

Event Name: _____

Organization Name: _____ Website: _____

Mailing Address: _____

Primary Contact: _____ Primary Phone: _____ Primary Email: _____

Alternate Contact: _____ Alternate Phone: _____ Alternate Email: _____

Event Type: _____ Annual Event: Yes No # of participants: _____

Event Start Date:	Start Time: _____	am/pm	Event Area(s) Required:
Event End Date:	End Time: _____	am/pm	<input type="checkbox"/> West Forest <input type="checkbox"/> Central Forest <input type="checkbox"/> East Forest <input type="checkbox"/> GFC Grounds

Description of Event: **Please provide details of your event in the designated area on the back of this application.**

SPECIAL EVENT PERMIT APPLICATION REQUIREMENTS

- **Check Availability** @ [GRCA Event Calendar](#) or contact Ganaraska Region Conservation Authority (GRCA) ☎ (905) 885-8173 or ✉ info@grca.on.ca
- **Allowable # of Participants for Special Events** – For events/groups between 25 to 100 people
- **Submit a Special Event Application** – Include the following 4 items with your Special Event Application:
 (Applications **MUST** be submitted to ✉ info@grca.on.ca at **least 3 months in advance of the event**. Last minute applications may be considered)
 1. **Event Fee (\$125.00)** *PLEASE NOTE: HST is applicable and fees are subject to change without notice
 2. **Security Deposit (\$200.00)** (Returned following your event if below Security Deposit Refund Protocol adhered to)
 3. **Insurance Certificate** - min \$5,000,000 liability (GRCA **MUST** be listed as additional insured)
 4. **Detailed Route Map** indicating the area of the Forest to be used
- **Additional Fees** (if applicable to your event)* **PLEASE NOTE:** HST is applicable and fees are subject to change without notice
 - Staging Areas, Groups requiring exclusive use staging areas will be required to hire the GRCA team to supervise @ \$80/hr per person (staff numbers required determined by GRCA)
 - Use of GFC facilities require a facilities booking permit
 - BBQ use requires special permission from GRCA
 - Outhouse/Porta-potty Rentals – Required when staging area requested
 - 1 Outhouse (\$200) up to 50 persons
 - 2 Outhouses (\$340) for 100 persons
- **Ganaraska Forest Membership or Day Pass Requirement** - **All people** (participants, volunteers, organizers & spectators) **accessing the GFC/Ganaraska Forest for a special event are required to have either a Membership or a Day Pass.** *** (Memberships or day passes must be presented to GRCA representatives or enforcement officers upon request and parking passes must be displayed on the dash or windshield of all parked vehicles.)***
- **Pre-registration of Participants** – participants must register with the host organization. Event coordinators are responsible for checking in and collecting Ganaraska Forest Membership or Day pass information. This information must be presented to GRCA representatives the day of the event.
- **Municipal or Private Property** - If municipal or private property including unmaintained roads are being used as part of the planned Special Event, organizers must provide confirmation of municipal or private landowner approval at the time of application.
- **Medical Emergency** - GRCA may require an organization to arrange for First Aid and certified medical first response services.
- **Primary Contact for the event must be in attendance** for the duration of the event and have permit on person.
- **Security Deposit Refund Protocol**
 - ✓ Adherence to permit regulations
 - ✓ No permanent signage/markers or permanent markings (e.g. spray paint, blazes on trees, etc.)
 - ✓ Installation of signage/ ribbons no more than 24 hr prior to event
 - ✓ Removal of signage/ribbons trail route markers within 24 hours of completion of event
 - ✓ No Litter left on trails or GFC grounds and removal of all trash and recycling immediately following event
 - ✓ No Damage to trail system, forest vegetation, soil, habitat, wildlife, GRCA infrastructure
 - ✓ No damage to outhouses/porta-potties
 - ✓ No negative interactions with GRCA staff, security, police, or representatives
- **Cancellations** - No refunds of the Event Fee will be issued. Inclement weather cancellations may be moved to a future date with approval from GRCA. If the event is affected by a pandemic, the GRCA will move fees and security deposit to a future date, or provide a refund.
- **Application Approval** - a signed Special Event Permit issued by GRCA means approval for event is granted.
 (If the event application is not approved, all fees and security deposit will be returned. Please **DO NOT** advertise events until a **signed Special Event Permit** has been received.)

Primary Contact's Name (Please Print) _____

Primary Contact's Signature _____

Date _____

