



# Special Event Permit (Municipal Land/Green Space)

## APPLICATION FORM

**Purpose:** An application for **Special Event Permit** is used to obtain approval to the assembly or meeting of persons for a limited period of time within the RMWB's properties. No person shall deviate or authorize a deviation from a permit without first obtaining the written permission of the permit issuer.

I/We hereby make application under the provisions of Policy FEM-130. No Development Permit is required.

### PLEASE PRINT

#### ☐ Applicant Information

Sponsoring Group (If Applicable): \_\_\_\_\_  
Business Address (If Applicable): \_\_\_\_\_  
Corporate Registry No. (If Applicable): \_\_\_\_\_  
Event Manager: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### ☐ Event Information

Name of Event: \_\_\_\_\_  
Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Proposed Date: \_\_\_\_\_  
Facility/Location Requested: \_\_\_\_\_  
Number of People: \_\_\_\_\_  
Start Time: \_\_\_\_\_ am/pm Finish Time: \_\_\_\_\_ am/pm  
Time required for set-up: \_\_\_\_\_  
Time required for removal: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Application Date

The personal information on this form is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the *Act*. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at [rmwb.ca/pulse](http://rmwb.ca/pulse).



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## APPLICATION CHECKLIST

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Event managers are required to submit a complete application a minimum 4 weeks prior to an event. Any late applications may have penalty applied. Double fees will be required prior to accepting the application.

This checklist of application submission requirements shall be **completed** and **attached** to your Special Event Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission requirements to be **clear, legible, and precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

**All boxes shall be "CHECKED" and information indicated attached to the application.**

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>1. Site Map:</b> shall provide the following information: <ul style="list-style-type: none"><li><input type="checkbox"/> Aerial view of the site (Map can be requested through <a href="mailto:specialevents@rmwb.ca">specialevents@rmwb.ca</a>)</li><li><input type="checkbox"/> Site access and parking area</li><li><input type="checkbox"/> Location of all structures, tents, stages, etc. should be identified with dimensions</li><li><input type="checkbox"/> Location of bouncy castles, dunk tanks, BBQ's, fireworks, alcohol drinking area, First Aid, etc.</li></ul>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>2. Building Plan(s):</b> shall provide the following information for the structures or tents larger than 10m <sup>2</sup> : <ul style="list-style-type: none"><li><input type="checkbox"/> Set up manual or instructions</li><li><input type="checkbox"/> Manufacture specifications</li><li><input type="checkbox"/> Flame Resistant Certification (CAN/ULC)</li><li><input type="checkbox"/> For stages, stamped engineered drawings should be submitted</li></ul>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>3. Signage Details:</b> shall provide the following information: <ul style="list-style-type: none"><li><input type="checkbox"/> Sign dimension including width, length, projection from fixed surface and total area</li><li><input type="checkbox"/> Total height of the sign, measured from grade to the top of sign</li><li><input type="checkbox"/> Clearance height of the sign, measured from grade to the bottom of the sign</li><li><input type="checkbox"/> Contents on the sign</li></ul>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>4. Certificate of Insurance:</b> shall provide the following information: <ul style="list-style-type: none"><li><input type="checkbox"/> Please list the RMWB as an additional insurer with the full name and address: <a href="#">Regional Municipality of Wood Buffalo, 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4</a> on the certificate of insurance</li></ul>



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>Thirty (30)</b> days' notice of cancellation must be present on the certificate
			<input type="checkbox"/> Minimum <b>\$2,000,000</b> general liability coverage is required
			<input type="checkbox"/> A description of the event, including the name and date of the event must be present
			<input type="checkbox"/> If alcohol will be served, <b>Host Liquor Liability</b> must be included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Event Description Form:</b> <input type="checkbox"/> Completed and signed by applicants <input type="checkbox"/> All required documents shall be attached <input type="checkbox"/> Identification and mitigation of potential nuisance factors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Pay Applicable Fees:</b> (as outlined in the Fees, Rates and Charges Bylaw as amended) shall be made payable to the Regional Municipality of Wood Buffalo

Attachments:

- **Event Description Form**
- **Application Form for Special Event Permit**

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## Safety Code Permit Requirements for Special Events

Depending on the type of event, Building, Electrical, Plumbing, or Gas permits may be necessary for set up and operation. This includes trade shows, sporting events, concerts, fairs, carnivals, and other large-scale gatherings.

Check with Safety Codes by calling 780-743-7000, email [permit.inquiries@rmwb.ca](mailto:permit.inquiries@rmwb.ca) or visit us at 9909 Franklin Avenue to confirm what's needed before setup.

All applicable Safety Code permit applications must be submitted in conjunction with your Special Event Permit Application.

Permit application forms are available [here](#).

### Permit Requirements

Electrical Permits are required when any of the following are used:

- o Generators rated at more than 12 KW
- o Temporary electrical wiring or distribution systems

Plumbing Permits are required when:

- o Plumbing systems are installed

Gas Permits are required when any of the following are used:

- o Gas heaters
- o Tank sets

Building Permits are required when any of the following structures are involved:

Tents larger than 10' x 10' and include the following:

- o Setup instructions
- o Specifications (make and model)
- o Flame-resistant certification (CAN/ULC standard)
- o Site map

Stages including the following:

- o Stamped engineered drawings from a certified Alberta professional
- o Setup instructions
- o Site map

Need Assistance?

If you are unsure whether your special event requires permits or have questions about required documentation, please contact Planning & Development Services:

📞 780-743-7000

✉ [permit.inquiries@rmwb.ca](mailto:permit.inquiries@rmwb.ca)

📍 Visit us at 9909 Franklin Avenue, First Floor, Jubilee Centre