

OFFICE USE ONLY

Submission Date: _____

Received By: _____

Permit Number: _____

Special Event Permit Application

(Please Review the Special Event Permit Bylaw 2007-33 before completing this application)

APPLICANT INFORMATION

Organization
Name: _____

Phone
Number: _____

Event
Organizer: _____

Phone
Number: _____

Mailing
Address: _____

Postal
Code: _____

Email
Address: _____

On-Site
Contact: _____

Mobile
Number: _____

EVENT INFORMATION

Special Event Name: _____

Special Event Date(s): _____

Location (1st Choice): _____

Location (2nd Choice): _____

Event Start Time:		Event Finish Time:			
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Set-up to begin on:		at			
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Tear Down to begin on:		at			
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Number of Staff & Volunteers:		Number of Spectators:		
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DESCRIPTION OF EVENT

EVENT ELEMENTS

All events are subject to approval by the Town of Olds. Certain event elements may require a separate permit from the Town of Olds – Planning and Development, Alberta Health Services, Fire Inspector and / or the Province of Alberta.

Will your event include any of the following?

Food or Non-alcoholic Beverages:	Yes		No		
Alcoholic Beverages:	Yes		No		
Tents and Canopies:	Yes		No		
Inflatables (Bounce Houses, Interactive Games, Slides, etc):	Yes		No		
Stages, Fences, Barricades:	Yes		No		
Dumpsters, Portable Toilets:	Yes		No		
Fireworks or Pyrotechnic Displays:	Yes		No		
Road or Street Closure (full or part):	Yes		No		
Amplified Sound:	Yes		No		
	Live		Recorded		
Security:	Yes		No		
Will you set up promotional signs or banners in the Town of Olds?	Yes		No		

Do you require:

Garbage Bins; \$10.00/bin	Yes	No	How Many?	
Recycle Bins: \$10.00/bin	Yes	No	How Many?	
Barricades: \$10.00/barricade	Yes	No	How Many?	
Detour Signs: \$10.00/sign	Yes	No	How Many?	
Electricity: Weekdays 7:30 am -3:30 pm \$25.00/hr After hours or weekends \$75.00/hr	Yes	No	Time	
Bathroom Cleaning: After hours or weekends \$75.00/hr	Before Event	After Event		
Street Sweeping: \$300.00/hr	Before Event	After Event		

Depending on the options chosen, and/or the Event requested, the Town of Olds may require additional information such as, but not inclusive, to the following:
(these documents can be found on [olds.ca/special events](http://olds.ca/special%20events))

Route Map

Temporary Road Closure Application

Site Map

Proof of Insurance

Emergency Response Plan

Temporary Sign Application

APPLICANT

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Any personal information on this form is collected under the authorities of section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed special event permit application. If you have any questions about the collection of this information, please contact the Town of Olds at 403-556-6981.

Failure to comply with the conditions herein could result in the permit being withdrawn, future application being denied, and/or prosecution for breach of Town of Olds Bylaws.

For costs invoiced by any Town departments, I/We the applicant understand payment is due 30 days from the date of the invoice, after which time unpaid invoice will be subject to a monthly interest charge of 2% per month.

I do solemnly swear (or affirm) I am 18 years of age or older and all answers given in statements made on this application are full and true to the best of my knowledge. I have read the terms and conditions outlined in this document and the Town of Olds bylaws and agree to abide by them.

Signature of this document indicates your acknowledgement of the above requirements.

Name of Applicant

Signature of Applicant

Please submit your completed Special Event Permit application by:

Email: facilitybookings@olds.ca

In Person or by Mail: 4512 46 St. Olds, AB T4H 1J9