

**SCHEDULE "A"**

**"PARADE OR EVENT ON CITY PROPERTY AGREEMENT"**

*The Applicant requests permission from the City of Dauphin to hold an event in the City of Dauphin or to use City Property as described below: (CHECK APPROPRIATE BOX)*

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- Sparring Exhibition, Boxing or Wrestling Match (where an admission fee is charged)*
  - Local Charitable Organization*
  - Local Athletic Organization*
  - Military Unit of Her Majesty's Regulars or militia including any organization formed wholly of active members thereof and in every case having its headquarters in the City of Dauphin*
  - Band, Concert, Fair, Circus, Rodeo*
  - Block Party, Street Closure*
  - Parade, March or Rally*
  - Other Use of City Property For \_\_\_\_\_*

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*Name of Organization/Individual: \_\_\_\_\_*

*Name Of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_*

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

*Held On: \_\_\_\_\_ between the hours of \_\_\_\_\_ and the hours of \_\_\_\_\_.*

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*The Applicant requests permission from the City of Dauphin to hold an event on City Property and consents to the following agreement:*

*Between:                   The City of Dauphin  
                                  100 Main Street South  
                                  Dauphin, Manitoba  
                                  R7N 1K3*

*And:                       \_\_\_\_\_ (Name Of Individual Or Organization)*

*\_\_\_\_\_ (Address)*

**1. PRIMARY EVENTS:**

**PLEASE NOTE that under this policy primary events are considered to be the following:**

- i) 4-H Clubs Rally Parade
- ii) Dauphin Kinsmen Fair Parade
- iii) Canada's National Ukrainian Festival Parade
- iv) Dauphin & District Chamber Street Fair
- v) Royal Legion Parade To Cenotaph
- vi) Knights Of Columbus Christmas Parade
- vi) Dauphin & District Chamber Christmas Tree Lighting Ceremony
- vii) Any other "Community Status Event" approved and deemed by Council to be a "Primary Event".

The City shall supply traffic control devices and signage to the above applicants at no charge. Applicants to complete the information below (A or B) and make arrangements with the City Shop.

**2. NON – PRIMARY EVENTS**

**PLEASE NOTE** that under this policy all other events not listed as in A above, shall be considered to be Non-Primary Events.

The Applicant shall complete the following information choosing either Option A or B below. Please note that in Option "B" applicant will be charged for delivery and removal of traffic control devices. Please make arrangements for the traffic control devices with the City Shop.

The Applicant requests *the City of Dauphin to provide the following quantities of traffic control devices:*

\_\_\_\_\_ "NO PARKING" Signs

\_\_\_\_\_ Barricades

*The Applicant chooses Option \_\_\_\_\_ below and agrees to the requirements as listed.*

**OPTION "A" (at no charge to the applicant):**

The Applicant Agrees to:

- Pick up the Traffic Control Devices from the City Shop
- Place the Traffic Control Devices
- Maintain the Traffic Control Devices in position during the event
- Remove the Traffic Control Devices within 1 hour of the close of the event
- Return the Traffic Control Devices to the City Shop
- Repair or replace any damaged or lost traffic control devices that are borrowed

**OR**

**OPTION "B" (at a charge to the applicant as per City Shop Work Order # ):**

The Applicant agrees to:

- Place the Traffic Control Devices
- Maintain the Traffic Control Devices in position during the event
- Pay the costs for the City of Dauphin to deliver and remove the Traffic Control Devices

**The Applicant agrees to the following conditions:**

- ❖ Applicant agrees to hold the City of Dauphin harmless from any liability that may arise from the event and shall attach a Certificate of Insurance showing a minimum of \$2,000,000 liability insurance with the City of Dauphin as an additional named insured for this event.
- ❖ **The Applicant, if a primary event shall not be charged for any costs associated with the City providing Traffic Control Devices.**
- ❖ The Applicant, if a **non-primary event may be charged** for any costs associated with the City providing Traffic Control Devices as in Option “B” and/or providing a driver and city truck after regular City hours.
- ❖ **The Applicant shall attach a drawing of proposed parade route or site plan of event to Schedule “A”.**
- ❖ The Applicant if not a primary event and is of a pedestrian nature (i.e. parades, rally, marches, etc.) shall ensure that they use sidewalks for their routes and obey all traffic lights. Where there are no sidewalks, the applicant shall ensure that persons are walking as closely as is practicable to the left hand edge of the roadway or of the shoulder as the case may be, and that persons walking on the roadway shall not walk more than two abreast. Applicant may request a driver and city vehicle with flashing amber light for safety purposes at a cost to the applicant if after regular City hours.
- ❖ **All Applicants that are considered not to be primary events and are both of pedestrian nature and include floats, shall ensure that they have a Parade Marshall or Organizer directing and controlling the event with a vehicle with a flashing amber light leading the event for safety purposes.**
- ❖ In the event of a street closure, the Applicant shall agree to contact all property owners affected by closure and shall have the property/business owners sign their name on a document indicating permission and agreement to the closure.
- ❖ **All Applicants shall notify all Emergency Services (Fire Department, Ambulance, Police) of event so that they may make arrangements for rerouting in case of an emergency. *(Please ensure that the above attachments are included with this completed document and returned to City Hall).***

**Applicant on behalf of Organization:**

**Signature:** \_\_\_\_\_ **Name & Title of Person** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved on behalf of the City of Dauphin:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office Use Only:**

- Applicant's Drawing/Route Map Attached
- Certificate of Insurance
- Property Owners Agreement For Street Closure

Date of Notice Of Emergency Closure: \_\_\_\_\_

City Shop Work Order # \_\_\_\_\_