



Special Event Permit # _____

Application Date: _____

APPLICATION FOR SPECIAL EVENT PERMIT

PLEASE NOTE: Incomplete applications will slow the processing of your application and the event cannot proceed without the approval of the Town. **Complete applications must be submitted a minimum of twenty-one (21) days prior to the proposed event. Failure to provide a minimum of 21 days to process your application may result in the imposition of a \$500.00 late submission fee.** Would you please contact the Planning Department if you have questions or concerns at 849-8004?

1. CONTACT INFORMATION:

Applicant: _____

Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Cell/Alternate: _____

Email: _____

(If Different Than Applicant)

Landowner: _____

Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Cell/Alternate: _____

Email: _____

2. PROPERTY:

Civic Address where Event will be held: _____

Legal Description: Lot _____ Block _____ Plan _____ or, _____ - _____ - _____ - _____ - _____ - W5

Land Use District: _____ Tax Roll #: _____ Qtr. Sec. Twp. Rge. Mer.

The personal information is being collected under the authority of the Municipal Government Act M-26.1 and will be used for administering the affairs of the Town of Slave Lake and provision of services. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Town of Slave Lake FOIP Coordinator.

Landowner's Name **(printed)**

Landowner's Signature

Date

Applicant's Name **(printed)**

Applicant's Signature

Date

3. **CONSENT TO ELECTRONIC NOTIFICATION:**

I consent to receive documents from the Planning Department by electronic means and have provided the following e-mail address to be used by the Town for that purpose.

E-mail address to be used: _____

Landowner's Name **(printed)**

Landowner's Signature

Date

Applicant's Name **(printed)**

Applicant's Signature

Date

4. **APPLICATION DETAILS:**

1. Description of Special Event

2. Date(s) and Hours of the Event _____

3. Estimated number of participants _____

4. Will your event take place in front of the space from which you operate your business (i.e., on the sidewalk)? *(circle one)* Y or N

5. Do you lease your operating space? *(circle one)* Y or N

6. Has the Owner of the building where you operate your business been notified and approved this event? *(Please provide proof of notification from the landowner)* *(circle one)* Y or N

7. You must notify the RCMP regarding the date(s) and time(s) for this Event. *(Please provide proof of notification.) (RCMP: 780-849-3999)* *(circle one)* Y or N

8. Has Liability Insurance been secured for this Event? *(Please attach a copy of the Liability Insurance for this Event.)* *(circle one)* Y or N

If the Event is to be held on or at a Town site, facility, park, public walk, trail, or street, etc. proof of insurance must be provided as part of the application, which indicates the specific event.
 (A minimum of \$2 million and up to \$5 million Liability Insurance is required for the "Specific" Event.)

9. Is the Event to be held at within a Town Park, Parking Lot associated with a Town Park, or Rennie Hall Plaza? *(circle one)*

If the Event is to be held in one of the above parks or the parking lot associated with one of the parks, please contact the MRC Receptionist at 780-849-8028 to book your event. You will be provided with an ActiveNet Receipt Number that confirms your booking.

10. Please provide the ActiveNet Receipt # for your Booking: _____

11. Is there any special equipment you would like to bring into the park for your Event? Y or N
 Please describe: _____

12. If the Event is at Rennie Hall Plaza is power required? *(circle one)* Y or N

13. Have on-site garbage receptacles and washroom facilities been secured? *(circle one)* Y or N

14. Is overnight camping required? *(circle one)* Y or N

15. Is food being offered at this Event and has Alberta Health Services provided approval?
(Please attach a copy of the approval from AHS) *(circle one)* Y or N

(Not required if food consists of fruits and vegetables that have not been processed.) If food vendors are providing food at this event, it is your responsibility to ensure each Vendor has a Food License issued by Alberta Health Services.

16. Is alcohol is being offered or sold at this Event? *(circle one)* Y or N
(Please attach a copy of your Liquor License from Alberta Gaming, Liquor, and Cannabis (AGLC)).

17. Is on-site security needed? *(circle one)* Y or N
(Some Events where alcohol is served are required to provide Security in accordance with AGLC.)

THIS SECTION IS FOR EVENTS INVOLVING A ROAD CLOSURE

18. Does your Event require any Road Closures? (circle one) Y or N

Road closures do not include road crossings and are described as **the closure of a road or street to prevent all vehicle movement on a road or portion of a road for a specified period of time.**

Events that may require a Road Closure are Parades, Street Dances/Parties, Outdoor Garden Markets, etc. Please be advised that the Town does not provide barricades for Road Closures. Please make arrangements for any necessary barricades.

19. If you have answered Yes to a Road Closure, which roads are involved? _____

20. Please provide a Map of the area where the Event will be held including roads that are to be closed and where barricades will be placed.

21. Please include the dates and times for the Road Closure: _____

22. If your Event requires a Road Closure, all businesses operating in the area must be notified as the Road Closure may affect their operation. **This application must include a Road Closure Consent Form signed by all affected businesses that you have discussed the Special Event with.**

23. Applications for a Road Closure must be considered by the Town's Operations Department, the RCMP, Peace Officers, Ambulance and Fire Department. As such, this application will be referred to these various agencies. **Please note that the Town reserves the right to refuse any road closure.**

THIS SECTION IS FOR EVENTS INVOLVING A WALK/RUN/MARATHON

24. The Town has seven (7) pre-approved Routes for walks/runs/marathons for events of varying length (i.e. 2.1 km, 5.0 km, 5.3 km, 5.5 km, and 10 km). These Routes were designed specifically to reduce interaction between pedestrians and vehicles and as such, they limit the number of crossings over public streets, roads and/or railways. **These are the only approved Routes** available for events of this nature in the Town of Slave Lake. Please be advised that the Town does not provide barricades for runs/walks/marathons. Please arrange for any necessary barricades and/or route markers.)

25. Which Route Map are you choosing for your event? _____

26. Please indicate on the Route Map where, if applicable, water/food stations will be located.