

Road Right-of-Way Usage Permit Special Events

Development, Engineering, and Sustainability Department
Phone: 250-828-3561 | 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 <input type="checkbox"/> yes <input type="checkbox"/> no)	
Assembly Area: _____	
Dispersal Area: _____	
Number and Type of Units/Participants: _____	
On Street: <input type="checkbox"/> yes <input type="checkbox"/> no	On Sidewalk/Pedestrian Shoulder: <input type="checkbox"/> yes <input type="checkbox"/> no
Description or Purpose of Event: _____	
Date: _____	Day: _____ TIME: from: _____ to: _____
Principal Contact for this Event: _____	Phone: _____
Email: _____	

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) per occurrence. The limit of liability is subject to change based on the activity's level of risk. The Risk Management Division will review and approve limits of liability.

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 the 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 earlier termination of this permit.

BEFORE SIGNING THIS PERMIT, READ IT CAREFULLY.

PERMITTEE:

Registered Name/Trade Name [*Please Print*]

Representative [*Please Print*]

Signature

Date

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 the permit. The City's certificate of insurance is available on the City's website at Kamloops.ca/Insurance.
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 they are available at the time of the 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** (Maps.Kamloops.ca/StreetClassifications).
2. Block parties to be considered for local roads must meet the following requirements:
 - a) All affected residents to be notified by the 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 the permit. The City's certificate of insurance is available on the City's website at Kamloops.ca/Insurance. 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 they are available at the time of the request.
5. **Emergency Response** - The applicant is responsible for removing all tables, chairs, etc., from the roadway and ensuring 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 Transportation Division.

105 SEYMOUR STREET
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