

Special Event Permit Application Process

1. A special event permit is required when an organized event, program or service, occurring in the Town of Sylvan Lake which is open to or intended to attract the general public will take place on publicly owned land or in publicly owned facilities when the facility is being used for something besides its intended purpose.
To clarify if a permit is required or which permit category your event falls under, please contact the Special Event Coordinator at the Town of Sylvan Lake Recreation, Culture & Tourism Office at 403-887-2199.
2. Please be sure to complete all sections of the application. The Town will not consider your submission without a completed application. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. All proposed activities and events are subject to the approval of the Town.
3. Submit your application to the Recreation, Culture & Tourism Office, NexSource Centre, 4823 49 Avenue, Sylvan Lake, by fax to 403-887-2258 or by email to recreation@sylvanlake.ca. Submission of an application does not grant you a permit; all applications are subject to review.
4. The Town grants permits to use appropriate public spaces on a first-come, first-served basis. **See chart below for Special Event Permit Category's and Application Approval Times.**

Event Category	Description	Minimum Application Approval Time
A	Events that require a road closure on an arterial roadway and events including special circumstances or approvals.	3 months
B	Events that require a road closure, events that expect more than 500 attendees and/or events that include alcohol.	2 months
C	Events held on all other Town property including parking lots, trails and parks.	1 month

*** Application approval times may take longer than the minimum approval time depending on the Special Event and activities being requested.**

5. After the application has been processed a letter to approve or deny the application to host a Special Event will be provided to the Applicant. The Town reserves the right to request additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. Failure to submit requested information or documentation in a timely manner may result in denial of a special event permit.
6. Applicants must pay any fees required under the Town of Sylvan Lake's Rates and Fees Bylaw and a damage deposit in the minimum amount of \$1,000.00 a minimum of 14 days prior to the event or before the Town will grant any Special Event Permit.
7. Once all of the Town's requirements have been fulfilled, including receipt of all documents, a Special Event Permit may be issued. A copy of the approved permit must be kept at the special event location and produced if required.
8. **PLEASE NOTE:** Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Town is at the sole expense and risk of the Applicant.



9. The Special Event Coordinator, at the Recreation, Culture & Tourism Office, processes all applications. Failure to obtain the required permit could result in prosecution for breach of Town Bylaws.
10. Failure to comply with the conditions of an approved permit could result in the approval being withdrawn, future applications being denied and/or prosecution for breach of Town Bylaws.
11. Once a completed application has been submitted, any changes to the application must be done through the Application Changes Form.
12. If the Applicant chooses to cancel their event they must notify the Special Event Coordinator in writing a minimum of 1 week prior to the event.

Special Event Rules and Regulations

All events and applicant's guests, vendors, concessionaires and exhibitors are subject to and must abide by all codes, rules, regulations, statutes, and bylaws of the Town of Sylvan Lake, the Province of Alberta, and the Government of Canada. Below is a summary of some of the Town's Special Events Rules and Regulations.

General

1. All Special Events are required to provide a 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. 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.
2. Any advertising, signage, barricading or staff costs incurred in the closing of roads or other public areas are the responsibility of the applicant.
3. Signage associated with an event is permitted on Municipal property, in which a valid special event permit or a rental agreement has been issued by the Town, provided the signage type and location has been approved by the Development Authority.
4. The Town does not provide amenities such as portable washrooms, extra garbage receptacles, sound systems, tables, chairs, tents, canopies or other equipment.
5. Event organizers will make satisfactory arrangements for access to parking or for the removal of parking that is normally available to businesses or residents. Any related costs are the responsibility of event organizers.
6. Conditions may be added to any Special Event Permit to ensure the safety of the public, protection of property, mitigation of associated risks, and the orderly conduct of the event.
7. Events are restricted to the public hours of the parks: 7:00 a.m. to 11:00 p.m.
8. Regular facility booking fees will be charged for special events.

Roads

9. All Special Events that occur on a Town road right of way shall adhere to the Town's Road Closure Policy.
10. Events will not conflict with road or utility construction or maintenance activities.



Parks

11. No staking or pounding of other objects or fixtures into the ground is permitted.
12. Marking of pathways and trails is to be temporary. The only marking methods that are allowed are sidewalk chalk, cones or flags. Spray paint and spiking is prohibited.
13. Signage may not be attached to trees, park furniture, existing signs or buildings. Signage should be freestanding, not staked, and must be removed after event.
14. Flowers, trees, shrubs and other vegetation may not be cut, moved, removed, nor have wires or ropes attached.
15. The Town may charge and collect damages from event organizer(s) if site is left in an unacceptable manner and requires clean-up or repair. This includes garbage, turf damage, etc.
16. The Town reserves the right to cancel green space bookings due to potential site damage incurred from heavy traffic on site during or immediately following inclement weather.

Applicable Bylaws

Event Organizers are responsible to be aware of municipal bylaws that may affect their events. Events that might be in contravention of the bylaw may gain 'special' approval by the Town to proceed with the event (ie. The Town can allow special event organizers to proceed with an outdoor concert that may be breaching the Community Standards Bylaw - Noise).

The following is a list of applicable bylaws that are available on the Town of Sylvan Lake website at www.sylvanlake.ca.

- Road Closure Policy
- Community Standards Bylaw (Noise)
- Business Licensing Bylaw (Special Event Business License)
- Land Use Bylaw (Signs & Banners)
- Parks and Open Spaces Bylaw
- Traffic Bylaw

Cancellation

- All cancellations must be made in writing and submitted to the Special Events Coordinator.

Contact Information

Special Event Coordinator
Recreation, Culture & Tourism Office
The Town of Sylvan Lake

Address:

NexSource Centre
4823 49 Avenue
Sylvan Lake, AB

Phone: 403-887-2199

Fax: 403-887-2258

Email: recreation@sylvanlake.ca