



DISTRICT OF MAPLE RIDGE

11995 Haney Place, Maple Ridge, BC V2X 6A9

Tel: 604-467-7339 Fax: 604-467-7425

REQUEST TO USE MUNICIPAL SIDEWALKS AND STREETS TO HOST AN EVENT

Notice: Step 4 must be completed at least eight weeks prior to the event date. Form 'A' has been provided for convenience.

- STEP 1** Identify stakeholders and consult affected local businesses or services for support and input into your activity.
- STEP 2** Provide details of your traffic control plans to the RCMP detachment and to the Maple Ridge Fire Department for sign off.
Contacts:
Sergeant Pierschke, Ridge-Meadows Municipal Traffic
Tel: 604-463-6251 or 604-467-7686
Email: Roland.Pierschke@rcmp-grc.gc.ca
- Assistant Fire Chief Mark Smitton, Maple Ridge Fire Department
Tel: 604-467-7358
Email: msmitton@mapleridge.ca
- STEP 3** If the event requires the use of other facilities such as a park or a school, acquire the necessary permits or permission from the appropriate agency. Check with By-laws Department, local Fire Department, Ambulance Services, and Coast Mountain Bus Company on their requirements if any.
- STEP 4** Upon completion of the above steps, send a request letter to the Engineering Department (Attention: Ruby Tam) providing details of the event, event date, event times, a copy of the Traffic Control Plan with a signature of RCMP and fire department sign off, and any other documents to support the event.

Upon Council's approval, the Clerk's Department will send a letter advising the organizers that the event has been approved and that Step 5 must be completed prior to the event date.

STEP 5 Acquire for the term of the event, a comprehensive general liability insurance policy that provides coverage of not less than \$5,000,000.00, naming the Corporation as an additional named insured. The insurance certificate must have a 30-day written cancellation policy and must be deposited with the Engineering Department prior to the event date. (See attached “Specific Wording for Liability Insurance Requirement”).

STEP 6 For all permits, organizers shall remind the following of the event time and date so that any required alterations on routes may be made. Proof of notification must be provided to the Engineering Department one week prior to event date:

- Parks & Leisure Services - Festival Office
Tel: 604-467-7325
Email: festival@mapleridge.ca
- Ambulance Services
Tel: 604-466-4244
- Coast Mountain Bus Company
Email: special.events@coastmountainbus.com

