



## COUNTY FOREST EVENT PERMIT APPLICATION

Applications must be submitted **at least 90 days prior to the event.**

Submit to: County of Dufferin  
Corporate Services – Clerk’s Office  
55 Zina Street  
Orangeville ON L9W1E5  
Phone 519-941-2816  
Fax 519-941-4565  
info@dufferincounty.ca

Once submitted, you will receive confirmation of receipt. Applications will be reviewed by the Clerk’s Office and the County Forest Manager. You will be contacted regarding your permit status within 30 days.

Once issued, the County Forest Event Permit must be available for viewing at all times during the event.

**Please note that acceptance of your application is in no way approval or confirmation of your request.**

The following documentation is required before the permit will be issued:

1. Completed and signed application
2. The signed Terms and Conditions page
3. The signed Hold and Save Harmless and Indemnity Agreement
4. Proof of Insurance in the minimum amount of \$5 million dollars liability showing the Corporation of the County of Dufferin as an additional insured and including a provision for cross liability for insurance against all damages or claims for damages or liability
5. An event description
6. An event route map

NOTE: Your event description must be approved by the County prior to being used to promote the event.

Fee Schedule (as per By-Law 2015-41):

Application Fee: \$50 plus 13% HST

Per Person Event Fee: \$2/Person Attending the Event plus 13% HST

Application fee is due upon permit approval. Permits will be issued following payment of fee. Per Person Event fee is due following the event.

The personal information collected on this form is collected under the authority of By-Law 2017-39 and will be used to issue the County Forest Event Permit. Questions about this collection should be addressed to the Clerk at 519-941-2816 x2503.



## COUNTY FOREST EVENT PERMIT APPLICATION

### Applicant Information

Applicant Name:

Organization/Group:

Mailing Address:

Email Address:

Phone Number:

### Event Information

Name of Event:

Date: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Participants:

Type of Event:	For Profit	Non Profit	
Intended Use:	Camping	Cross Country Skiing	Hiking
(Check all that apply)	Horseback Riding	Mountain Biking	Snowshoeing
	Other:		

Forest Tract Requested:

Brief Description of Event:

Description of Route Markings:

Print Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>For Office Use Only</u>	
Received By:	Date Received:
Reviewed By County Forest Manager:	Date Reviewed:
Event Description Approved	Special Permission Letter from Forest Manager
# of Participants Confirmed	Application Fee Received
Proof of Insurance Received	Indemnity Agreement Received
Event Route Map Received	Terms & Conditions Signed
	Permit Issued – Permit #:

The personal information collected on this form is collected under the authority of By-Law 2017-39 and will be used to issue the County Forest Event Permit. Questions about this collection should be addressed to the Clerk at 519-941-2816 x2503.



## **COUNTY FOREST EVENT PERMIT APPLICATION**

### **Terms and Conditions**

- The user is responsible for complying with regulations set out in By-law 2017-39 and the Dufferin County Forest Recreational Use Policy (Policy No. 4-6-1).
- The user's event description must be approved by the County prior to being used to promote the event.
- The user is responsible for all costs relating to maintaining the property for use made of it during the event. The County has no obligation to maintain or repair the trails and/or bridges on the property for the benefit of the user. The user is responsible for ensuring that the event route is passable prior to, and following, the event.
- The user is prohibited from cutting any trees, branches or brush without prior written approval from the County Forest Manager or designate
- The user agrees that any cutting or other damages, that in the opinion of the County Forest Manager or designate, has been caused by the users shall be rectified at the user's expense upon written notice by the County.
- The route of the event must follow the route set out in the permit application.
- No new trails may be created for the event without prior written approval from the County Forest Manager or designate
- The user is responsible for posting signage on all trails and/or bridges or other signage as requested by the County. Any signs for the event may be posted no sooner than two weeks prior to the event date and must be removed no later than two weeks after the event. If the user is holding multiple events in a calendar year that use the same route(s), event signage may remain in place until two weeks after the final event of the calendar year.
- All trails and/or bridges on the property must remain open to the public for other permitted uses and the public shall be allowed to use them without being charged a fee by the user.
- Upon completion of the event, the user will restore the property to a state, which in the opinion of the County Forest Manager or designate, is as good as or better than the original condition prior to the event.

The County reserves the right to cancel an event permit in case of predicted severe weather. For events with more than 30 participants, users will be required to provide portable toilets. For events with less than 30 participants, users are strongly encouraged to provide portable toilets.

- The user agrees to comply with all applicable municipal, provincial, federal and other laws, statutes, ordinances and requirements.
- The County may refuse to issue or revoke the permit if the user does not provide the necessary supporting documentation or fails to comply with By-law 2017-39 and the Dufferin County Forest Recreational Use Policy.
- The County of Dufferin reserves the right to add any conditions as required. If conditions are not being adhered to, the County of Dufferin may stop, suspend or cancel the event.

As the organizer and person responsible for the event, I have read, understand and agree to abide by the rules and the conditions set forth by these above terms and conditions.

Print Name:

Signature:

Date:

The personal information collected on this form is collected under the authority of By-Law 2017-39 and will be used to issue the County Forest Event Permit. Questions about this collection should be addressed to the Clerk at 519-941-2816 x2503.



County of Dufferin, Corporate Services  
55 Zina Street, Orangeville ON L9W 1E5

## **COUNTY FOREST EVENT PERMIT APPLICATION**

### **Save and Hold Harmless and Indemnity Agreement**

The User, \_\_\_\_\_, agrees to indemnify, save harmless, and waive all rights against the County of Dufferin from and against all suits and claims for loss, damage, accident, death, or injury of any nature or kind whatsoever arising out of or connected with the use and maintenance of the property or any preparation or construction of or on the property by the user, its members, employees, agents, or any other person using the property.

Print Name:

Signature:

Date: