

Application for a Special Event

The **Friends of Sylvan Lake Provincial Park** is a committee formed to oversee a 15 year partnership agreement between the Provincial Government and the Town of Sylvan Lake to aid in the operation and development of the Parks. Application for a Special Event is made through this committee.

A Special Event is any activity that is carried out within Sylvan Lake Provincial Park or Centennial Park by an individual, group or association, and which by virtue of the nature and scope of the activity requires that special provisions be made in order to accommodate it. In order to hold a Special Event in either Sylvan Lake Provincial Park or Centennial Park, a **Special Events Permit** is required from Alberta Community Development – Parks and Protected Areas.

Requirements for a Special Events Permit:

- ❖ A completed Application Form submitted to the Friends of Sylvan Lake Provincial Park at least **30 days** in advance of the event date is required. Major events involving many participants/volunteers/spectators will require submission of an application a minimum of **90 days** in advance of the event date. The Friends may not consider events for approval unless the Friends receive a completed application.
- ❖ **Proof of Liability Insurance Coverage:** The Event Organizer shall, at their expense and without limiting their liabilities herein, insure their operations under a contract of General Liability Insurance, in accordance with the Alberta Insurance Act, in an amount no less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof. Such insurance shall include blanket contractual liability.
- ❖ The Friends Committee may require a Security Deposit if it is determined that there is significant potential for damage to the resources or facilities. If required, a certified cheque for an amount determined by the Friends Committee must be forwarded prior to the issuance of a permit. The cheque will be returned to the applicant once the Alberta Community Development – Parks and Protected Areas District Conservation Officer is satisfied that cleanup/reclamation/damage repair has been completed. The security deposit will be forfeited if the work is not completed by the specified date.

- ❖ **Other Costs:** Depending on the size and/or complexity of an event, the Friends Committee may determine that a conservation officer is required to be on site during the event to monitor the conditions of the permit. If an officer is required, event organizer at a rate of \$700/day must pay the cost of this officer on days, which involve the officer for less than 8 hours and \$850/day on days, which involve the officer for more than 8 hours.

- ❖ **Approval** of the Friends Committee and other agencies or departments whose jurisdiction is affected by this event is required. Approval of an event must be determined to be compatible with the existing Management Plan for the area and will depend on a number of factors including facility availability, natural resource conflicts, conflicts with visitor use, and safety considerations.

- ❖ If approved, a Special Events Permit will be forwarded to the event organizer as soon as possible prior to the event.

For further information please contact:

Friends of Sylvan Lake Provincial Park
c/o Recreation and Parks Department
4804 – 48 Street
Sylvan Lake, AB T4S 1M6
Phone: (403) 887-2199
Fax: (403) 887-2258

Friends of Sylvan Lake Provincial Park

Town of Sylvan Lake
In Partnership With Alberta Community Development

Application for a Special Event

Name of the Applicant Group: _____

Mailing Address: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Venue Requested:

Pier

Entire Pier Area: _____
Sand Court A: _____
Sand Court B: _____
Other Small Area: _____

Centennial Park

Central Area: _____
Other Small Area: _____
Other Area: _____

Set Up Date: _____

Set Up Time: _____

Event Date: _____

Event Time: _____

Take Down Date: _____

Take Down Time: _____

Name and description of the event:

Sponsors for the Event and their involvement:

Estimated Number of Participants: _____
Is there a fee to participate: _____ Fee: _____

Estimated Number of Spectators: _____
Is there an admittance fee: _____ Fee: _____

Are you a registered non-profit society? _____ (provide documentation)

Are you requesting to sell goods or services or have additional vendors? Please provide details:

For major events please provide a detailed safety plan including type and location of safety personnel, first aid/ambulance requirements, safety signage, emergency communication, etc.

Does this event involve the setup of equipment or facilities? i.e. tents, tables, additional toilets, fencing, signs, loud speakers or other structures. Please provide details:

How are you going to ensure the park is restored to the level you found it?

Insurance for the described event is required; please provide documentation,
(minimum **\$2 million General Liability**)

Additional Information:

How will your event enhance Sylvan Lake and the Park?

Will you require any assistance from the Provincial Government? Describe:

Will you require any assistance from the Friends of Sylvan Lake Provincial Park?
Describe:

List other permits that will be required:

How will your event impact public use of the area and how do you plan to
mitigate that impact. What are your proposed methods of advertising this event?

Please provide a list of other information related or connected to the event. This may include but is not limited to the following:

- A list of all rules and regulations to be imposed by the sponsor of the event.
- A plan for traffic and pedestrian controls, site security and on-site communications during the staging of the event, including parking.
- A plan for garbage collection both during and after the event.
- Media coverage involved in the event.
- Sponsors/vendor sales banners, if utilized.

Special Event Application Submitted on: _____, 200_____

Signature: _____

Phone # _____ Fax # _____ Request a response by: _____

Upon completion please return this application to:

Friends of Sylvan Lake Provincial Park
c/o Recreation and Parks Department
4804 – 48 Street
Sylvan Lake, AB T4S 1M6
Phone: (403) 887-2199
Fax: (403) 887-2258

***** On the attached map please indicate the area(s) requested for your special event.**