

Special Event Permit Application

Located on Municipal Parks and Any Public Land, Roadway or Operated Facility

Application Date: _____

Contact Information

Sponsoring Group *(If Applicable)*: _____

Business Address *(If Applicable)*: _____

Corporate Registry No *(If Applicable)*: _____

Event Manager: _____

Contact Address: _____

Email Address: _____

Daytime Phone: _____

Cell Phone: _____

Event Information

Name of Event: _____

Description of Event: _____

Proposed Date: _____

Facility/Location Requested: _____

Is the facility reserved: Yes/No

Number of People: _____

Start Time: _____ am/pm Finish Time: _____ am/pm

Time required for set-up: _____

Time required for removal: _____

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Signage Details

Please provide sign details below, you can include a picture or draw and include the sign content:

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	Yes	No	
Are you selling any items?			If yes, a Business License may be required.
Will you be erecting any structures/tents? Will you be using installing electrical or gas/propane services?			If yes, Safety Code permits may be required for some structures, and or any electrical or gas/propane hook-ups to any structure. Please refer to the safety codes section on this application.
Selling or giving food away?			If yes, proper permits must be obtained from Environment Public Health when serving/selling food. Inquire at 780-791-6078
What type of First-Aid will be available to the participants?			Under 750 attendees: First Aid Kit is required. Please specify kit, location, trained personnel, etc. Over 750 attendees: An Emergency Response Plan is required (see pg 8).
Will you have fireworks?			Proof of insurance is required and a permit from Fire Prevention Branch must be obtained before discharging any fireworks. Inquire at 780-792-5519. Permit holder responsible for clean of fireworks debris.
Will you be assembling any inflatables (eg. Bouncy Castles) on the premises?			Ensure you include the inflatables on your insurance.
Will the event take place after 11pm?			If Yes, then permission must be granted. An application for a relaxation of the noise Bylaw must be submitted. For inquires contact the Special Events administrator.
Will alcohol be served?			AGLC license required. http://aglc.ca/licences/specialevents.asp
General Event Security?			If yes, the company name is: _____

For more information regarding Special Event Fire Safety, visit www.rmwb.ca/Municipal-Government/municipal_departments/Emergency-Services---Law-Enforcement/RES/Fire-Prevention/Fire-Safety-for-Businesses-and-Contractors/Fire-Safety-for-Special-Events or contact 780-792-5519

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Site Map

An accurate and detailed map shall be provided. The following information is required for all applications;

- Aerial view of the site
- All structure, tents, signs, etc will be identified with dimensions
- Location of Bouncy castles, dunk tanks, BBQ's, fireworks, etc.
- Site access

Note: Applicants may be requested to provide additional information specific to the event as required.

- Bouncy castles, dunk tanks, tents, fireworks are not permitted on sports fields.
- Driving on grass/sports fields damages turf and irrigations systems, the permit holder will be responsible for turf damage

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Civic Services Request

An event may require any additional services from the RMWB, please identify what services will be requesting;

	Yes	No	
Special Event Policing			If yes, provide the special event policing plan
Road Closures			If yes, complete a Utility Installation and Street Occupation Permit from Engineering.
Wood Buffalo Transit System Detours			
Early Access			
Use of Gas Firepits			

To request additional garbage/recycle bins or barricades, please contact: contact.parks@rmwb.ca or call 780-799-5832.

Park washrooms (summer season only - May, Victoria Day weekend through to September, Labour Day weekend): Borealis/Haxton Center, Syncrude Athletic Park, Lions Park and Howard Pew are open from 10am-10pm. To request alternate times, please contact: contact.parks@rmwb.ca or call 780-799-5832.

Note: The Regional Municipality of Wood Buffalo does not rent tables, chairs or portable washrooms. Site clean-up is not the responsibility of the Regional Municipality of Wood Buffalo.

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Safety Codes Permits

Electrical Plumbing and Gas Permits are required when setting up the following events. Trade Shows, Sporting Events, Concerts, Remote Broadcasting, Fairs, Carnivals, Midways, Amusement Parks or other similar events. Whenever a gas, plumbing or electrical system is being installed, added to or altered, permit are required. All applicable Safety Code permit applications will be submitted with this Special Event permit application. Building Electrical and Gas permit applications can be found at www.rmwb.ca/Municipal-Services/SafetyCodes or at Planning and Development located at 309 Powder Drive.

