

Special Events Planning Guide & Application Form

REGISTRATION REQUIREMENTS

Each event must be registered with; and a permit received from; the City of Lethbridge. Registered events take precedence over all unregistered activities. Organizer must carry the permit and present it upon request.

APPLICATION REQUIREMENTS

Applications must be completed, signed by an authorized representative and submitted to *Recreation & Culture, 3rd Floor, City Hall, 910 – 4th Ave South, Lethbridge, AB T1J 0P6 Fax: (403) 320-4163*. Applications received by deadlines stated below are eligible for priority considerations. Applications providing notice one month or less will be charged a processing fee.

Events Deadlines:

- **November 1st for the following year**
Community Events Deadline
- **One Month Prior to Event**
Minimum time required

MAPPING REQUIREMENTS

Races & Roadway Use Maps

Maps detailing race/walk routes, all roadway closures or use, and the assembly and dispersal areas identified. Include a description and general route map with your original application. Detailed mapping is required minimum two (2) weeks prior to the event. City of Lethbridge mapping services are available by contacting the City of Lethbridge IT Department at (403) 320-4999.

Site Maps

Maps detailing the specific locations of tents, washrooms, stages, food services, seating, fencing, vehicles, etc. are required. Include a description of activities and the general locations with your original application. Detailed mapping is required a minimum of two (2) weeks prior to the event to confirm access.

INSURANCE REQUIREMENTS

Commercial General Liability (including participants coverage) is required, for personal injury, including bodily injury and/or death sustained by any person or persons and damage to property of others, for a limit of not less than Two Million (\$2,000,000.00) Dollars per occurrence.

The City of Lethbridge must be an additional insured and included in a **“Cross Liability Clause.”** Please use the City of Lethbridge Certificate of Insurance form to verify coverage.

Proof of this insurance coverage must be provided two (2) weeks prior to the 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, four (4) weeks in advance so that **“First Call”** can be contacted for buried service locations. Whether or not **“First Aid Stations or Personnel”** are required should also be ascertained early on in the planning process so that your organization can make arrangements with St. John Ambulance or other such service providers.

LICENSING REQUIREMENTS

Businesses operating within the City limits require a valid City of Lethbridge Business License. Licenses are required for **Farmers’ and Flea Markets, Craft Sales or Trade Shows, Transient and Temporary Shows and Sales, and Corn, Fruit and Fish Trucks**. For information about Business Licenses and fees please call (403)320-3831.

VEHICLE ACCESS AND ROADWAY ACCESS

Vehicles are prohibited from driving on pathways, park service roads, or open space without written permission. In the case of residential roadways being blocked off, it is the responsibility of the applicants to provide written notice to all residents affected.

CONCESSION, BEVERAGE & FOOD SERVICES REQUESTS

The provision of food and beverages must be identified at the time of application. Services must meet Chinook Regional Health Authority standards & requirements. Call **(403) 388-6666** for information. Concessions in Lethbridge Parks are contracted services and require permits, call **(403)320-3011**. Mobile concession services are available through the ENMAX Centre Concessions call **(403)320-4199**.

FEES & CHARGES

- **Equipment Rental/Service Access**
Charges apply for rental of Show Mobile (portable stage), Community Events Van, Bleachers, Race Equipment, and Tables, etc. charges apply for access to electricity, PA access at Galt Gardens, and special services that may be requested.
- **Set Up Support Services**
Number of City Staff man hours used to assist in the event set up/take down will be charged directly to the organizing group. Charges will include truck rentals (if required) and overtime charges (if required) to support the event.
- **Facility Rentals**
Regular facility rental fees will be charged for special events.
- **Permit Fees**
Will be charged for all private events.
- **Police Escorts**
Charges may apply, please contact LRPS at **403-327-2210**.
- **Late Insurance/Site or Route Mapping Verification Fees**
Will be charged for all events providing less than two (2) weeks verification prior to event .

COMMUNITY NOTIFICATION & EVENT ADVERTISING

It is the responsibility of the applicants to provide notice to all residences, businesses or organizations directly affected by roadways being blocked off. It is the responsibility of the event organizers, in conjunction with the Recreation & Culture Office, to advertise event dates, times, and locations that may impact use of public-owned property to the community.

PICNIC SHELTERS

Reservation requests for use of picnic shelters during Special Events will be given priority when the application is received **prior to November 1st**.

PRIVATE EVENTS

Private events such as business promotions, wedding ceremonies and photography sessions will be levied a permit fee which is payable upon receipt of the permit in order to confirm the booking. Gatherings of greater than 25 people require permits for events in the parks.

EVENT SUPERVISION

An **Onsite Event Supervisor** must be appointed and is responsible for coordinating set-up and clean-up details. A **Safety Supervisor** must be appointed and responsible 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.

TENTS & STAGE STRUCTURES

New Provincial Legislation is in effect. Any tents larger than 20x20 may require a building permit. If you have any questions please call 403-320-3011.

ADDITIONAL INFORMATION

Please check our Website at:
www.lethbridge.ca/leisure

Click on *Hosting Events then Special Events* for information regarding facility descriptions, fees , check out the Calendar of Events for other events planned, etc.

If you have additional questions or wish to discuss planning your Event, please contact the bookings office at (403)320-3011.

Special Events Application for Parkland and Street Use

This is an application/request only and does not guarantee a permit will be issued. To avoid any misunderstanding, please read the information provided in the Planning Guide.

Event Name:		
Organization:		
Main Contact:	Email:	
Mailing Address:		Postal Code:
Home #:	Cell #:	Work #:
Onsite Supervisor:		Email:
Home #:	Cell #:	Work #:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Dates Requested:</td></tr> <tr><td>Set Up Time:</td></tr> <tr><td>Event Start Time:</td></tr> <tr><td>Event End Time:</td></tr> <tr><td>Clean Up Time:</td></tr> <tr><td>Event Description:</td></tr> <tr><td>Expected Attendance:</td></tr> <tr style="background-color: black; color: white;"><td style="text-align: center;">Location(s) &/or Description of Area(s) Requested</td></tr> <tr><td style="height: 100px;"></td></tr> <tr style="background-color: #e0e0e0;"><td>Other Requirements:</td></tr> <tr> <td>Insurance Verification Attached</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>If Walk/Race, Route Map Attached</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Site Plan Attached</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td colspan="3">Safety Supervisor: _____</td> </tr> <tr> <td colspan="3">Event Day Phone #: _____</td> </tr> </table>	Dates Requested:	Set Up Time:	Event Start Time:	Event End Time:	Clean Up Time:	Event Description:	Expected Attendance:	Location(s) &/or Description of Area(s) Requested		Other Requirements:	Insurance Verification Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Walk/Race, Route Map Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Site Plan Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Safety Supervisor: _____			Event Day Phone #: _____			<p>Equipment Rental Only: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Equipment / Facility Requested (please check):</p> <p><input type="checkbox"/> Picnic Shelter Name: _____</p> <p><input type="checkbox"/> Show Mobile</p> <p><input type="checkbox"/> Community Event Van</p> <p><input type="checkbox"/> Bleachers - # _____ requested</p> <p><input type="checkbox"/> Electrical Access</p> <p><input type="checkbox"/> Water Access</p> <p><input type="checkbox"/> Extra Garbage Cans</p> <p><input type="checkbox"/> PA System (Galt Gardens Only)</p> <p><input type="checkbox"/> Tables (Galt Gardens Only) - # _____</p> <p><input type="checkbox"/> Galt Gardens Kitchenette</p> <p><input type="checkbox"/> Barricades _____</p> <p><input type="checkbox"/> Snow Fencing # _____ feet</p> <p><input type="checkbox"/> Other: _____</p> <div style="background-color: #e0e0e0; padding: 5px;"> <p>Check all that apply to your event:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Run/Walk</td> <td><input type="checkbox"/> Festival</td> </tr> <tr> <td><input type="checkbox"/> Parade</td> <td><input type="checkbox"/> Concert/Performance</td> </tr> <tr> <td><input type="checkbox"/> Cycling</td> <td><input type="checkbox"/> Sporting Event</td> </tr> <tr> <td><input type="checkbox"/> Road Closure</td> <td><input type="checkbox"/> Private Event</td> </tr> <tr> <td><input type="checkbox"/> Demonstration</td> <td><input type="checkbox"/> Exhibit (eg Car Show)</td> </tr> <tr> <td><input type="checkbox"/> Ceremony</td> <td><input type="checkbox"/> Promotion</td> </tr> </table> <p>Is this event a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> <div style="background-color: #e0e0e0; padding: 5px;"> <p>Weather Contingency Plans:</p> <p><input type="checkbox"/> Go ahead with full event</p> <p><input type="checkbox"/> Go ahead with modified event</p> <p><input type="checkbox"/> Alternate Location</p> <p><input type="checkbox"/> Reschedule</p> <p><input type="checkbox"/> Cancel</p> </div>	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Festival	<input type="checkbox"/> Parade	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Cycling	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Road Closure	<input type="checkbox"/> Private Event	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Exhibit (eg Car Show)	<input type="checkbox"/> Ceremony	<input type="checkbox"/> Promotion
Dates Requested:																																						
Set Up Time:																																						
Event Start Time:																																						
Event End Time:																																						
Clean Up Time:																																						
Event Description:																																						
Expected Attendance:																																						
Location(s) &/or Description of Area(s) Requested																																						
Other Requirements:																																						
Insurance Verification Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>																																				
If Walk/Race, Route Map Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>																																				
Site Plan Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>																																				
Safety Supervisor: _____																																						
Event Day Phone #: _____																																						
<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Festival																																					
<input type="checkbox"/> Parade	<input type="checkbox"/> Concert/Performance																																					
<input type="checkbox"/> Cycling	<input type="checkbox"/> Sporting Event																																					
<input type="checkbox"/> Road Closure	<input type="checkbox"/> Private Event																																					
<input type="checkbox"/> Demonstration	<input type="checkbox"/> Exhibit (eg Car Show)																																					
<input type="checkbox"/> Ceremony	<input type="checkbox"/> Promotion																																					

