

## SCHEDULE "A"

### Special Event Road Closure Application

**Note:** Applications must be submitted 4 weeks prior to the event to the Operations Department at Town Hall or via email to [operations@prescott.ca](mailto:operations@prescott.ca)

Name of Applicant: \_\_\_\_\_

Email of Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of the Special Event:

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The proposed road closure will begin on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. and finish on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

The proposed roads to be closed include (describe or attached map or sketch):

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**Crowd Control Plan:** Describe provisions that will be in place to ensure the anticipated participants and audience does not become unruly and remain in the designated area. i.e.: inside barricades, out of traffic, on sidewalks not crowding, etc.

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**Impact to Adjacent Properties:** Describe how impacted property owners will be notified/consulted regarding planned road closure.

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**Sanitary/Clean Up:** Describe plans for washroom facilities during the event and clean up after the event.

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**Organizer Liability:** Organizers of the event are responsible for the event; hence, there is a potential liability. The applicant is responsible for having liability insurance in place and attaching a copy of said policy with the application.

Does the applicant have liability insurance for this event? **Yes** \_\_\_\_ **No** \_\_\_\_

**Road Closure Costs:** The costs associated with the setup and removal of traffic control apparatuses (under the Highway Traffic Act) including: traffic signs, detour signs, and barricades will be deposited with the application in the amount of:

Non-Profitable: \$0.00

Profitable: \$200.00

**Road Closure Approval Process:**

The Public Works Supervisor or designate will circulate the approved application to the following departments:

Police

Fire

Ambulance/EMS

Public Works

BIA

Chamber of Commerce

The applicant submits this application and upon the signature and date accepts all responsibilities and liabilities for the event and indemnifies the Town of Prescott against any claims. The applicant duly acknowledges following all rules and regulations of the road closure bylaw and permitting conditions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Operations