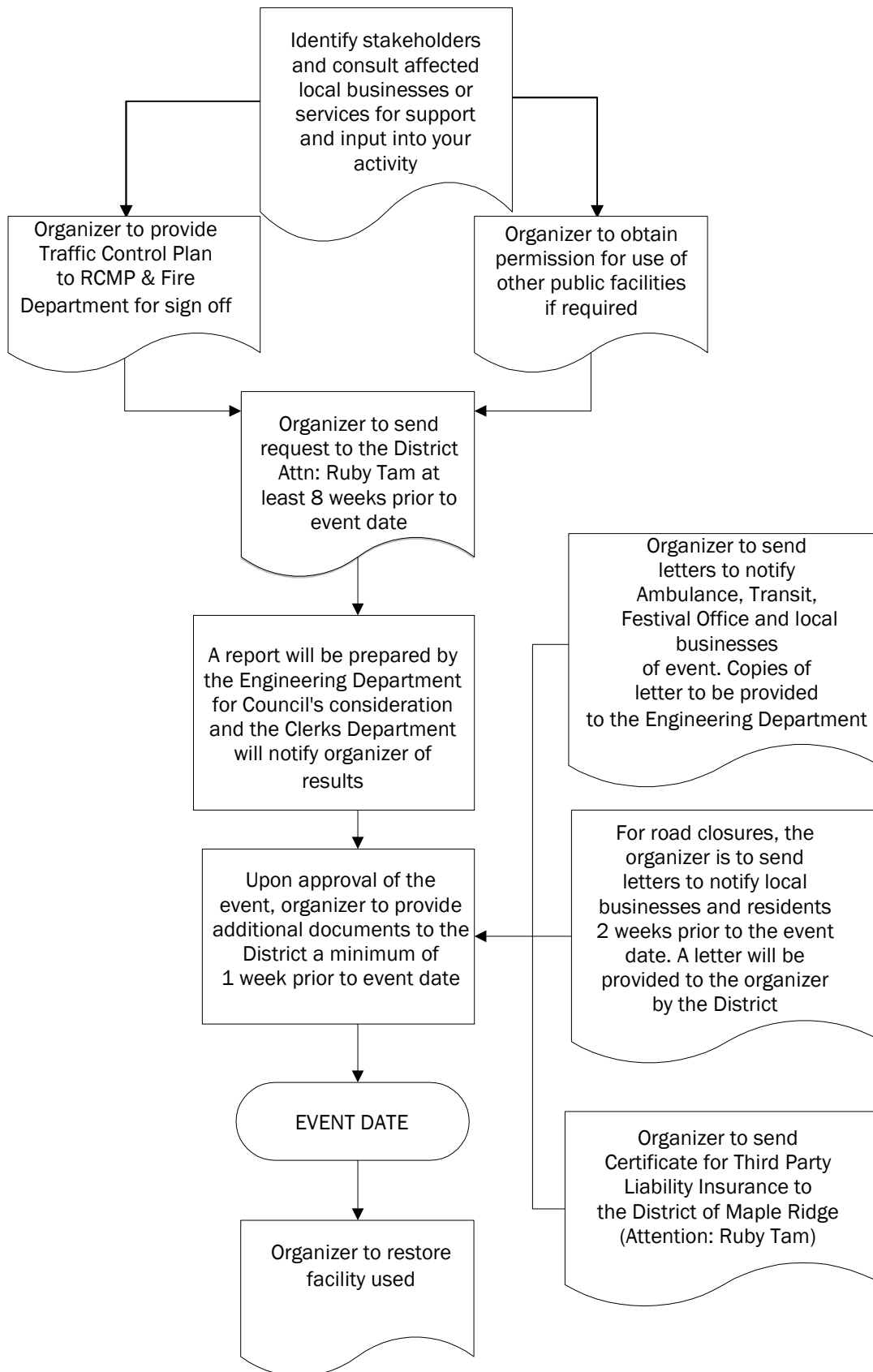
For road closures all affected businesses and residents shall be notified. A letter from the District may be provided to the organizer for distribution.

For road use permits (no road closures) businesses shall be notified of the event.

Have FUN at the event.

STEP 7 Restore the sidewalks and streets to an equal or better condition than that which existed prior to the event, all within 24 hours of the completed event, to the satisfaction of the District of Maple Ridge. A charge will be applied to the organizers if the District, at its discretion, is required to restore the facility.

REQUEST TO USE MUNICIPAL SIDEWALKS AND STREETS TO HOST AN EVENT PROCEDURES



For more information about event planning please visit:

