



Street Closure & Parade Request Form

Date of Event: _____ Time: Start: _____ Duration: _____

Road Affected & Applicable intersections: : _____

(site plan / map attached) _____

Manned Intersections: YES NO POLICE VOLUNTEER

Name of Person Responsible: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

e-mail address: _____

Communication Strategy: _____

Expected Attendance : _____

Name & Phone of Parade Marshall: _____

Special Requests for the County:

Barricades _____ # _____ Other: _____

Detour signs _____ # _____

Portable Toilets _____ # _____

Staff Available _____ # _____

Canteens/Washrooms Open _____ (if available)

Service Fee: _____ Total Cost: _____

Damage deposit: _____

Requirements:

1. If the renter has any special request (barricades, signage etc) arrangements are to be made through The County of Prince Edward Recreation Parks & Culture Department, 6 Ross St Picton 476-1159. Please allow 2 weeks notice to ensure your request is granted.
2. All parades must have an OPP Lead car.
3. Facilities needed must be arranged for & booked separately. Absolutely no keys will be given out for facilities. Please make arrangements if an area needs to be unlocked.
4. Groups or individuals planning an event are responsible for cleaning up when the event is over. Please place garbage in the containers provided. Any garbage left outside of containers will be cleaned up by the County and will be billed to the renter. Any equipment borrowed from the County should be picked up & stored in a safe location until the scheduled removal time. All signage should be removed when the event is over.
5. Alcohol events require special occasion's permits and liability insurance. Restrictions apply. Please consult staff before planning a licensed event.
6. The County will contact Emergency Services Departments to gather their input on your request. Additional requirements may be stipulated by the County of Prince Edward or our Emergency Services Departments. These requests must be met in order for an event to take place. They will be delivered to the organizer in writing as early as possible. The County will work with your organization to ensure that their event is operated as professionally and safely as possible.

Signature of Applicant

Date

Customer Services Co-ordinator

Date

Commissioner of Recreation, Parks & Culture

Date