

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, TO REGULATE AND LICENSE SPECIAL EVENTS.

WHEREAS the *Municipal Government Act R.S.A 2000, Chapter M-26, and amendments thereto, provides that a Town may pass Bylaws respecting:*

- (a) The safety, health and welfare of people and the protection of people and property;
- (b) People, activities and things in, on or near a public place or place that is open to public; and
- (c) Businesses, business activities and persons engaged in business.
- (d) Providing for systems of license, permits or approvals.

NOW THEREFORE, the Council of the Town of Didsbury in the Province of Alberta, duly assembled, hereby enacts as follows:

TITLE:

1.0 This Bylaw may be cited as the “Special Event Bylaw”.

DEFINITIONS:

2.0 In this Bylaw, the following definitions shall apply:

- a) “Applicant” means a person who applies for a Special Event Permit pursuant to this Bylaw;
- b) “Application” means an application for a Special Event Permit under this Bylaw;
- c) “AGLC” the Alberta Gaming and Liquor Commission (AGLC) is an agent of the Government of Alberta and consists of a Board and a Corporation.
- d) “CAO” means the Chief Administrative Officer of the Town;
- e) “Council” means the Council of the Town of Didsbury;
- f) “Expected Attendance” means the number of people reasonably expected to attend the Special Event including the concert or special event promoters, staff, personnel and entertainers.
- g) “Licensee” means the person who has applied for and obtained a Special Event Permit pursuant to this Bylaw;
- h) “Licensing Officer” means the CAO or his/her designate;
- i) “Non Profit Organization” means an organization:
 - a. Incorporated under the Societies Act,
 - b. Registered under Part 9 of the Companies Act,
 - c. Formed under the Agricultural Societies Act,
 - d. Formed under the Cemetery Companies Act,

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

- e. Registered under Part 21 of the Business Corporations Act if the extra-provincial corporation does not carry on business for the purpose of gain, or
 - i. Incorporated by a private act of the Parliament of Canada or of the Legislative Assembly of Alberta if the corporation,
 - ii. Does not pay dividends to its shareholders or any part of its income to any member for that members' personal benefit, and
 - iii. Does not distribute property to its shareholders or members of its winding up or dissolution.
- f. A school, school district, school division or regional division as contemplated by the *School Act*, RSA 2000, Chapter S-3,
- g. A university, technical institute, college or other post-secondary education institution as contemplated by the *Post-Secondary Learning Act*, RSA 2000 Chapter P 19.5,
- h. A hospital,
- i. A church or religious body,
- j. A Municipal, Provincial or Federal government body or organization, or
- k. Any other entity established under a law of Canada or Alberta for a purpose other than to make a profit.
- j) "Peace Officer" means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the *Alberta Peace Officer Act* or a Bylaw Enforcement Officer employed by the Town;
- k) "Person" means any individual, corporation, partnership or other legal entity;
- l) "Premises" means any land or building situated within the Town, whether owned privately or by the Town
- m) "Permit" means the Special Event Permit issued pursuant to this Bylaw;
- n) "Special Event" means any public or private event, concert, gathering, celebration, festival, competition, contest, exposition or similar type of activity which has an expected attendance of 1000 or more people in a twenty four (24) hour period, including but not limited to the following types of Special Events:
 - i. Music festivals or concerts, including live and/or pre-recorded
 - ii. dances and dance parties
 - iii. rodeos,
 - iv. circuses
 - v. parades
 - vi. tradeshow
 - vii. expositions
 - viii. exhibitions,
 - ix. athletic or sport events, meets or contests, and shows, trials and other competitive events;