Activities & Site Set Up:

The requests below require special permission to arrange.
Will your event include any of the following?

- Amplified Sound Yes No
- Food Preparation Yes No
- Food / Beverage Sales Yes No
- Merchandise Sales Yes No
- Portable Toilets Yes No
- Entertainment Yes No
- Temporary Structures Yes No
- Tents Yes No
- Staging Yes No
- Inflatable (*Activity Bouncer or Promotional Aid*) Yes No
- Dunk Tanks* Yes No
- Petting Zoo or other similar types of activities Yes No
- Beer Gardens Yes No
- Fencing* Yes No
- Vehicle Access Yes No
- Street Closure Yes No
- Police Escort/Services Yes No
- Contact Lethbridge Police Services Directly at 403-327-2210
- Flag Person Training Required Yes No
- Security Yes No

Other (describe):

The personal information requested on this form is collected for promotional and booking confirmation use, and will only be disclosed within the provisions of the Freedom of Information and Privacy Act. If you have any questions regarding the collections, use or disclosure of the information provided to the City on this form, please contact (403)320-3011.

Applicant's Signature:

Date:

Community Notification:

Group(s)/Person(s) notified of event in their area:

Name & Phone # of who to contact for more information:

Name :

Day Phone #

For Office Use:

Submit Application to:

**Recreation & Culture, 3rd Floor City Hall,
910- 4th Avenue South
Lethbridge, AB T1J 0P6
Phone: (403)320-3011 Fax:(403)320-4163
leisure@lethbridge.ca**

Interdepartmental Approvals/Notifications:

	Approve	Notify
Police	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
PSCC	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>
Special Event Staff	<input type="checkbox"/>	<input type="checkbox"/>
Bylaw	<input type="checkbox"/>	<input type="checkbox"/>
Security	<input type="checkbox"/>	<input type="checkbox"/>
HSCC	<input type="checkbox"/>	<input type="checkbox"/>
Fort Whoop Up	<input type="checkbox"/>	<input type="checkbox"/>
Health Unit	<input type="checkbox"/>	<input type="checkbox"/>
Tent Inspection	<input type="checkbox"/>	<input type="checkbox"/>