



TOWN OF AURORA

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

PROCEDURES FOR TEMPORARY ROAD CLOSURES FOR ATHLETIC EVENTS

The following shall be submitted to the Town Clerk via Access Aurora Customer Services, 1st floor at least 4 weeks prior to the event:

- completed application form and hold harmless agreement***
- administration fee in the amount of \$600.00***
- detailed route plan***
- letter of notification to affected properties***
- certificate of insurance in the amount of \$2,000,000 naming the Town of Aurora as additional insured***
- request for barricades and signs***
- deposit of a certified cheque in the amount of \$3,145.00 for damages/ clean-up***



The Corporation of the Town of Aurora

APPLICATION FOR TEMPORARY ROAD CLOSURE PERMIT
ATHLETIC EVENTS

Applicants Name: _____

Address: _____

Telephone Number: (Bus) _____ (Home) _____

Road(s) to be Temporarily Closed: _____

Date of the Event: _____

Time: (start) _____ (finish) _____

Type of Event: _____

Fee Paid	\$ _____
Hold Harmless Agreement	_____
Notification to Affected Properties	_____
Insurance Certificate	_____
Deposit for Clean Up	_____

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 anytime 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 – Athletic Events:

1. The applicant shall strictly adhere to the start and finish time and the approved route of the event as deemed necessary by the Operational Services department
2. The applicant shall submit proof in writing that occupants and owners of the properties abutting the event route and whose access could be affected by the staging of the event have been advised of the at least 14 days prior to the event.
1. The applicant shall pay the cost of providing all signs, barricades, delineators and any other traffic control measure including any paid off duty police officers required to assist with traffic movement during the event as deemed necessary by the Operational Services and the York Regional Police Dept. The applicant shall provide proof to the Town Clerk that sufficient officers will be available for the event.
2. The applicant shall obtain any necessary approvals from the Region of York and any other agency, if applicable.
3. The applicant shall submit a detailed route map with the application for approval by the Operational Services department
This plan shall include:
 - details of the proposed route
 - proposed timing
 - placing of marshals and paid duty police officers
 - location and description of all traffic control signs, barricades, and other devices
 - any other details as requested by the Operational Services
4. The applicant will ensure that the event will be conducted in accordance with the Town of Aurora noise by-law.
5. The applicant is requested to use discretion in permitting individual owners access to their property if required.
6. The applicant must make provisions for access to properties on the closed portion of the road for emergency purposes, and must not block fire hydrants, driveways, or emergency access to buildings.
7. The applicant shall comply with any conditions as specified by the Operational Services department or Town Clerk.
8. The applicant shall provide a certificate of liability insurance in the amount of \$2 million dollars naming the Town as additional insured.
9. The applicant shall provide a signed hold harmless agreement which shall at all times indemnify the Town against all claims, demands, actions, suits or other legal proceedings by whosoever that may be brought against the Town in respect of any loss, damage, or injury to any person or property arising directly as a result of the Town issuing a permit for the use of any Town roads.
10. The applicant shall provide proof that they have obtained a release/waiver form each participant indemnifying the Town from any action in the event.
11. The applicant shall submit a certified cheque in the amount of \$3,000 which shall be deposited with the Town to cover the Town's costs associated with the clean-up after the event. If in the opinion of the Operational Services department the location is not properly cleaned, the Town shall undertake to do the work and the associated costs shall be deducted from the applicant's deposit and if in excess of the deposit, the applicant shall pay the balance on the receipt of the invoice.
12. The Town Clerk shall refer the application to Council if the Town receives objections to the proposed road closure and for any other reason the Director deems it appropriate.

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

Date

SCHEDULE "E" TO BY-LAW NUMBER 4750-05.T

Fees

1.	Parades and Processions events	\$364
2.	Street parties and Social/Community Events	NONE
3.	Athletic Events	\$572
4.	Filming	\$364

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.