

SPECIAL EVENT APPLICATION

SECTION 1: APPLICANT INFORMATION						
Applicant Name:	Application Date:					
Organization Name:		Non-Profit Society: ☐ Yes ☐ No				
Mailing Address:						
Phone Number:	Email:					
SECTION 2: EVENT INFORMATION						
Name of Event:	Location/Address:					
Date of Event:	Start Time:	End Time: including tear down				
On Site Contact Name:	Phone #:					
Number of Event Workers/Volunteers:	Estimated Number of Participants:					
How will garbage be managed and removed? ☐ Event Worke	rs/Volunteers	Other (specify):				
SECTION 3: EVENT DETAILS						
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 may 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 or 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.				
Please provide a diagram of the location, layout, and timeline of events:						
		Timeline of events:				
		Start: a.m./p.m. a.m./p.m.				
		a.m./p.m.				
		a.m./p.m.				
		a.m./p.m.				
		a.m./p.m.				
		a.m./p.m.				
		a.m./p.m. a.m./p.m.				
		End: a.m./p.m.				
		*Attach additional pages if required				

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Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c), which regulates the collection, use, and disclosure of personal information. If you have any questions or concerns, please contact the FOIP Coordinator by email (legislative@coldlake.com) or phone (780) 594-4494 ext. 7915.



General Manager of Community Services:

Signature:

Additional Conditions:

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SECTION 4: STATEMENT OF APPLICANT

The event organizer shall be held financially responsible for any and all repairs 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

3. To provide any bond of institution which may be required, and					
 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 Applic	cant:	Date:			
SECTION 5: NOTICE TO APPLICANT					
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 City may request additional information if deemed necessary to assess the application.					
OFFICE USE ONLY					
Date Application Received:		Received By:	Received By:		
Submission Require	ments:				
☐ Completed and Sig	ned Form	☐ Business License		☐ AGLC License	
□ \$500 Damage Dep	osit Received	☐ Occupancy Permit		☐ Noise Permit	
☐ Proof of Insurance		☐ Road Closure Permit		☐ Electrical Permit	
☐ Vendor's Permit		☐ Building Permit		☐ Gas Permit	
☐ Safety Code Inspec	ction Report	☐ Development Permit		☐ AHS Health Inspection	
Email Notification CI	necklist:				
☐ Fire Rescue	□ RCMP	□ Community Services		☐ Planning, Development, Regulatory Services	
☐ Ambulance	Ambulance ☐ Municipal Enforcement ☐ Infrastructure		cture Services	□ CAO	
□ Other:					

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☐ Approved

Date:

□ Rejected

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