



SPECIAL EVENT APPLICATION FORM

This application form must be completed for any event held on City streets, sidewalks or any other public road right-of-ways.

Please submit EIGHT (8) business days prior to intended closure date

Please print clearly Date: File #: (Office Use ONLY)

CONTACT INFORMATION

Applicant: Address: Contact Name: Contact Phone #: ( ) Email:

EVENT DESCRIPTION

Event Name: Event Date(s) and Times (include days of week): Event Location (include hundred blocks of roads): Brief Description of Event:

REQUIREMENTS

- 1) All Traffic Control devices must conform to the Traffic Control Manual for Work on Roadways, MoTI
2) Attach a certified TMP (Traffic Management Plan) - hand drawn diagrams are not acceptable
3) Notification Boards are required on Arterial & major Collector Roads
4) Will this closure disrupt: Bus Routes or Stops? Yes No
If yes, the Applicant will need to contact Coast Mountain Bus Company (CMBC) regarding disruptions. Please note that CMBC requires 10 working days' notice to review the request. Contact information: Phone 778-593-5774 or E-mail special.events@coastmountainbus.com

The Applicant agrees to defend, indemnify and hold harmless the Corporation of the City of Port Coquitlam and its officers, agents, and employees for any and all claims, demands, actions, damages, losses and expenses, including attorney fees and costs of litigation, arising out of or relating to the Applicant's performance under this contract, including those brought by employees or subcontractors of the Applicant.

Authorized Signatory

Print Name