http://www.mapleridge.ca/EN/main/residents/event-calendar/event_resources.html

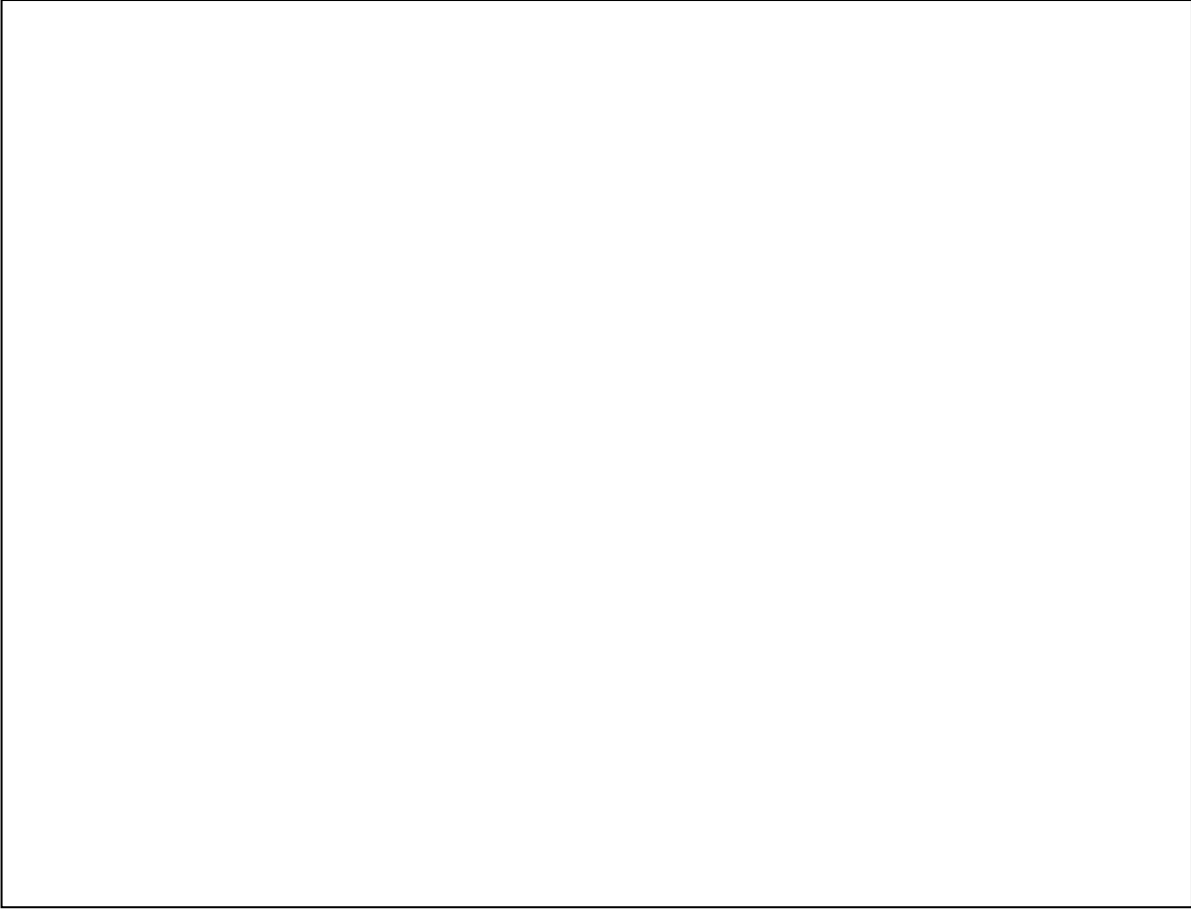
FORM 'A'
Details of the Event

Date: _____

Contact Person: _____ Tel _____ Fax _____

Details: _____

Sketch of Traffic Control Plan:



