

# Town of Canmore

## Community Special Event Permit

### APPLICATION

*If you would like to organize a public event within the Town of Canmore, please submit this application no less than 60 days in advance of the event to be considered for approval. This is a request only and does not guarantee a permit.*

**Please submit your application to:** Arts and Culture Coordinator at [eventapplication@canmore.ca](mailto:eventapplication@canmore.ca)

Please review the included Application Guide for details and further details on starred\* items throughout application

#### BOOKING INFORMATION

<b>Date of Application:</b>	
<b>Organization Name:</b>	
<b>Organization Type:</b>	<b>Registered Society #:</b>
<b>Organization Mailing Address:</b>	
<b>Main Contact:</b>	<b>Alternate Contact:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Alternate Phone:</b>	<b>Alternate Phone:</b>
<b>Billing Contact Name:</b>	
<b>Mailing Address</b>	<b>Email Address:</b>
	<b>Phone Number:</b>
	<b>Fax Number:</b>

#### EVENT INFORMATION:

<b>Event Name:</b>					
<b>Event Date(s):</b>	<b>Event Start Time:</b>	<b>End Time:</b>			
<b>Setup Date:</b>	<b>Setup Start:</b>				
<b>Tear-Down Date:</b>	<b>Tear-Down End:</b>				
<b>Event Type:</b>					
<b>Anticipated Attendance*:</b>	<b>Anticipated Volunteers*</b>				
<b>Purpose &amp; Community Relevance*:</b>					
<table style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>Event Location(s):</b>  <input type="checkbox"/> Centennial Park  <input type="checkbox"/> Stan Rogers Stage + Parkette  <input type="checkbox"/> Riverside Park  <input type="checkbox"/> Millennium Park </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Downtown  <input type="checkbox"/> Civic Centre Plaza  <input type="checkbox"/> Civic Centre (Indoors)  <input type="checkbox"/> Other </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Nordic Centre  <input type="checkbox"/> Lions Gate Park </td> </tr> </table>			<b>Event Location(s):</b> <input type="checkbox"/> Centennial Park <input type="checkbox"/> Stan Rogers Stage + Parkette <input type="checkbox"/> Riverside Park <input type="checkbox"/> Millennium Park	<input type="checkbox"/> Downtown <input type="checkbox"/> Civic Centre Plaza <input type="checkbox"/> Civic Centre (Indoors) <input type="checkbox"/> Other	<input type="checkbox"/> Nordic Centre <input type="checkbox"/> Lions Gate Park
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<b>Detailed Event Description:</b> <i>Please include schedule of events. Attach additional page(s) if needed</i>					

# Town of Canmore

## Community Special Event Permit

### APPLICATION

#### EVENT COMPONENTS AND REQUIREMENTS

Activities	Applicable?	Additional Documents Will be Required
Insurance* (Required for All Events)	Yes	- Proof of Insurance naming Town of Canmore as additional insured with a minimum of 5-million-dollar coverage
Sale or Serving Food and/or Beverages*		- Waste Management Plan; - Alberta Health Services Permit or Notification
Alcoholic Beverages*		- Alberta Health Services Permit or Notification; - AGLC Liquor License; - Alcohol Management Plan
Draws / Raffle / 50-50*		- AGLC Raffle License
Amplified Sound*		- Review the Noise Bylaw
Sale of Goods, Event Tickets or Registration*		- Special Event Business License
Erecting Tents or Temporary Structures*		- Weights preferred; locates required if using spikes - Building Permit, if larger than 20ftx20ft
Road Closure or Interruption*		- Road Use Permit and Closures on Site Map - Traffic Accommodation Plan (ie. Detours indicated on Site Map); - Parking Plan; - Public Notice;* - Relevant Neighbour Letter*

#### SITE REQUIREMENTS

<b>Will you need access to:</b>	<input type="checkbox"/> Power – available only at Centennial Park and at the Civic Centre <input type="checkbox"/> Potable Water – available only at Centennial Park <input type="checkbox"/> Garbage Bins <input type="checkbox"/> Recycle Bins <input type="checkbox"/> Organics Bins <input type="checkbox"/> Washroom Access <input type="checkbox"/> Other (ex. 6ft tables, chairs, fire pits): _____
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#### APPLICATION MINIMUM REQUIREMENTS

<b>Check off to ensure ALL these items are submitted alongside Event Application</b>	<input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Detailed Site Map <input type="checkbox"/> Waste Management Plan <input type="checkbox"/> Emergency Response Plan <input type="checkbox"/> Road Use Permit Application, if applicable
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*If approved by the Community Events Committee, all other applicable items will be required for the Event Permit to be issued. This is inclusive of, but not limited to, items listed within this application.*

#### SIGNATURE

By signing this application, it is acknowledged that the applicant has read and understood the terms and conditions within this application.

