



Hosting a *'Love Where You Live'* neighbourhood event is a fun and easy way to get to know your neighbours!

As friendships grow, so do safe and caring communities.



SUBMIT AN APPLICATION TO RECEIVE HOST BENEFITS



Parks, Recreation & Culture Department
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Getting Started

How Can Parkland County Help?

We can provide resources and funding for your neighbourhood **Love Where You Live** event:

- Up to \$200 in Visa or MasterCard gift cards to help with costs (based on budget)
- Fun Bag loan (a hockey bag full of goodies including: burlap sacks, rubber chickens, bean bags, a parachute, and much more!)
- Loan of multiple outdoor games: ladder golf, bocce ball, snake and ladders, horseshoes etc.
- Loan of a craft kit, greening kit, 10' x 10' canopy and/or barricades

When you submit an application 3-4 weeks before your event, it will be reviewed and then you will be contacted by a Community Development Coordinator to arrange for the booking of activity kits and funding resources.

What Type of Events or Activities are Eligible?

Any event, large or small, where everyone from a neighbourhood is invited and brings people together, qualifies for funding and resources (subject to the discretion of Parkland County staff).

Events such as family reunions, religious functions, and birthday parties would not be considered eligible. Corporations and not for profit groups are not eligible to apply.



What is a [ney-ber-hoo d] Neighbourhood?

A neighbourhood is defined as a geographical area that people share. It can be a subdivision, a group of subdivisions or a natural boundary within townships or range roads in Parkland County.

Enlist your Neighbours to Help

Many hands make light work! Host a meeting to start things rolling, and create a planning committee.

If this is your first time, keep things simple! Talk to as many people as you can in your area to find out what some common interests are and start planning from there.



Event Ideas



SPRING/SUMMER EVENTS

- Block party
- Sporting activities such as soccer, road hockey, softball, etc.
- Plant or seed exchange
- Neighbourhood clean-up
- Fun fair or carnival
- Family Olympics
- Bike or pet parade
- Backyard theatre
- Outdoor musical jamboree
- Build and fly a kite day
- Garden tours
- Scavenger hunt
- Charity garage sale
- Neighbourhood art project
- Dog's breakfast: for all local dog owners and their owners. (*Breakfast is held in the driveway with cinnamon buns for the owners and biscuits for dogs*).
- Build birdhouses, bat houses, flower boxes
- Car rally

FALL/WINTER EVENTS

- Pumpkin carving festival and potluck
- Harvest party and hayride
- Snowman or snow fort competition
- Ice sculpture competition
- Hockey game/ mini tournament
- Milk jug/jam can curling bonspiel
- Book exchange
- Themed parties such as Country/Western, Hawaiian Luau, Christmas, New Years etc.
- Bonfire and flashlight treasure hunt
- Snow soccer or other summer games played in the snow
- Skating or sledding party
- Winter carnival
- Maple syrup festival

**"There are no strangers here;
only friends you haven't yet met."**

—William Butler Yeats





Planning

Think About Inclusion

Who is in your neighbourhood? Seniors? Youth? People with disabilities? Find ways to include as many people as possible. Here are some suggestions:

- Provide free food
- Have contests and door prizes
- Hire fun acts, attractions and entertainment
- Advertise using a variety of methods
- Ensure the location is accessible and the ground is level
- Have games that people of all ages can enjoy

"Great things are done by a series of small things brought together."

-Vincent Van Gogh

Chose a Date, Time & Location

Weekends typically work best. Be sure to plan an alternate date for bad weather. Be considerate of neighbours by planning set up and take down during reasonable hours.

Create a Budget

A budget section has been provided as part of the application to help you with calculations. You many need to collect funds or ask for donations ahead of time. Funding for your event is provided based on your budget needs (up to a maximum of \$200.00).

Spread the Word

Advertise using word of mouth, invitations, and posters. Be sure to include as much detail as possible such as the date, time, theme, location, host contact information, what to bring, activities, entertainment, and whether or not pets are welcome.

Insurance

It is strongly recommended that you as the host or property owner check with your insurance company to ensure you have appropriate liability coverage for the event planned. If an additional rider is required, ensure you include the cost in your budget as an expense.





Planning

Alcohol

Alcohol is not permitted on public lands such as municipal reserves, roads and parks. Event organizers are asked to inform guests of this beforehand. If hosting on private property, you may want to consider whether or not you would like to allow alcohol at your event. If you are allowing alcohol consumption, it is recommended that you contact your insurance provider for information regarding Party Alcohol Liability (PAL) insurance coverage or check out: www.palcanada.com.

Emergency Access

It is important to plan ahead for emergencies. Make sure you have a first aid kit on hand and someone in attendance that holds a first aid certificate. Clearly post your address in the event 9-1-1 needs to be called. Ensure roads and driveways are clear for emergency vehicle access.

