United Counties of Leeds and Grenville

Public Works Division
Consent Granting Authority
Forestry
Planning
Roads

25 Central Ave. W., Suite 100
Brockville, ON K6V 4N6
T 613-342-3840
800-770-2170
E roads@uclg.on.ca
www.leedsgrenville.com

SPECIAL EVENTS PERMIT

Please submit the completed Application Form and all supporting documents to roads@uclg.on.ca

CONTACT INFORMATION

Company/Organization:	Application Date:
Applicant/ Permit Holder:	After Hours Emergency Contact:
Phone Number:	
E-Mail Address:	Phone Number:

LOCATION OF PROPOSED EVENT (fill in as applicable)

Municipality: Select	Civic #:	County Road(s) #:
Between:	and	
Limerick Trail:		

EVENT

Event Name:		
Start Date:	End Date:	
Type of Event: ☐ Not for Profit Organization | No Fee ☐ Private Organization | $150.00	Scope of Event: ☐ Full Road Closure ☐ Partial / Lane Closure ☐ Roadway Use ☐ Road Allowance ☐ Limerick Forest Other:	Event Type: ☐ Race / Rally / Walk ☐ Parade / March ☐ Motorized Vehicle Event ☐ Street Party ☐ Filming ☐ Market / Sale ☐ Fair / Festival Other:
Expected Number of Attendees: ☐ < 500 ☐ 500 to 1500 ☐ > 1500		
Description of Proposed Event (i.e. admission fees, public access, licensed alcohol area, amplified sound, vendors, etc.):		

REQUIRED ATTACHMENTS/DOCUMENT CHECKLIST

☐ Signed Terms and Conditions
☐ Insurance Certificate ($5,000,000 Liability – Naming the Counties of Leeds and Grenville as Additional Insured)
☐ Letter of Endorsement from Local Township (email from Town Clerk or Public Works Manager)
☐ Special Events Permit Fee or Other Applicable Fee(s) (Refer to By-Law 25-10)
☐ Map of Route Along County Roads and/or Proposed Detour Route and/or Site Plan
☐ Traffic Management Plan (If Applicable)
☐ Draft Copy of the Notification Letter to Residents (If Applicable)

A minimum of four (4) weeks is required to process the permit request

FOR OFFICE USE ONLY:

☐ Special Events Permit Fee of $_____ received on _____.

Reviewed By:

_____ / _____ _____
Patrol Supervisor Name — Signature — Date

Approved by:

_____ / _____ _____
Public Works Manager or Director — Signature — Date

where **lifestyle** grows good **business**

synonyme de **qualité de vie** et de **réussite** en **affaires**

TERMS AND CONDITIONS

1. This Special Events Permit, including all other related Permits attached herein, is only valid if all copies have been signed, approved and issued by the Counties. The permit is valid for one hundred and eighty days (180) from the date of issue unless an extension has been granted. **A signed, approved and issued copy of this permit, including all attachments, must be onsite throughout the event.**

2. Provincial and Municipal permits and approvals required for the event are the responsibility of the Organizer to obtain. Please notify the Ontario Provincial Police (O.P.P.), the local Fire Department and Paramedic Services, the local Municipality, affected local businesses and the Student Transportation of Eastern Ontario (STEO) prior to any event. It is further understood that the event will **not affect entrance to local residences, emergency access and local traffic.**

3. The Counties requires that the Organizer repair any damages to roads, lighting, walkways, trails, curbing, guiderails, or facilities that resulted, directly and indirectly, from the event, all to the satisfaction of the Counties. Any costs incurred by the Counties for repairs resulting from such damages will be recovered from the permit holder and **failure to do so may result in the denial of future Special Event Permits until the deficiencies have been rectified.**

4. The Organizer shall be insured, to the satisfaction of the Counties, for liability in an amount no less than $5,000,000.00, where the United Counties of Leeds and Grenville is named as additional insured.

5. Road Safety Devices (e.g. impact attenuators, guiderails, etc.) are **not to be removed, dismantled or altered** with in any way during the event.

6. If the event consists of a race, rally, walk, motorized vehicle event, or other, requiring the use of multiple County Roads, a map of the proposed route shall be included with the permit application.

7. If a temporary partial or full road closure is required, please submit a traffic control plan which shall meet all requirements of Book 7 of the Ontario Traffic Manual (OTM). Traffic control devices should be according to the traffic control plan as amended by any direction that may be received from the Ontario Provincial Police (O.P.P.). The Traffic Control Plan is the sole responsibility of the Organizer to implement, maintain, and remove.

8. Alcohol is strictly prohibited in all areas of the Limerick Forest.

9. Applicable fees (By-Law 25-10):
    a. Charitable fundraising events and Community Events for Not for Profit Organizations are **NOT** subject to any fees.
    b. For profit special events within the road allowance, including partial and complete road closures, and events within the Limerick Forest (not including the Interpretive Centre) and Sandy Bay County Park are subject to a **$150.00** fee.

DECLARATION OF APPLICANT

I hereby acknowledge the terms and conditions of the Special Events Permit stated above and agree to repair to the Owner's satisfaction any damages or deficiencies resulting from the Event.

_____ _____

Company Representative / Organizer Signature Date

_____ _____

Name (Please Print) Title

☐ The person signing this application is a valid signing authority for the proposed Special Event

TRAVEL ROUTE / DETOUR ROUTE / SITE PLAN SKETCH (AS APPLICABLE)
Please attach a sketch of the proposed travel route and/or detour route and/or site plan (parking, first aid station, access points, etc.) as applicable.
Additional Comments:

Revised February 21, 2025