Applicant Name	Applicant Signature	Date
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## General Information

The Town of Canmore supports a variety of community events. If you would like to organize an event that is open to the public within the Town of Canmore, you will need to complete the Community Special Event Permit Application. An Arts and Culture Coordinator will be able to guide you through the process of planning an event within the Town of Canmore. They are the liaison between the event organizer and internal resources.

If you have questions, please contact:

**Arts and Culture Coordinator, Town of Canmore**

Eventapplication@canmore.ca

If the event is *not* open to the public, then it might not require an event permit – check out the following links to determine which is right for your event and reach out to [eventapplication@canmore.ca](mailto:eventapplication@canmore.ca) or [facilitybookings@canmore.ca](mailto:facilitybookings@canmore.ca) if you need support.

[Event Permits](#)

[Rentals and Bookings](#)

## Fee Schedule

Each year, Council approves a fee schedule for the upcoming year; you can view the [Master Fee Schedule](#) to help determine your event costs. Please note that, as per the Community Event Policy, a cost recovery pyramid model will be used to establish appropriate and fair pricing for the rental of spaces and provision of services.

## Event Information

- a. **Anticipated Attendance and Anticipated Volunteers** – please provide approximately numbers for both attendance and volunteers/staff
- b. **Purpose & Community Relevance** – briefly share what the event will bring to the community and/or why it is important.
- c. **Detailed Event Description** – provide explanation of event, could be copied from event marketing. Include a schedule of events, including set up and tear down.

## Event Component and Requirements

- a. **Insurance** – The Town of Canmore insurance requirements must be met, and a copy of your insurance certificate must be provided. The certificate must indicate a minimum of \$5 million (5,000,000.00) in General liability insurance and must list “Town of Canmore” as additionally insured. Other organizations may need to be included as additional insured depending upon the event or facility used.
- b. **Sale or Serving of Food and/or Beverages** – All special events that include selling or providing food must obtain approval from Alberta Health Services (AHS). Please visit the AHS website for information and review the requirements for your type of event: <https://www.albertahealthservices.ca/eph/Page13999.aspx>. A copy of your approved permit/ license must be submitted to the Town's Arts and Culture Coordinator.

If serving food, a Waste Management Plan is also required, which must adhere to the Towards Zero Waste Policy. A sample plan and policy are available online.

- d. **Alcoholic Beverages** - Town of Canmore Insurance requires a liquor license at a special event if alcoholic beverages are being served or sold. Please visit AGLC for more information and review the requirements for your type of event: <https://aglc.ca/event-licence/>. A copy of your approved permit/license must be submitted to the Town's Arts and Culture Coordinator.

If serving alcohol, an Alcohol Management Plan will also be required. A sample plan is available online.

- e. **Draws/Raffle/50-50** – If you are hosting a raffle/draw as part of your event, you are required to apply for a raffle license for each draw. For information, visit: <https://aglc.ca/gaming/licences>

- f. **Amplified Sound** - The purpose of the Town of Canmore's Noise Control Bylaw is to prohibit, eliminate or abate noise within the Town. Please review the details of the noise bylaw, however, if you require more information, please visit [www.canmore.ca](http://www.canmore.ca). Original copies of the noise bylaw are available by contacting the Municipal Clerk.