RCMP concurrence for the proposed Traffic Control Plan: _____

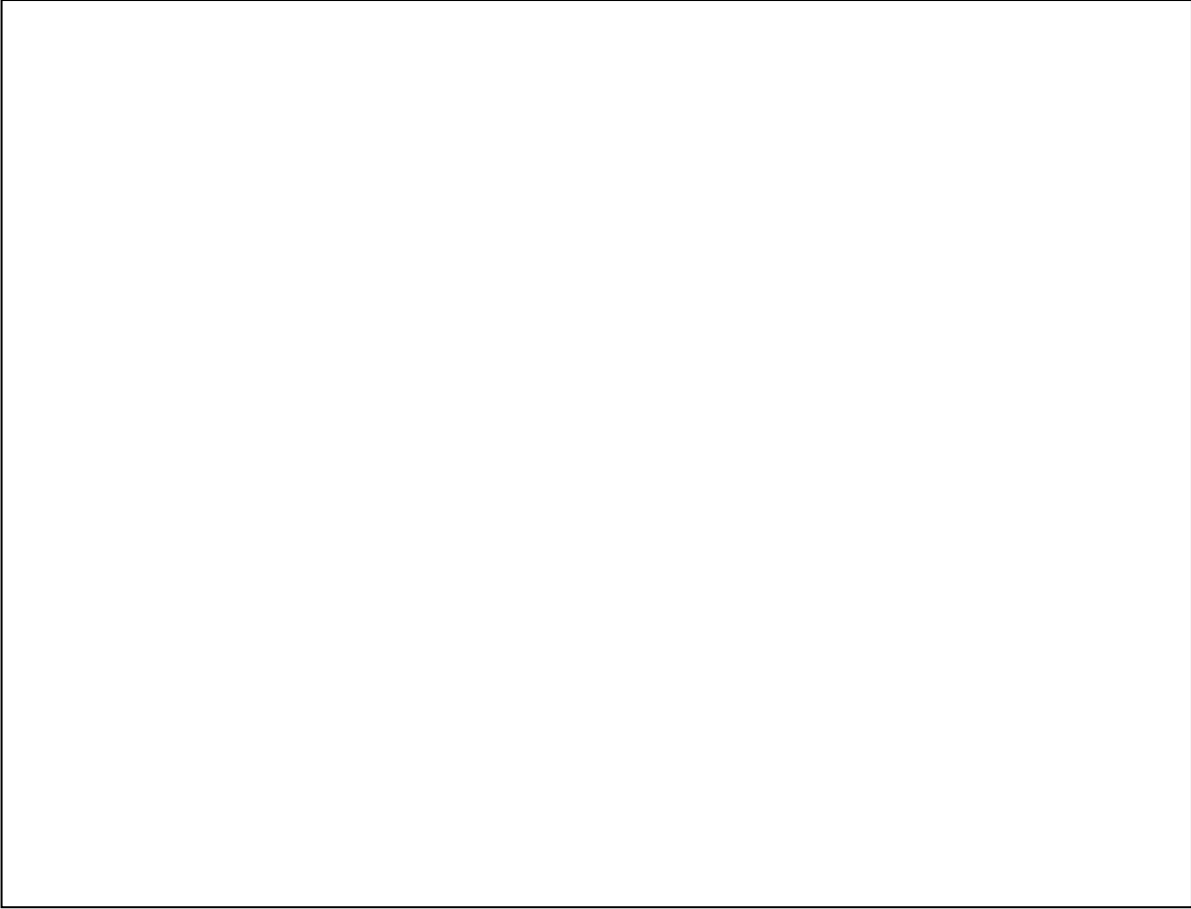
FORM 'A'
Details of the Event

Date: _____

Contact Person: _____ Tel _____ Fax _____

Details: _____

Sketch of Traffic Control Plan:



