



Ganaraska Forest Event Permit Application

Organization: _____

Primary Contact Person: _____

Address: _____

Telephone: (Home): _____ (Bus): _____

Email Address: _____

Permit Use: # of participants: Up to 25 26 - 50 Over 50 - if so, how many? _____

Area Required: West Forest Central Forest East Forest GFC Grounds _____

Permit to Commence On: _____ And End On: _____

NOTE(s) _____

PERMIT REGULATIONS

- (a) The organization shall be responsible for the conduct and supervision of all persons utilizing the above designated areas and facilities and shall see that all regulations and conditions are strictly observed.
- (b) The organization, together with a guarantor acceptable to the Ganaraska Region Conservation Authority (referred herein after as 'GRCA' or 'Authority') if required by the GRCA, hereby agrees to indemnify and keep indemnified, the GRCA, its servants or agents from and against any actions, suits, claims and demands whatsoever, which the Authority, its servants or agents may bear, sustain, be at, or put unto for, or by reason of, or on account or, any injury or death of persons and/or damage to property, in respect of the operations of the group on the lands or in any way connected with this permit.
- (c) Absolutely no liquor shall be allowed on Authority property at any time.
- (d) Smoking is permitted within designated areas.
- (e) Activities must be confined to areas assigned to the organization, as identified in the event permit.
- (f) Financial responsibility for damages to GRCA buildings and grounds must be borne by the organization.
- (g) The organization hereby absolves the GRCA of any claims for personal injury or damage or theft of personal property during the use of the above mentioned on the permit.
- (h) The GRCA reserves the right to hold special events at the Forest Centre during the period of this event.
- (i) The primary contact person must carry this permit at all times and must be presented when requested by GRCA staff.
- (j) The GRCA reserves the right, at its sole discretion, to vary, amend or cancel an event.

Date of Permit Issuance

Authorized Signature of Organization

Permit No.

Authorized Signature for Ganaraska Region Conservation Authority

FOR OFFICE USE ONLY

_____ Date Received (mm/dd/yy)	_____ Received by	\$ _____ Event Permit Fee
<input type="checkbox"/> # of Participants Confirmed	_____ Authorization to Issue Permit Signature	\$ _____ Damage Deposit Required
<input type="checkbox"/> Route Map		
<input type="checkbox"/> Proof of Insurance		
<input type="checkbox"/> Permit Fee/Deposit Received		

REQUIREMENTS BEFORE PERMIT IS ISSUED

FOR ALL EVENTS

- ✓ Event route map – clear and accurate – appropriate map(s) provided with application. Note: staff must approve any changes to the event route once the map has been submitted.
- ✓ Description of trail markers used for the event e.g. black arrows on an orange background, white flagging tape etc. No permanent markings (spray paint, blazes on trees, permanent signage, etc.) are permitted.
- ✓ Proof of insurance (minimum of \$5,000,000 liability).
- ✓ Trails and grounds used must be cleaned up, including the removal of all trail markers, within seven calendar days of the event. If Ganaraska Forest Centre (GFC) grounds are used, these must be cleaned up immediately following the event.
- ✓ Organizers are responsible for any excessive damage caused to trails or grounds as a result of their event.

FOR MOTORIZED EVENTS

- ✓ If municipal roads are used as part of the route event organizers must:
 - ☞ Notify municipality and abide by their requirements.
 - ☞ Notify neighbouring land owners.

LARGE EVENTS (Over 200 Participants)

- ✓ Event organizers must provide an account of the exact number of participants on the day of the event.
- ✓ Quiet time in effect as of 10 pm at GFC site.
- ✓ Organizers must provide adequate washroom facilities.
- ✓ Organizers are responsible for marshalling the parking of vehicles.
- ✓ Organizers must provide adequate garbage facilities and arrange to have garbage removed.

CANCELLATION

In the event of cancellation: by the organization, a full credit may be issued and applied toward a future event or a refund may be issued (minus an administration fee in the amount of 25% of the event permit fee): by the GRCA a refund will be issued on a case-by-case basis; at the discretion of the GRCA.

NOTE

A permit will not be issued unless the information requested has been received in complete order and is in keeping with the requirements outlined in this application.

All required information must be received at the GFC, 3 weeks prior to the event date.

FEES (Event Fee and Damage Deposit Required at Time of Booking)

Organizers of For-Profit events will be required to submit to the GRCA, a total of 5% of gross fees charged to event participants.

For all events occurring in 2017 and onward, a damage deposit will be payable equivalent to 50% of the event fee. The deposit will be refundable provided all conditions of the event permit are met including cleaning up of all trails and grounds used.

The GRCA reserves the right to terminate the event permit if any conditions of this permit are not met or at its sole discretion.

ACTIVITY TYPE	# OF PARTICIPANTS	FEE PER DAY*	Damage Deposit
Hiking	up to 25	\$ 75	\$ 37.50
	26 to 50	\$ 100	\$ 50
	over 50	\$ 125	\$ 62.50
Mountain Biking, Horse Riding or Off-Road Motorized Vehicle Passengers	up to 25	\$ 100	\$ 50
	26 to 50	\$ 200	\$ 100
	over 50	\$ 300	\$ 150
Off-Road Motorized Vehicles Operator	up to 25	\$ 300	\$ 150
	26 to 50	\$ 400	\$ 200
	over 50	\$ 600	\$ 300

*PLEASE NOTE: HST is applicable on Event Fee / Fees are subject to change