



PARTY GUIDE



**BUILDING
FRIENDSHIPS
AND CARING
COMMUNITIES**



Getting Started

How Parkland County Can Help?

We provide supports to host a 'Love Where You Live' event in your neighbourhood:

- Gift cards of **up to \$250** to help cover costs
 - This funding is available once per year per subdivision
- Fun Bags (rubber chickens, bean bags, parachute etc.)
- Outdoor games (ladder golf, bocce ball, snake and ladders, horseshoes etc.)
- Craft kits or Chalk
- 10' x 10' canopy tents and/or barricades

Apply 3-4 weeks before your event

A Community Development Coordinator will contact you to arrange booking and resources.

Eligible Events and Activities

Your event qualifies if it:

- Is open to everyone in your neighbourhood
- Is hosted within your sub-division(s)
- Brings residents together
- Is non-commercial

Not eligible:

- Family reunions
- Religious functions
- Birthday parties
- Corporate or for-profit events



What is a Neighbourhood?

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

Enlist your Neighbours to Help

Many hands make light work!

- Host a meeting
- Ask people to about interests
- Form a small planning team

If this is your first time, keep things simple!

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

-VincentVanGogh

Event Ideas



Spring / Summer Events

- Block party
- Outdoor sports or games
- Neighbourhood clean up
- Bike or pet rally
- Backyard theatre or musical jamboree
- Scavenger hunt
- Garden or seed exchange
- Garden tours
- Charity garage sale
- Picnic
- Build birdhouse or flower boxes

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

–William Butler Yeats

Fall / Winter Events

- Pumpkin carving festival and potluck
- Harvest party and hayride
- Snowman or snow fort competition
- Ice sculpture competition
- Winter Carnival
- Holiday themed event (Hawaiian Luau, Christmas, New Years etc.)
- Bonfire
- Flashlight treasure hunt
- Snow soccer tournament
- Skating or sledding party
- Maple syrup festival





Planning Tips

Inclusion

- Be welcoming to all ages and abilities
- Provide free food when possible
- Offer activities for all ages
- Choose an accessible location
- Consider cultural connections

Date, Time & Location

- Weekends typically work best
- Plan an alternate date for bad weather
- Respect reasonable hours

Create a Budget

- Estimate costs
- Collect funds or ask for donations
- After completion of your 'After party evaluation" Parkland County offers gift cards of up to \$250 to help cover event costs one per subdivision per year

Emergency Access

- Keep roads and driveways clear for access
- Have a first aid kit and trained volunteer
- Ensure your address is clearly posted if 911 needs to be called

Spread the Word

- Word of mouth, door to door
- Invitations, posters, social media
- Clear details - 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, verify with your insurance company to ensure you have appropriate liability coverage for the event planned. If an additional rider is required, include this cost in your budget as an expense.

Alcohol

- Alcohol is not permitted on public land such as municipal reserves, roads and parks
- If hosting on private property, check with your insurance provider for information regarding Party Alcohol Liability (PAL) insurance coverage or check out: www.palcanada.com

Fires, BBQs & 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.
- Apply online at www.parklandcounty.com/firepermits
- Have sufficient firefighting tools on hand such as fire extinguishers, shovels and water supplies.

Planning Tips

Other Considerations

- Tents for rain and sun coverage
- Building permits may be required for tents over 646 sq ft. (approx. 25' x 25')
- Call Planning and Development Services 780-968-8888 ext. 7300 or by email at safetycodes@parklandcounty.com
- 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.
- Decided if pets are allowed
- Name tags & sign in sheets





Check List

4-6 WEEKS BEFORE

- Form a planning group with your neighbours
- Choose event type and activities
- Select date, time, and location
- Create a budget
- Consider accessibility and inclusion for all ages, abilities and interests

3-4 WEEKS BEFORE

- Submit an application
- Book activity kits, games, tents or barricades
- Advertise and send out invitations
- Confirm food plan

1-2 WEEKS BEFORE

- Schedule a follow up meeting with your planning committee
- 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 permits (if applicable)
- Arrange for the pick-up of County resources

DAY OF THE EVENT

- Set up tables, tents, games, food, drinks and activity stations
- Install signage and ensure emergency access is clear
- put out garbage and recycling bins
- Assign greeters to welcome guests
- Have a sign in sheet
- Post a event schedule or announcements
- Take photos
- Have fun, make new friends and enjoy the day!

AFTER THE EVENT

- Clean up
- Return borrowed items to Parkland County
- Complete After-Party Evaluation
- Send in photos, sign in sheet and supporting documents to Parkland County Community Services Team

