



Special Events on Municipal Roads

Application Form / Permit

The Town of Parry Sound welcomes special events as they contribute to the local economy and community pride. When a special event is proposed to be held on municipal roads, a permit must be obtained. The completed application form must be received by the Town of Parry Sound's Leisure Services Co-ordinator, a minimum of 30 days prior to the event.

Name of Applicant: _____

Organization (if applicable): _____

Address: _____

Email: _____ Telephone No: _____

Number where applicant can be contacted during event: _____

Purpose of Event: _____

Event Date(s) and Time(s): _____

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____

Proposed Location and Route (if applicable):

(if more space is required, attach a separate page)

Attach a Sketch/Map/Site Plan identifying locations of traffic marshals/off-duty OPP officers and barricades/barriers including a description of Emergency Vehicle access routes.

Attached

Not Attached

Attach an accessibility plan.

Attached

Not Attached

Estimated number of participants: _____

Number and types of vehicles, including floats, displays, if applicable:

Signature of Applicant

Date

Permit Approval

For Official Use:

Director of Public Works Signature _____

Date Application Received: _____

Site Plan/Sketch/Map Received: _____

Accessibility Plan Received: _____

Safety Plan Received: _____

Date Permit Granted: _____

Date Certificate of Insurance Received: _____

Note: Permit holder must have permit in his/her possession at all times during the event.

The Town of Parry Sound is not responsible for ensuring that vehicles are not parked within the road closure area. The Event Organizer is responsible through pro-active advertising and promotion of the event, security officers, etc., to ensure the area required is free from parked vehicles.

The Event Organizer does not have authority to tow and the Town of Parry Sound will not tow vehicles.

Form date: Revised August 15, 2013