Important notes:

- No noise is in effect between the hours of 11:00 pm to 7:00 am – 7 days a week
  - “Noise means any sound which either annoys or disturbs Persons, or which injures, endangers or detracts from the comfort, repose, health, peace or safety of Persons within the boundaries of the Town of Canmore.”
  - We do **not** have a decibel specification in our bylaw, we will always refer to the definition of Noise for enforcement purposes.
  - Noise complaints occurring outside of our business hours (7:30 am-6:00 pm) should be directed to the RCMP by calling (403) 678-5516.
- g. **Sale of Goods, Event Tickets or Registration** – If there will be goods for sale at your event; you must obtain a Business Registry Special Event License. The form is available from the Events Permit Team.
- h. **Erecting Tents or Temporary Structures** – All Community Events erecting tents or other temporary structures larger than 20' x 20' will require a building permit. The application form is available from the Arts and Culture Coordinator. All tents might be weighed down with appropriate weights.
- i. **Road Closure or Interruption**– To temporarily close all or a portion of a street, lane/alley or sidewalk for activity associated with the special event, a Road Use Permit Form must be submitted and completed at least 4 weeks prior to the closure.
- Completed Road Use Permit application form
  - Attach sketch of proposed interruption or closure of trail, road, sidewalk, parking
  - Include public notification & relevant neighbour notice (when closure is requested)

Please note that under some circumstances, event producers may be required to gather written consent from businesses or residents affected by the road, lane/alley or sidewalk closure(s). The approval signatures are required to be submitted to the Town of Canmore Arts and Culture Coordinator.

**Public Notice** – Required for any event with a road closure or interruption. This is an advertisement in the Rocky Mountain Outlook for two (2) consecutive weeks prior to the event, notifying the public of the event, date(s), road closure/interruption and detour options, along with the event organizer's contact information. A sample public notice can be provided by the Arts and Culture Coordinator.

**Relevant Neighbour Notice** – Required for any event with a road closure or interruption. This is a letter that must be printed and distributed three (3) weeks prior to the event to the places of residents or businesses affected by the road closure or interruption. This should notify them of the event, date(s), road closure or interruption, and detour options. A sample relevant neighbour notice can be provided by the Arts and Culture Coordinator.

#### Site Requirements

**Power** – available only at Centennial Park and Civic Centre

**Potable Water** – available only at Centennial Park

**Garbage/Recycle/Compost Bins** – aligned with Event Waste Management Plan

**Washroom Access**

**Other** – please include what items and the number of each item that your event requires

***Site Set-Up, Tear Down, and Clean Up Requirements:***

- Event Producers are responsible for site set-up and tear-down.
- Town of Canmore requested services and equipment will be provided in advance of scheduled set-up time. Event Producers should return all equipment borrowed from the Town of Canmore in the same condition and location as dropped off.
- The applicant is required to organize clean-up of the area during and after the event. This includes removing any waste/recycling/compost, returning borrowed equipment, doing a litter pick of the area, and ensuring any buildings are secured post-event.
- In cases where clean-up is not completed, an hourly fee will be charged for Town of Canmore staff time spent completing clean-up tasks.

**Application Minimum Requirements**

**Proof of Insurance** – see above for more information

**Detailed Site Map** – A detailed site map indicating all on-site structures and key details:

- PA system, start & finish for races, muster points, first aid tent/location etc.

**Road Use Permit, if applicable** – see above for more information

**Waste Management Plan** – The Town of Canmore encourages event producers to consider zero waste initiatives when planning events. Please provide a Waste Management Plan that includes the following:

- Environment Coordinator - Name, contact information (usually the person in charge of garbage, recycling, washrooms and litter)
- Bin delivery and collection dates (# of bins)
- Materials that will be source-separated and collected for recycling
- Organic waste collection
- Bin servicing procedures
- Check out [Bow Valley Waste Management](#) for information, news and potential grant opportunities for zero waste initiatives.
- Should you require assistance with your waste management plan, please contact: Andrew Cotterell, Regional Coordinator, Bow Valley Waste Management Commission. Phone: 403.688.4322 or email: [acotterell@bvwaste.ca](mailto:acotterell@bvwaste.ca)
- A sample Waste Management Plan can be provided by request through the [EventApplication@canmore.ca](mailto:EventApplication@canmore.ca) and is available online.

**Emergency Response Plan** – Event producers are required to provide the following information:

- Risk Identification (eg. Fireworks, horses, dogs, etc.) & risk management
- Security Plan
- Emergency Notification Procedures (who's in charge, name and contact info, what do volunteers do in case of emergency)
- Evacuation routes (provide map)
- Identify General Assembly areas/muster point for evacuations
- First aid
- Incident Report Form

A sample Emergency Response Plan can be provided by request through the [EventApplication@canmore.ca](mailto:EventApplication@canmore.ca) and is available online

**Permit Use Agreement** – Event Producers are required to abide by permit conditions and parameters