



Event / Parade Permit Application

By-law Services 905-619-2529 ext. 3370

BylawServices@ajax.ca

Date of Application	Type of Event (Walk, Run, Bike-A-thon, Car / Bike Rally, etc)
What is the purpose of your Event? (Fund Raising, Community Recognition, Celebration, etc)	

Name of Organization					
Mailing Address	No.	Street	Municipality	Prov.	Postal Code

Organization Background
Are you a Registered Charity or a Not For Profit Organization? If yes; please provide your Charitable Registration Number and/or your Organization's Constitution or By-law? <input type="checkbox"/> Yes <input type="checkbox"/> No
How long has your Organization been in existence? _____ Years

Organization Contact Information		
Contact Name	Day Time Ph. #	Email Address

Event Specifics		
Event Date	Estimated Number of Participants	Event Times
		Start: Finish
Do you require a Road Closure for your Event? See Below		
<input type="checkbox"/> No All participants must obey all rules of the road, including signal lights and stop and yield signs and may not impede traffic for any reason. Walking participants must remain on sidewalks and/or pathways for the entire event.		
<input type="checkbox"/> Yes You must provide specific details of the road closure. This will include all roads to be utilized, direction of travel, and must list all intersections that will be obstructed as a result of the closure.		
Example: Travelling southbound on Harwood Ave. S. in the southbound lanes between Hwy #2 and Bayly Street W. Intersections affected - Harwood & Hwy #2, Harwood & Gardiner, Harwood & Edward, Harwood & Ontario, Harwood and Mary, Harwood & Brock, Harwood & York, Harwood & Station, Harwood & North Plaza, Harwood & South Plaza, Harwood and Hunt, Harwood and Bayly		

See Notes on reverse side of application.

Notes:

- All organizations are required to pay all costs associated with the permit including but not limited to cost of Pay-Duty Police Officers, cost of rental of Police equipment, cost of Town of Ajax staff, cost of required equipment and supplies such as barrels, barricades and jersey barriers, temporary washrooms, hand wash stations, clean up deposits, etc.,.
- All Organizations are required to supply the Town with a Liability Insurance Certificate, with the Town of Ajax being an additional insured, in the amount of \$2 million and said certificate must be provided to the Town 14 days prior to the Event or the permit will be revoked.
- The application will be decided within 21 days of submission. Comments from internal Town staff, the Region of Durham staff, Durham Regional Police, Transit, EMS and any other Agency that the Town deems appropriate will be taken into account with regard to permissions given.
- Incomplete applications or applications with insufficient detail will result in delays in processing the application or may result in an absolute cancelation of the application by the Town.

Signature of Applicant

Personal information contained on this form is collected under the authority of the Municipal Act, and will be used for the purpose of making a determination regarding the issuance of an Event/Parade Permit. Questions about this collection should be directed to the Records & Freedom of Information Coordinator at 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9. (905) 619-2529 ext. 3343

This form is available in alternate formats, upon request, by contacting 905-619-2529 ext. 3347, or email accessibility@ajax.ca

Application Fee Received \$_____

By-law approval

Date:

Print Name:

Signature: