



SPECIAL EVENT GUIDELINES FOR OUTDOOR EVENTS





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I have a great idea for a new outdoor event, what is the first step I must take?

Once you have read the Special Event Guidelines and are satisfied that you would like to proceed with your event, please complete and submit a Special Event Application. Once received, the Planning and Development Department will contact you to discuss your idea, the feasibility of your event, availability of dates and possible venues.

When is a permit required?

Special Event Permit

There are many outdoor events, festivals, celebrations, sales, games and gatherings in Slave Lake that are classified as special events. Any event or activity held outdoors on public lands (i.e. Town owned land) such as green spaces, parks, streets, boulevards, sidewalks, trails and parking lots will require that a Special Event Permit is issued prior to the event taking place. Special Event Permit applications should be submitted a minimum of 4 weeks prior to the event. The person signing the application form is responsible for ensuring that all conditions of the Permit are met. Applications are required for one time, annual, or infrequent events.

These include, but are not limited to:

- Bicycle/Foot Races, Walks/Runs/Marathons, Sidewalk Sales, Tent Sales, Sidewalk Cafes' or Patios, Parades, Block Parties, Weddings, Celebrations, Family Reunions, Fundraisers, Open Air Concerts, Fitness Classes in Parks and Car Shows.

Please Note: If you are planning a Walk and there will be no more than fifty (50) participants involved, a Special Event Permit will NOT be required.

If you are planning an event within the Multi-Rec Centre (MRC), the MRC Parking Lot or at the Ball Diamonds a Special Event Permit will not be required. Instead, please contact the Community Services Receptionist at 780-849-8028. Please note that this does not apply to the Curling Rink Parking Lot, where a Special Event Permit will be required.

Occupying Space/Change in Use Development Permit

If you are planning **an event on private or public lands that is "commercial" in nature** i.e. tent sale, sidewalk sale, car sale, outdoor patio or café, flea market, etc. you will require an Occupying Space/Change in Use Development Permit prior to the event taking place. Please contact the Planning Department at 780-849-8004 for more information.



Exemptions

If you are planning ***an event to be held within a private facility*** i.e. church, hall, residence, school, etc. that is not owned by the Town of Slave Lake, a Development Permit or Special Event Permit is NOT required.

If you are planning an event to be held on private lands that will be outdoors and the event is not “commercial” in nature i.e. not-for profit event such as a fund raiser, awareness or educational event, or a private family event a Special Event Permit is NOT required.

If you are planning a family event i.e. birthday party, that is to be held outdoors on public land i.e. Town Park and the event will not include more than fifty (50) people, a Special Event Permit is NOT required.

Why should I obtain a permit?

The Special Event permit process will assist you in identifying items to include in planning your event. The safety of the public and volunteers attending the event are of the utmost importance to the Town of Slave Lake. The process will assist to identify additional permissions, insurance, and/or licenses required. Communicating with the Planning and Development Department will ensure other Town departments are notified and that approval is received for the event. In addition we can provide additional assistance as necessary.

Please note that all public spaces are accessible to the public at all times. Therefore, organizing a private event and **restricting access to the public will not be permitted.**

Play structures in Parks must be made available to the public at all times unless special permission has been granted.

Applications will be forwarded to applicable departments for approval.

- Community Services Department
- Operations Department
- Enforcement Services
- Town Administration
- Town Communications
- Fire Department
- RCMP
- Ambulance
- Alberta Health Services



How long does it take to process my Special Event Application once a booking is in place?

To be sure that all event requirements are met in a timely manner, your Special Event Application must be received at least fourteen (14) days prior to your event, and preferably 4 weeks in advance. All supporting documents such as the Certificate of Insurance, licenses and site plans are due a minimum of fourteen (14) days prior to your event.

Completing and Submitting an Application Form

Please complete the entire form to the best of your ability. The Planning Department will require all the information requested on the application form in order to assist in coordinating efforts to make your event a success.

We will need the following information:

- Completed Application Form (all questions are answered)
- Signature of the Applicant and Landowner
- Copy of Liability Insurance
- A Site Plan

Event Description

A brief overview of the event is required to give direction to the Town of Slave Lake in determining the level of assessment necessary to complete the application process. As the community continues to grow and develop it is important to manage all demands on public spaces. Activities in public spaces impacts businesses and residents in both positive and negative ways. Events must be carefully considered before approvals are given to applicants.

Green Spaces (Parks and Sport Fields)

When booking Green Spaces, consider the activity, not just during the event but access to the event and clean up after the event. Safety and security will need to be included in the outline. Each activity type will require an assessment of their appropriateness for civic property. The applicant will be responsible for providing sufficient information about the proposed activity or event to allow for an assessment by Community Services Department and other related departments as necessary. Supporting documents should be submitted with the application, including insurance, maps and event outlines.



Family Gatherings / Weddings

Town parks provide a beautiful setting for Family Gatherings and Weddings. The most popular site is Schurter Park. Parks are accessible to the public at all times, however depending on the type of the event, the Town of Slave Lake will attempt to limit the bookings at two (2) events per day to ensure the events are successful. Please note that a Special Event Permit is not required for a family gathering or wedding if not more than fifty (50) people will be in attendance.

***Please note the restricting public access to a public space will not be permitted*

Events that utilize Parking Lot Space

A parking lot map must be submitted that clearly shows parking, maneuvering lanes, location of booths and a detailed event layout. This map will be the basis for the inspections of fire, safety, and first aid requirements deemed necessary by the Town of Slave Lake. The Town of Slave Lake Fire Department, Enforcement Services and RCMP will be notified of your event and may conduct a site inspection prior to the event starting.

Do I need to provide a Site Plan?

A detailed Site Plan is required for all events and must be submitted along with your completed Special Event Application form, at least fourteen (14) days in advance of the event. Plans must indicate all activities that will be set up on site i.e. location. The Site Plan should include accessible parking near the event.

Note: There must be clearly marked exits for attendees and a lane dedicated for emergency services. Fire lanes cannot be blocked by vehicles or trailers.

Examples of items to include in your Site Plan:

- Tents
- Power access
- Staging
- Fencing
- Security
- First Aid
- Licensed Area
- Vehicles & Pedestrian Access
- Food Services
- Fire / Emergency Lane
- Portable Potties
- Hand Wash Stations
- Retail Booths
- Display Booths
- Play Structures



On-Site Event Equipment

Depending on the details of your event, you are required to indicate on the Site Plan where you wish to place equipment or other infrastructure at your event. This may include items such as tables, chairs, tents, fencing, portable toilets, stages, etc. Please note that the Town of Slave Lake does not place equipment for events and that you will be required to contact private suppliers. The Town of Slave Lake does not lend or rent out equipment such as tables, chairs, barricades, stages, portable toilets, hand washing stations, etc.

Please note: equipment placement requires prior approval.

Temporary Structures / Tents

- All requests for installation of any object that pierces the ground including fence posts, tent poles/pegs, and sign installation on municipal land **must be pre-approved**.
- There are underground utilities buried below the surface of many parks and sports fields including Town's infrastructure. This infrastructure can be damaged by objects that pierce the ground.
- It is preferred that all structures are secured using cement blocks or sandbags. No tying or securing to park fixtures or greenery (i.e. trees or shrubs) is permitted. Tent pegs can only be used upon prior approval.
- The organizer will be charged for any damages resulting from unauthorized set up methods.
- All tents must meet NFPA (National Fire Protection Association) Standards. A manufacturers' label must be affixed to the tent for inspections.
- Non-Commercial Grade Inflatable Play Structures are not permitted on public land.

Note: *Driving motorized vehicles on any Town Sports Field is not permitted.*

Weather Conditions

Please be advised that the Town reserves the right to cancel an event scheduled at any of its public spaces due to severe weather conditions or other unforeseen event.

Damage to Town Property

Town property is to be protected from vandalism, crowd damage or excessive use during events. All damage costs will be the sole responsibility of the permit holder.



Will my event require insurance?

Yes. All Special Events on Town property or using public roadways, sidewalks or trails require insurance. Insurance is designed to cover event organizers and volunteers for liability claims made by another person related to injury to that person and/or damage to property.

Property owned by the volunteer or personal injury to a volunteer is not covered by this insurance. Volunteers should ensure that they have adequate property insurance as well as insurance for disabilities either through employment or other means.

Proof of insurance must be provided with your Special Event Application. The Certificate can only be completed by an insurance agent. A minimum of two (2) million and as high as five (5) million dollars 'comprehensive general liability' insurance will be required depending on the type of event. All required Certificates of Insurance must be submitted at least fourteen (14) days in advance of the event.

The permit holder must ensure that all subcontractors provide comparable insurance to that which is required by the Town of Slave Lake (i.e. the organization or individual be named as additional insured).

The minimum liability insurance requirements are as follows:

- a) \$2,000,000 Comprehensive General Liability policy with inclusive limits for bodily injury and property damage liability including coverage for participants;
- b) Cross-liability clause: municipality named as an additional named insured. Insurance for the event should commence prior to the use of municipal facilities and end after the event. If municipal facilities are required prior to and extend past the scheduled event, insurance for the event should cover the additional time period for set-up, practice and clean-up, etc.
- c) \$5,000,000 Comprehensive General Liability insurance is required for, (**but not limited to**) the following:
 - Mechanical Amusement Rides
 - Commercial Inflatable Play Structures
 - Parades
 - Pony Rides/Petting Zoo
 - Fireworks
 - Commercial Block Party

Other High-risk activities as determined by the Town of Slave Lake.

Note: Special Event Liability Insurance can be purchased from any insurance broker.



How do I arrange for a road closure?

All road closures must be submitted with the event application form and a detailed map of the closed areas a minimum of thirty (30) days before the event. The detailed map shall include the roads to be closed and the location of all signs and barricades.

- Traffic Control will be required for any event stopping or impeding traffic. The Operations Department will determine what level of traffic control will be required.
- Written notification two weeks prior to your event to residents/businesses/churches, along the route will be required and copies of this notification must be provided to the Planning Department.
- All parking signs and barricades must be rented by an external company. The Town of Slave Lake does not lend or rent.
- No unauthorized painting or any other permanent markings on roadways or walkways will be permitted. If authorization is granted, products must be environmentally friendly.

Volunteers cannot direct traffic in a road closure.

Volunteers can be used to increase the safety of the participants of events, following the rules of the road. Volunteers are required to wear safety vests.

NOTE: The Director of Operations reserves the right to refuse to close any public road at his/her discretion.

Some events require provincial applications and/or approvals from departments such as the Ministry of Transportation and Highways

Walks/Runs/Marathons

All Walks with more than fifty (50) participants will require a Special Event Permit. All Runs/Marathons, regardless of the number of participants, will require a Special Event Permit.

The Town has six (6) preapproved Walk/Run/Marathon Routes which have been designed with public safety in mind. All of these Routes minimize the potential interaction between pedestrians, participants and vehicle traffic.

*Please note that Volunteers, wearing reflective vests, will be required for all Walks/Runs/Marathons requiring a Special Event Permit. **All participants are required to obey safety and traffic rules.***



Can I serve Liquor at my event?

Public events include any event open to the general public, such as beer gardens, festivals or theatre productions. For these events, you need a public special event license (SEL) issued by the Alberta Gaming and Liquor Commission (AGLC).

For more information, please visit: <https://aglc.ca>, or contact 1-800-272-8876.

Please note that AGLC may require up to 6-8 weeks to process an application. As such, if not planned properly, your event may not be properly licensed and as such you will not be permitted to serve liquor at your event.

Can I have a Fire Pit at my event?

You may have a Fire Pit at your event however the Town will not allow the burning of wood pallets or any other wood materials that contains nails, screws or other metal objects. **A Fire Permit is required prior to the event taking place.** Please contact the Fire Department at 780-849-4110 to obtain the required permit.

Fireworks

You may have a Fireworks at your event however a Fire Permit is required prior to the event taking place. Please contact the Fire Department at 780-849-4110 to obtain the required permit.

Music & Musical Performances

If you perform or authorize the performance of copyright-protected music in any public setting, or if you communicate those works to the public, you need permission of the Copyright owners. **It's the law.**

If you apply to SOCAN and pay the appropriate tariff(s) as set by the Copyright Board, you are entitled to use music from throughout the world as well as from Canada. You need a license whether the music is live or played on a CD player, radio, jukebox, video, karaoke, band, etc. You also need a license whether the live performers are paid or not. If you are hosting a public event on municipal property you must apply for and pay the Appropriate SOCAN fee(s). SOCAN is happy to answer any questions about the way you may be using music and the tariffs involved. **Please go www.socan.ca for appropriate forms or call 1.855.957.6226**



Community Standards Bylaw #22-2017

The Town has the ability to regulate or prohibit the making or the causing of noises or sounds in or on a highway or elsewhere in the Town which disturb, or tend to disturb, the quiet, peace, rest, enjoyment, comfort, or convenience of the neighborhood, or of persons in the vicinity. A copy of Bylaw #22-2017 is available on the Town's web page. If your event will require a relaxation of the Quiet Hours, please indicate that on your Special Event Application.

Business License

All "For Profit" Businesses/Organizations must have a valid Town of Slave Lake Business License. More information and application forms available at <http://www.slavelake.ca/198/Business-Licenses>

Electronic Sign Messaging

All local "not for profit" organizations are eligible to submit their public special event to be promoted on the Town owned electronic sign at a cost of \$25.00 per week.

The Town reserves the right to edit or refuse a message.

Absolutely no commercial advertising is permitted on the electronic signs.

For more information regarding advertising on the Community Electronic Signs, please contact the Communication Coordinator at 780-849-8033.

Advertising your Event

Before you put up any signs, check to see what permits might be required. Signs shall not be erected within the Town, except in conformity with the provisions of the Land Use Bylaw #22-2007. Below are a few Sign regulations:

- signs shall not be illuminated nor shall the signs be erected more than seven (7) days before the commencement of the event to which they refer, and shall be removed within two (2) days of the completion of the event;
- all signs shall be developed in accordance with Part 9 of the Land Use Bylaw #22-2007;



- no signs or advertising structures shall not be erected on or affixed to a fence, pole, tree or any object in a public street or private or public place in any district;
- signs shall not be erected so as to obstruct free and clear vision or vehicular traffic or at any location where it may interfere with, or be confused with, any authorized traffic sign, signal or device;
- all Signs **must** contain “Point-of-Sale” Advertising only and **must not** contain “Third Party” Advertising:

"POINT OF SALE ADVERTISING" means advertising that relates to the name of the occupier of the firm, the nature of the business conducted and/or the goods produced, and/or the main products and services sold or obtainable at the premises on which the advertising is displayed. This definition includes Community Signs.

“THIRD PARTY ADVERTISING SIGN” means a sign that contains copy directing attention to a business, commodity, service or entertainment that is conducted, sold or offered elsewhere than on the site where the sign is located.

Emergency Services / First Aid / Security

Emergency access to parks, driveways, walkways and thoroughfares as well as parking lots must be maintained at all times during event operations at a minimum width of 6-metres.

- Emergency vehicle access must be noted on all Site Plans.
- As facilities allow, special event organizers must provide a barrier free environment for visitors to the event with special needs.
- Clearly marked signage is required for visitors requiring special services. Handicap parking spaces, identified viewing areas and washroom facilities that are accessible, including portable toilets are to be located on paved pathways for ease of access if possible.

It is strongly recommended that the event organizer provide certified first aid service on site during the operating hours of the event for attendees, volunteers and staff. The applicant is responsible for the behavior of event participants and are responsible for ensuring appropriate security measures are in place.

Security personnel should be experienced and capable of handling the situations which they may face. They should be scheduled and have a main focal point for communication in emergency situations and the emergency services personnel should they be called for assistance.



Emergency Response Plan

The Planning Department will require an Emergency Response Plan for all events. The amount of detail required will vary for each event. Suggestions include but are not limited to the following:

- Location of access for Emergency Vehicles
- Location of exists
- Sufficient Lighting
- A contact person designated for the Special Event who will be on-site for the duration of the event.

Things to Consider...

- Children's events should include procedures of how to deal with missing children and the steps the organizer will take to minimize and/or communicate.
- Creating a contingency plan for outdoor events is beneficial to think about prior to the event. If an event is cancelled due to weather, how would you communicate to the public?
- Events that involve volunteer participation shall include procedures of how to communicate and identify volunteers at the event.
- Events that impact residents or businesses shall require a notification letter seven days prior of the event. For example a road closure, noise disruptions.
- Depending on the type of event additional documentation may be required. For example, liability insurance, liquor license, special occasion license, temporary food permit, safety authority permit, etc.

How will I Access Park Facilities and Services?

Please contact the receptionist at the MRC (780-849-8028) to discuss your set up requirements (power, water, gates, keys, and garbage cans). Not all parks have these services. Your detailed event Site Plan is very useful when discussing your needs with Town staff.

Should you have any questions; give us a call or email and we would be happy to assist.



Contact Us

To obtain Special Event Permit please contact us or visit the Town of Slave Lake's website at www.slavelake.ca to obtain a Special Event Permit Application form.

Town of Slave Lake
Planning & Development Department
Assistant to Planning & Development

Telephone: 780.849.8004

Email: samantha@slavelake.ca