



<b>OFFICE USE ONLY</b>		
Received Date:	Application #	Received By:
<b>Special Event Permit Application</b> (Please review the Special Event Permit Application Guide before completing this application.)		
Organization Name:	Phone Number:	
Name of Organizer:	Phone Number:	
Mailing Address:		
Email Address:		
Event Day On-Site Supervisor:	Cell Phone:	
<b>EVENT INFORMATION</b>		
Special Event Name:		
Special Event Date:		
Location:		
Event Start Time:	Event End Time:	
Set-Up to Begin on:	at	<input type="checkbox"/> AM/ <input type="checkbox"/> PM
Take-Down to End By:	at	<input type="checkbox"/> AM/ <input type="checkbox"/> PM
Number of Staff/Volunteers:	Number of Expected Attendees:	
<b>DESCRIPTION OF EVENT</b>		
<input type="checkbox"/> Block Party <input type="checkbox"/> Community Event <input type="checkbox"/> Concert <input type="checkbox"/> Festival <input type="checkbox"/> Fundraiser <input type="checkbox"/> Parade <input type="checkbox"/> Sporting Event <input type="checkbox"/> Other	Brief Description:	
<b>EVENT ATTRIBUTES</b>		
<i>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.</i>		
Will your event be open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Invite Only
Does your event have an age restriction? If YES, please explain: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require a sidewalk, trail, or park area closure/restriction? If YES, please specify details, including the location and dates/times impacted: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No



<b>Will your event include any of the following?</b>		
Will your event include Food and Non-Alcoholic Beverages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your event include Alcoholic Beverages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will donations in any form be solicited/accepted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your event include any gaming?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your event include the sale of merchandise? If yes, a Business License may be required. Please specify what will be sold. _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require a sidewalk, trail, or park area closure/restriction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>UTILITIES: Please Note that the Town of Edson may/may not be able to accommodate requests for access to utilities.</i>		
Will you require access to electrical power? If YES, please specify where, for what purpose, and the amperage/voltage required: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you require access to water? If YES, please specify where and for what purpose: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you plan to use any device to amplify sound? If YES, please ensure it complies with the Community Standards Bylaw, available at <a href="https://www.edson.ca/government/bylaws-policies">https://www.edson.ca/government/bylaws-policies</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you plan to erect tents or any other canopies? If your tent requires spiking or staking of more than 30cm deep, call Alberta First Call at 1-800-242-3447 or visit <a href="http://www.clickbeforeyoudig.com">www.clickbeforeyoudig.com</a> to arrange the utility location.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stages, Bounce Houses, Portable Toilets, Dumpsters, Fences, Barricades, and Other Structures: If you are planning to erect, install, or use any of these structures, please describe the sizes and quantities of individual structures below: _____		
Vehicles: There are no motorized vehicles permitted on parks or trails. The Town of Edson may consider granting vehicle access if there is a reasonable request by the event organizer.		
Are you requesting permission to operate vehicles on Edson parks or trails? If YES, please specify details, including the number and type (car, truck, ATV, etc.) of vehicles: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fireworks and Pyrotechnic Displays: Will your event feature any pyrotechnic displays? If YES, please specify details: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Pits: Will your event feature any fire pits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Road/Street Closures: Will your event require the full or partial closure of roads or streets? If YES, list the name of all roads/streets requested for full or partial closure: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parking Lots: Does your event require the use of Town of Edson parking lots? If YES, name the parking lot and state the intended use (i.e. event parking): _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No



**EMERGENCY RESPONSE PLAN**

**Key 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 center. If you are working in shifts, please identify the date/time for each contact.