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

- A Special Event will be deemed to have an Expected Attendance of 1000 or more people if:
- a. The Special Event is held in a Venue with an occupancy of 1000 or more people,
 - b. The Special Event involves the printing or sale of 1000 or more tickets or invitations; or
 - c. Any advertising for the Special Event implies that attendance at the Special Event will be 1000 or more people.
- o) “Town” means the Town of Didsbury and its jurisdictional boundaries;
- p) “Town Facilities” means any building, structure, or recreational facility owned or operated by the Town. It also includes any land owned or occupied by the Town, including but not limited to:
- a. Town parks, sportsfields, baseball diamonds, recreational areas, parking lots and reserves;
 - b. Land leased to the Town and land for which an interest in land has been granted to the Town;
 - c. Streets within the Town of Didsbury corporate limit.
- q) “Town Services” means any service offered through Town of Didsbury departments including, but not limited to, Fire Services, Protective Services, Public Works and Community Services
- r) “Venue” means the premises where the Special Event is held;
- s) “Venue Owner” means the person who is shown on the Town’s tax roll as being the registered owner of the premises where the Special Event is to be held; and
- t) “Violation Tag” means a tag or similar documents issued by the Town pursuant to the *Municipal Government Act, R.S.A 2000, Chapter M-26* as amended;
- u) “Violation Ticket” means a ticket issued pursuant to Part II of the *Provincial Offences Procedures Act, R.S.A 2000, Chapter P-34*, as amended, and Regulations there under.

EXEMPTIONS:

- 3.1 A Non Profit Organization from the Town of Didsbury is exempt from obtaining a Permit pursuant to this Bylaw if the proposed Special Event has an Expected Attendance of less than 1000 people.
- 3.2 If a proposed Special Event has an Expected Attendance of more than 1000 but less than 2000 people, a Non Profit Organization from the Town of Didsbury is exempt from requiring a Permit if the proposed Special Event meets all of the following conditions:
- 3.2.1 The Special Event does not include consumption or sale of alcoholic beverages at the Venue; and
 - 3.2.2 The Special Event does not require any additional Town Services and/or use of Town Facilities.

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

- 3.3 A Non Profit Organization from the Town of Didsbury organizing a proposed Special Event that has an Expected Attendance of more than 2000 people is required to obtain a Permit pursuant to the Bylaw.
- 3.4 The Licensing Officer reserves the right to waive the application fee for a Non Profit Organization from the Town of Didsbury.

SPECIAL EVENT PERMIT APPLICATION

- 4.1 Applications shall be submitted to the Licensing Officer in writing, on the application form attached to this Bylaw as Schedule “B”, at least ninety (90) days prior to the proposed date of the Special Event. (See Section 4.10)
- 4.2 All applications shall be accompanied by a non-refundable application fee of \$100.00, except where the application fees has been waived by the Licensing Officer.
- 4.3 The Applicant shall agree to enter into an indemnity and hold harmless agreement with the Town to protect the Town from any liability for damage to persons or property caused by way of the issuance of the Special Event Permit, or from the Special Event.
- 4.4 Upon receipt of a completed application, the Licensing Officer may provide the completed application to any or all of the following individuals and agencies for their review and comments:
 - a) Alberta Health Services
 - b) The Town of Didsbury Peace Officers and Bylaw Enforcement Officers;
 - c) The Town of Didsbury Fire Chief;
 - d) The local RCMP;
 - e) The Alberta Gaming and Liquor Commission;
 - f) The Town of Didsbury Planning Department;
 - g) The Town of Didsbury Public Works Department;
 - h) The Town of Didsbury Community Services Department; and
 - i) Any other agency or person which, in the opinion of the Licensing Officer, may assist him/her in determining whether or not issuing the Special Event License is appropriate in the circumstances.
- 4.5 Upon the request by any of the individuals or agencies set out in section 4.4, the applicant shall provide access to the proposed Venue for the purpose of the individual or agency making the request conducting an inspection of the Venue. Upon request by any such individual or agency, the Applicant or Licensee shall accompany the individual or agency representative on the inspection of the proposed Venue.
- 4.6 The Applicant shall be required to provide public liability insurance for the Special Event in the minimum amount of two million dollars (\$2,000,000) or additional amount as specified by the Licensing Officer, naming the Town of Didsbury as an additional insured.
- 4.7 The Licensing Officer may grant relief of any of the requirements listed in this Bylaw where it appears that such an action will not harm the health, safety, welfare and property of the Special Events attendees, Town residents and members of the public. This ability to grant relief shall be limited to those items within the control of the Licensing Officer

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

under this Bylaw and does not relieve the Applicant from any condition or requirement imposed by law, contract or otherwise.

- 4.8 Having consideration to the application and to the comments received pursuant to Section 4.4 of this Bylaw, the Licensing Officer may impose such conditions on the Special Event Permit that he/she in his/her sole discretion, reasonably determines as being necessary to protect the health, safety, welfare and property of the Special Event attendees, Town residents and members of the public including all minimum conditions and requirements set out in Schedule “A” of this Bylaw.
- a) The number and qualification of emergency medical personnel and equipment which must be available at the Venue during the Special Event;
 - b) The number and qualifications of security personnel which must be available at the Venue during the Special Event;
 - c) Safety and security procedures to be in place during the Special Event;
 - d) Expected attendance;
 - e) Parking at the Venue, including providing designated parking areas for the Special Events attendees, restrictions on off-site parking facilities and possible use of on-street parking;
 - f) Transportation and transportation route to and from the Venue;
 - g) Noise abatement and/or monitoring measures;
 - h) Hours of operation of the Special Event;
 - i) Site map of Venue; and
 - j) Such other conditions which are, in the opinion of the Licensing Officer, reasonably necessary to protect the health, safety, welfare and property of the Special Event attendees, Town residents or members of the public.
- 4.9 The authority of the Licensing Officer to grant relief from the requirements of this Bylaw shall be limited to those items within the authority of the Licensing Officer under this Bylaw and does not relieve the Licensee from any conditions or requirements imposed by other Federal, Provincial or Municipal, regulations, bylaws, or contract or otherwise.
- 4.10 A Licensee shall comply with all relevant Federal, Provincial or Municipal laws in existence at the time of the Special Event.
- 4.11 All costs and expenses incurred in meeting the requirements of this Bylaw and any conditions of the Special Event Permit shall be borne solely by the Licensee.
- 4.12 The Licensing Officer shall within 60 days after receipt of a completed Application for a Special Event Permit, approve, approve with conditions or refuse the Application.

REFUSAL OF APPLICATIONS

- 5.1 The Licensing Office shall not issue a Special Event Permit if in the opinion of the Licensing Officer:
- a) The Application is not completed;
 - b) The Application fee has not been paid, and where the Licensing Officer has not waived the Application fee;

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

- c) Any individuals or agencies in Sections 4.4 of this Bylaw were unable to inspect the Venue because the Applicant was unable or unwilling to provide them with access to the entire Venue in a timely fashion;
 - d) The proposed safety or security procedures were inadequate;
 - e) The proposed Venue is inadequate for the proposed Special Event; or
 - f) The proposed Venue lacks the appropriate zoning under the Town's Land Use Bylaw to host the Special Event.
- 5.2 The Licensing Officer may refuse to issue a Special Event License if:
- a) The Applicant has previously operated a Special Event in breach of a condition of a Special Event Permit or a Town Bylaw;
 - b) Any of the individuals or agencies in Section 4.4 of this Bylaw recommends against issuing the Special Event Permit;
 - c) The anticipated noise created by the Special Event would cause an unreasonable disturbance to Town residents or the general public; or
 - d) Issuing the Special Event Permit may harm the health, safety, welfare or property of the attendees, Town residents, or members of the public.
- 5.3 Where the application is denied, the Licensing Officer shall mail and/or email a written notice to the Applicant within five (5) business days after the application is denied. The notice shall include a statement of the reasons the application was denied.

RIGHT OF APPEAL

- 6.1 The Applicant may file a written request with the CAO to conduct a review concerning the refusal of the Permit within ten (10) business days after the date of the written notice. The written request by the Applicant shall contain reasons why the CAO should carry out a review and provide any information that is deemed necessary to help the CAO fulfill such review. After the CAO has received the written request from the Applicant, he/she shall review the written request and provide a response to the Applicant no more than twenty (20) business days after receipt of the written request.
- 6.2 Once the CAO has reviewed the refusal of the Permit pursuant to Sections 6.1, he/she may:
- 6.2.1 Grant a Permit without conditions
 - 6.2.2 Grant a Permit with conditions, or
 - 6.2.3 Refuse to grant a Permit.
- 6.3 The CAO's decision pursuant to Sections 6.1 shall be considered final and binding.

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

LIQUOR/ALCOHOL SERVICE REQUIREMENTS

- 7.1 Without limitations to Section 4.11, any Special Events serving and/or selling liquor/alcohol must meet all requirements of the Alberta Gaming and Liquor Commission.
- 7.2 The Town may require security to be present when liquor/alcohol is served, or in any other case determined to be appropriate by the Licensing Officer.

VALIDITY OF SPECIAL EVENT PERMIT

- 8.1 A Special Event Permit is only valid for one Special Event held on the date(s) as specified on the Special Event Permit.

GENERAL PENALTY PROVISIONS

- 9.1 No Person shall hold, conduct, manage or organize a Special Event unless that Person has obtained and holds a valid Permit pursuant to the terms of this Bylaw.
- 9.2 Any person who provides false or misleading information in an application is guilty of an offence and is liable on conviction to imposition of a penalty as prescribed by this Bylaw.
- 9.3 A Venue Owner must ensure that a Permit has been obtained before permitting the Special Event to take place at the Venue.
- 9.4 The Licensee and Venue Owner are jointly and severally responsible for ensuring that all conditions of the Special Event Permit and this Bylaw are fully complied with.
- 9.5 The Licensing Officer or a Peace Officer may immediately revoke a Special Event Permit where the Licensee or Venue Owner:
 - a) Fail, neglect or otherwise refuses to pay to the Town, the fee prescribed by a provision of this Bylaw;
 - b) Fail, neglect or otherwise refuse to fulfill any or all of the Special Event Permit conditions imposed pursuant to the provisions of this Bylaw;
 - c) Allows the Special Event to be conducted in a manner contrary to the terms of this Bylaw or contrary to the terms and conditions of the Special Event Permit.

ENFORCEMENT AND PENALTY

- 10.1 Any person who has contravened this Bylaw or provisions of a Special Event Permit is guilty of an offence and is liable on conviction to the imposition of a fine of not more than Ten Thousand (\$10,000) Dollars or in default of payment, to imprisonment for a term not exceeding one (1) year.
- 10.2 Where a Peace Officer has reasonable grounds to believe that a provision of this Bylaw has been contravened, that Peace Officer is authorized to issue a Violation Tag to any Person who the Peace Officer has reasonable grounds to believe is responsible for the contravention.

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

- 10.3 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and may be delivered to the person reasonably believed to have contravened this Bylaw by means of actual service upon the person or by mailing a copy to the Person at his/her address as it appears on the Permit.
- 10.4 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued, in lieu of being prosecuted for the offense, shall pay to the Town, the penalty specified on the Violation Tag within seven (7) days if delivered by actual service to the Person and within fourteen (14) business days if served by mail.
- 10.5 Where a Violation Tag has been issued and the specified penalty not paid within the prescribed time, the right of the Person named on the Violation Tag to pay the penalty in lieu of prosecution shall expire and the Peace Officer is authorized to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedures Act R.S.A. 2000, c. P-34*, as amended or repealed and replaced from time to time, to any Person that the Peace Officer has reasonable grounds to believe contravened a provision of this Bylaw.
- 10.6 Notwithstanding Section 9.3, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Tag to any person whom the Peace Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this Bylaw regardless of whether a Violation Tag has first been issued. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.

EFFECTIVE DATE:

- 11.1 This Bylaw shall come into full force and effect upon third and final reading.

| | | | | |
|---|-----------|---------------|------------|-------------|
| READ A FIRST TIME this | <u>22</u> | day of | <u>May</u> | 2018 |
| READ A SECOND TIME this | <u>22</u> | day of | <u>May</u> | 2018 |
| READ A THIRD AND FINAL TIME this | <u>22</u> | day of | <u>May</u> | 2018 |

Mayor

Chief Administrative Officer

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

SCHEDULE "A"

CONDITIONS AND REQUIREMENTS:

Every Licensee to conduct a Special Event shall be subject to the following conditions and requirements:

1. Security Protection:
 - a. Every Licensee shall provide at his/her own expense, on-premises security protection as required by the Licensing Officer. The Licensee shall provide proof of such arrangements to the satisfaction of the Licensing Officer at least thirty (30) business days prior to the date of the Special Event.
2. Police Protection:
 - a. Under the advisory of the local RCMP, the Licensing Officer may impose specific numbers of Peace Officers for the preservation of order and the protection of property in and around the place of the Special Event.
 - b. Where the local RCMP specifies the employment of extra Peace Officers to meet the requirements of this Bylaw, such Peace Officers shall be under the direct control of the local RCMP detachment.
 - c. This Licensee shall cover all expenses associated with police protection at rates approved by the Licensing Officer. The approved rates should be deposited to the Town at least thirty (30) business days prior to the specified date the Special Event is to occur.
3. Water and Sanitation Facilities:
 - a. Every Licensee shall provide at his/her own expense, an ample supply of potable water for drinking and adequate sanitation facilities at the Venue of the event. Water and sanitation facilities shall comply with the requirements of the ***Public Health Act*** pertaining to potable water and sanitation facilities for events of this nature.
4. Food Concessions:
 - a. The Licensee shall comply with the requirement of the ***Public Health Act*** pertaining to food regulations for event organizers and shall ensure any business or community

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

group operating food service establishments by invitation and/or contract of the Licensee comply with the requirements of the *Public Health Act* pertaining to food regulations for temporary food establishment operators, at his/her own expense.

5. Fire Protection:

- a. Every Licensee should provide, at his/her own expense, adequate fire protection as determined by the Fire Chief. If the event is located in a hazardous fire area, a suitable number of fire officials shall be employed by the Licensee, who shall be approved by the Fire Chief. Flammable vegetation and other fire hazards shall be removed in a manner and in such quantity as determined by the Fire Chief. Fire aid and fire extinguishing equipment shall be provided as directed by the Fire Chief.

6. First Aid Facilities:

- a. Every Licensee shall provide, at his/her own expense, first aid facilities at the site of the Special Event, as may be required by the Licensing Officer. If deemed necessary by the Licensing Officer, the Licensee shall provide ambulance services to transport persons attending the event from the site of the event to the nearest hospital where need arises at his/her own expense.

7. Parking:

- a. Every Licensee shall provide adequate parking spaces for persons attending the event by motor vehicle. Such parking areas shall be clearly marked. The Licensing Officer shall approve a Licensee's parking plan before a permit shall be issued.
- b. The Licensee shall provide adequate access and egress to the event Venue and parking areas; therefore necessary roads, driveways and entranceways shall exist to ensure the orderly flow of traffic into the Venue from a highway or road, which is a part of the town system of highways or which is a highway maintained by the Province of Alberta.
- c. A designated special access way for fire equipment, ambulances, and other emergency vehicles shall be required. The Licensee shall submit a traffic and pedestrian management plan for Town approval before a permit is issued. Additionally, the Licensee shall verify the traffic control personnel are under his/her employ to ensure orderly traffic movement and relieve traffic congestion in the vicinity of the event Venue.

Town of Didsbury Bylaw No. 2012-06
THE SPECIAL EVENT BYLAW

8. Illumination:
 - a. Every Licensee planning to conduct a Special Event after dark, or planning to allow persons who attend the Special Event to remain at the Venue after dark, shall provide electrical illumination to ensure that those areas which are occupied are lighted at all times.
9. Noise Control:
 - a. The Town of Didsbury *Community Standards Bylaw 2012-04* must be reviewed and agreed to by the Licensee.
 - b. If sound equipment and/or amplification are to be used, a detailed plan is required to outline any steps to be taken to ensure noise disturbance outside the Venue is minimized and any steps that will be taken to ensure noise is controlled within the event.



