



# SPECIAL EVENT PERMIT APPLICATION GUIDE

## Description (Special Events Policy C-S-9)

Council deems it in the public interest to allow community and public events to occur on Town-owned parks, open spaces and Town-controlled streets, while also providing guidelines to mitigate and prevent conflicts within public spaces and minimize risks to users and the Town.

“Special Event” means an event taking place on public property, including but not limited to Town parks, open spaces, trails or roadways, that meets one (1) or more of the following criteria:

- Open to the public, with or without an admission fee.
- Involving more than fifty (50) attendees.
- Advertised through newspaper, website, social media or site signage.
- Involves the consumption of alcohol.
- Involves the use of bounce houses or similar inflatable amusement devices.
- Requires a building permit for tents, stages or other structures.
- Could potentially involve several attendees that could not be managed in a facility/park without special measures in place.
- Has the potential to strain emergency services resources.
- Will have a foreseeable impact on the regular flow of traffic and/or the normal use of the public property by other members of the public.
- Requires the approval of a regulatory agency, including but not limited to the Town of Edson, Alberta Gaming, Liquor, and Cannabis, or Alberta Health Services.
- Takes place on a Town road.

If your event meets one of the above criteria, event organizers must complete a Special Events Application.

## Submission Information

Complete applications may be submitted by email to [specialeventpermit@edson.ca](mailto:specialeventpermit@edson.ca) or in person at the Civic Centre located at 605-50 Street, Edson.

If you have questions about the application form or the application process, please contact 780-723-4403.

## Applicable Bylaws and Policies

Special Event organizers must ensure event plans can be carried out in accordance with the following Town of Edson Bylaws and Policies:

- i. Special Events Policy No. C-S-9
- ii. Traffic Bylaw No. 2291
- iii. Bylaw No. 2025 (regulates activity on park lands)
- iv. [Temporary Road Closure or Usage Policy P-T-1](#)

## Application Timelines

- Events three (3) days or less in duration will require Community and Protective Services approval, and applications must be submitted thirty (30) days prior to the event.
- Events between four (4) and five (5) days in duration will require CAO approval, and applications must be submitted thirty (30) days prior to the event.
- Events exceeding five (5) days will require Council approval, and applications must be submitted forty-five (45) days prior to the event.

It is recommended that event organizers submit their application as early as possible to ensure there is plenty of time to work out the necessary permit details prior to the event. Please give yourself plenty of time to secure needed permits from the Town of Edson, AGLC and AHS.

## Site & Roadway Maps / Road Closures

The permit holder must contact the Town of Edson Emergency Services Department for any necessary road or lane closures or restrictions. If your event requires the use or closure of a Town road, your application must include detailed maps showing the routes for races/walks, all road closures or usage areas, assembly and dispersal points, and specific locations of barricades, first aid stations, tents, restrooms, stages, food services, seating, fencing, and vehicles. Additionally, applications must provide a description and a general activity map for consideration.

Barricades may be available from the Town of Edson Public Works Department by calling 780-723-6461. Please Note: they must be booked in advance.



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## Marketing

Ready to showcase your event? If it meets the guidelines, don't forget to advertise it on the Town Calendar! @www.edson.ca/submit.

## Insurance Requirements

The minimum insurance requirements are as follows:

**General liability insurance must have a policy limit of at least \$2,000,000 per occurrence, with a waiver of subrogation favoring the Town and listing the Town of Edson as an additional insured. For large or high-risk events involving liquor, pyrotechnics, extreme sports, bounce houses, etc., a minimum liability insurance of \$5,000,000 is required, also with a waiver of subrogation favoring the Town and listing the Town as an additional insured. Bounce houses must be specifically listed on the Commercial General Liability (CGL) policy.**

The insurance policy MUST meet the following criteria:

- The Town must be listed as an additional insured.
- The certificate of insurance must have a waiver of subrogation in favor of the Town.
- The Town must be designated as a certificate holder.
- The policy must contain a cross-liability clause.
- The policy must contain a contractual liability clause.
- The policy must include a non-owned automobile clause.

The policy must be endorsed to provide the Town with 30 days' written notice of cancellation.

- Where alcohol is served or sold, the Event Applicant must obtain an extension to normal general liability insurance to include host liquor liability.
- Some events may require additional insurance, such as policy endorsements, secondary insurance policies, or increased coverage limits.
- Event organizers have the option to purchase insurance from their preferred provider. The following is one available option:  
<https://edson.instantriskcoverage.com/>

## Emergency Response Plan

As a resident planning a special event, it's crucial to prepare for any unexpected emergencies. A well-crafted Emergency Response Plan (ERP) ensures the safety and well-being of all attendees. Below is a brief description of what should be included in your ERP which **MUST** be included as part of the Special Event Application.

- Medical Emergencies
- Fire Emergencies
- Location of Emergency Equipment
- Safety Zone/Muster Point and Evacuation Plan
- Missing Person/Child
- Extreme Weather
- Downed Power Lines
- Children, Elderly Adults, Persons with Disabilities or Medical Illness

## Concession, Beverage, & Food Services

The provision of food and non-alcoholic beverages must be identified at the time of application. Services must meet Alberta Health Services standards & requirements. Information can be found at:

<https://www.albertahealthservices.ca/eph/page13999.aspx>

## Event Liquor Services

In Alberta, you need a special event license to sell or provide liquor at:

- Private events: open to invited guests or members only. You can apply for a special event license (SEL) online at <https://aglc.ca/event-licence/>
- Public Events: open to the public (e.g. Festivals, beer gardens.)

To apply for a public special event license for events open to the public, contact AGLC at:

- Phone: 780-447-8846
- Email: [specialeventlicensing@aglc.ca](mailto:specialeventlicensing@aglc.ca)

AGLC recommends you apply for your license at least 14 days prior to your event.

## FOIP Act Policy

Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act to evaluate the Event Permit Application. Please forward any questions or concerns to the FOIP Coordinator at FOIP@edson.ca.



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## Service Requirements

It is the responsibility of the event organizer to identify any on-site set up of structures, such as tents or booths at the time of application. “Alberta One Call” must be contacted to identify buried service locations in the event of spiking or staking.

<https://utilitysafety.ca/wheres-the-line/click-before-you-dig/>

## Event Supervision

An on-site **Event Supervisor** must be appointed and will be responsible for coordinating set-up and clean-up details. A **Safety Supervisor** may be requested to ensure the area (or route) and activities are safe for participants and spectators. The **Event Organizer** is responsible for leaving the area clean and litter-free and is responsible for any property damage that may occur during the event.

Conditions of the Permit must be met and maintained by the applicant for the duration of the event. The Special Event Permit must be posted or readily available electronically.

The Event Applicant is responsible for the clean-up and removal of all garbage and debris upon completion of the event to the reasonable satisfaction of the Town, and for the repair, at the Applicant’s own cost, of any damage to Town property that may have been sustained in connection with the event.

## Community Notification & Event Advertising

It is the responsibility of the applicants to provide notice to all residents, businesses or organizations directly affected by the event. The event organizers are responsible for advertising event dates, times, and locations that may impact use of public-owned property to the community.



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