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

**IMPORTANT CONTACTS**

Organization	Contact
Alberta OH&S	1-866-415-8690
ATCO Gas	780-723-6020
Emergency Services	911
FORTIS Power	310-9473
Poison Control	1-800-222-1222

**Emergency Procedures Plan:**

An Emergency Response Plan (ERP) is a set of procedures and guidelines to help prepare for and respond to various emergencies that might occur during your event. It ensures the safety of everyone involved and helps minimize the impact of any incidents. Here is a simple breakdown of what an ERP typically includes and why it's necessary:

**1. Risk Assessment**

- What it is: Identifying potential hazards that could occur during your event (e.g.,

<p>fires, medical emergencies, severe weather, etc.).</p> <ul style="list-style-type: none"> <li>• Why it matters: Knowing what risks you might face helps you prepare and respond effectively.</li> </ul>
<p><b>2. Emergency Procedures</b></p> <ul style="list-style-type: none"> <li>• What it is: Clear instructions on how to safely evacuate the event venue, including evacuation routes, sounding alarms, safety zones, and muster points</li> <li>• Why it matters: Ensures that everyone can leave the area safely and quickly if necessary.</li> </ul> <p><b>3. Location of Emergency</b></p> <ul style="list-style-type: none"> <li>• What it is: Specify the locations of AEDs, fire alarms, fire extinguishers, first aid kits, and panic buttons.</li> <li>• Why it matters: Knowing the exact locations of emergency equipment is crucial for quick response during an emergency. This information ensures that attendees and staff can access necessary tools promptly, potentially saving lives and preventing further injury or damage.</li> </ul>
<p><b>4. Emergency Communication Plan</b></p> <ul style="list-style-type: none"> <li>• What it is: Describe how you will communicate emergencies to attendees and outline the methods for communication, such as two-way radios, cell phones, or a PA system.</li> <li>• Why it matters: Effective emergency communication ensures that attendees receive critical information quickly, helping to maintain order and safety during an emergency situation. Clear communication methods can significantly reduce confusion and enhance the efficiency of your emergency response efforts.</li> </ul>
<p><b>5. Emergency Services</b></p> <ul style="list-style-type: none"> <li>• What it is: Provide a list of essential emergency contact numbers.</li> <li>• Why it matters: Having a list of key emergency contacts readily available ensures that in the event of an emergency, help can be quickly and efficiently summoned, minimizing response times and potentially reducing the severity of the situation.</li> </ul>
<p><b>Why You Need an ERP for Your Event</b></p> <ul style="list-style-type: none"> <li>• Legal Requirement: The Town of Edson requires an ERP to ensure public safety and compliance with local laws.</li> <li>• Safety of Attendees: Protects everyone attending the event, reducing the risk of harm.</li> <li>• Preparedness: Being prepared can prevent chaos and ensure a quick, organized response.</li> </ul> <p>By having a well-thought-out Emergency Response Plan, you ensure that your event is safe and that you can handle any emergencies efficiently.</p> <p>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.</p> <p>Please review the ERP with volunteers, vendors, exhibitors, performers, security, first aid personnel and anyone else involved in the event.</p>



**EMERGENCY RESPONSE PLAN TEMPLATE**

<b>Event Name:</b>	<b>Date of Event:</b>
<b>Event Coordinator:</b>	<b>Location of Event:</b>

<b>Identify Potential Risks</b>	
List any potential emergencies – fire, extended power loss, and natural disasters – especially those that may require rescue.	

<b>Emergency Procedures</b>	
List and assign steps to be taken including who sounds the alarm, evacuation routes and muster points.	

<b>Emergency Equipment &amp; Locations</b>		
Specify the types of emergency equipment and their respective locations.		

<b>Emergency Communications</b>	
Describe your plan for communicating emergencies to attendees and outline the methods used for communication (Example: PA System, cell phones, 2-way radios)	

<b>Emergency Services</b>		
Provide a list of essential emergency numbers.		

<b>Route Map:</b>
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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). \*More information regarding Insurance Requirements can be found on the Town website under Special Events.

**Emergency Response Plan:**

Please provide a plan of how you intend to deal with an emergency or the potential evacuation from the site. An example of an Emergency Response Plan is available on the Town website under Special Events.

**Please submit your completed Special Event Permit application to Griffiths Park Centre**

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 acknowledgment of the above requirements.**

\_\_\_\_\_

**Name of Applicant (please print)**

\_\_\_\_\_

**Signature of Applicant (please print)**

**EMAIL: cserv@edson.ca**

**ADDRESS: 5414 6th Street, Edson, AB T7E 1T6**