Fire Department concurrence for the proposed Traffic Control Plan: _____

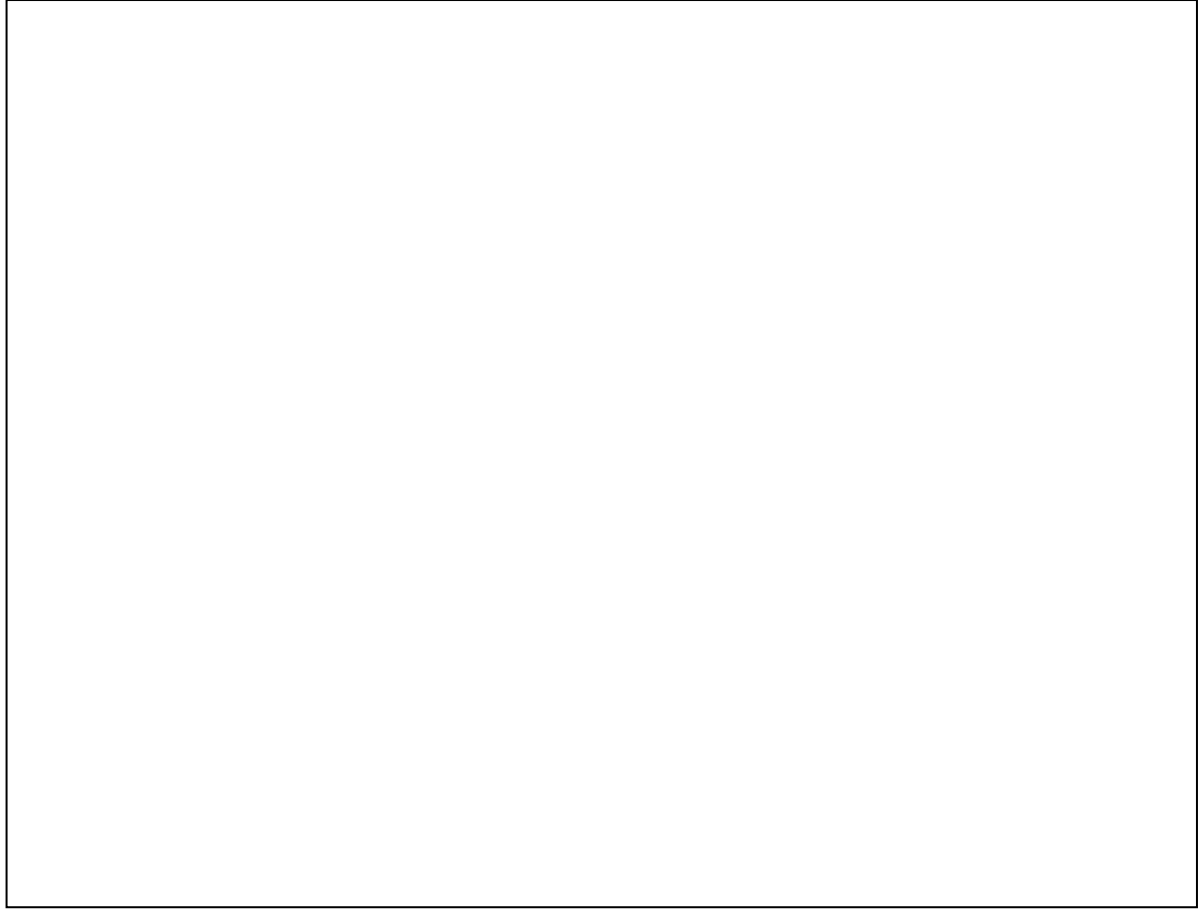
FORM 'A'
Details of the Event

Date: _____

Contact Person: _____ Tel _____ Fax _____

Details: _____

Sketch of Traffic Control Plan:



The following agencies have been advised and acknowledge the event:

Coast Mountain Bus Company: _____

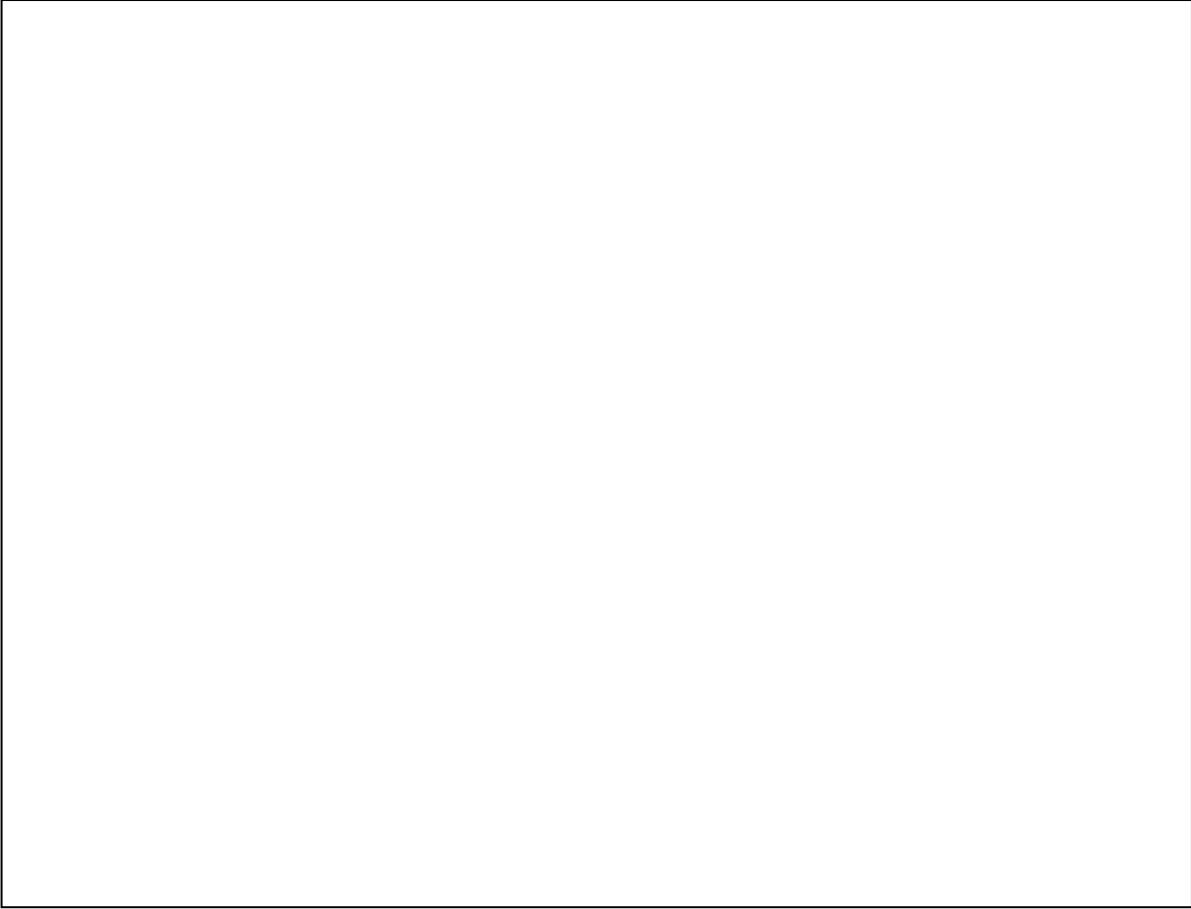
FORM 'A'
Details of the Event

Date: _____

Contact Person: _____ Tel _____ Fax _____

Details: _____

Sketch of Traffic Control Plan:



