

## Parade/March/Run Permit Application

### Section 1: Applicant Information

Name of event: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Section 2: Event Information

Date of Event: \_\_\_\_\_ Length of Route: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Expected Number of Participants: Walkers \_\_\_\_\_ Runners \_\_\_\_\_ Floats \_\_\_\_\_

Number of Cyclists: \_\_\_\_\_ Number of Supervisors/Volunteers: \_\_\_\_\_

DESCRIPTION ROUTE:

**Section 3: Insurance**

1. The Town requires that all Special Event Organizers carry third party commercial general liability insurance coverage at a level of \$2,000,000, for bodily injury including death, personal injury, and property damage including loss of use, and also covering for (a) blanket contractual liability; (b) owners’ and contractors’ protective liability; (c) broad form property damage; (d) tenant’s legal liability; (e) non-owned automobile liability; and (f) contingent employer’s liability and (g) products and completed operations liability. This insurance shall include the Town of Antigonish as an additional insured and contain both cross-liability and severability of interest clauses. If your event is serving or selling alcohol, the Town requires Special Event Organizers carry third party liability insurance of \$5,000,000.

**2. Agreement to share Proof of Insurance:**

Before the Commencement Date of this Agreement, *(insert name of organization)*

\_\_\_\_\_ shall provide the Town of Antigonish with current certificates of insurance or a certified copy of the policies as well as renewal certificates or policies showing proof of required insurance. If there are any changes to the Agreement or coverage policies, the Town of Antigonish will be given 30 days written notice prior to cancellation, and prior to a material change of coverage that may be considered detrimental to the Town of Antigonish.

I, the undersigned, have read, understand, and agree to the insurance requirements and conditions and policies in this contract. I understand by checking ‘I Accept’ constitutes a legal signature confirming that I acknowledge and agree to the terms above.

I accept                       I do not accept

### Section 4: Event Planning During COVID-19

Please indicate who from your event is ensuring they are staying up to date with all public health updates as it related to COVID-19 and will communicate with the Town on changes, as necessary.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand and accept that I, the event organizer, is fully responsible for adhering to and enforcing all provincial restrictions and following public health guidelines related to COVID-19 for event planning.

I accept

I do not accept

### Section 5: Permissions

#### Permit Condition Requirements:

1. Whenever possible, parade marshaling, and dispersal activities shall be conducted off public streets.
2. When the local Traffic Authority deems it is necessary that certified Traffic Control Persons be used, it will be the responsibility of the organizers to cover all associated costs (i.e.: RCMP, By-law Enforcement Staff, or Certified Traffic Control Person(s))
3. The event organizer shall indemnify and save the Town of Antigonish harmless for all and any damage, causes, suits or claims which may arise by virtue of the rental of the facility, whether such damages, causes, suits, or claims are occasioned by the event organizer or any other person while the organization has leased and is in control of the said facility. The event organizer further covenants and agrees to pay any costs that may be incurred pursuant to or arising from any damages, causes, suits, or claims.
4. The entrants must always obey all applicable provisions of the Motor Vehicle Act, this permit does not convey any special privileges or rights to exempt any portion of the above not Act.
5. It shall be the responsibility of the applicant to ensure that all necessary safety precautions are taken to ensure the safety of entrants and all other road users.
6. Children under the age of 8 walking or cycling in the parade shall be accompanied by an adult.
7. Emergency vehicles participating in the parade must not use sirens (unless leaving event to respond for emergency purposes).
8. Participants on floats are not permitted to throw items from their floats (e.g., candy)
9. Where it is deemed that events can be held on the sidewalk rather than out on the street, events will be moved to the sidewalk.
10. Applications for Parades, Runs, and or Marches must be received by the office of the Traffic Authority at least forty-five (45) days in advance of the event.

### Section 6: Declaration

I, the undersigned, have read, understand, and agree to the conditions and policies in this contract hereby accept the same on behalf of the said members of the organization or group.

Application's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that typing my name in the signature box constitutes a legal signature confirming that I acknowledge and agree to the above terms.

### Section 6: Application Submission

Please submit your completed application and all associated supporting documentation to the following contact:

S/Cst. R. S. Smith  
Special Constable/Traffic Authority  
Town of Antigonish  
274 Main Street  
Antigonish, Nova Scotia  
B2G 2C4  
902-870-0881  
[ssmith@townofantigonish.ca](mailto:ssmith@townofantigonish.ca)

\*Please cc Kate Gorman, Marketing and Communications Officer to your completed application submission:

[kgorman@townofantigonish.ca](mailto:kgorman@townofantigonish.ca)  
902-318-6758

Section 7: Application Approval

Notes or Other Conditions from the Town:

Approved, subject to the noted conditions:

\_\_\_\_\_  
Local Traffic Authority

Date: \_\_\_\_\_

Application Valid Until \_\_\_\_\_