

# PUBLIC SPECIAL EVENT PERMIT APPLICATION



**Town of Olds**

4512 46 Street  
Olds AB T4H 1R5  
Main: 403.556.6981  
Fax: 403.507.4856  
Email: [facilitybookings@olds.ca](mailto:facilitybookings@olds.ca)

Town of Olds Special Events Bylaw can be accessed at [olds.ca](http://olds.ca)

Permit # \_\_\_\_\_

Estimated Number of ATTENDEES / CUSTOMERS / SPECTATORS per day:

- LESS THAN 1000 attendees – complete and submit page 1 of application.
- MORE THAN 1000 attendees – complete and submit pages 1 – 3 of application.

NAME of EVENT	DATE(s) & TIME(s) of EVENT	
DATE(s) & TIME(s) for SET UP	DATE(s) & TIME(s) for TAKE DOWN	
<p>EVENT LOCATION - municipal address, name of park/venue/property &amp;/or street names</p> <p>Submit a site map showing municipal addresses of all properties/venues to be used as well as outlining routes if using streets (include direction of route).  <small>Town Map located at: <a href="http://olds.ca/sites/default/files/docs/2018_special_events_permit_application_fillable_form_updated_sept_12_2022.pdf">olds.ca/sites/default/files/docs/2018_special_events_permit_application_fillable_form_updated_sept_12_2022.pdf</a> Contact the Town for site specific maps or air photo mapping: 403-507-4859.</small></p> <ul style="list-style-type: none"> <li>If your event is at any Town park or facility, call bookings at 403-507-4844.</li> <li>If your event is on private property, authorization from the property owner(s) is required.</li> <li>For events using Hwy 27 or Hwy 2A, Alberta Transportation requires the <i>Applicant to submit a Special Event on Highways</i> form.                      Application: <a href="https://www.alberta.ca/assets/documents/tr-special-event-application.pdf">https://www.alberta.ca/assets/documents/tr-special-event-application.pdf</a>                      Special Events Guide: <a href="http://www.transportation.alberta.ca/Content/docType233/Production/SPECIAL_EVENTS-revised-2007-INTERNET.pdf">http://www.transportation.alberta.ca/Content/docType233/Production/SPECIAL_EVENTS-revised-2007-INTERNET.pdf</a></li> </ul>		
DESCRIPTION of EVENT (for events with more than 1000 attendees, see page 2)		
<p>The applicant must contact the Fire Department and Municipal Enforcement if the following are required: road closures, parades, use of streets, highways or alleys, access to the site for emergency vehicles, burning permits and/or fireworks.</p> <p>Place a checkmark in the box once completed.    Fire Department    403-507-4850    <input type="checkbox"/> yes    Municipal Enforcement    403-507-4859    <input type="checkbox"/> yes</p>		
<p>Do you plan to use promotional signs or banners?    <input type="checkbox"/> yes    <input type="checkbox"/> no    If yes, contact Planning &amp; Development 403-507-4806                      Information required: where signs will be located (include map showing locations), sign size, sign type and other relevant information.</p>		
<p>Will there be alcohol served at your event?    <input type="checkbox"/> yes    <input type="checkbox"/> no    Will there be food served at your event?    <input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p>Contact the following if applicable to your event:                      Environmental Public Health 403-559-2150 (food vending, public health inspections, health related environmental hazards, water &amp; sanitation facilities)                      Alberta Gaming &amp; Liquor Commission: Special Event Liquor License: <a href="https://aglc.ca/liquor">https://aglc.ca/liquor</a>    Gaming: <a href="http://aglc.ca/gaming/default.asp">http://aglc.ca/gaming/default.asp</a></p>		
Name of APPLICANT / ORGANIZATION / BUSINESS		
Name of CONTACT PERSON	Telephone	Cell or 24-hour contact #
Email		
ADDRESS of APPLICANT		Postal Code
NAMES, ADDRESS & PHONE of Responsible Parties / Host Partner / Corporation contributing to the Special Event, if different from the Applicant		
OFFICE USE ONLY		
Approved by _____ Signature _____ Date _____		

# PUBLIC SPECIAL EVENT PERMIT APPLICATION

## SPECIAL EVENT DETAILS - Please attach applicable documents where indicated

### EVENT LOCATION - Please provide a site/route map

- Municipal ADDRESS(ES) of all Properties / Venues to be used for the Special Event and the NAME(S) of Property / Venue Owner(s).
- If the event will include the use of streets or highways, the route and direction of the flow of people or traffic.
- Written CONSENT of Property / Venue Owner(s) (if Town owned land, approval of this application is consent.)
- Detailed PARKING PLANS for all Properties / Venues to be used for the Special Event showing, location of parking areas, type of parking (off-street, on-street, public, private) and number of vehicles that could be accommodated in each area.

### EVENT TYPE & DESCRIPTION - Please attach event plan including the following:

- Security
- Noise control – applicant shall take the necessary steps to ensure noise disturbance outside the event location is minimized and ensure noise is controlled within the Venue.
- as per Special Events Bylaw @ olds.ca
- Overnight camping
- Water and sanitation (porta potties)
- Food services
- Fire protection
- Medical/ first aid facilities
- Night lighting for outdoor venues
- Signs/ road closures/ barricades/ traffic control plans

### ADDITIONAL - Please attach detailed explanations for the following (if applicable):

- Will you require additional Municipal Services for your Special Event?