The following agencies have been advised and acknowledge the event:

Ambulance Services: _____

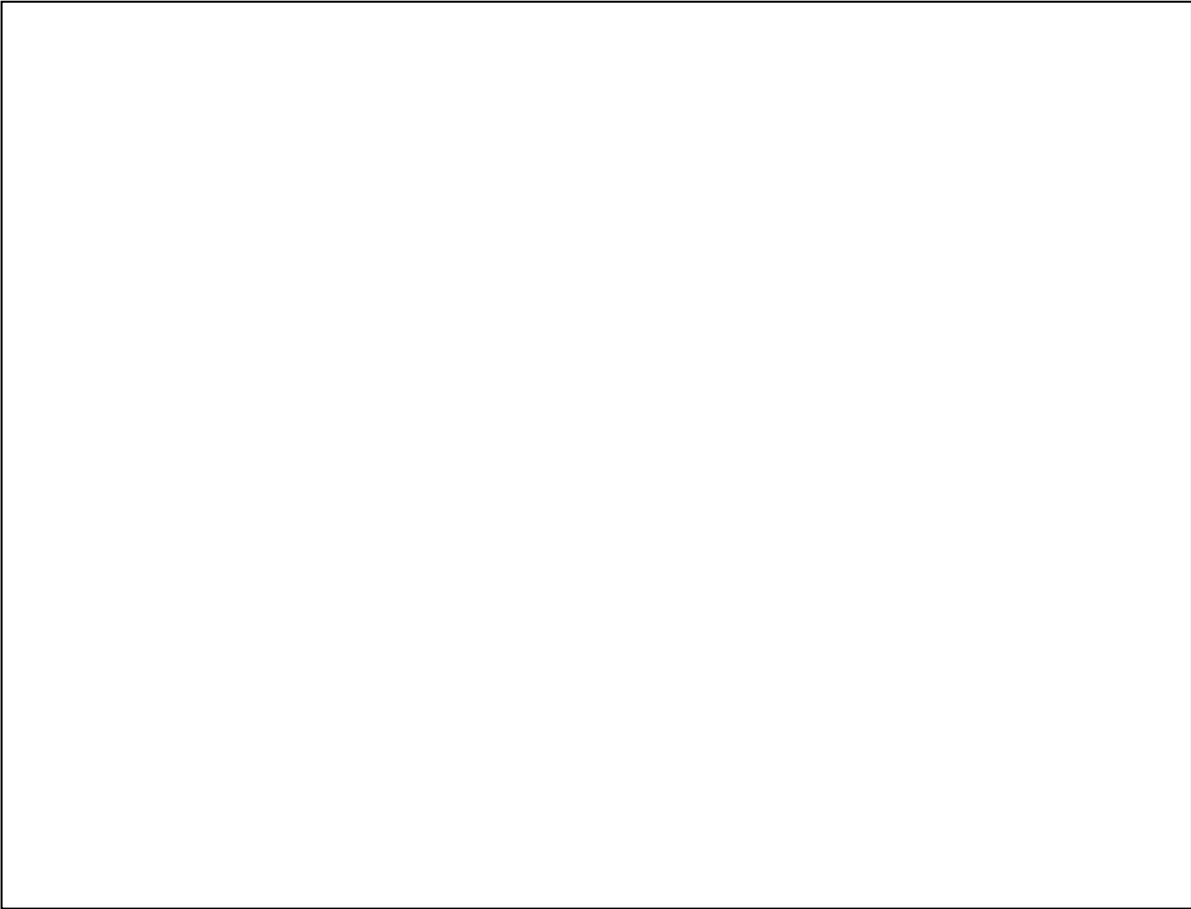
FORM 'A'
Details of the Event

Date: _____

Contact Person: _____ Tel _____ Fax _____

Details: _____

Sketch of Traffic Control Plan:



