

Special Event Permit Application

Instructions: Before completing this application, please read the following documents;
Special Event Rules & Regulations and Special Events Policy.

Submit to: Recreation, Culture & Tourism Office, NexSource Centre, 4823 49 Avenue,
Sylvan Lake, by fax to 403-887-2258 or by email to recreation@sylvanlake.ca

APPLICANT INFORMATION

Organization Name: _____

Name of Event Organizer(s): _____

Mailing Address: _____ Postal Code: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____ Cell: _____ Event Day On-Site

Supervisor: _____ Cell: _____

EVENT INFORMATION

Special Event Name: _____

Special Event Date (s): _____

Location (1st choice): _____

(2nd choice): _____

Event Start Time: _____ ☐ am / ☐ pm Event Finish Time: _____ ☐ am / ☐ pm

Set-up to begin on _____ at _____ ☐ am / ☐ pm

Takedown to end by _____ at _____ ☐ am / ☐ pm

No. of Participants: _____ No. of Spectators: _____

DESCRIPTION OF EVENT

If the event is approved, can we advertise the event on our Events Calendar on sylvanlake.ca?

☐ YES ☐ NO

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WEATHER CONTINGENCY PLANS

- ☐ Proceed with full event ☐ Cancel
☐ Alternate location ☐ Rain Out Date: _____

EVENT ACTIVITIES

All event activities are subject to the approval of the Town of Sylvan Lake. Certain event activities may require a separate permit from the Town, Alberta Health Services and/or the Province of Alberta. If any question below is answered "YES", you will need to contact the appropriate authorities. For information on Special Event permits, contact the Special Event Coordinator at 403-887-2199.

Will your event include any of the following?

Alcoholic Beverages

- ☐ YES ☐ NO
☐ SOLD ☐ SERVED

If YES, will they be sold or served?

If YES, provide more information:

- Alcohol is only allowed on Town of Sylvan Lake select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Contact the Alberta Gaming & Liquor Commission at 1-800-272-8876 to apply for an AGLC License.

Food and Non-alcoholic Beverages

- ☐ YES ☐ NO
☐ SOLD ☐ SERVED

If YES, will they be sold or served?

If YES, provide more information:

- If YES, contact Alberta Health Services for a Special Event Permit 1-877-360-6366 (AHS application must be done at least 1 month prior to the event date).

Road / Street Closure

- ☐ YES ☐ NO

If YES, name all roads/streets requested for closure and specify time frame involved in closures:

- If YES, contact Public Works at 403-887-2800 (road closure application must be done at least 21 calendar days prior to the event date).

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Tents, Stages and Other Festival-Type Structures

☐ YES

☐ NO

If YES, describe and give the quantity and size of each tent, stage and other structures:

- If YES, contact Planning & Development at 403-864-5557. Event organizers are required to apply for a building permit if stages, tents and other festival-type structures of a larger size are installed or erected.
- Call Alberta First Call at 1-800-242-3447 to arrange utility location where spiking or staking is requested.

Bouncers, Portable Toilets, Dumpsters, Fences, 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:

Facilities

Do you plan to use a Town of Sylvan Lake bookable facility (picnic shelter, meeting room, gymnasium, commercial kitchen, tournament house, baseball diamonds, soccer pitches, outdoor rink, ice surface, fine arts centre, etc)?

☐ YES

☐ NO

If YES, please specify which facilities:

- If YES, contact the Recreation, Culture & Tourism Office at 403-887-2199 to complete the facility booking.

Sale of Goods or Services

☐ YES

☐ NO

If YES, please specify what will be sold:

- If YES, contact the Licensing Inspector at 403-887-1185 ext. 282.

Will donations in any form be solicited/accepted?

☐ YES

☐ NO

If YES, please specify the means of solicitation:

Parade / Procession

☐ YES

☐ NO

- If YES, contact Municipal Enforcement at 403-858-7280.

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Fireworks and Pyrotechnic Displays

☐ YES ☐ NO

- If YES, contact Protective Services at 403-864-5090.

Vehicles

Are you requesting permission to operate vehicles on Town of Sylvan Lake parks or trails?

☐ YES ☐ NO

If YES, please specify No. of Vehicles: _____ Type of Vehicles: _____

(Car, Trucks, ATV &/or Gators)

Promotional Signs/Banners/Wayfinding Signage

☐ YES ☐ NO

(A-Board Signs – Maximum Size 2' X 3')

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

(site map for all signage is required)

Amplified Sound (must comply with the Noise Bylaw)

Do you plan to use any device to amplify sound?

☐ YES ☐ NO

If YES, please specify what type:

☐ LIVE ☐ RECORDED

Electrical Access

Are you requesting access to electrical power?

☐ YES ☐ NO

If YES, please specify where and for what purpose:

Security

Will your event require security?

☐ YES ☐ NO

If YES, please specify what security measures have been planned (i.e. overnight security, security provided by volunteers or by a contracted security company, etc.):

- Some events will be required to submit a separate detailed Security/Safety Plan.

First Aid / Emergency Response

Please outline your plan for first aid services and emergency response/evacuation in case of an incident (ie. volunteers with first aid, 911, contracted first aid services, etc.):

- Some events will be required to submit a separate detailed Public Safety/Emergency Response Plan.



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Parking

Does your event require the use of a Town parking lot? ☐ YES ☐ NO

If YES, name the parking lots:

Are you requesting Special Considerations/Approvals? ☐ YES ☐ NO

If YES, please specify details:

☐ 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 Town of Sylvan Lake's approval and use of any roads must be approved by the Town. If you require a road closure, the cost incurred for this service is the responsibility of the applicant. Additionally, the Town of Sylvan Lake is not responsible for any costs associated with the denial of a proposed route.

☐ Site Map

You must attach 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 Town of Sylvan Lake.

☐ Insurance

Valid certificate of insurance, showing a **minimum liability amount of \$2,000,000.00 and will include the Town of Sylvan Lake as an additional insured** for the date(s) of the event. Large or high risk events i.e. pyrotechnics, extreme sports, etc may be required to hold a \$5,000,000.00 liability insurance and will include the Town of Sylvan Lake as an additional insured.

SIGNATURE

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.

The 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 and may be shared with vendors, concessionaires, performers, exhibitors, media and/or the general public to facilitate contact with the Applicant.

If you have any questions about the collection, use and protection of this information, please contact the Special Event Coordinator at 403-887-2199.



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I do solemnly swear (or affirm) that 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 Town of Sylvan Lake bylaws and agree to abide by them.

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 Town of Sylvan Lake bylaws.

Name of Applicant (Please Print): _____

Signature: _____ Date: _____

Town of Sylvan Lake Use Only

Date Received:

Category: ☐ A ☐ B ☐ C

Town Approval

Permit Approved: ☐ YES ☐ NO

Signing Authority for **Category A & B** Events

Director of Recreation, Culture & Tourism

Date

Signing Authority for **Category C** Events & **Annual Events**

Town Designate

Date