

**Office Use Only**

Submission Date: \_\_\_\_\_

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**Special Event Permit Application**

(Please review the Special Event Permit Bylaw No. 3572-2016 before completing this application)

**APPLICANT INFORMATION**

Organization Name: _____	Phone Number: _____
Name of Event Organizer: _____	Phone Number: _____
Mailing Address: _____	Postal Code: _____
Email Address: _____	
Event Day On-Site Supervisor: _____	Cell Phone: _____

**EVENT INFORMATION**

Special Event Name: \_\_\_\_\_

Special Event Date(s): \_\_\_\_\_

Location (1<sup>st</sup> Choice): \_\_\_\_\_

Location (2<sup>nd</sup> Choice): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Set-up to begin on : \_\_\_\_\_ at \_\_\_\_\_ ☐ AM / ☐ PM

Takedown to end by: \_\_\_\_\_ at \_\_\_\_\_ ☐ AM / ☐ PM

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

**DESCRIPTION OF EVENT**

## EVENT ATTRIBUTES

*All event attributes are subject to the approval of The City of Red Deer. Certain event attributes may require a separate permit from The City of Red Deer, Alberta Health Services and/or the Province of Alberta.*

### Will your event include any of the following?:

#### Food and Non-alcoholic Beverages?

☐ YES ☐ NO

If YES, will they be sold or served?

☐ SOLD ☐ SERVED

- Contact Alberta Health Services for a Food Handling Permit – 1-833-476-4743

#### Alcoholic Beverages:

☐ YES ☐ NO

If YES, will they be sold or served?

☐ SOLD ☐ SERVED

- Alcohol is only allowed on The City of Red Deer select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licences from the Province of Alberta. Please contact the Alberta Gaming and Liquor Commission at 1-800-272-8876. Evidence of alcohol liability will need to be provided.

#### Merchandise Sales:

☐ YES ☐ NO

If YES, please specify what will be sold:

#### Will donations in any form be solicited/accepted?:

☐ YES ☐ NO

If YES, please specify the means of solicitation:

#### Tents and Canopies:

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:

- Call Alberta First Call at 1-800-242-3447 to arrange utility location where spiking or staking is requested.
- A Building Permit is required for tents that are 650 square feet or larger, and can be obtained at Inspections and Licensing.

#### 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:

## EVENT ATTRIBUTES

### Promotional Signs or Banners:

Do you plan to use promotional signs or banners?

☐ YES

☐ NO

If YES, please specify sign size, sign type and how many:

### Amplified Sound: (must comply with the Community Standards Bylaw)

Do you plan to use any device to amplify sound?

☐ YES

☐ NO

If YES, please specify what type:

☐ LIVE

☐ RECORDED

### Electrical Access:

Will you require access to electrical power?

☐ YES

☐ NO

If YES, please specify where, for what purpose, and the amperage/voltage required:

### Security:

Will your event require security?

☐ YES

☐ NO

If YES, please specify what security measures have been planned:

(ex. Overnight security provided by event volunteers, on-site RCMP patrol requested, or hiring of security company, etc.)

### First Aid / Emergency Response Planning:

Please outline your plan for first aid services and emergency response/evacuation in case of an incident:

(Feel free to attach a separate Emergency Response Plan, if applicable)

## EVENT ATTRIBUTES

### Vehicles:

- There are no motorized vehicles permitted on The City of Red Deer parks or trails. The City of Red Deer may consider granting vehicle access if there is a reasonable request by the event organizer

Are you requesting permission to operate vehicles on Red Deer parks or trails?

☐ YES

☐ NO

If YES: Number of Vehicles: \_\_\_\_\_ Type(s) of Vehicles: \_\_\_\_\_  
(Car, Truck, ATV, etc.)

### Fireworks and Pyrotechnic Displays:

Will your event feature any pyrotechnic devices?

☐ YES

☐ NO

If YES, please contact Red Deer Emergency Services at 403-346-5511

**Special Considerations** (ex. Horse Drawn Carriage):

☐ YES

☐ NO

If YES, please specify details:

### Road/Street Closures:

Will your event require the full or partial closure of roads or streets?

☐ YES

☐ NO

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

Specify timeframe involved in closures: \_\_\_\_\_

- Attach a map of road closure locations, including where the barricades should be placed
- Please note that road closure costs will apply**

### Parking:

Does your event require the use of a City Parkade, City parking lot, or on-street meters?

☐ YES

☐ NO

If YES, name the parking lot or meter numbers:

☐ **Route Map:**

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 The City of Red Deer approval and use of any roads must be approved by The City. If you require a road closure, the cost incurred for this service is the responsibility of the applicant. Additionally, The City of Red Deer is not responsible for any costs associated with the denial of a proposed route.

☐ **Site Map:**

Please provide a site map that indicates the precise location of all sources of amplified sound, tents and canopies, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food and merchandise service. All site maps are subject to the approval of The City of Red Deer.

☐ **Insurance:**

Valid certificate of insurance, showing a **minimum liability amount of \$2,000,000.00 and will include The City of Red Deer as an additional insured** for the date(s) of the event. Large or high risk events i.e. pyrotechnics, extreme sports, inflatable bouncers, etc are required to hold a \$5,000,000.00 liability insurance and will include The City of Red Deer as an additional insured. Inflatable bouncers must be listed on the CGL.

☐ **Emergency Response Plan:**

Please provide a plan of how you intend to deal with an emergency situation or the potential evacuation from the site. If you require a template for planning your Emergency Response Plan, please request that at [specialeventpermits@reddeer.ca](mailto:specialeventpermits@reddeer.ca).

**APPLICANT**

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed special event permit application. If you have any questions about the collection, use and protection of this information, please contact the Special Event Permit Coordinator at 403-342-8190.

Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied, and/or prosecution for breach of The City of Red Deer bylaws.

For costs invoiced by any City departments: I/We the applicant understand payment is due 30 days from date of invoice, after which time unpaid invoice balances will be subject to a monthly interest charge of 1.5% (18% per annum).

I do solemnly swear (or affirm) that I am 18 years of age or older and all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and The City of Red Deer bylaws, and agree to abide by them.

**Signature of this document indicates your acknowledgment of the above requirements.**

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

Please submit your completed Special Event Permit application to the Inspections & Licensing Department by:

**Email:**  
[specialeventpermits@reddeer.ca](mailto:specialeventpermits@reddeer.ca)

**Mailing Address:**  
Box 5008, Red Deer, AB, T4N 3T4

**Street Address:**  
City Hall 4914 48 Avenue, Red Deer