

MINISTRY OF NATURAL RESOURCES AND FORESTRY

**APPLICATION TO CONDUCT AN EVENT
IN THE
ST. WILLIAMS CONSERVATION RESERVE**

Note to Applicants:

The Ministry of Natural Resources and Forestry usually requires a period of up to six months for review and approval of this application.

An event is an organized activity that involves more than 20 people. An event may be free and/or organized with charges, advertisements, and entry fees. If unsure as to whether your activity requires authorization, please contact the Area Supervisor at 615 John Street North, Aylmer, Ontario 519-773-4720.

Personal information submitted on this form is collected and will be used for administrative purposes. Questions about the collection of this information should be directed to the Area Supervisor in Aylmer.

The event organizer(s) will provide the Area Supervisor **a report within 6 weeks of the event.**

Applications should be submitted to:

Kathryn Markham, A/Resource Management Supervisor
Aylmer District
Ministry of Natural Resources
615 John Street North
Aylmer, ON N5H 2S8
519-773-4780
Kathryn.markham@ontario.ca

Application to Conduct an Event

Applicant Information

Name: _____ Home Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax: _____ E-mail: _____

If applicable - Affiliation: (group, club, etc.)

Name of Affiliation: _____

Address: _____ Postal Code: _____

Contact person: _____ Telephone: _____

Title of Event: _____

Location: (be specific; tract, trails, etc.)

State the timeframe within which the event activities will be carried out (be specific).

State in detail the objectives of the event. Include reasons why the event should be undertaken in the particular conservation reserve as opposed to some other location.

Provide a general outline of the event to be carried out (duration, parking requirements, number of participants, etc.)

Identify the activity and equipment to be used and any potential impact on the conservation reserve environment.

State whether other users will be impacted by the event and specify how and to what extent.

State in detail any support or consultant assistance required from the Ministry of Natural Resources and Forestry's staff.

Do you have any other permits or authorizations for the event? If so identify the type, date and details below.

Can you provide performance bonding if it is required? Yes No

Do you have proof of Liability Insurance? Yes No

If yes, what is the amount? _____

What steps will you take to clean up the site after your event? What mitigation procedures do you have in place?

Would you be interested in supporting the efforts of the SWCRCC through a donation or volunteer work?

If approved, I (we), the applicant, and where applicable, the sponsoring association, agree to abide by the terms and conditions specified in the attached approval.

Signature of Applicant: _____

Date: _____

Signature Sponsoring Association or, if applicable, Agency/Company President, Chairperson or Manager:

Name: _____ Signature: _____

Position: _____ Date: _____

Review Section:

Reviewed by: _____ Date: _____
 Chair, SWCRCC

Approval Section:

Approval granted: _____ Date: _____
 Resource Management Supervisor

Conditions of Approval (if applicable):

Valid from _____ to _____.