRCULATION REQUIRED:		COMMENTS:	
PUBLIC WORKS	<input type="checkbox"/> YES <input type="checkbox"/> NO		
CLERKS/BYLAW	<input type="checkbox"/> YES <input type="checkbox"/> NO		
BUILDING	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FIRE	<input type="checkbox"/> YES <input type="checkbox"/> NO		
OPP	<input type="checkbox"/> YES <input type="checkbox"/> NO		
OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO		

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

# CONDITIONS

## APPLICATION FOR PERMISSION TO RESTRICT THE USE OF TOWNSHIP ROADWAYS

**The Applicant or Event Organizer is to complete all applicable information, sign and return this form to the Public Works Department two (2) months prior to the event. Incomplete applications, or applications that are submitted without an Insurance Certificate or a Location/Site Plan will not be processed.**

This permit is issued under the following conditions:

1. The highway will be kept open for normal traffic movement at all times and vehicular traffic will not be obstructed in any manner unless specifically permitted otherwise.
2. Applicants must obey all applicable provisions of the Highway Traffic Act at all times. This permit does not convey any special privileges or rights to exempt any portion of the Highway Traffic Act.
3. It shall be the responsibility of the applicant to ensure that all the necessary safety precautions are taken to ensure the safety of the entrants and all other road users.
4. Children under the age of 16 participating in an event must be accompanied by an adult.
5. The Organizers agree to notify all emergency services 48 hours prior to the closure with the date and time of the closure. **Huronia West OPP Detachment - 705-429-3575**, Clearview Fire Department 705-428-6230 x 401.
6. If your event requires the occupation of an intersection, if you are planning to travel through a signalized intersection, or if the Township requires for any reason, a paid duty officer will be hired and paid for by the event organizer. Paid Duty Police officers can be scheduled through the **Huronia West OPP Detachment – 705-429-3575**.
7. Event organizers are responsible for the cleanup of the event site by the end time of the event specified above. Maintenance services shall include and be expected to meet routine standards in other words make it equal or better than it was. Any additional maintenance required by the special events operator prior to or during the event shall be at the sole cost and responsibility of the event operator.
8. Insurance & Liability Requirements; Every applicant shall obtain insurance no less than \$ 2,000,000 per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the Township of Clearview as an additional insured and shall protect the Township of Clearview for all claims for all damages or death arising out of any act or omission on the part of the event operator, its servants and/or agents. The policy shall be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without written notice to the Township. The Township of Clearview reserves the right to set higher insurance limits on events if required. Applicants are required to submit a copy of their insurance papers from their insurer confirming that the insurance coverage held by the applicant are in accordance with the Township's requirements with the event application. The Township must be notified immediately of any damage that occurs to Township property. If negligent the Event Operator shall be held liable.
9. A Site Plan, Route Map, Location Map, etc. is to be submitted with the application and shall show as much detail as possible including but not limited to; adequate access to the area of the event, safety devices (i.e.: hydrants), any portable structures or site built structures (i.e.: bleachers, tents, hand wash stations, platforms etc.), an emergency route through the area.
10. If you have a single tent or a group of tents that exceed 60 m<sup>2</sup> then you must obtain a building permit. Please contact the Building Department at 705-428-6230 ext. 231 for more information.
11. Organizers that want to serve alcohol at their events must obtain a Liquor Licence through the AGCO (Alcohol and Gaming Commission of Ontario [www.agco.ca/alcohol/special-occasion-permits-private-event](http://www.agco.ca/alcohol/special-occasion-permits-private-event)).
12. You must insure the public has access to washroom and handwash facilities.
13. Appropriate Special Events Food Vendor forms from the Health Unit need to be completed and permission may be required. Please contact the Clearview By-Law at 705-428-6230 ext 241 during normal working hours. ( 8:30 a.m. – 4:30 p. m. excluding Statutory Holidays) to purchase a vending permit. (Vending Permits may not be allowed in Creemore)

**FOR MORE INFORMATION AND RESOURCES ABOUT ORGANIZING EVENTS IN THE TOWNSHIP OF CLEARVIEW, PLEASE VISIT THE “HOST AND EVENT” SECTION ON THE DISCOVER CLEARVIEW WEBSITE AT;**  
[www.discoverclearview.ca](http://www.discoverclearview.ca)

**REQUESTS FOR ROAD CLOSURES ON A COUNTY OF SIMCOE ROAD MUST BE MADE THROUGH THE COUNTY OF SIMCOE TRANSPORTATION SERVICES DEPARTMENT AT 705-726-9300.**