



Municipalité de  
**RUSSELL**  
Township

**Application Package for Temporary Road Use  
Closure for Special Events**

**PLEASE SUBMIT YOUR  
COMPLETED APPLICATION TO:**

The Municipality of Russell  
Public Safety and Enforcement Department  
717 Notre-Dame St.  
Embrun, Ontario  
K0A 1W1

## **PART 1 (To be completed by applicant)**

### **Introduction**

The following pages contain the Municipality of Russell *Application Package for Road Use/Closures for Special Events*. Please return the completed application within 30 days or more prior to your event, to the Public Safety and Enforcement Department located at 717 Notre-Dame Street, Embrun, Ontario, K0A 1W1.

The Public Safety and Enforcement Department will serve as the primary point of contact for processing your *Application Package for Road Use/Closure for Special Events* within the Municipality of Russell and the United Counties of Prescott and Russell (if necessary) and its emergency services (Fire, Police, and Ambulance). Allowance of 2 weeks will be provided to the Municipality and emergency services for review and comments from the date of receipt. It is our goal to assist in planning a safe and successful event.

### **Application Process**

1. Submit the following completed application package to the Department at the address specified below.
2. Include the completed Affected Property Owner's Consent form with all of the affected owner's signatures. The Department will ensure all affected property owners are included prior to approval.
3. A copy of your application will be sent to Public Works, Fire, and Recreation representatives concurrently for review and comments. You will be notified if the event requires additional information required for approval.
4. All pending documents (certificate of insurance, food permits, building permits, etc.) and/or changes required to the Municipality of Russell Application Package for Road Use/Closures for Special Events must be submitted at least 14 days prior to the event.
5. You will be notified of the decision prior to the event.

## **IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION, PLEASE CONTACT:**

Millie Bourdeau  
Director of Public Safety and Enforcement  
717 Notre-Dame St.  
Embrun ON K0A 1W1  
Tel: 613-443-3066, ext. 2320  
Fax: 613-443-1042  
[milliebourdeau@russell.ca](mailto:milliebourdeau@russell.ca)

**Applicant Information**

Name of Organization	Phone:
	Cell:
	Fax

Mailing Address:

Name of Applicant: (Contact Person)	Phone:
	Cell:
	Fax

E-mail Address:

**Event Information**

Name of Event: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Bicycle Race  
Walk-A-Thon  
Parade

Procession  
Street Festivities  
Running Event

Sidewalk Sale  
Filming  
Other

Description:

Event Dates/Times:

Set Up: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ a.m./p.m.

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ a.m./p.m.

The end time must include the time allotted for clean-up of the event site.

**Route**

Please provide the route/itinerary of the event:

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Does the event require closure of County Roads?      Yes      No

If yes, please contact UCPR for approval.

**Request for Road Closure**

All full road closures must be approved by the Director of Public Safety and Enforcement. If the event does not require a full closure, a by-law will not be required. In case of emergency, all road closures must be of an entire block (i.e. from intersection to intersection) and must not section off a portion of a block. If there are additional streets for closure please attach an additional sheet.

Street Name:

From:

To:

Street Name:

From:

To:

Street Name:

From:

To:

Purpose:

**Site clean-Up/General Maintenance**

As an event operator, you are responsible for the clean-up of the event site by the end time of the event specified above. The Municipality of Russell will provide all normal maintenance services to its current routine standards. Any additional maintenance required by the special events operator prior to or during the event shall be at the sole cost and responsibility of the event operator.

**Insurance and Liability Requirements**

Every applicant shall obtain insurance no less than \$ 5,000,000.00 per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the Municipality of Russell as an additional insured and shall name the Municipality for all claims for all damage, injury, or death arising out of any act or omission on the part of the event operator, its servants, and/or agents. The policy shall be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without written notice to the Municipality. The Municipality of Russell reserves the right to set higher insurance limits on the event, if required.

Applicants are required to submit a copy of their insurance papers from their insurer confirming that the insurance coverage held by the applicant are in accordance with the Municipality's requirements at least 14 days before the event. The Municipality must be notified immediately of any damage that occurs to Municipal property. The event operator shall be held financially responsible for any and all repairs if it is determined by the Municipality that the cause of the damage was due to negligence on behalf of the event operator, or one of the participants authorized by the event operator.

Name of the Insurance Company: \_\_\_\_\_

Proof of Insurance Attached:                      Yes                      No

## Site Plan

The purpose of a site plan sketch is to allow emergency services to determine if there is adequate access to the area of the event and safety devices (i.e. fire hydrants) for public safety.

On the back page, please include a summary and a sketch of your site plan. Any portable structures or site built structures (i.e. bleachers, tents, platforms, etc.) should be indicated. Please indicate the emergency route through the area and access to safety devices for the Fire department's and EMS's approval.

## Tents and Washrooms

Do you plan to have tents at your event?                      Yes                      No

If you are using a single tent or a group of tents that exceed 60m<sup>2</sup> then you must obtain a building permit. Please contact the Building Department at 613-443-3066 for more information.

Will you be using portable washrooms?                      Yes                      No

How many? \_\_\_\_\_

Please include locations of tents and washrooms on your site plan.  
You must insure the public has access to washroom facilities.

## Food Service

Does your event include food concessions and/or a preparation area?                      Yes                      No

Appropriate Special Events Food Vendor forms from the Health Unit need to be completed and permission may be required. Please contact the Eastern Ontario District Health Unit at 613-764-2841.

All special event operators and their vendors must adhere to the Vehicles Selling Food and Refreshments By-Law.

## Alcohol

Will Alcohol be served at this event?                      Yes                      No

If your event involves alcohol, you must:

1. Obtain approval for alcohol at the event from Council through this application.
2. If approval is granted, apply for a Special Occasion Permit at any Liquor Control Board of Ontario.
3. Submit a copy of the Permit to the Public Safety and Enforcement Department at least 14 days prior to the event.

4. Ensure that everyone serving alcohol has obtained the Smart Serve certification.

**Permits**

Please attach the following items to the application, if applicable to the event. These forms are required and must be completed and received at the Public Safety and Enforcement Department no later than 14 days prior to the event.

- Food Service Permit
- Special Occasion Permit (L.C.B.O.)
- Burn/Fire Permit
- Fireworks (Fire Department)
- Building Permit
- Copy of Insurance Papers.
- Mobile Canteen Permit
- Others

**I/We hereby agree to the above conditions and the following conditions:**

- 1. To indemnify and save harmless the Municipality of Russell from any and all claims and/or damages arising out of this road closing and to provide any bond or insurance which may be required in this regard.**
- 2. To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the travelling public and participants.**

\_\_\_\_\_  
**Applicant's Signature**

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

\_\_\_\_\_  
**Property Owner's Signature**

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

**Site Plan Sketch**

A large, empty rectangular box with a thin black border, intended for a site plan sketch. The box occupies most of the page area below the header.

**PART 2 (To be completed by the Municipality of Russell)**

Road Closing By-Law Required?                      Yes                      No

**Municipality**

Comments:

Approved by:

Date:

**Public Works Department**

Comments:

Checked by:

Date:

Approved by:

Date:

**Police Representative:**

Detachment:

**Traffic Control/Signage provided by:**

**Detour provided by:**



**Ambulance**

Comments:

Approved by:

Date:

**Fire Department**

Comments:

Approved by:

Date:

**O.P.P.**

Comments:

Approved by:

Date:

**Counties**

Comments:

Approved by:

Date: