

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 or phone: 250-746-6126.

PARADE INFORMATION

| | | |
|--|------------------------------------|--|
| Parade / Event 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 |
| Approximate No. of Participants: | Non-Profit Society: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Name of Person Responsible for Parade: | Phone No.: | |
| Traffic Control Company: | Phone No.: | |
| Has the RCMP Been Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No | Officer's Name: | |

Please include the following with your application:

| | | |
|------------------------------------|---|------------------------------|
| Map / Sketch of Parade Route: | ATTACHED (<i>Mandatory</i>) | <input type="checkbox"/> Yes |
| Liability Insurance (\$2,000,000): | ATTACHED (<i>Mandatory</i>) | <input type="checkbox"/> Yes |
| \$300 Damage Deposit (MS-DAMDEP) | ATTACHED (<i>Mandatory</i>) | <input type="checkbox"/> Yes |
| \$50 Permit Fee (MS-OPERM) | ATTACHED (<i>Unless Non-Profit Society</i>) | <input type="checkbox"/> Yes |

WAIVER & INDEMNITY CLAUSE

The applicant accepts and will use the premises at its own risk 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 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.

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 naming the City of Duncan as an additional insured party in the amount of \$2 million per occurrence. The applicant further agrees to save the City of Duncan harmless against all manner of actions, claims, debts, judgements, costs, and expenses of any kind whatsoever which may be made against the said City in consequence of and incidental to the granting of a Parade Permit.

APPLICANT SIGNATURE

DATE

RULES GOVERNING THE USE OF STREETS

1. The applicant may not sublet any portion of the space contracted for without the written permission of the City of Duncan.
2. The applicant will be responsible for all lost or damaged articles.
3. The applicant will notify the City of Duncan of cancellation at least seventy-two (72) hours prior to the event. Otherwise, the applicant will be required to pay the full amount of the applicable rental fee, if any.
4. The City of Duncan reserves the right to cancel or alter street usage should conditions arise that necessitate scheduling changes.

RULES GOVERNING THE USE OF STREETS CON'T

5. The applicant agrees that in the event of any strike or lockout, the City of Duncan will not be held responsible or liable for providing said streets.
6. The applicant is responsible for pick-up of litter and debris during and after the event. If the applicant does not clean the parade route to a standard acceptable to City staff, the applicant will be charged the costs incurred by the City to clean the streets.
7. The applicant (including friends and spectators) using the streets is expected to act in a considerate and sportsmanlike manner. Abusive language or inconsiderate behaviour, which is found to be objectionable may result in the cancellation of your parade permit.
8. It is the responsibility of the applicant to ensure the streets are in good condition (free from glass, obstructions, etc.). If a hazard does exist please notify Public Works at 250-746-5321.

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 event 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 / sidewalk closure.
- Arrange to obtain from City Public Works barricades and signs for the street / sidewalk closure.
- Arrange for sufficient personnel to keep order in the parade.
- Obtain approval from the Ministry of Transportation if the parade route is on or across the Trans Canada Hwy.

ADDITIONAL SPECIAL CONDITIONS

PUBLIC WORKS INITIAL REVIEW

OPERATIONS MANAGER SIGNATURE

DATE

PUBLIC WORKS APPROVAL

DIRECTOR OF PUBLIC WORKS SIGNATURE

DATE

RISK MANAGEMENT APPROVAL / WAIVEMENT

DIRECTOR OF FINANCE

DATE

FINAL APPROVAL

CHIEF ADMINISTRATIVE OFFICER

DATE

NOTIFICATION

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