



Ganaraska Forest Event Permit Application

Organization: _____

Primary Contact¹: _____

Address: _____

Telephone: (Primary): _____ (Secondary): _____

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: _____ Time _____ am/pm

And End On: _____ Time _____ am/pm

Event Name: _____

¹ Person who shall act as the primary contact for group/organization event. The Primary Contact must be in attendance for the duration of the event.

PERMIT REGULATIONS

- (a) The organization’s Primary Contact shall be responsible for the conduct and supervision of all persons utilizing the designated areas and/or 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 hereinafter 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 of, 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) Alcohol is not permitted on GRCA Property without LCBO Permit.
- (d) Smoking (i.e. tobacco, e-cigarettes) is permitted within designated areas. Fires are strictly prohibited. The use of any incendiary devices such as BBQ’s must be pre-approved by the GRCA.
- (e) Activities must be confined to areas assigned to the organization, as identified in the Event permit.
- (f) Camping on Ganaraska Forest property, including sleeping in a vehicle on roadside pullouts, trailheads and day-use areas is not allowed.
- (g) The use of the GRCA logo to promote organization Event(s) must be pre-approved by the Authority.
- (h) Financial responsibility for damages to GRCA buildings and grounds must be borne by the organization.
- (i) The organization hereby absolves the GRCA of any claims for personal injury or damage or theft of personal property.
- (j) The GRCA reserves the right to hold special Events at the Ganaraska Forest Centre (GFC) during the period of this Event.
- (k) The Primary Contact must carry this permit at all times and must present when requested by GRCA staff or any Federal, Provincial or Municipal officers.
- (l) The GRCA reserves the right, at its sole discretion and at any given time, to deny, vary, amend, or cancel an Event.

As the Primary Contact of the organization, I have read, understand, agree, and will adhere to the above noted permit regulations and all of its requirements, fees and timelines as outlined on page 2 of this application.

_____ Date of Application _____ Print Name, Title

_____ Authorized Signature of Organization

_____ 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		
<input type="checkbox"/> Route Map		
<input type="checkbox"/> Proof of Insurance	_____ Authorization to Issue Permit Signature	\$ _____ Damage Deposit Required
<input type="checkbox"/> Permit Fee/Deposit Received		

An Event Permit will not be issued until all requirements (noted below) have been fulfilled. **Acceptance of this application is in no way an approval, a confirmation and/or an Event Permit.**

PRE EVENT

1. Prior to Event Permit Application submittal, please consult the [Ganaraska Event Calendar](#) to determine date(s) availability or contact the Ganaraska Region Conservation Authority (GRCA) directly at 905.885.8173 or via email at info@grca.on.ca.
2. Submit Ganaraska Forest Event Permit Application at least **3 months prior to Event date**; last minute applications will be considered on a case-by-case basis. **Please Note:** Event Fee(s) and Damage Deposit(s) will be required with permit application(s) to secure date(s). The Damage Deposit(s) may be paid separately by cheque(s); which will be returned to the organization following a satisfactory Post Event site and trail inspections (see Post Event requirements below).

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 without notice

3. **30 days** prior to Event, a clear and accurate route map must be provided for approval in a .pdf format. Proof of group liability insurance (minimum of \$5,000,000 liability) is also required.
4. **15 days** prior to Event, the number of registered participants must be provided; also, If municipal roads are used as part of the approved route map, organizers must:
 - ✓ Notify municipality and abide by its applicable by-laws and requirements; and,
 - ✓ Notify neighbouring landowners.

For All Events:

 - ✓ Quiet time in effect as of 10 pm at Ganaraska Forest Centre (GFC) site.
 - ✓ Organizers of large Events must provide adequate washroom facilities and coordinate location(s) with staff.
 - ✓ Fires are strictly prohibited on GRCA property. The use of any incendiary devices such as BBQ's must be pre-approved, in writing, by the Authority. Further, any devices capable of producing a fire (e.g. generators, BBQ's) must be accompanied with appropriate, properly maintained fire extinguishers.
 - ✓ Organizers are responsible for marshalling the parking of vehicles within the permitted parking site(s) pre-approved by the GRCA.
 - ✓ Organizers are responsible for providing adequate first aid stations and/or emergency preparedness for their Event.
 - ✓ Organizers must provide adequate garbage/recycling centres and arrange to have garbage/recycling removed. The use of GRCA/GFC dumpster is strictly prohibited.
 - ✓ Organizers of For-Profit Events will be required to submit to the GRCA, a total of 5% of gross fees charged to Event participants.
5. If trail markers are required for the Event, **7 days** prior to the Event date, kindly notify Ganaraska Forest Recreation Technician of intent to mark trails. No permanent markings (spray paint, blazes on trees, permanent signage, etc.) are permitted.
6. The Event Permit will be issued via email to the Primary Contact **7 days** prior to the event date.

POST EVENT

- ✓ Trails and grounds used by the organization must be cleaned up, including the removal of all trail markers, within **7 days** following the Event date. If GFC grounds are used, these must be cleaned up immediately following the Event. Organizers are responsible for any excessive damages caused to trails or grounds. If Post Event cleanup and repairs are not completed within GRCA's prescribed time, the Damage Deposit will be forfeited and the organization will be invoiced for additional staff time and disposal costs associated with cleanup and repairs.
- ✓ For-Profit Event organizers shall have **30 days** to return 5% of gross fees charged to participants. Future Event Permits with organization may be compromised as a result of non-compliance.

CANCELLATION & NON-COMPLIANCE

In the Event of cancellation:

- No credits will be issued.
- **15 days or more** prior to the Event, a refund may be issued (minus a 25% administration fee*).
- **Less than 15 days** prior to the Event, the fee will not be refunded however, the Damage Deposit will be returned.
- No refunds will be provided for low attendance however, if the attendance number is higher than that of the original permit, the permit fee difference will be charged to the organization.
- Inclement weather cancellations: refunds will be dealt with on a case-by-case basis minus the 25% administration fee*; postponement of Event may be considered at the discretion of the Authority.
- If Event permit application deadline requirements are not met as prescribed, the Event will be cancelled by the GRCA, the Event Fee will be forfeited and the Damage Deposit returned to the organization.
- Following an Event, if Post Event requirements are not met on a timely and/or satisfactory basis, the Event deposit will be forfeited.
- Any unapproved modification/deviation of the Event Permit will forfeit the Damage Deposit and future Event Permits with the organization may be compromised (e.g. Event organizers/Event attendees using lands outside approved route map/sites).

*Administration fee is based on permit fee before HST