



## TOWN OF AURORA

100 John West Way,  
Box 1000,  
Aurora, ON L4G 6J1  
Phone: 905-727-1375

### PROCEDURES FOR TEMPORARY ROAD CLOSURES FOR STREET PARTIES AND SOCIAL/COMMUNITY EVENTS

The following shall be submitted to the Town Clerk via Access Aurora Customer Service, 1<sup>st</sup> Floor at least 4 weeks prior to the event:

- ☐ ***completed application form with hold harmless agreement***
- ☐ ***Letter of notification to affected properties***
- ☐ ***request for services (barricades)***



**The Corporation of the Town of Aurora**

**APPLICATION FOR TEMPORARY ROAD CLOSURE PERMIT**  
**STREET PARTIES AND SOCIAL/COMMUNITY EVENTS**

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (Bus) \_\_\_\_\_ (Home) \_\_\_\_\_

Road(s) to be Temporarily Closed: \_\_\_\_\_

\_\_\_\_\_

Date of the Event: \_\_\_\_\_

Time: (start) \_\_\_\_\_ (finish) 11:30 P.M.

Type of Event: \_\_\_\_\_

Hold Harmless Agreement \_\_\_\_\_

Notification to Affected Properties \_\_\_\_\_

I/We hereby undertake and agree to at all times, save harmless and indemnify and keep the Town indemnified against and be responsible for all claims, demands, actions, suits or other legal proceedings by whomsoever made or brought against the Town in respect of any loss, damage or injury to any person or property arising directly or indirectly out of or as a result of the Town issuing this permit or the use of any of the Town's streets.

Signature of the Applicant \_\_\_\_\_

Permit Approved \_\_\_\_\_

Town Clerk

This permit is issued solely for the locations herein specified and is subject to the applicant complying with all applicable regulations and by-laws and the terms set out in accordance with the permit. It shall be subject to cancellation at any time without advance notice if in the opinion of the Town Clerk the applicant has failed to comply with any of the provisions of the governing by-law and policy.

**PERSONAL INFORMATION COLLECTION NOTICE**

Personal information on this form is collected under the authority of the *Municipal Act*. The information on this form will be used by the Town to administer temporary road closure permits under Town By-law Number 4750-05.T. Questions about this collection of personal information should be directed to the Manager of Customer Service, Town of Aurora, 100 John West Way, Box 1000, Aurora, ON L4G 6J1

## **Responsibilities of the Organizers**

1. The applicant shall adhere strictly to the start and finish times of the function. All street parties and social events shall end at 11:30 p.m.
2. The applicant will ensure that the event will be conducted in accordance with the Town of Aurora noise by-law.
3. The applicant shall undertake any required restoration and clean-up to return the street to the condition which existed prior to the event and to meet any other requirements required by the Director of Operational Services.
4. The applicant shall install any necessary barriers to ensure the roadway is properly barricaded to vehicular traffic.
5. The applicant must notify in writing all of the affected residences of the time and date of the event at least 5 days prior to the function, confirming that the road will be temporarily closed.
6. The applicant shall provide a liability disclaimer/hold harmless agreement with the application.
7. The applicant must ensure that access is provided to those properties within the closed portion of the road for emergency vehicles.
8. The applicant is requested to use discretion in permitting individual property owners access, if required, during the event.
9. The Town Clerk shall refer the application to Council if the Town receives objections to the proposed road closure or for any reason the Town Clerk deems appropriate.
10. The Town Clerk may withdraw the permit at any time for non-compliance of the policy by the applicant.
11. Barricades and signs to close the road will be delivered and picked up by the Operational Services Dept. during normal working hours. The organizers will be responsible for the security of the signs and barricades upon delivery. The organizers will also be responsible for the set up of the barricades prior to the function and for the dismantling of the barricades after the function.
12. The applicant must make provisions for access to properties on the closed portion of the roadway for emergency purposes and must not block fire hydrants driveways or emergency access to buildings.

I/We hereby undertake and agree to at all times, save harmless and indemnify and keep the Town indemnified against and be responsible for all claims, demands, actions, suits or other legal proceedings by whomsoever made or brought against the Town in respect of any loss, damage or injury to any person or property arising directly or indirectly out of or as a result of the Town issuing this permit or the use of any of the Town's streets.

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Signature of the Applicant

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Date

**SCHEDULE “E” TO BY-LAW NUMBER 4750-05.T**

**Fees**

- |    |  |       |
|----|--|-------|
| 1. | Parades and Processions events             | \$409 |
| 2. | Street parties and Social/Community Events | NONE  |
| 3. | Athletic Events                            | \$643 |
| 4. | Filming                                    | \$409 |

Note: These fees are only for the road closure permit. Additional fees may be charged by the Town for any additional services that may be required for the event.