



CITY OF KAWARTHA LAKES

TEMPORARY STREET CLOSING APPLICATION

PLEASE COMPLETE THE TOP SECTION OF THIS APPLICATION AND RETURN it to the *Public Works Department*, 12 Peel St., P.O. Box 9000, Lindsay, ON K9V 5R8 Phone (705) 324-9411 ext 1171 or Fax (705) 328-3054.

Organization: _____	Contact Person: _____
Address: _____	
Postal Code: _____	Phone: _____
Signature: _____	Date: _____

Name of Road to be closed: _____
Date of Closure: _____
Reason for Road Closure: <input type="checkbox"/> Parade; <input type="checkbox"/> Walkathon; <input type="checkbox"/> Race; <input type="checkbox"/> Run; <input type="checkbox"/> Sidewalk Sale; <input type="checkbox"/> Other _____

***APPLICANT MUST SUPPLY OWN MAP TO BE ATTACHED TO THIS APPLICATION. Please indicate on map the route or area that needs to be closed.
IF POLICE ASSISTANCE IS REQUIRED – CONTACT THE POLICE DIRECTLY.***

THE PUBLIC WORKS DEPARTMENT WILL OBTAIN APPROVAL FROM THE FOLLOWING DEPARTMENTS:

PUBLIC WORKS – South Area	Central Area	North Area
_____ Name	_____ Signature	_____ Date
Comments: _____		

FIRE DEPARTMENT		
_____ Name	_____ Signature	_____ Date
Comments: _____		

City of Kawartha Lakes Police Service (LINDSAY/OPS) - / - City of Kawartha Lakes O.P.P. (all other areas) **		
_____ Name	_____ Signature	_____ Date
Comments: _____		

COMMUNITY SERVICES (Parks and Recreation)		
_____ Name	_____ Signature	_____ Date
Comments: _____		

DIRECTOR PUBLIC WORKS (OR DESIGNATE)		
_____ APPROVED	_____ Signature	_____ Date
Comments: _____		

DO NOT DUPLICATE THIS APPLICATION

PUBLIC WORKS ADMINISTRATION OFFICES

CENTRAL AREA	SOUTH AREA	NORTH AREA
(705) 738-2363	(705) 324-9411 x 1170	(705) 454-3322



The Corporation of the
City of Kawartha Lakes
P.O. Box 9000, 26 Francis St.,
Lindsay, ON K9V 5R8
Tel: (705) 324-9411 ext 1380, 1-888-822-2225
Fax: (705) 324-8110
www.city.kawarthalakes.on.ca

Jolene Ramsay, Risk and Insurance

Coordinator

INSURANCE REQUIREMENT/DOCUMENTATION

The City of Kawartha Lakes requires submission of a Certificate of Insurance evidencing and confirming Insurance coverage for your group or association.

The City of Kawartha Lakes must also be named as an 'additional insured' on the Certificate of Insurance for the function, activity for which you are requesting the permit.

In the event of Third Party Claim, this will protect the City of Kawartha Lakes interests only in relation to your parties function or activity.

Prior to completion of the Road Closure Request, the following information must be forwarded to the Risk and Insurance Coordinator for the City of Kawartha Lakes.

1. A Certificate of Insurance

* Comprehensive General Liability coverage in the amount of \$2,000,000.00

2. The City of Kawartha Lakes must be added to the Certificate of Insurance as an Additional Insured

Please forward the Certificate of Insurance to:

The City of Kawartha Lakes
26 Francis Street, Lindsay, ON K9V 5R8

Attn: Jolene Ramsay, CIP
Insurance Risk Management Coordinator

Thank you for your cooperation and attention to this matter.



www.explorekawarthalakes.com

Event Promotion: Online Calendar of Events

Included below are the instructions to one of the great new features on our Tourism website, your Organization now has the ability to add their own events to our online Calendar of Events by following the simple instructions below:

INSTRUCTIONS

1. Go to the Kawartha Lakes Tourism website www.explorekawarthalakes.com
2. Click on the 'Join In' tab along the top of the home page
3. Click on the "Calendar of Events tab on the right hand side of the screen or from the drop down menu
4. Click the option that says "To post your events, Click Here"
5. Enter all of your Organization's upcoming event's details into the appropriate fields (also keeping in mind to enter a complete and detailed address as the address later becomes a Google Map link on the event's profile page).
6. Click 'Save'
7. If the event is happening over multiple days, please enter each day in separately. This is easily done by copying and pasting the information

Also, If you have a poster/brochure or photo(s) you wish to add e-mail them to tourism@city.kawarthalakes.on.ca . Please save the poster/brochure as a jpeg as this the format that is acceptable for loading the information.

A notice will then be sent to Tourism staff for approval, if the event fits our Tourism Calendar of Events criteria it will then be approved and should appear on our website within 48 hours.

This is a **FREE** advertising media and it is where we gather information for blogging, tweeting and other inquiries that we get pertaining to various events.

If you have any further questions please do not hesitate in contacting us at
City of Kawartha Lakes Economic Development - Tourism

tourism@city.kawarthalakes.on.ca

1-866-397-6673