SCHEDULE "B"

SPECIAL EVENT APPLICATION PROCESS

PERMIT APPLICATION PROCESS

1. A special event is an organized event, program or service in which the number of people or type of activity affects public use of the Town of Didsbury (the Town) parks, facilities, property or roads, and/or may affect the general public. Please be sure to complete all sections of the application. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. All proposed activities and events are subject to the approval of the Town.
2. Submit your application by mail/delivery-in-person to the Town of Didsbury, Special Events Licensing Officer, Box 790 Didsbury, Alberta T0M 0W0, 1606 14 Street Avenue, or email community@didsbury.ca. Submission of an application does not grant you permission; all applications are subject to review.
3. The Town grants permission to use appropriate public spaces on a first-come, first-served basis. The Town will not consider your submission without a completed application and the appropriate application fee, when required.
4. Upon receiving your application, the Town will contact you to inform you of the status of your application. The Town reserves the right to request additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. Moreover, the Town may postpone approval of the event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may result in denial of a special event application.
5. Applicant is responsible for payment of any necessary advertising of road closures, signing, and barricading costs as identified by the Public Works Department, and to ensure affected businesses and residences are made aware of such closures. The applicant will also pay for the permit and any other costs incurred by Town departments in providing equipment, supplies or manpower for the event.
6. Once all of The Town's requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit may be issued.
7. The Community Services Department processes all applications. A copy of the approved permit must be kept at the special event location and produced on demand.
8. PLEASE NOTE: Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Town and changes/modifications relative to the event from the Town is at the sole expense and risk of the event sponsor.
9. Failure to comply with the conditions of an approved permit could result in the approval being withdrawn, future applications being denied and/or prosecution for breach of Town bylaws.

SPECIAL EVENT RULES AND REGULATIONS

All events and applicant's guests, vendors, concessionaires and exhibitors are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and bylaws of the Town of Didsbury, the Province of Alberta, and the Government of Canada. Below is a summary of some of the Town's Special Events Rules and Regulations.

FACILITIES

1. Any advertising, signage, barricading or staff costs incurred in the closing of roads or other public areas are the responsibility of the applicant.
2. The Town does not provide amenities such as portable washrooms, sound systems, tents, canopies or other equipment.
3. Event organizers will make satisfactory arrangements for access to parking or for the removal of parking that is normally available to businesses or residents. Any related costs are the responsibility of event organizers.
4. Conditions may be added to any Special Event Permit to ensure the safety of the public, protection of property, mitigation of associated risks, and the orderly conduct of the event.
5. Regular facility rental fees will be charged for special events.

ROADS

1. Events will not conflict with road or utility construction or maintenance activities.

PARKS

1. Signage may not be attached to trees, park furniture, existing signs or buildings and must be removed after event.
2. Flowers, trees, shrubs and other vegetation may not be cut, moved, removed, nor have wires or ropes attached.
3. The Town may charge and collect damages from event organizer(s) if site is left in an unacceptable manner and requires clean-up or repair. This includes garbage, turf damage etc.
4. The Town reserves the right to cancel green space bookings due to potential site damage incurred from heavy traffic on site during or immediately following inclement weather.

APPLICABLE BYLAWS

Event Organizers are responsible to be aware of municipal bylaws that may affect their events. These bylaws are available on the Town of Didsbury website at www.didsbury.ca

CANCELLATION

- All cancellations must be made in writing within no less than 14 days of the scheduled event date.

CONTACT INFORMATION

For more information or special event support please contact

Town of Didsbury Community Services Department

PO Box 790

Didsbury Alberta T0M 0W0

community@didsbury.ca

Phone: 403-335-339



APPLICATION No. _____
(Year /No.)

