



Ganaraska Forest

Special Event Permit Application

Organization: _____

Contact Person: _____

Address: _____

Telephone: (Home): _____ (Bus): _____

Email Address: _____

Permit Use: # of participants: Up to 25 26 - 50 Over 50 - if so, how many? _____

Area Required: West Forest Central Forest East Forest _____

Permit to Commence On: _____ And End On: _____

NOTE(s) _____

PERMIT REGULATIONS

- (a) The organization shall be responsible for the conduct and supervision of all persons utilizing the above designated areas and facilities and shall see that all regulations and conditions are strictly observed.
- (b) The organization, together with a guarantor acceptable to the Ganaraska Region Conservation Authority if required by the Ganaraska Region Conservation Authority, hereby agrees to indemnify and keep indemnified, the Ganaraska Region Conservation Authority, its servants or agents from and against any actions, suits, claims and demands whatsoever, which the Authority, its servants or agents may bear, sustain, be at, or put unto for, or by reason of, or on account or, any injury or death of persons and/or damage to property, in respect of the operations of the group on the lands or in any way connected with this permit.
- (c) Absolutely no liquor shall be allowed on the Authority property at any time.
- (d) Smoking is permitted within designated areas.
- (e) Activities must be confined to facilities assigned to the organization.
- (f) Financial responsibility for damages to the Authorities buildings and grounds must be borne by the organization.
- (g) The organization hereby absolves the Ganaraska Region Conservation Authority of any claims for personal injury or damage or theft of personal property during the use of the above mentioned on the permit.
- (h) The Ganaraska Region Conservation Authority reserves the right to hold special events at the Forest Centre during the period of this event.
- (i) The organization must carry this permit with their organization at all times and must be presented when requested by Ganaraska Region Conservation Authority staff.

_____ Date of Permit Issuance _____ Authorized Signature of Organization

_____ Permit No. _____ Authorized Signature for Ganaraska Region Conservation Authority

FOR OFFICE USE ONLY		
_____ Date Received (mm/dd/yy)	_____ Received by	_____ Forest Staff Reviewed Initials
<input type="checkbox"/> # of Participants Confirmed <input type="checkbox"/> Route Map <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Permit Fee Received	_____ Authorization to Issue Permit Signature	\$ _____ Permit Fee

PERMIT REQUIREMENTS BEFORE PERMIT IS ISSUED

FOR ALL EVENTS

- ✓ Event route map – clear and accurate – appropriate map(s) provided with application. Note: staff must approve any changes to the event route once the map has been submitted.
- ✓ Description of trail markers used for the event e.g. black arrows on an orange background, white flagging tape etc.
- ✓ Proof of insurance (minimum of \$5,000,000 liability)
- ✓ If private land is used written permission of landowner
- ✓ Organizers must ensure all trails and grounds used are cleaned up within two days of the event and are responsible for any excessive damage caused to trails or grounds as a result of their event

FOR MOTORIZED EVENTS

- ✓ If municipal roads are used as part of the route event organizers must:
 - ☞ Notify municipality and abide by their requirements
 - ☞ Notify police and provide wardens as required by the police
 - ☞ Notify neighbouring land owners

LARGE EVENTS (Over 200 Participants)

- ✓ Event must not exceed 500 participants and 700 people on GFC site
- ✓ Event organizers must provide an account of the exact number of participants on the day of the event
- ✓ Quiet time in effect as of 10 pm at GFC site
- ✓ No alcohol allowed on GFC premises
- ✓ Organizers must provide adequate washroom facilities
- ✓ Organizers must ensure adequate parking on the GFC site and marshal parking of vehicles
- ✓ Organizers must provide adequate garbage facilities and arrange to have garbage removed

CANCELLATION

In the event of cancellation, by the organization, a full credit may be issued and applied toward a future event or a refund may be issued (minus an administration fee in the amount of 25% of the special event permit fee).

NOTE

A permit will not be issued unless the information requested has been received in complete order and is in keeping with the requirements outlined in this application.

All required information must be received at GRCA Main Office, 3 weeks prior to the event date.

FEES

ACTIVITY TYPE	# OF PARTICIPANTS	FEE PER DAY
Hiking	up to 25	\$ 75
	26 to 50	\$ 100
	over 50	\$ 125
Mountain Biking or Horse Riding	up to 25	\$ 100
	26 to 50	\$ 200
	over 50	\$ 300
Off-Road (Motorized) Vehicles	up to 25	\$ 300
	26 to 50	\$ 400
	over 50	\$ 600