



Event: _____

PERMIT TO CLOSE STREET FOR SOCIAL EVENT(S)

Permission to close a street for an event is subject to the following requirements:

1.	Street Closure Diagram MUST be attached. (Failure to submit diagram will result in non-issuance of permit).
2.	Event Flyer or Event Description MUST be attached. (Failure to submit flyer or event description will result in non-issuance of permit).
3.	Applicant MUST provide insurance coverage per City's requirements (see reverse)
4.	Written permission from all residents of the effected portion of the street MUST be attached.
5.	No tables or other objects shall be placed on the street surface.
6.	No alcohol shall be consumed on the street or City right-of-way outside of a permitted area.
7.	Temporary No Parking Signs and barricades shall be supplied and posted by City Staff
8.	Affected street(s) shall remain accessible for emergency vehicles and local traffic at all times.
9.	This permit pertains only to the closing of the street(s). This permit does not relate to the type of activity, noise, or any other aspect of the event. All other applicable and appropriate ordinances and laws apply.

Permission is hereby granted to: _____

To close (street names) _____

Between (street names) _____

On (date) _____ **Event times** - from (time) _____ am pm to (time) _____ am pm

Address of Applicant: _____

Signature of Applicant: _____ Phone No. _____

Condition(s): _____

Event Description: _____

FOR OFFICE USE ONLY

This permit must be signed by the Chief of Police in order to be valid.

1. _____ Date _____
Chief of Police

2. _____ Date _____
Municipal Utilities & Engineering Department

3. _____ Date _____
Facilities & Community Services Department

4. _____ Date _____
Risk Management Division

Street Closure time: From _____ am pm To _____ am pm

Staff Notes:

