



Office Use Only

Application # _____

Received Date: _____

Received By: _____

Special Event Permit Application

(Please review the Special Event Policy before completing this application.)

APPLICANT INFORMATION

Organization Name: _____	Phone Number: _____
Name of Event Organizer: _____	Phone Number: _____
Mailing Address: _____	Postal Code: _____
Email Address: _____	
Event Day On-Site Supervisor: _____	Cell Phone: _____
Organization Status: <input type="checkbox"/> Charity <input type="checkbox"/> Non-Profit Society <input checked="" type="checkbox"/> Other: _____	

EVENT INFORMATION

Special Event Name: _____

Special Event Dates: _____

Location: _____

Event Start Time: _____ Event End Time: _____

Set-Up to Begin On: _____ at _____ AM/PM

Take-Down to End By: _____ at _____ AM/PM

Number of Event Staff/Volunteers: _____ Number of Expected Attendees: _____

DESCRIPTION OF EVENT

- Block Party
- Community Event
- Concert
- Festival
- Fundraiser
- Parade
- Sporting Event
- Other

Brief Description: _____

EVENT ATTRIBUTES

All event attributes are subject to the approval of the Town of Edson. Certain event attributes may require a separate permit from the Town of Edson, Alberta Health Services, and/or the province of Alberta.

Will Your event be open to the public? Yes No, Invite Only

Does your event have an age restriction? Yes No

If yes, please explain:

Will your event include any of the following?

Food and Non-Alcoholic Beverages Yes No

Organizers must follow guidelines set by Alberta Health Services and complete a special event notification. Organizers must also notify AHS of petting zoos as well as any personal services such as makeup, hair services, face painting, tattoos, sparkle tattoos, etc. More details and application forms can be found at <https://www.albertahealthservices.ca/eph/page13999.aspx>.

Alcoholic Beverages: Yes No

Alcohol is only allowed on the Town of Edson’s 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. Please view guidelines and apply for licensing at <https://aglc.ca/liquor>. Evidence of alcohol licensing and appropriate insurance will need to be provided.

Will donations in any form be solicited/accepted? Yes No

If yes, please specify the means of solicitation:

Gaming: Yes No

All gaming, such as 50/50s, raffles, and lotteries, will require the appropriate licenses from the province of Alberta. Please view guidelines and apply for licensing at <https://aglc.ca/gaming>.

Merchandise Sales: Yes No

If yes, please specify what will be sold:

Will your event require security? Yes No

If yes, please specify what security measures have been planned:

(ex. Overnight security provided by event volunteers, hiring of security company, etc.)

EVENT ATTRIBUTES

Do you require a sidewalk, trail, or park area closure/restriction? Yes No

If YES, please specify details, including the location and dates/times impacted:

Utilities

Please note that the Town of Edson may/may not be able to accommodate requests for access to utilities.

Will you require access to electrical power? Yes No

If YES, please specify where, for what purpose, and the amperage/voltage required.

Will you require access to water? Yes No

If YES, please specify where, and for what purpose.

Do you plan to use any device to amplify sound? Yes No

If yes, please ensure it complies with the Community Standards Bylaw, available at

<https://www.edson.ca/government/bylaws-policies>.

Do you plan to erect tents or any other canopies? Yes No

If your tent requires spiking or staking of more than 30cm deep, call Alberta First Call at 1-800-242-3447 or visit www.clickbeforeyoudig.com to arrange utility location.

Stages, Bouncers, Portable Toilets, Dumpsters, Fences, Barricades, and Other Structures:

Yes No

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

Vehicles:

There are no motorized vehicles permitted on parks or trails. The Town of Edson may consider granting vehicles access if there is a reasonable request by the event organizer.

Are you requesting permission to operate vehicles on Edson parks or trails?

Yes No

If YES, please specify details, including the number and type (car, truck, ATV, etc.) of vehicles:



EVENT ATTRIBUTES

Fireworks and Pyrotechnic Displays:

Will your event feature any pyrotechnic displays? Yes No

If YES, please specify details:

Fire Pits:

Will your event feature any fire pits? Yes No

If YES, please specify details:

Road/Street Closures:

Will your event require the full or partial closure of roads or streets? Yes No

If YES, list the name of all roads/streets requested for full or partial closure:

If YES, please describe how you plan to manage traffic surrounding this event:

Specify timeframe involved in closures: _____

- Attach a map of road closure locations, including where the barricades should be placed.

Parking Lots:

Does your event require the use of Town of Edson parking lots? Yes No

If YES, name the parking lot and state the intended use (i.e. event parking, :

Special Considerations (i.e. Horse Drawn Carriage): Yes No

If YES, please specify details:

Emergency Response Plan

Key On Site Contacts

Event staff and volunteers must know who is in charge in case an emergency decision is required. The person in charge should be available at all times either through a communication device, or by ensuring that he/she/they can be located at the event control centre. If you are working in shifts, please identify the date/time for each contact. If more space is required, please attach a separate sheet.

Name	Day of Event	Contact Number	Date	Hours on Site

On Site Security

Yes No

Name	Day of Event	Contact Number	Date	Hours on Site

On Site First Aid Services

Yes No

Name	Day of Event	Contact Number	Date	Hours on Site

Does the Edson Fire Department have a role in your event?