The following agencies have been advised and acknowledge the event:

Parks & Leisure Services - Festival Office: _____

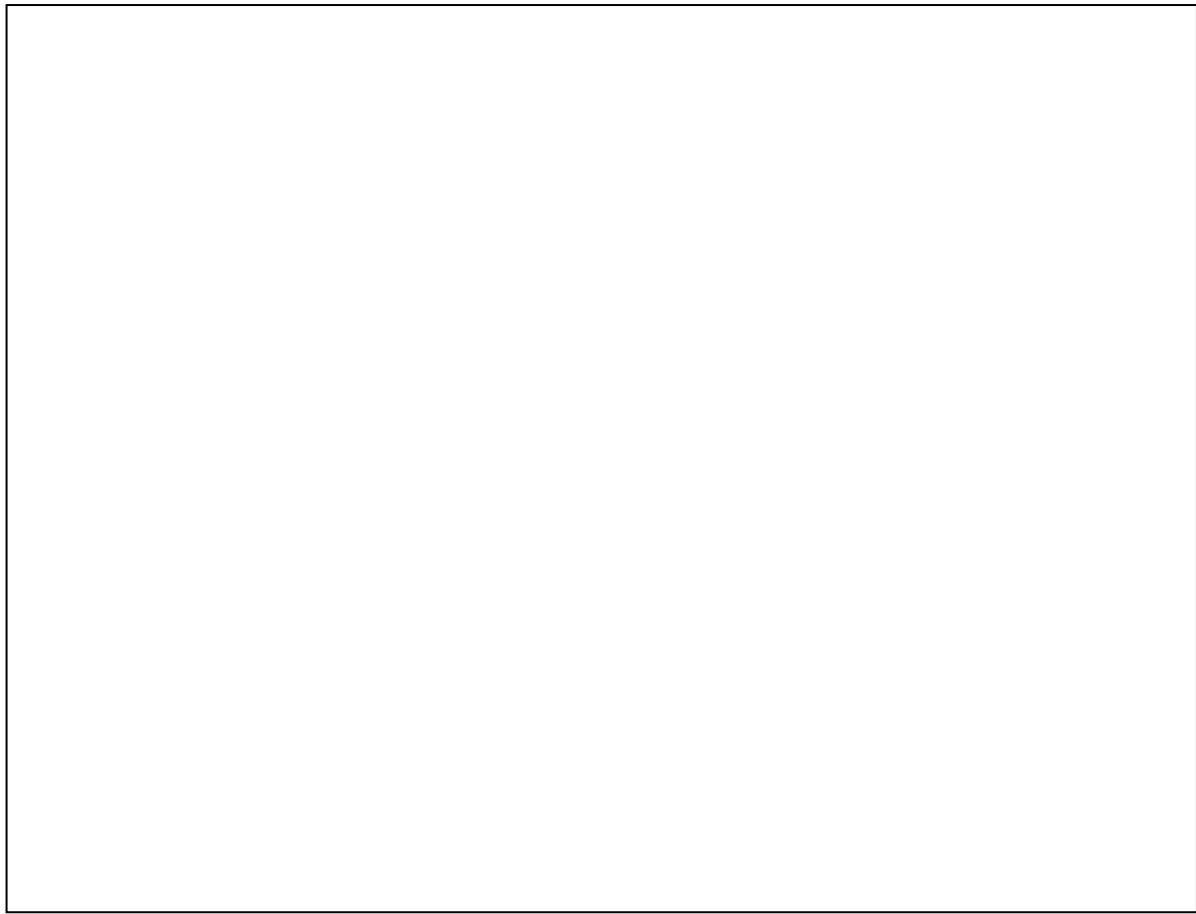
FORM 'A'
Details of the Event

Date: _____

Contact Person: _____ Tel _____ Fax _____

Details: _____

Sketch of Traffic Control Plan:



The following agencies have been advised and acknowledge the event:

Other: _____

Specific Wording for Liability Insurance Requirement

Liability Insurance naming the Corporation of the District of Maple Ridge as an additional name insured MUST have the following Statement written in the policy.

“Naming the Corporation as an additional insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing to the Corporation.”

Policies without this statement or an altered statement will not be accepted.

Engineering Department