

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:** Alberta Safety Codes Act – Permit Regulations require a Building Permit be obtained for installation of any tent/grouping of tents larger than 60 m<sup>2</sup> (646 ft<sup>2</sup>). If you have any questions or concerns, please contact the Recreation & Culture booking office by email [leisure@lethbridge.ca](mailto: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](mailto:leisure@lethbridge.ca) or call 403-320-3011

### Applications can be submitted by:

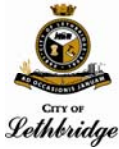
- **Email** [leisure@lethbridge.ca](mailto:leisure@lethbridge.ca)
- **Fax** 403-320-4163
- **Mailed or dropped off**
  - City Hall, 910 4 Ave S, Lethbridge AB, T1J 0P6

**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 #: \_\_\_\_\_

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  No

If Walk/Race, Route Map Attached Yes  No

Site Plan Attached Yes  No

Safety Supervisor: \_\_\_\_\_

Event Day Phone #: \_\_\_\_\_

**Equipment Rental Only:** Yes  No

**Equipment / Facility Requested (please check):**

Picnic Shelter Name: \_\_\_\_\_

Show Mobile

Community Event Van

Bleachers - # \_\_\_\_\_ requested

Electrical Access

Water Access

Extra Garbage Cans

PA System (Galt Gardens Only)

Tables (Galt Gardens Only) - # \_\_\_\_\_

Galt Gardens Kitchenette

Barricades \_\_\_\_\_

Snow Fencing # \_\_\_\_\_ feet

Other: \_\_\_\_\_

**Check all that apply to your event:**

Run/Walk

Parade

Cycling

Road Closure

Demonstration

Ceremony

Festival

Concert/Performance

Sporting Event

Private Event

Exhibit (eg Car Show)

Promotion

Is this event a fundraiser?  Yes  No

**Weather Contingency Plans:**

Go ahead with full event

Go ahead with modified event

Alternate Location

Reschedule

Cancel

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