

POLICY TITLE: SPECIAL EVENTS POLICY
POLICY #: R-001-003
EFFECTIVE DATE: June 28, 2010
ADOPTED BY COUNCIL ON: June 28, 2010
RESOLUTION #: 255.06.10
SUPERCEDES: P-001-002B

POLICY STATEMENT:

The Council of the Town of Sylvan Lake believes that this Policy will promote a consistent approach to approving Special Events within the Town of Sylvan Lake.

THE PURPOSE OF THIS POLICY IS TO:

Allow the Town of Sylvan Lake to facilitate special events while preserving and protecting publicly owned facilities. It will endeavour to ensure compliance with laws, address public health and safety & the impact of events on adjacent neighbourhoods.

DEFINITIONS

Special Event: activities, including parades, occurring in the Town which are open to or intended to attract the general public and will take place in/on publicly owned facilities.

Event Coordinator: the contact person, applicant or the person making the application to hold a special event.

RESPONSIBILITIES

The Community Services Committee is responsible to permit or deny events within the Town.

The Chief Administrative Officer may designate a member of staff who shall be responsible to act as the liaison with the Event Coordinator.

The Event Coordinator is responsible to ensure that all requirements and conditions of the Special Event are met, including clean up in a timely manner, to the satisfaction of the Town of Sylvan Lake.

PROCEDURES

For events within the Town of Sylvan Lake, an application (Schedule A) should be completed and forwarded to the Recreation, Parks & Culture Department no less than four (4) weeks prior to the proposed event.

The submitted Special Event Application will be distributed to Town of Sylvan Lake Municipal Enforcement, Public Works, Recreation, Parks & Culture, Fire Department, Business Licensing, Planning & Development, Executive Assistant and, if applicable, the Sylvan Lake RCMP Detachment and the ambulance provider for comment.

No less than fourteen (14) days prior to the special event the event Coordinator shall provide to the Town:

Certificate of Insurance with minimum liability coverage in the amount of \$2,000,000 (Two Million Dollars) with the Town of Sylvan Lake named as an "additional insured";

Not-For Profit / Charitable Organization registration number (if applicable);

Written description of any/all signs and/or banners to be erected in relation to the event with installation locations. All signage shall comply with the Town of Sylvan Lake Signage Bylaw;

Security deposit in the amount of \$1,000 (One Thousand Dollars).

In the interest of promoting events within the Town, the Chief Administrative Officer may waive, in whole or in part, the requirement of a security deposit provided that the amount of clean up or maintenance that would be required to restore the route or location to its original state is minimal. This does not exempt the applicant from being responsible for any resulting clean up of the route or location at which the event occurs.

Events occurring annually may be approved by the Chief Administrative Officer or his designate and provided to the Community Services Committee and Council as information.

Notice of Approval shall be distributed to Town Council, Town of Sylvan Lake Municipal Enforcement, Public Works, Recreation, Parks & Culture, Fire Department, and, if applicable, the Sylvan Lake RCMP Detachment and the ambulance provider.

Upon completion of the Special Events the Town shall conduct an inspection of the facility, route or location and if satisfied, refund the security deposit to the Event Coordinator.



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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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Special Events Application Form**

Conditions of Approval

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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Conditions of Approval

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