

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:
 - i. Open to the public, with or without an admission fee;
 - ii. Involving more than fifty (50) attendees;
 - iii. Advertised through newspaper, website, social media, or site signage;
 - iv. Involves the consumption of alcohol;
 - v. Involves the use of bouncy castles or similar inflatable amusement devices;
 - vi. Requires a building permit for tents, stages, or other structures;
 - vii. Could potentially involve a number of attendees that could not be managed in a facility/park without specific measures in place;
 - viii. Has the potential to strain emergency services resources;
 - ix. 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;
 - x. 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;
 - xi. 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 1021-49th 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 the permits needed from the Town of Edson, AGLC and AHS (ALBERTA HEALTH SERVICES).

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 a 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 posted 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.**
- 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/>

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 (about 2 weeks) prior to your event.

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/>

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.

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.

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 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.