

POLICY #232C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Special Events
Policy Number:	232C
Approval:	Town Council
Effective Date:	February 10, 2025
Approved Date:	February 10, 2025, Motion No 25-47
Supersedes Policy No.:	New

Policy Statement:

The Town of Olds is committed to supporting Special Events within the community. This policy outlines how the Town will determine the support provided to events hosted by third parties utilizing any municipally-owned facilities or spaces

Purpose:

The purpose of this policy is to ensure the success of events by identifying and mitigating potential hazards, reducing risks to participants and the Town, and ensuring that users can fully enjoy the event.

Standards:

1. The Town of Olds recognizes its website as the primary platform for facilitating public access to essential documents for facilitating Special Events , this information can be found www.olds.ca/hostinganeventinolds
2. All event organizers must contact the Town 45 days in advance of a Special Event if they require the use of Town facilities or public spaces
3. For larger or more complex events that require a Special Event Permit, the organizers must contact the Town a minimum of 90 days in advance of the Event date if they require the use of Town facilities or public spaces
4. All events will require a booking contract and based on the criteria below, certain events will require a Special Event Permit.
5. Applicants requiring a Special Event Permit will be notified of the application status once the Designated Review Team completes the review.
6. All Special Events must adhere to all applicable legislation, town bylaws, and policies.

7. A complete Special Event application is required if the event includes:

- a. Alcohol
- b. Amusement Rides and / or Inflatables
- c. Animals
- d. Film / Video Production
- e. Fireworks or Open-Air Burning
- f. Food Service
- g. More than 200 Attendees
- h. Road Closure
- i. Sound Amplification
- j. Stages (more than 225 m2 in area)
- k. Tents larger than 10 m2
- l. Any other safety related item not listed above.

8. A fee schedule for Special Events may be found the Town of Olds Rates Policy.