

Each special event must be registered with & a permit received from the City of Lethbridge Recreation & Culture Department. Registered events take precedence over all unregistered activities. Organizers must carry the permit & present it upon request.

Event Application Deadlines:

- Large Community Events: October 1 for events occurring the following calendar year
- All Other Applications: One month prior to the event date

Applications must be signed by an authorized representative. Applications received by the deadlines stated are eligible for priority considerations. Applications submitted within less than 1 month from the event date cannot be guaranteed a permit & may incur a processing fee.

Insurance Requirements: Commercial General Liability (including participants coverage) is required for personal injury, including bodily injury and/or death sustained by any person(s) & damage to property of others. **A minimum limit of \$2,000,000 per occurrence is required.** The City of Lethbridge must be listed as an additional insured & included in a "Cross Liability Clause". Proof of coverage must be provided to the Recreation & Culture office 2 weeks prior to the event date.

Service Requirements: It is the responsibility of the event organizer to identify any on-site set up of structures (tents, booths, bouncy castles, etc.) **4 weeks in advance** so that Utility Safety can be contacted for buried service locations. Whether or not First Aid stations or personnel are required on the event date, should also be ascertained early in the planning process so that your organization can plan with St. John Ambulance or other such service providers.

Licensing Requirements: Businesses operating within the City of Lethbridge limits require a valid City of Lethbridge Business License. Licenses are required for:

- Farmers' & Flea Markets
- Craft Sales
- Trade Shows
- Transient & Temporary Shows/Sales
- Corn, Fruit & Fish Trucks/Stands.

For information about Business Licenses & fees, please call 311: 403-320-3111

Private Events: Private events such as business promotions, wedding ceremonies & photography sessions on public parkland will be levied a permit fee which is due upon receipt to secure the booking. Gatherings of greater than 25 people require permits for events in parks.

A Private Event Permit ensures that regular parkland maintenance (spraying, mowing, irrigation) will not interfere with your event date & will secure the space during your event time.

Tents, Stages & Other Structures: provincial legislation governs that any temporary structures larger than 20x20 feet may require a building permit. If you have any questions or concerns, please contact the Recreation & Culture booking office by email leisure@lethbridge.ca or call 403-320-3011. Bouncy Castles require ground locates to be requested a minimum of 2 weeks before the event date: [Click Before You Dig](#)

Picnic Shelter Reservation Requests for use of a picnic shelter during a special event will be given priority over normal picnic shelter bookings if the **application is received prior to October 1** for bookings occurring in the following year.

For information on the various picnic shelters please visit: [Picnic Shelters - City of Lethbridge](#)

Fees & Charges: Additional fees & charges will be incurred for the following:

Equipment Rentals & Services Access include but are not limited to: Rental of the Show Mobile (portable stage), Community Events Van, Bleachers, Race Equipment, Tables & Chairs, electricity access, PA access at Galt Gardens, & any other special service requests.

Set-up/Take-down Support Services provided by the City of Lethbridge will be charged on a per hour basis. If required charges will include truck rentals & overtime wages.

Facility Rental Fees will be charged as normal.

Permit Fees will be charged for all private events. Police Escorts, if required, should be arranged with Lethbridge Police Services (403-327-2210). Charges may apply.

Late Insurance, or Site/Map Routing Verification Fees will be charged for all events that provide notice/proof less than 2 weeks prior to the event date.

Mapping Requirements

Race & Roadway Use Maps: Include a description & general route map with your original application. Detailed mapping is required a minimum 2 weeks prior to the event. Maps should detail all race/walk routes on roadways & trails, with roadway closures & areas of assembly (start) & dispersal (finish) identified.

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

City of Lethbridge IT Department can assist with mapping services are available by contacting 311 (403-320-3111).

Concession, Beverage & Food Services Requests: The provision of food & beverages must be identified at the time of application. Services must meet Chinook Health Authority standards & requirements. Call 403-388-6666 for more information.

Concessions in Lethbridge Parks are contracted services that require permits, call 403-320-3011.

Mobile concession services are available through the ENMAX Centre, call 311 (403-320-3111)

Additional Information: If you have additional questions or wish to discuss planning your event: email leisure@lethbridge.ca or call 403-320-3011

Applications can be submitted by:

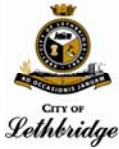
- **Email** leisure@lethbridge.ca
- **Fax** 403-320-4163
- **Mailed or dropped off**
 - City Hall, 910 4 Ave S, Lethbridge AB, T1J 0P6

Event Supervision is required of the organizing party. An onsite event supervisor must be appointed & is responsible for coordinating set-up & clean-up details.

A safety supervisor must be appointed & responsible to ensure the area (or route) & activities are safe for participants & spectators.

The event organizer is responsible for ensuring the area is property cleaned & responsible for any damages incurred during the event.

Community Notification & Advertising is the responsibility of the event organizer. It is the event organizer's responsibility to provide notice to all residences, businesses, or organizations directly affected by roadways being blocked off. It is the responsibility of the organizer, in conjunction with the Recreation & Culture booking office to advertise event dates, times & locations that may impact use of public-owned property to the community.



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: #cccccc;"><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: #cccccc; padding: 5px;">Check all that apply to your event:</div> <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 style="background-color: #cccccc; padding: 5px;">Weather Contingency Plans:</div> <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>	<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
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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"/>