For example: street barricades, street sweeping, public facilities, additional waste /recycling bins, staff attendance

NOTE: The Town requires 72 hours notice if requiring services and any barricades and bins are required to be picked up and dropped off between 9:00 am - 3:00 pm Monday – Friday.

<i>Number of:</i>		<i>Do You Require:</i>	
Bins	<input type="checkbox"/> yes	Detour Signs	<input type="checkbox"/> yes
		Street Sweeping	<input type="checkbox"/> Before Event <input type="checkbox"/> After Event
Barricades	<input type="checkbox"/> yes	30 Km/hr Signs	<input type="checkbox"/> yes
		Bathroom Cleaning	<input type="checkbox"/> Before Event <input type="checkbox"/> After Event

**\*PERMIT HOLDER IS RESPONSIBLE FOR ALL LOST OR DAMAGED EQUIPMENT AND WILL BE CHARGED ACCORDINGLY.**

- Will the event allow overnight camping at the Venue(s)?

If YES, please specify and provide a site plan.

- Will the event continue after dark?

If YES, please specify your provisions for ensuring night lighting and noise would not cause a nuisance to adjacent residential areas.

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## GENERAL CONDITIONS

**Business License** – Unless the Applicant is exempt under Section 401 of Business License Bylaw 00-016, the Applicant is required to have a valid Town of Olds Business License and to comply with the provisions of the Bylaw.

**Approvals** – The Applicant hereby agrees to obtain approvals from all applicable Agencies or Authorities having jurisdiction, i.e. Emergency Services, Alberta Health Services, Town of Olds, Alberta Liquor & Gaming Commission, etc.

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**Security** – The Applicant shall provide at his/her sole expense, on-premises security as required by the Town of Olds; and shall provide proof of such provision to the satisfaction of the Town of Olds at least 30 business days prior to the date of the proposed Special Event.

**Costs** – The Applicant shall be responsible for payment of any necessary additional municipal services, such as advertising of road closures, signing, street sweeping, barricading costs and to ensure affected businesses and residences are made aware of such inconvenience. The applicant will pay for any other costs incurred by the Town departments in providing equipment, supplies or manpower for the event.

**Police Protection** – Should the policing agency having jurisdiction specify the employment of additional Officers to meet policing requirements for the Special Event, the Applicant shall cover all expenses associated with additional police protection at rates approved by the Town of Olds. Approved rates shall be provided to the Town of Olds at least 30 business days prior to the start date of the Special Event.

**Public Liability** – The Applicant shall provide Public Liability Insurance for the proposed Special Event of at least \$2 million or an additional amount as specified by the Town of Olds, naming the Town of Olds as an additional named insured. Proof of insurance shall be provided to the Town of Olds at least 30 business days prior to the proposed Special Event.

I hereby make application under the provisions of the Town of Olds Special Events Bylaw 2007-33 and all other Bylaws, Policies or Regulations for a Special Event Permit in accordance with the information submitted herein and which forms part of this application.

I certify that the information I have given is true and correct and agree to abide by all and any applicable Bylaws, Rules and Regulations that are now or hereafter may be in force. I have read and understand the above General Conditions. I understand that failure to comply with the conditions and requirements set out in Special Event Bylaw 2007-33 / Traffic Bylaw 04-15 / Public Place Bylaw 1177-80 and in this application could result in any approval being withdrawn, denial of future applications, and/or prosecution for breach of bylaw.

Should approval be given, I agree to enter into a contract with the Town of Olds for the provision of additional applicable municipal services. I agree to indemnify and save harmless the Town of Olds from and against any and all liability whatsoever resulting from injury, death, or damage to any person and property by reason of, or as a result of, the operation of the proposed Special Event.

\_\_\_\_\_  
Name of APPLICANT

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Date

## PERMIT APPROVAL

Attendees/day: _____	Fees: _____	Receipt# _____	<input type="checkbox"/> not required	Fire Department Approval: <input type="checkbox"/> yes <input type="checkbox"/> not required
Proof of Insurance: <input type="checkbox"/> yes <input type="checkbox"/> not required	Parking Site Plan: <input type="checkbox"/> yes <input type="checkbox"/> not required	Street Route Plan: <input type="checkbox"/> yes <input type="checkbox"/> not required	AB Transportation Approval: <input type="checkbox"/> yes <input type="checkbox"/> not required	Env. Public Health Notified: <input type="checkbox"/> yes <input type="checkbox"/> not required
Prop/Owner Consent: <input type="checkbox"/> yes <input type="checkbox"/> not required	Vendor Locations: <input type="checkbox"/> yes <input type="checkbox"/> not required	Camping Site Plan: <input type="checkbox"/> yes <input type="checkbox"/> not required	Proof Security Protection: <input type="checkbox"/> yes <input type="checkbox"/> not required	Sign/Banner Approval: <input type="checkbox"/> yes <input type="checkbox"/> not required
Park/Facility Booked: <input type="checkbox"/> yes <input type="checkbox"/> not required				
Business License: <input type="checkbox"/> yes <input type="checkbox"/> not required				

Conditions:

Approved by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used in order to process this form. Please forward questions or concerns to the FOIPP Coordinator at 4512 46 Street, Olds, AB T4H 1R5. Phone 403-556-6981, Fax 403-556-6537, or email FOIP@olds.ca*