

RECREATION AND PARKS DEPARTMENT NEIGHBOURHOOD BLOCK PARTY STREET CLOSURE REQUEST FORM

Submit the application at **least 6 weeks prior** to the proposed event date along with a map of the proposed street section. The processing fee is \$30 nonrefundable. Please submit payment with the application. All applications are reviewed and approved by the Planning and Infrastructure Department, Traffic Division. Please complete and return the Request Form to the Recreation and Parks Department.

Questions? Tel: 905-873-2601 Ext. 2269 or via email at recreation@haltonhills.ca

CONTACT INFORMATION:

Contact Person: _____ Email: _____
 Address: _____ Postal Code: _____
 Phone: Home (___) _____ Fax: (___) _____
 Phone: Alternate (___) _____ Bus.: (_) _____

EVENT INFORMATION:

Returning Event New Event

Event Date: _____ Time of Event
 Potential Rain Date: _____ Start Time: _____ am/pm
 Approximate # of event participants: _____ Finish Time: _____ am/pm

EVENT LOCATION:

Street to be closed: _____
 From (address or intersection) _____ to _____

MAP INFORMATION:

In order to process your application, please ensure to attach a map of the street section. Please show on the map which side of the road is to be used for the event.
 I have attached a map/sketch I will require assistance with obtaining a map (Town staff to contact me)

APPLICATION FEE:

A \$30 nonrefundable fee to the Town of Halton Hills must be submitted with this form.

INSURANCE:

Event organizers are required to carry insurance in the amount of \$2 million dollars. For your convenience, insurance can be purchased through the Town at a reasonable cost depending on the planned activities. Please discuss with Town staff.

Are you providing your own insurance? YES NO
 Are you purchasing insurance through the Town? YES NO

The Event Organizers shall indemnify and hold harmless the Town of Halton Hills, its officers, members of municipal council and employees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the Block Party Street Event attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts or omissions of the Event Organizers, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this agreement.

APPROVED BY: _____
 Planning and Infrastructure Department – Traffic Official Date: YY/MM/DD

SEE REVERSE SIDE OF TERMS/CONDITIONS

The personal information on this form is collected under the authority of the Municipal Act, as amended. The information is used to process this application. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator.

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Terms/Conditions

Only low volume Local classification roads that **do not** serve through traffic will be considered to host a Neighbourhood Block Party Street Event. Examples include Noble Court, Dawson Crescent, Hillside Drive and Munro Circle.

The applicant shall submit a Neighbourhood Consent Form signed by 100 % affected residents, indicating a minimum support of 80% for the event. The original copy of the signed Neighbourhood Consent Form shall be delivered to the Recreation and Parks Department one month prior to the event.

\$ 2,000,000 insurance coverage is required for all public events including road events. Event organizers are required to obtain and submit the appropriate proof of insurance with the Town of Halton Hills named as an additional insured. Insurance is available for purchase through the Town.

Depending on the scope of the event, the Planning and Infrastructure Department, Traffic Division may require an additional meeting with the event organizer prior to the event.

There will be no staking/digging or painting on road allowances. The cost of repairing any damages to streets or sidewalks will be the responsibility of the event organizer. Repair costs will be assessed and communicated to the event organizer.

The applicant shall undertake any required restoration and clean-up to return the street to the condition which existed prior to the event.

Barricades and signs required for the road closure will be delivered and picked up by the Planning and Infrastructure – Public Works Division during working hours. The organizers will also be responsible for the set-up of the barricades prior to the event and for the dismantling of the barricades after the event.

The applicant must ensure that access is provided to those properties within the closed portion of the road for emergency vehicles by allocating one lane of traffic free of obstruction.

Should any emergency arise, you will ensure clear access of emergency vehicles, cease and resume only when the emergency has been resolved.

No Block Party including clean up shall extend beyond the hours of 11:00pm. The use of amplified sound systems shall be in accordance with the Town's Noise By-law 2010-0030.

Although alcohol is permitted on private property it cannot be sold or consumed on the road allowance.

Any changes to this request must be submitted to Planning and Infrastructure - Traffic Division immediately.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge.

Signature: _____ **Date:** _____

Please note: The above terms of conditions are guidelines set out in the Ontario Traffic Manual, Book 7 Temporary Conditions, will be used in determining traffic control plan.

