



**CITY OF KAMLOOPS**  
**Development and Engineering Services Department**  
 Phone: (250) 828-3392 Fax: (250) 828-7848

File: 2445-12

**PERMIT TO HOLD A SPECIAL EVENT**

Date of Application \_\_\_\_\_

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

Address of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Requests permission to hold a \_\_\_\_\_

Location or Route: _____	Map Attached <input type="checkbox"/> yes <input type="checkbox"/> no
Assembly Area: _____	
Dispersal Area: _____	
Number and Type of Units/Participants: _____	
On Street: _____	On Sidewalk: _____
Description or Purpose of Event: _____	
Date: _____ Day: _____	TIME: from: _____ to: _____
Principal Contact for this Event: _____	Phone: _____

Request for Traffic Control Devices:

*Contact the City Sign Shop (828-3525) one week 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	
<b>Sign Types</b>			
Name _____ Date _____		Name _____ Date _____	
Equipment Received		Equipment Returned	

*The responsibility for all traffic control rests with the body organizing the event.*

*All users must complete the attached Insurance Requirements Form. All users are also required to carry Commercial General Liability Insurance for not less than Two Million Dollars (\$2,000,000.00) in accordance with By-law No. 35-46, Schedule "A" (and amendments thereto).*

Other conditions:
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PERMITTEE:		
_____	_____	_____
Representative [Please Print]	Signature	Date
CITY OF KAMLOOPS:		
_____	_____	_____
City Official [Please Print]	Signature	Date

Insurance Fee: \$ _____
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Interac
Received By: _____
<div style="display: flex; justify-content: space-between;"> <span>Authorized Signature</span> <span>Date</span> </div>



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**INSURANCE REQUIREMENTS**

City of Kamloops, hereinafter called "**City**".

At all times during the term of this agreement, the Permittee shall at no expense to the City, supply Commercial General Liability Insurance against any and all third party claims for bodily injury, death or property damage whatsoever arising out of the use and occupation by the Permittee of the lands and premises which are the subject matter of this agreement. 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 agreements 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 agreement 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 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.

**RELEASE OF LIABILITY**

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 which may arise as a consequence of, or resulting from, any failure by the Permittee whatsoever; **(EXCEPT SUCH AS MAY ARISE OUT OF THE ACTS, FAILURES TO ACT OR NEGLIGENCE OF THE CITY OR ITS AGENTS OR EMPLOYEES) IN CONNECTION WITH:**

- a) any breach, violation or non-performance of any covenant, regulation, condition or term of this agreement to be fulfilled, kept, observed or performed;
- b) any act or omission of the Permittee;
- c) any damage to property while said property shall be in or about the lands and premises which are the subject matter of this agreement; and
- 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 lands and premises which are the subject matter of this agreement, including all costs and all legal fees and all disbursements in connection herewith.

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

**BEFORE SIGNING THIS AGREEMENT, READ IT CAREFULLY.**

PERMITTEE:

\_\_\_\_\_  
Registered Name/Trade Name [*Please Print*]

\_\_\_\_\_  
Representative [*Please Print*]

\_\_\_\_\_  
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.
4. The responsibility for all traffic control rests with the applicant. Events involving road closures require traffic marshals (flag persons) at all intersections and major accesses and RCMP for 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.**
2. Block parties to be considered for local roads must meet the following requirements:
  - a) All affected residents to be notified by applicant;
  - 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; and
  - d) A Special Event Permit must be issued by the Public Services and Operations Branch.
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.
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 Section 116(c) of the Motor Vehicle Act 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 Division.

105 SEYMOUR STREET  
828-3392 (phone), 828-0952 (fax)