Community Services Department
Box 790, 1606 14 Street Avenue
Didsbury AB T0M 0W0
Phone: 403-335-3391

SPECIAL EVENT APPLICATION

Instructions: Before completing this application, please read carefully the sections on Special Events Rules and Regulations on the previous pages.

APPLICANT INFORMATION

Organization Name _____

Name of Event Organizer _____

Organization Street & Mailing Address _____

Email Address _____

Daytime Phone _____

Cell _____

Event Day On-site Supervisor
(if different from event organizer) _____

Phone _____

Cell _____

EVENT INFORMATION

SPECIAL EVENT NAME

LOCATION AND DATE

1st Choice _____ Specific Location _____ Date _____

2nd Choice _____ Specific Location _____ Date _____

SET-UP AND TAKEDOWN

Event Set-up to begin on _____, 20____ at _____ am ☐ pm ☐

Event Takedown to end by _____, 20____ at _____ am ☐ pm ☐

DAY OF EVENT

No. of Participants _____

No. of Spectators _____

Event Start Time _____

Event Finish Time _____

WEATHER CONTINGENCY PLANS☐ Proceed with full event☐ Cancel☐ Alternate Location☐ Describe _____**INSURANCE**☐ Copy attached - \$2 million liability insurance with the Town of Didsbury named as Additional Insured.☐ Copy attached – \$5 million liability insurance (High Risk Events) with the Town of Didsbury named as additionally insured.**EVENT ACTIVITIES**

All event activities are subject to the approval of The Town of Didsbury. Certain event activities may require separate permits from The Town and the Province of Alberta. These include sales, sampling or giveaways of food, alcoholic & non-alcoholic beverages or merchandise or road closures. If any question below is answered "YES", you will need to contact the appropriate authorities. Please note that in some Town parks and facilities, there are agreements in place with the concessionaire and outside food may not be brought in. For information on any possible Town permit, contact either the numbers noted below or the Community Services Department at 403-335-3391

Will your event include any of the following?**FOOD:**☐ YES☐ NO

If YES, will it be sold or served?

☐ SOLD☐ SERVED**NON ALCOHOLIC BEVERAGES:**☐ YES☐ NO

If YES, will it be sold or served?

☐ SOLD☐ SERVED

- Alberta Health Services must be contacted at least 14 days prior to the proposed special event in order to complete the submission form for a Temporary Food Establishment (Vendor) Notification **or**
- Contact Alberta Health Services for a Special Event Permit – 403-341-2155

ALCOHOLIC BEVERAGES:☐ YES☐ NO

If YES, will they be sold or served?

☐ SOLD☐ SERVED

Alcohol is only allowed on Town of Didsbury select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Host liability insurance is also required. Please contact the Alberta Gaming & Liquor Commission at 403-341-2656.

MERCHANDISE SALES☐ YES☐ NO

If YES, please specify that will be sold:

TENTS AND CANOPIES

Do you plan to erect tent(s) or any other canopies?

☐ YES☐ NO

If YES, describe and give the quantity of tents and/or canopies along with the sizes of each:

- In several parks, **staking is not allowed**. Call Alberta First Call at 1-800-242-3447 to arrange utility location where spiking or staking is requested.

STAGES, BOUNCERS, PORTABLE TOILETS, DUMPSTERS, FENCES AND BARRICADES, AND OTHER STRUCTURES

- If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures.

PROMOTIONAL SIGNS OR BANNERS☐ YES☐ NO

If yes, a separate permit from The Town of Didsbury Planning and Development Department may be required, call 403.335.3391 for more information.

AMPLIFIED SOUND

Do you plan to use any device to amplify sound?

☐ YES

☐ NO

If YES, please specify for what purpose:

If amplification is for musical purposes, please specify what type of music?

☐ LIVE

☐ RECORDED

Will the music include content that might be offensive to certain audience listeners? ie: profanity etc.

☐ YES

☐ NO

ELECTRICAL ACCESS

Will you require access to electrical power?

☐ YES

☐ NO

If YES, please specify how much and for what purpose:

SECURITY

Will your event require overnight security?

