



SPECIAL EVENTS APPLICATION

APPLICANT INFORMATION									
Applicant Name:		Application Date:							
Organization Name:		Non-Profit Society: Ves No							
Mailing Address:									
Phone #:	Cell/Alternate #:								
Email:	Website:								
EVENT INFORMATION									
Name of Event:									
Location/Address:									
Date:	Start/End Time	(including setup and tear down):							
On Site Contact Name:	Phone #:								
On Site Contact Name:	Phone #:								
Number of Event Worker/Volunteers:	Estimated Numb	per of Participants:							
How will garbage and clean-up be managed?	 Event Workers/Volunteers Other (specify): 								
EVENT D	ETAILS								
Will roads or alleys need to be closed?	🗆 Yes 🗆 No	If yes, a Temporary Road Closure is required.							
Will there be amplified/loud noise?	🗆 Yes 🗆 No	If yes, a noise permit <i>may</i> be required.							
Will there be selling of goods or merchandise?	🗆 Yes 🗆 No	If yes, a Business License is required.							
Will there be any mobile food trucks or vendors?	🗆 Yes 🗆 No	If yes, a Business License, Vendor's Permit and Inspection Report are required.							
Will there be alcohol served (i.e. bar of beer garden)?	□ Yes □ No	If yes, an Occupancy Permit, ALGC License and security personnel are required.							
Will security be provided?	🗆 Yes 🗆 No	If yes: Event Workers/Volunteers Other (specify):							
Will there be fireworks?	🗆 Yes 🗆 No	If yes, a Use Permit is required.							
Will there be temporary structures (i.e. tents, bleachers, stage)?	🗆 Yes 🗆 No	If yes, a Building Permit may be required.							
Will there be temporary power cabling or generators?	□ Yes □ No	If yes, an Electrical Permit may be required.							
Will there be temporary gas or propane?	□ Yes □ No	If yes, a Gas Permit is required. You may also require a health inspection.							
Will the event run for 7 consecutive days or more?	🗆 Yes 🗆 No	If yes, a Development Permit is required.							
Will there be temporary fencing and/or portable toilets?	□ Yes □ No	If yes, indicate where on the diagram on page 2.							
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Please submit a drawing of the location and layout of the event

STATEMENT OF APPLICANT

The event organizer shall be held financially responsible for any and all repair of damages, if it is determined by the City of Cold Lake that the cause of the damage was due to negligence on the part of the event organizer, or one of the event participants. By submitting the Special Event Permit Application, you are agreeing to the following:

- 1. To indemnify and save harmless the City of Cold Lake from any and all liabilities, damages, costs, claims, suits or actions arising out of the event;
- 2. To provide all required documentation within specified timeframes;
- 3. To provide any bond or insurance which may be required; and
- 4. To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the travelling public and participants.

I, _____, hereby attest that I have read the directions on this form and have truthfully completed this form to the best of my ability.

Signature of Applicant:

Date:

Completed form and all required documents must be submitted no later than 2 months prior to the event day to:

City of Cold Lake -**SPECIAL EVENTS APPLICATION** Mail: 5513 48th Avenue Cold Lake, Alberta T9M 1A1 Fax: 780-594-3480

Or deliver in person to 5513 – 48th Avenue

IMPORTANT NOTICE

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City of Cold Lake

For the purpose of this application, an event that greatly intensifies the use of a City street, park, pathway, open space, facility or is of a nature not in keeping with typical or intended use of the space and needing City of Cold Lake permission to be held, will be classified as a special event. Any individual or organization wishing to hold a public or social special event, as defined above, on City property, will be subject to the guidelines contained in this application.

All events held on City of Cold Lake property require proof of liability insurance in favour of the City of Cold Lake. The event organizer shall obtain Commercial General Liability insurance in an amount no less than \$2,000,000.00 per occurrence against loss or damage resulting in bodily injury or death; or loss or damage to any property from one incident. The Policy shall name The City of Cold Lake as an additional insured, and shall protect the City from all claims for damages, injury, or death arising out of any act or omission on the part of the event organizer, its servants and/or agents and be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without written notice to the City of Cold Lake. The City of Cold Lake reserves the right to set higher insurance limits and/or additional coverage for the event, if it is deemed necessary by the City.

The CAO or designate may request additional information if deemed necessary to assess the application.

CHECK LIST OF SUBMISSION REQUIREMENTS									
Completed and Signed form		Building Permit							
\$500 Damage Deposit Received	ved		Development Permit						
Proof of Insurance			□ AGLC License						
Vendor's Permit			□ Security						
Safety Code Inspection Repo	rt		□ Noise Permit						
Business License			Electrical Permit						
Occupancy Permit			□ Gas Permit						
Road Closure Permit			Healt	h Inspection					
		OFFICE L	JSE ONL	JSE ONLY					
Date Received:	Received By:		Approved Rejected						
Signature of Community Service	s GM:	:		Date:					
Comments/Conditions:									
Date Phoned:	Date Emailed:		Date Formal Letter Sent:						
Deposit Returned in Full		□ Yes □ No		Date Deposit Re	turned (full or partial):				
Partial Deposit Returned				Comments:					
		EMAIL NOTIFICA	TION CHI	ECKLIST					
Fire Rescue	□Ye	es 🗆 No	Community	Services	□ Yes □ No				
Ambulance	□Ye	es 🗆 No	Infrastructur	e Services	□ Yes □ No				
Municipal Enforcement	□ Ye	es 🗆 No	Planning & I	Development	□ Yes □ No				
RCMP			CAO 🗆 Yes 🗆 No						
Notification Sent By:		Date:							

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QUICK REFERENCE SHEET								
Type of Permit	Contact Information	Form						
Road Closures	Infrastructure Services Denise Pollard dpollard@coldlake.com	Temporary Road Closure Application						
Noise	Community Services Glenn Barnes gbarnes@coldlake.com	Noise Permit Application Form						
Business License	Planning & Development planning@coldlake.com	Business License						
Mobile Food Vendors	Planning & Development planning@coldlake.com	Business License Vendor's Permit						
Serving of Alcohol	Fire Chief: Jeff Fallow <u>ifallow@coldlake.com</u> Alberta Gaming, Liquor and Cannabis (AGLC) <u>https://aglc.ca/</u>	Inspection Report Occupancy Permit Private Special Event Licence Security Personnel						
Fireworks	Fire Chief: Jeff Fallow jfallow@coldlake.com	Use Permit						
Temporary Structures	Planning & Development planning@coldlake.com	Building Permit Application						
Temporary Power	Planning & Development planning@coldlake.com	Electrical Permit Application						
Temporary Gas or Propane	Planning & Development planning@coldlake.com	Gas Permit Application Health Inspection may be required						
Event lasting 7 or more consecutive days	Planning & Development planning@coldlake.com	Development Permit Application Form - Major (Commercial)						