ELECTRICAL PERMITS

Electrical permits are required if you are installing electrical equipment. Equipment such as;

- Generators 4500 watts and larger
- Electrical temp wiring and distributions

PLUMBING PERMITS

Plumbing permits are required if a plumbing system is being installed.

GAS PERMITS

Gas permits are required if gas heaters or tanks sets are being installed.

BUILDING PERMITS

Building permits are also required when structures such as stages, tents and bleachers are being assembled for use or occupy.

Building Permits are required for;

- Tents larger than 10' x 10' or 10 square meters.
Applications to include;
 - Set up instructions i.e. manual
 - Specifications i.e. make and model
 - Flame Resistant Certification (CAN/ULC)
 - Site map
- Stages
Applications to include;
 - Stamped Engineered drawings by an Alberta Professional
 - Site map
 - Setup specifications i.e. manual

If you need help in regards to the permit requirements, documentation or any other questions, please contact Planning and Development at 780 799 8695, stop in and see us at 309 Powder Drive or email current.planning@rmwb.ca.

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Insurance

A valid certificate of insurance specific to the event on the permit application must be provided prior to permit issuance.

PLEASE MAKE SURE THE FOLLOWING CONDITIONS ARE IDENTIFIED ON YOUR CERTIFICATE OF INSURANCE PRIOR TO SUBMISSION:

1. The Regional Municipality of Wood Buffalo, 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 must be added as an 'additional insured, as their interests may appear'. Please be sure to include the full address on the certificate of insurance.
2. Thirty (30) days' notice of cancellation must be present on the certificate.
3. Minimum **\$2,000,000** general liability coverage is required; and
4. A description of the event, including the name and date of the event must be present.

Also, please ensure that the name and the address of the sponsoring group on your application form match's the sponsoring group name and address on your certificate of insurance. If your event is to include special equipment such as bouncy castle or dunk tank; there must be mention of the equipment present on the certificate.

5. 5. If alcohol will be served, you must include Host Liquor Liability for the event. This will be on top of the regular event insurance.

PLEASE NOTE:

The Municipality reserves the right to revise insurance requirement at our discretion.

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Alcohol on the Premises

If you intend to serve alcohol at your event, the following will be required;

1. You will need a license from the Alberta Gaming and Liquor Commission. Copies of the license will be required to be submitted with this application. If you do not have a license call 1 800 272 8876.
2. Alcohol security.
3. An enclosed drinking area is will be provided with a minimum 5 foot high fence around the area.
4. Additional insurance is required as noted under the insurance section of this application.

Emergency Response Plan (where applicable)

An Emergency Response Plan is required if there will be more than 750 people at the event at one time, and must include:

1. Emergency contacts.
2. Map with muster points and evacuation routes clearly labeled.
3. Contingency plans for the most likely hazards (including but not limited to fire, severe weather, missing child and evacuation).
4. Public warning/communication plan (how will you communicate with attendees about where to go in an emergency).

If you require an Emergence Response Plan, contact specialevents@rmwb.ca. Depending on the size of the facility and the event in question, additional information (e.g. transit plan) may be requested.

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Application Guidelines

Event Managers are required to submit a complete special event permit application maximum 8 weeks and minimum 4 weeks prior to an event.

No person shall deviate or authorize a deviation from a permit or terms or conditions of a permit without first obtaining the written permission of the permit issuer.

Site inspections are required to be completed for all Safety Codes permits, it is the permit holders responsibility to request the inspections as outlined in the Safety Codes permit conditions.

A damage deposit may be assessed during the circulation portion of the approval process.

I have contacted Regional Emergency Services Fire Prevention and reviewed Safety Requirements for General Special Events.

Fees associated with the special event permit are to be paid at the time of permit application submittal.

Any late Special Event permit applications will have a penalty applied. Double fees will be assessed and required prior to accepting the application.

I have provided all the required documentation as outlined above in this application and I understand that the processing of this Special Event Permit application could be delayed if inaccurate or incorrect information is provided.

Name of Applicant	Signature of Applicant	Date
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Internal use only	GL:	CC:
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