



## SPECIAL EVENTS APPLICATION

APPLICANT INFORMATION		
Applicant Name:	Application Date:	
Organization Name:	Non-Profit Society: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address:		
Phone #:	Cell/Alternate #:	
Email:	Website:	
EVENT INFORMATION		
Name of Event:		
Location/Address:		
Date:	Start/End Time (including setup and tear down):	
On Site Contact Name:	Phone #:	
On Site Contact Name:	Phone #:	
Number of Event Worker/Volunteers:	Estimated Number of Participants:	
How will garbage and clean-up be managed?	<input type="checkbox"/> Event Workers/Volunteers <input type="checkbox"/> Other (specify):	
EVENT DETAILS		
Will roads or alleys need to be closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Temporary Road Closure is required.
Will there be amplified/loud noise?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a noise permit <i>may</i> be required.
Will there be selling of goods or merchandise?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Business License is required.
Will there be any mobile food trucks or vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Business License, Vendor's Permit and Inspection Report are required.
Will there be alcohol served (i.e. bar or beer garden)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, an Occupancy Permit, ALGC License and security personnel are required.
Will security be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes: <input type="checkbox"/> Event Workers/Volunteers <input type="checkbox"/> Other (specify):
Will there be fireworks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Use Permit is required.
Will there be temporary structures (i.e. tents, bleachers, stage)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Building Permit may be required.
Will there be temporary power cabling or generators?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, an Electrical Permit may be required.
Will there be temporary gas or propane?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Gas Permit is required. You may also require a health inspection.
Will the event run for 7 consecutive days or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Development Permit is required.
Will there be temporary fencing and/or portable toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate where on the diagram on page 2.

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For the purpose of this application, an event that greatly intensifies the use of a City street, park, pathway, open space, facility or is of a nature not in keeping with typical or intended use of the space and needing City of Cold Lake permission to be held, will be classified as a special event. Any individual or organization wishing to hold a public or social special event, as defined above, on City property, will be subject to the guidelines contained in this application.

All events held on City of Cold Lake property require proof of liability insurance in favour of the City of Cold Lake. The event organizer shall obtain Commercial General Liability insurance in an amount no less than \$2,000,000.00 per occurrence against loss or damage resulting in bodily injury or death; or loss or damage to any property from one incident. The Policy shall name The City of Cold Lake as an additional insured, and shall protect the City from all claims for damages, injury, or death arising out of any act or omission on the part of the event organizer, its servants and/or agents and be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without written notice to the City of Cold Lake. The City of Cold Lake reserves the right to set higher insurance limits and/or additional coverage for the event, if it is deemed necessary by the City.

The CAO or designate may request additional information if deemed necessary to assess the application.

### CHECK LIST OF SUBMISSION REQUIREMENTS

<input type="checkbox"/> Completed and Signed form <input type="checkbox"/> \$500 Damage Deposit Received <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Vendor's Permit <input type="checkbox"/> Safety Code Inspection Report <input type="checkbox"/> Business License <input type="checkbox"/> Occupancy Permit <input type="checkbox"/> Road Closure Permit	<input type="checkbox"/> Building Permit <input type="checkbox"/> Development Permit <input type="checkbox"/> AGLC License <input type="checkbox"/> Security <input type="checkbox"/> Noise Permit <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Gas Permit <input type="checkbox"/> Health Inspection
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### OFFICE USE ONLY

Date Received:	Received By:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Signature of Community Services GM:		Date:
Comments/Conditions:		
Date Phoned:	Date Emailed:	Date Formal Letter Sent:
Deposit Returned in Full	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Deposit Returned (full or partial):
Partial Deposit Returned	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:

### EMAIL NOTIFICATION CHECKLIST

Fire Rescue	<input type="checkbox"/> Yes <input type="checkbox"/> No	Community Services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ambulance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Infrastructure Services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Municipal Enforcement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Planning & Development	<input type="checkbox"/> Yes <input type="checkbox"/> No
RCMP	<input type="checkbox"/> Yes <input type="checkbox"/> No	CAO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notification Sent By:		Date:	

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<b>QUICK REFERENCE SHEET</b>		
<b>Type of Permit</b>	<b>Contact Information</b>	<b>Form</b>
Road Closures	Infrastructure Services Denise Pollard <a href="mailto:dpollard@coldlake.com">dpollard@coldlake.com</a>	<u>Temporary Road Closure Application</u>
Noise	Community Services Glenn Barnes <a href="mailto:gbarnes@coldlake.com">gbarnes@coldlake.com</a>	<u>Noise Permit Application Form</u>
Business License	Planning & Development <a href="mailto:planning@coldlake.com">planning@coldlake.com</a>	<u>Business License</u>
Mobile Food Vendors	Planning & Development <a href="mailto:planning@coldlake.com">planning@coldlake.com</a>	<u>Business License</u>  Vendor's Permit  Inspection Report
Serving of Alcohol	Fire Chief: Jeff Fallow <a href="mailto:jfallow@coldlake.com">jfallow@coldlake.com</a>  Alberta Gaming, Liquor and Cannabis (AGLC) <a href="https://aglc.ca/">https://aglc.ca/</a>	Occupancy Permit  <u>Private Special Event Licence</u>  Security Personnel
Fireworks	Fire Chief: Jeff Fallow <a href="mailto:jfallow@coldlake.com">jfallow@coldlake.com</a>	Use Permit
Temporary Structures	Planning & Development <a href="mailto:planning@coldlake.com">planning@coldlake.com</a>	<u>Building Permit Application</u>
Temporary Power	Planning & Development <a href="mailto:planning@coldlake.com">planning@coldlake.com</a>	<u>Electrical Permit Application</u>
Temporary Gas or Propane	Planning & Development <a href="mailto:planning@coldlake.com">planning@coldlake.com</a>	<u>Gas Permit Application</u> Health Inspection may be required
Event lasting 7 or more consecutive days	Planning & Development <a href="mailto:planning@coldlake.com">planning@coldlake.com</a>	<u>Development Permit Application Form - Major (Commercial)</u>