



EVENT PERMIT APPLICATION



APPLICANT INFORMATION

Organization Name:
Name of Event Organizer:
Organization Address:
City Province: Postal Code:
Email Address: Phone:
Alternate Phone: Cell: Fax:
Event Address:
Registered Owner of Land:
Event Day On-Site Supervisor: Phone / Cell:

EVENT INFORMATION

Event Name:
Event Date(s):
Event Time(s):

Event Type: (please select appropriate type)
Parade / Special Event held on roadway
Wedding
Concert
Religious Assembly
Other (please specify)

Event Set Up Date: Event Set Up Time:
Event Take Down Date: Event Take Down Time:

Number of Event Participants: Number of Persons Attending / Spectators:

- Site Plan / Map to be included with Event Permit Application

WEATHER CONTINGENCY PLANS

Proceed with full Event
Cancel
Alternate Location
If alternate location, provide address:

INSURANCE

Liability Insurance with Parkland County named as additionally insured - copy attached

NOTIFICATION (NEIGHBOURS AND AFFECTED LANDOWNERS)

Have neighbours and/or affected land owners been notified of event? Yes No

Please note neighbours notified and any concerns raised:

EVENT ACTIVITIES

Event includes Food and Non-Alcoholic Beverages: Yes No

If YES, will they be sold or served? Sold Served

- Contact Alberta Health Services at 780-735-1800 for permits and relative information, including potable water

Event includes Alcoholic Beverages: Yes No

If YES, will they be sold or served? Sold Served

- Contact Gaming and Liquor at 780-447-8600 for license and relative information

Event includes Merchandise Sales: Yes No

If YES, specify what items will be sold: _____

Will donations in any form be solicited / accepted? Yes No

If YES, specify the means of solicitation: _____

TENTS AND CANOPIES (TEMPORARY STRUCTURES)

Do you plan to erect tent(s) or any other canopies? Yes No

If YES, describe and give the quantity of tents and/or canopies along with the sizes of each:

- Contact Parkland County Planning and Development Department at 780-968-8443 to ensure that structures meet safety requirements and necessary permits are issued
- Contact Alberta First Call at 1-800-242-3447 if stakes are to be used to determine utility location

STAGES, BOUNCERS, PORTABLE TOILETS, DUMPSTERS, FENCES AND BARRICADES, AND OTHER STRUCTURES

If you are planning to erect, install or use any of these structures, please describe sizes and quantities of individual structures:

- Contact Alberta Health Services at 780-735-1800 for permits specific to portable toilets

PROMOTIONAL SIGNS OR BANNERS

Will you be using Promotional Signs or Banners? Yes No

If YES, specify location and sizes of Signs or Banners to be used:

AMPLIFIED SOUND

Do you plan to use any device to amplify sound? Yes No

If YES, describe and specify for what purpose:

If amplification is for musical purposes, please specify what type of music:

- Ensure that amplification will be in compliance with the Parkland County Community Standards Bylaw #05-2011

ELECTRICAL ACCESS

Will you require access to electrical power? Yes No

If YES, please specify where and for what purpose:

SECURITY

Will your Event require overnight security? Yes No

If YES, please specify what security measures are in place and have been planned:

Does Event require increased law enforcement? Yes No

If YES, please specify any contact and arrangements that have been made with the RCMP:

VEHICLE / TRAFFIC MANAGEMENT

Will there be on-site parking available to patrons: Yes No

If YES, please specify the types of vehicles expected (i.e., RV's, OHV's, trailers, commercial vehicles, domestic vehicles):

If YES, please specify how traffic will be controlled and directed:

Number of Vehicles expected: _____

Does the Event involve additional transportation methods (i.e., horse drawn carriage, hot air balloons, golf carts, etc.) Yes No

If YES, please describe the transportation methods:

Are road / street closures expected? Yes No

If YES, name of all roads / streets requested for full or partial closure:

If YES, specify time frame involved in closures (attach a map of road closure locations):

- If your Event is a run, walk, parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to Parkland County approval. If you are requiring road closure, the cost incurred for this service is the responsibility of the applicant. Parkland County may require a road damage deposit, and may require the applicant to arrange and pay for road maintenance and/or dust control in preparation for or as a result of the Event.

ENVIRONMENTAL IMPACT

Is there a plan in place to ensure proper waste removal from the site? Yes No

If YES, please specify the methods and associated timelines:

Describe what measures will be taken to protect the environment from fuel, oil, etc. if applicable:

- If Event is held on water, approval must be obtained from Transportation Canada – Navigable Waters Protection Office at 780-495-6508

FIRST AID / EMERGENCY RESPONSE

Please outline your plan for provision of first aid services and emergency response:

PYROTECHNIC AND FIREWORK DISPLAYS

Will your Event feature any pyrotechnic displays? Yes No

If YES, please specify the type of displays to be used and the respective timing of the displays:

- Approval for all displays must be obtained by Parkland County Fire Services at 780-968-8474

FIRE EMERGENCY PLANNING

An Operational Plan for the Event must be submitted to the Parkland County Fire Chief for approval. Ensure a copy of the Operational Plan and subsequent approval is attached to this Application. Parkland County Fire Services can be contacted at 780-968-8474.

ALL APPLICATIONS MUST INCLUDE A COMPREHENSIVE SITE MAP

The applicant, on its own behalf and on behalf of its officers, agents and employees, waives the right to bring any claim against Parkland County and its officers, agents and employees for any matter arising out of or in any way

connected with the Event, including claims based on the alleged negligence of Parkland County or its officers, agents or employees. The applicant further agrees to indemnify and save harmless Parkland County, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Event referred to in this application.

I do solemnly swear (or affirm) that all responses and statements provided in this application are full and true to the best of my knowledge and beliefs. Failure to comply with conditions resulting from this application could result in the permit being withdrawn, future applications being denied and/or prosecution for breach according to Parkland County bylaws.

Sponsoring Group / Name of Applicant (Please Print): _____

Signature of Applicant: _____ Date: _____

PARKLAND COUNTY LICENSING OFFICER - FOR OFFICE USE ONLY

All items MUST be complete, If item has not been completed, please indicate why

Have the following agencies been informed/notified of event?

- RCMP Watch Commander _____
- Fire Services _____
- Alberta Health Services (AHS) _____
- Other - Please indicate: _____
- Is Site Plan Attached to Event Permit? _____
- Has Letter of Approval sent to Applicant? _____
- Report Exec File Created –Please indicated File #: _____

EVENT PERMIT STATUS - FOR OFFICE USE ONLY

The above application has been examined as to its compliance with Parkland County Community Standards Bylaw #03-2012 and is:

APPROVED Subject to the following conditions: or **REFUSED** for the following reasons:

Date of Decision: _____ Date of Permit: _____ Permit Expiry Date: _____

Licensing Officer: _____ (Please Print) _____ (Signature)