

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
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: _____

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:

Submission Requirements:

- | | | |
|--|--|--|
| <input type="checkbox"/> Completed and Signed Form | <input type="checkbox"/> Business License | <input type="checkbox"/> AGLC License |
| <input type="checkbox"/> \$500 Damage Deposit Received | <input type="checkbox"/> Occupancy Permit | <input type="checkbox"/> Noise Permit |
| <input type="checkbox"/> Proof of Insurance | <input type="checkbox"/> Road Closure Permit | <input type="checkbox"/> Electrical Permit |
| <input type="checkbox"/> Vendor's Permit | <input type="checkbox"/> Building Permit | <input type="checkbox"/> Gas Permit |
| <input type="checkbox"/> Safety Code Inspection Report | <input type="checkbox"/> Development Permit | <input type="checkbox"/> AHS Health Inspection |

Email Notification Checklist:

- | | | | |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> Fire Rescue | <input type="checkbox"/> RCMP | <input type="checkbox"/> Community Services | <input type="checkbox"/> Planning, Development, Regulatory Services |
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Municipal Enforcement | <input type="checkbox"/> Infrastructure Services | <input type="checkbox"/> CAO |
| <input type="checkbox"/> Other: | | | |

General Manager of Community Services:

Signature:

☐ Approved

☐ Rejected

Date:

Additional Conditions:

5513 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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.