☐ YES

☐ NO

If YES, please specify what security measures have been planned.

VEHICLES

There are no motorized vehicles allowed on the Town of Didsbury parks or trails. The Town of Didsbury may consider granting vehicle access if there is a reasonable request by the event organizer. Parking for event staff/participants is only available at parking lots and designated street parking.

Are you requesting permission to operate staff/supply vehicles in The Town of Didsbury parks or trails?

☐ YES

☐ NO

IF YES No. of Vehicles _____ Type of Vehicles _____

(Car, Trucks, ATV &/or Gators)

**Any driving on grass or athletic fields may result in the organizers
being charged for replacement of damaged turf.**

FIRST AID, EMERGENCY RESPONSE

Please outline your plan for provision of first aid services and emergency response.

FIREWORKS AND PYROTECHNIC DISPLAYS

Will your event feature any pyrotechnic devices?

☐ YES☐ NO

If YES, please contact Didsbury Fire Department 403-335- 3222 and submit all appropriate paper work for review.

Please reference Town of Didsbury **BYLAW 2007-26 (Prohibition of Fireworks, etc)** for further information.

SPECIAL CONSIDERATIONS☐ YES☐ NO

(Horse Drawn Carriage, Hot Air Balloon Launches etc.)

If YES, Please specify details:

ROAD / STREET CLOSURE☐ YES☐ NO

Name of all roads/streets requested for full or partial closure:

Specify time frame involved in closures (and attach a map of road closure location):

ROUTE MAP

If your event is a run, walk, parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to the Town of Didsbury approval and use of any roads must be approved by the Town. If you are requiring road closure, the cost incurred for this service is the responsibility of the applicant. Additionally, the Town of Didsbury is not responsible for any costs associated with the denial of a proposed route.

SITE MAP

Please provide a site map on a separate sheet. The site map should indicate the precise location of the following: all sources of amplified sound; tents and canopies; stages; inflatable's; portable toilets; dumpsters; fences, barricades and other structures; proposed driving paths for all equipment and supply vehicles; and location of alcohol, food and merchandise service, as well as all emergency routes. All site maps are subject to the approval of the Town of Didsbury.

ALL APPLICATIONS MUST INCLUDE A MAP.

SIGNATURE

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 Didsbury and its officers, agents and employees for any matter arising out of or in any way connected with the Special Event, including claims based on the alleged negligence of the Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless the Town of Didsbury, 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.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Didsbury bylaws and agree to abide by them.

Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied, and/or prosecution for breach of The Town of Didsbury bylaws.

Sponsoring Group (or) Name of Applicant _____

Per (or) Signature _____ Date _____

This information is being collected for the purpose of the issuance of a Special Event Permit pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 32(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and distribution of this information you may contact the Town of Didsbury FOIP Coordinator at 403-335-3391.

| | |
|---|-----------|
| TOWN OF DIDSBURY USE ONLY | |
| Special Conditions | |
| <ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ | |
| Special Conditions Accepted by Applicant | |
| Per: _____ | |
| | Signature |

| | |
|------------------------------------|---------------------|
| TOWN OF DIDSBURY USE ONLY | |
| Date Received: _____ | Application # _____ |
| Town Approved | |
| PERMIT # _____ | |
| | |
| Chief Administrative Officer _____ | Date _____ |
| Licensing Officer _____ | Date _____ |

SCHEDULE "C"
Special Event Permit



TOWN OF DIDSBURY
Box 790 Didsbury, Alberta T0M 0W0
Ph: 403.335.3391 Fax: 403.335.9794
www.didsbury.ca

SPECIAL EVENT PERMIT

This is to certify that

Has been issued

SPECIAL EVENT PERMIT #

to hold a special event
within the municipal boundaries of the

This permit is issued to the above special event and is accepted and held by the above; subject to any or all by-laws, rules and regulations that are new, or hereafter may be in force.

License valid from _____ **until**
(date) (time)

(date) (time)

Licensing Officer