

Road Right-of-Way Usage Permit Special Events

Development, Engineering, and Sustainability Department
 Phone: 250-828-3307 Fax: 250-828-3848
 Email: trafficpermits@kamloops.ca

No.

Date of Application _____

Registered Name (the "Permittee"): _____

Address of Organization: _____ Phone: _____

Requests permission to hold a _____

Location or Route: (Map Attached yes no)

Assembly Area: _____

Dispersal Area: _____

Number and Type of Units/Participants: _____

On Street: yes no On Sidewalk/Pedestrian Shoulder: yes no

Description or Purpose of Event: _____

Date: _____ Day: _____ TIME: from: _____ to: _____

Principal Contact for this Event: _____ Phone: _____

Email: _____

Request for Traffic Control Devices:

Contact the City Sign Shop (250-828-3525) two weeks prior to the event.

- Note:**
1. Equipment will NOT be available for pickup on weekends or holidays.
 2. Safety vests are to be picked up and returned to 105 Seymour Street.

No. of Barricades	No. of Traffic Cones	Signs With Bases	
Sign Types			

The responsibility for all traffic control rests with the Permittee.

All Permittees must complete the attached Insurance Requirements/Indemnification form. As set out in the attached, all Permittees are required to carry commercial general liability insurance for not less than two million dollars (\$2,000,000).

OFFICE USE ONLY

Other conditions:

PERMITTEE:

Representative [<i>Please Print</i>]	Signature	Date

CITY OF KAMLOOPS:

City Official [<i>Please Print</i>]	Signature	Date

Both pages 1 and 2 of this document must be signed and dated.



City of Kamloops, hereinafter called "City".

INSURANCE

At all times during the term of this permit, the Permittee shall, at no expense to the City, supply commercial general liability insurance against any and all claims for bodily injury, death, or property damage whatsoever that arise as a result of the special event held in accordance with this permit or arise out of the Permittee's use and occupation by the Permittee of the locations, routes, areas, lands, and/or premises that are the subject matter of this permit. Such insurance shall add the City as an ADDITIONAL INSURED but not as an ADDITIONAL NAMED INSURED and shall cover for not less than two million dollars (\$2,000,000).

Upon signing this permit, the Permittee shall promptly forward a certificate of insurance, including insuring permits acceptable to the City. The City will supply a form of certificate to be completed by the Permittee's insurer containing minimum insurance coverages required by the City. Should the insurance policies under which the certificate is drawn expire during the term of this permit or any extension or renewal thereof, the Permittee shall forward a renewal insurance certificate to the City thirty (30) days prior to the expiry of said insurance policies on a form satisfactory to the City.

All required policies of insurance must be issued by insurers duly authorized by law to do business in the Province of British Columbia and shall include a provision that coverage shall not be cancelled or amended in any way unless thirty (30) days' written notice has been given to the City.

Should the Permittee fail to supply the insurance certificate prescribed by this permit, then such permit may be terminated by the City.

INDEMNIFICATION

The Permittee hereby agrees to unconditionally **INDEMNIFY** and **SAVE HARMLESS** the City, its agents or employees, from and against all loss, liability, costs, charges, claims, damages, expenses, suits, or actions that may arise out of or in connection with:

- a) any breach, violation, or non-performance of any covenant, regulation, condition, or term of this permit to be fulfilled, kept, observed, or performed by the Permittee
- b) any negligent or otherwise wrongful act or omission of the Permittee or any licensee, invitee, agent, or employee of the Permittee
- c) any damage to property while said property is in or about the locations, routes, areas, lands, or premises that are the subject matter of this permit
- d) any injury to any licensee, invitee, agent, or employee of the Permittee, including death resulting at any time therefrom occurring in or about the locations, routes, areas, lands, or premises that are the subject matter of this permit, including all costs and all legal fees and all disbursements in connection herewith

The indemnity shall survive the expiry or sooner termination of this permit.

BEFORE SIGNING THIS PERMIT, READ IT CAREFULLY.

PERMITTEE:

Registered Name/Trade Name *[Please Print]*

Representative <i>[Please Print]</i>	Signature	Date
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PROCEDURE FOR SPECIAL EVENTS

1. Permit applications must be **completely** filled out.
2. A map showing the proposed route, assembly area and dispersal area (8½" x 14" maximum sheet size) and a traffic control plan must accompany the permit application.
3. The City's certificate of insurance must be completed by the Permittee's insurer before issuance of this permit. If the Permittee does not have insurance, it can be purchased through the City. Contact the Community and Protective Services Department at 250-828-3461.
4. The responsibility for all traffic control rests with the applicant. Events involving road closures require traffic control persons at all intersections and major accesses and for signalized intersections. Please note that there will be a charge for City electricians to turn off all affected signalized intersections.

The applicant is required to use standard signs and barricades. These may be obtained from the City if available at time of request.

5. Routes affecting any of the different business associations may also require their approval.
6. Advertising on the radio and in the paper is recommended for larger parades.

PROCEDURE FOR BLOCK PARTIES

1. **NO PERMIT WILL BE ISSUED FOR ARTERIAL AND COLLECTOR ROADS**
(Kamloops.ca/PDFs/Maps/StreetClassification.pdf).
2. Block parties to be considered for local roads must meet the following requirements:
 - a) all affected residents to be notified by applicant, with a majority in favour
 - b) in cases where detours are required, they must not unduly affect other local residents
 - c) time restrictions - daylight hours only - four-hour maximum closure for through streets
 - d) a special event permit must be issued by the Civic Operations Centre
3. The City's certificate of insurance must be completed by the Permittee's insurer before issuance of this permit. If the Permittee does not have insurance, it can be purchased through the City. Contact the Community and Protective Services Department at 250-828-3461.
4. The applicant is required to use standard barricades and signs to close the road. These may be obtained from the City if available at time of request.
5. **Emergency Response** - Applicant is responsible to remove all tables, chairs, etc., from roadway and ensure proper access for any emergency vehicles.

PROCEDURE FOR HORSE DRAWN CARRIAGES

1. Permit applications must be completely filled out.
2. A map showing the proposed route and time schedule must accompany the application. Arterial roadways may require time restrictions.
3. The City cannot provide insurance for this type of event; therefore, the City's Certificate of Insurance must be completed by the Permittee's insurer before issuance of this permit.
4. Drivers of carriages are subject to Subsection 120(c) of the *Motor Vehicle Act*, R.S.B.C. 1996, c.318, and any amendments thereto, and any other applicable regulations.
5. Owner is responsible for keeping streets and holding areas clean at all times.
6. Carriages require a slow moving sign, and if operating during dusk or night, proper lighting of the carriage would be required.

For further information or assistance, please contact the City of Kamloops Traffic and Transportation Division.

105 SEYMOUR STREET
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trafficpermits@kamloops.ca