



# PARADE PERMIT Application

## APPLICANT INFORMATION

Name:	Organization:	
Mailing Address:	City:	Postal Code:
Phone No.:	Email:	

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.

## PARADE INFORMATION

Parade Name:		
Date of Parade:	Start Time:	End Time:
Location of Formation:	Location of End:	
Participants Will Use: <input type="checkbox"/> Roadways	<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Both Roadway and Sidewalk
Approximate No. of Participants:	Non-Profit Society: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Person Responsible:	Phone No.:	
Traffic Control Company:	Phone No.:	
Will the participants obey traffic signals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Please include the following with your application:

Map of Route / Road Closure:	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
Liability Insurance (\$5,000,000):	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
Traffic Management Plan:	ATTACHED (Mandatory for parade over 50 ppl.)	<input type="checkbox"/> Yes
\$300 Damage Deposit (MS-DAMDEP)	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
\$50 Permit Fee (MS-OPERM)	ATTACHED (Unless Non-Profit Society)	<input type="checkbox"/> Yes

## CONDITIONS OF PARADE PERMIT

1. The applicant may not sublet any portion of the Location without the written permission from the City of Duncan.
2. The applicant shall be strictly liable to the City of Duncan for all damage to City property arising from the Parade, whether or not such damage arises from the negligence of the applicant.
3. No refund of the fees shall be granted unless the applicant notifies the City of Duncan of cancellation at least seventy-two (72) hours prior to the Parade.
4. The City of Duncan reserves the right, at its sole discretion, to cancel the Parade Permit or alter the route should conditions arise that necessitate scheduling changes, including but not limited to a strike or lock-out.
5. Any person who takes part in a Parade without a permit is in violation of Section 23 of the Streets and Parking Regulation Bylaw and is potentially subject to a minimum fine of \$2,000 up to a maximum of \$10,000.
6. The Applicant shall clean the Location and removal all litter and debris during and after the Parade. If the applicant does not clean the Location to a standard acceptable to the City, the applicant will forfeit the Damage Deposit and the City may clean up the Location and bill the applicant for any costs exceeding the Damage Deposit.
7. The Applicant shall monitor and control the activities of all Parade participants to ensure that all participants act in a safe, considerate, and sportsmanlike manner. Abusive language, and unsafe or inconsiderate behaviour may result in the revocation of the permit and the cancellation of the parade with no refund or compensation.
8. The Applicant shall inspect the route before and during the Parade to ensure the route is in good condition (free from glass, obstructions, etc.). If a hazard does exist, please notify Public Works at 250-746-5321.

**WAIVER & INDEMNITY CLAUSE**

The applicant undertakes to inspect the premises prior to the Parade and is solely responsible for ensuring that the Location is safe for the intended use and agrees that the City of Duncan has made no warranties or representations respecting the suitability or condition of the premises. The applicant further agrees that, in exchange for the issuance of the permit, it will indemnify and save harmless the City of Duncan and its officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this Parade Permit or the City's approval of the Parade.

The applicant agrees to conform to all Bylaws and Policies of the City of Duncan presently in force and to such special conditions, restrictions and regulations as contained in the attached schedule and to such further special conditions as may be imposed by the Director of Public Works and Development Services, in the conduct of the Parade. The applicant must provide proof of liability insurance in the amount of \$5 million per occurrence naming the City of Duncan as an additional insured.

I, the undersigned, hereby apply for the Parade Permit from the City of Duncan. I agree to supply the required documentation and to comply with the conditions or any other special conditions connected with this permit as required.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

**OFFICE USE ONLY**

**File No.: 4520-20**

When this section is complete in its entirety, by all officials, the attached application is approved subject to the Parade being carried out in conformity with all Statutes, Bylaws, and Council Policies in force in the City of Duncan, British Columbia and the following special conditions:

- Arrange with a local rental company for barricades and signs for the street and/or sidewalk closure.
- Arrange for certified traffic safety personnel.
- Obtain approval from Ministry of Transportation if the parade route is on or across the Trans-Canada Hwy.

**ADDITIONAL SPECIAL CONDITIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC WORKS REVIEW**

\_\_\_\_\_  
**OPERATIONS MANAGER SIGNATURE/DATE**

\_\_\_\_\_  
**DIRECTOR OF PUBLIC WORKS SIGNATURE/DATE**

\_\_\_\_\_  
**RISK MANAGEMENT APPROVAL**

\_\_\_\_\_  
**FINAL APPROVAL**

\_\_\_\_\_  
**DIRECTOR OF FINANCE/DATE**

\_\_\_\_\_  
**CAO/DATE**

**NOTIFICATION**

- DBIAS     Transit     RCMP     Ambulance     Fire Depts.     Press     Taxi Companies
- Notification Provided On: \_\_\_\_\_     Notification Provided By: \_\_\_\_\_