



**Town of Sylvan Lake
Policy #R-001-003
Special Events Application Form**

APPLICANT INFORMATION	Name of Group _____
	Applicant Name _____
	Address _____ _____
	Phone (home) _____ (work) _____
	(cell) _____ (fax) _____
	E-mail Address _____
	Alternate Contact _____
	Address _____ _____
	Phone (home) _____ (work) _____
	(cell) _____ (fax) _____
E-mail Address _____	

The applicant, on its own behalf and on behalf of its officers, agents and employees, waives the right to bring any claim against the Town of Sylvan Lake and its officers, agents and employees for any matter arising out of or in any way connected with the Special Events, including claims based on the alleged negligence of the Town or its officer, agents or employees. The applicant further agrees to indemnify and save harmless the Town of Sylvan Lake, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.

The personal information on this form is collected under the authority of the Municipal Government Act for the purpose of processing a Special Events Application. It is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIPP coordinator for the Town of Sylvan Lake at 403.887.2141.

PLEASE READ AND COMPLETE THE FOLLOWING PAGES THOROUGHLY



**Town of Sylvan Lake
Policy #P-001-002A
Special Events Application Form**

Conditions of Approval

Name and description of the Event

Location of the Event _____

Date(s) of the Event _____

Start Time _____ End Time _____

Time of set-up _____ Time of tear-down _____

Estimated # Participating _____ Estimated # Spectating _____

Is there a fee to participate/spectate? If yes, what is the cost? _____

Are you a registered non-profit/charitable organization? Please provide your registration/societies act number.

Are you requesting to sell goods or services or have additional vendors? Please specify, including the fee of goods or services:

Are you requesting to provide/sell food, beverages or liquor? Please specify, including the fee and note the additional license requirements on page 5:



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How will the proposed Event impact residents and visitors of the Town of Sylvan Lake?

Is the event open to the general public or by invitation only? How will this be controlled?

Please describe the security and safety plans for the event. Include location of security, safety personnel, first aid/ambulance, emergency communication, etc.

Do you intend to set-up equipment such as tents, tables, chairs, additional toilets, fencing, signs, speakers, etc? Please specify all and locations:

What type of environmental impact will this Event have on the Town of Sylvan Lake? For example, will there be large amounts of emissions emitted into the air or large crowds on grass/wooded areas?

What is the Event plan for garbage and recyclable collection and disposal during the event? Please specify:



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Will you require assistance from the Town of Sylvan Lake, the RCMP, the Fire Department or other? Please specify:

What is the plan for pedestrian and traffic/parking control? Please specify:

Will you require road closures/barricades for your Event? Please note and specify locations and list on the map provided.

If your event runs on multiple days, please provide a detailed after hours security plan of the site:

What type of signage will be used to advertise or direct traffic to the event? Please submit an example and provide the locations that the signs will be placed to the Town of Sylvan Lake for approval.



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Event Check List

- Y/N Is the Town of Sylvan Lake Special Events Application complete and approved?
- Y/N Have you submitted Insurance with Town of Sylvan Lake listed as ‘Additionally Insured’?
- Y/N If food will be served, has a DTHR /AHS permit been issued for the Event?
- Y/N If liquor is being served, have you obtained the appropriate liquor license and host liquor liability? Has a copy of the host liquor liability been submitted to the Town?
- Y/N If tent or other structures will be staked into the ground has an Alberta 1st Call been complete?
- Y/N Are all facility or location bookings confirmed, including set-up requirements?
- Y/N Have you obtained a business license for the Event if necessary?
- Y/N Have road closures and use of barricades been approved?
- Y/N Has an example of signage been provided to the Town of Sylvan Lake?

****Upon approval of your application, a \$1,000.00 security deposit will be required to the Town of Sylvan Lake for any costs/damages which may be incurred.****

Group Name

Signature
(Specify name if different from above)

Date