Yes No

Explain: _____

Contact Name/Number: _____

Does the local RCMP have a role in your event?

Yes No

Explain: _____

Contact Name/Number: _____

Does the Emergency Medical Services have a role in your event?

Yes No

Explain: _____

Contact Name/Number: _____

Important Contacts

Who	How
Alberta OH&S	1-866-415-8690
ATCO Gas	780-723-6020
Emergency Services	9-1-1
FORTIS Power	310-9473
Poison Control	1-800-222-1222
Town of Edson After Hours Emergency Contact	780-723-6300
Town of Edson Civic Centre	780-723-4401
Town of Edson Public Works	780-723-6461

Emergency Response Plan

Emergency Procedures Plan:

This section is to be completed by the event organizer and/or the event organizing committee. The scope of your emergency plan will vary depending on the nature, size, and activities involved in the event. You may want to consider the following:

- Medical emergencies – if the medical emergency is outside the area of expertise for First Aid service on site, what actions will be taken?
- Fire Emergencies – for outdoor events, organizers should follow the Fire Watch protocol as provided by the Town of Edson Fire Department.
- Safety Zone/Muster Point and Evacuation Plan.
- Missing Person/Child.
- Extreme Weather.
- Downed Power Lines.
- Children, elderly adults, persons with disabilities or medical illness.

Location of Emergency Equipment:

AED:	
Fire Alarm:	
Fire Extinguisher:	
First Aid Kit:	
Panic Button:	
Other:	

Report to the Town of Edson any accident, medical incident or injury that took place on Town owned or leased property during the event (including set-up and take-down) that requires First Aid or an Emergency Response.

Please review the ERP with volunteers, vendors, exhibitors, performers, security, first aid personnel and anyone else involved in the event.



Route Map:

If your event is a Run, Walk, Parade, or any 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 Edson's approval and use of any roads must be approved by the Town. Additionally, the Town of Edson is not responsible for any costs associated with the denial of a proposed route.

Site Map:

Please provide a site map that indicates the precise location of all entries, exits, emergency meeting points, sources of amplified sound, tents and canopies, stages, inflatables, portable toilets dumpsters, fences, barricades, and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food, and merchandise service. All site maps are subject to the approval of the Town of Edson.

Insurance:

Valid certificate of insurance showing a minimum liability amount of \$2,000,000.00 and will include the Town of Edson as an additional insured for the date(s) of the event. Large or high-risk events i.e. liquor, pyrotechnics, extreme sports, inflatable bouncers, etc. are required to hold a \$5,000,000.00 liability insurance and will include the Town of Edson as an additional insured. Inflatable bouncers must be listed on the Commercial General Liability (CGL).

Emergency Response Plan

Please provide a plan of how you intend to deal with an emergency or the potential evacuation from the site. If you require a template for planning your Emergency Response Plan, please request that at bmilton@edson.ca

Please submit your completed Special Event Permit application to the Edson & District Leisure Centre by:

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents, and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer because of the other party's actions.

Any personal information on this form is collected under the authority of section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed special event permit application. If you have any questions about the collection, use and protection of this information, please contact the FOIP Coordinator at 780-723-4401.

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 Edson bylaws.

I do solemnly swear (or affirm) that I am 18 years of age or older and 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, the Special Events Policy and any applicable Town of Edson Bylaws and agree to abide by them.

Signature of this document indicates your acknowledgement of the above requirements.

Name of Applicant (please print)

Signature of Applicant

EMAIL:
specialeventpermit@edson.ca

ADDRESS:
 1021 49 Street, Edson, AB T7E 1T7

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, facilities, 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 bouncy castles or similar inflatable amusement devices;
- Requires a building permit for tents, stages or other structures;
- Could potentially involve a number of 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 recadmin@edson.ca or in person at the Edson and District Leisure Centre located at 1021-49 Street, Edson. If you have questions about the application form or the application process, please contact 780-723-7665.

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

Events involving the use/closure of a Town road will require both a Special Event permit and Temporary Road Closure permit which can both be applied for under the Special Events application.

Maps detailing race/walk routes, all roadway closures or use, assembly and dispersal areas, and specific locations of barricades, first aid stations, tents, washrooms, stages, food services, seating, fencing, vehicles, etc. are required. Applications must include a description and general activity map to be considered.

Barricades may be available from the Town of Edson by calling 780-723-6461. They must be booked in advance.

Marketing

If your event meets the guidelines at www.edson.ca/submit, you may advertise your event on the Town Calendar.

Vehicle Access & Roadway Access

Vehicles are prohibited from driving on pathways, park service roads, or open space without written approval.

Insurance Requirements

The minimum insurance requirements are as follows:

General liability insurance with a policy limit of not less than \$2,000,000 per occurrence, including waiver of subrogation in favor of the Town and listing the Town of Edson as an additional insured.

The insurance policy must meet the following criteria:

- The Town must be listed as an additional insured.
- 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 including policy endorsements, secondary insurance policies, or increased coverage limits.
- You may purchase insurance from the provider of your choosing. The following is one available option: <https://edson.instantriskcoverage.com/>

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/>

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

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 605-50th Street, Edson, AB T7E 1T7.



SPECIAL EVENT PLANNING GUIDE

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.