Fires, Barbecues and Fireworks

Public Lands: Fires are not permitted with the exception of gas-fired barbecues and grills. Private Lands: Permits may be required for burning in fire pits, bonfires and fireworks. They can be obtained online at www.parklandcounty.com/Fire_Permit_Application or call Parkland County Fire Services (780) 968-8338 for more information.

We encourage you to have sufficient firefighting tools on hand such as fire extinguishers, shovels and water supplies.



Other Things to Consider

There are a number of other things to consider when planning an event:

- You may want to rent a tent for rain or sun coverage. A building permit may be required for tents over 646 sq. ft. (approx. 25' x 25'). Call Planning and Development Services (780) 968-8443 for more information.
- Portable toilet rentals
- Adequate garbage and recycling containers
- Road closures require special permission from the County, ensure to include plans in the application.
- Events with over 500 guests require a Special Event Permit from Enforcement Services. Call (780) 968-8400 for more information.



Checklist

4-6 WEEKS BEFORE

- ☐ Discuss with neighbours (your planning committee) to determine interest and support and pick an event type
- ☐ Choose location, time, date
- ☐ Create a budget
- ☐ Plan games, entertainment and activities

3-4 WEEKS BEFORE

- ☐ Submit an application to Parkland County and book resources
- ☐ Advertise and send out invitations

1-2 WEEKS BEFORE

- ☐ Schedule a follow up meeting with your planning committee to see what still needs to be done and create a to-do list
- ☐ Make signs for parking, fire extinguishers, first aid stations, washrooms and emergency access
- ☐ Obtain liability and/or PAL insurance (if applicable)
- ☐ Obtain a fire or fireworks permit from Parkland County Fire Services (if applicable)
- ☐ Arrange for the pick-up of County resources

DAY OF THE EVENT

- ☐ Designate areas and set up food tables, games, BBQs, coolers, garbage cans, tents, barricades, toilets, entertainment etc.



- ☐ Install signage
- ☐ Set up a table with greeters to welcome guests and have sign-up sheets for future networking like babysitting, walking, crime watch etc.
- ☐ Post the day's event schedule and make announcements
- ☐ Have fun, make new friends and enjoy the day!
- ☐ Take photos

AFTER THE EVENT

- ☐ Clean up, ensure all garbage is picked up, barricades are taken down, and signs removed
- ☐ Return borrowed resources to Parkland County
- ☐ Fill out the Evaluation Sheet and submit to Parkland County with photos of your event



Application

Host Information

Name of Event Host _____

Mailing Address _____

Municipal Address _____ Phone _____

Email Address _____

Alternate Contact _____ Phone _____

Event Information

Event Date _____ Times _____ to _____

Event Location _____ Public Land? yes _____ no _____

Property Owner's Name _____ Phone _____

Name of Event _____

Event Type (*ie block party, carnival, skating party etc.*) _____

What neighbourhood area you are inviting to your event? _____

How do you plan to contact your neighbourhood so that everyone is invited?

How many people do you expect to attend? (*Use your best estimate.*) _____

Describe your event in detail. _____

For events on public lands: List any rental items (*large tents, portable toilets, bounce house etc.*)

Indicate plans for bad weather (*alternate location or dates*). _____

Are you planning on using or closing any roads? yes _____ no _____

Do you plan on having a fire or fireworks? yes _____ no _____

Please provide any additional details: _____

Resources

Loaned based on availability: Choose up to (5) of the following *(based on availability)*:

- | | | |
|---|--|--|
| <input type="checkbox"/> Fun Bag <input type="checkbox"/> Craft Kit <input type="checkbox"/> Greening Kit <input type="checkbox"/> Barricades <input type="checkbox"/> 10' x 10' Canopy | <input type="checkbox"/> Giant Snakes and Ladders <input type="checkbox"/> Giant Dominoes <input type="checkbox"/> Ring Toss <input type="checkbox"/> Ladder Golf (Blongo) <input type="checkbox"/> Eggs & Spoons <input type="checkbox"/> Bocce Ball <input type="checkbox"/> Disc Slam | <input type="checkbox"/> Hula Hoops <input type="checkbox"/> Team Ski Racers <input type="checkbox"/> Slam Dunk <input type="checkbox"/> Thumb Ball <input type="checkbox"/> Tub of Sidewalk Chalk <input type="checkbox"/> Pick Up Sticks <input type="checkbox"/> Mini soccer goal and balls |
|---|--|--|

Budget

| EXPENSES | TOTAL |
|--|-------|
| Advertising/Invitations | |
| Supplies/Decor | |
| Food/Beverages | |
| Activities/Door Prizes | |
| Rentals | |
| Insurance | |
| Other Expenses _____ | |
| Total Expenses | |
| REVENUE | |
| Donations | |
| Other Revenue _____ | |
| Total Revenue | |
| Love Where You Live Requested Amount (up to \$200) | |

Office Use

Application received by _____ Date _____

Reviewer _____ Date _____

Approval Signature _____

Notes _____

Enforcement ____ Fire ____ Public Works ____ Planning ____