



**Town of Innisfail  
Special Event Application**

**APPLICANT INFORMATION:**

Name of Group \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Name (& position if available) \_\_\_\_\_

Contact Phone (main) \_\_\_\_\_ (business) \_\_\_\_\_

Contact Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

**SPECIAL EVENT INFORMATION:**

Name of Event \_\_\_\_\_

Description \_\_\_\_\_ # of participants (approx.) \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**CONDITIONS OF APPROVAL**

1. Application must be submitted to the Town Office for approval a **minimum of one month in advance of event.**
2. No less than ten (10) business days prior to the event, the Applicant is to submit to the Town:
  - a. Proof of \$2,000,000 liability insurance covering the times on the permits plus an additional twelve (12) hours per occasion, which also names the Town as an additional insured.
  - b. A map clearly outlining the route or location of the special event and any other pertinent details (i.e start & finish locations, barricade locations etc.)
  - c. Any signage related to the event must comply with Town bylaws.
3. Events that involves a street or alley closure must have approval of 75% of property/business owners affected by the event. Please submit a list of the names and signatures of the property/business owners approving the closure upon submission of this application.
4. The Applicant shall ensure adequate traffic control through consultation with the Town of Innisfail Peace Officers.
5. The Applicant is to ensure that the participants provide right-of-way to emergency vehicles.
6. The Applicant must arrange to pick up and return any items borrowed from the Town to the Town of Innisfail Public Works Shop (5702-36 St) between the hours of 8:30am to 4 pm Monday through Friday.
8. The Applicant is responsible for Town barricades, garbage cans and signage and must remain until the conclusion of the event.

9. The Applicant (and the promoters) shall comply with all applicable laws, including bylaws and policies of the Town of Innisfail (e.g. Community Standards By-Law).
10. The Applicant is to ensure that adequate first aid service is available.
11. The Applicant is responsible for any resulting clean up of the route or location at which the event occurs.
12. Alcohol is not permitted at any time on any public property unless otherwise given approval as per the Town's Policy regarding liquor in Town owned facilities. If alcohol is consumed on private property, the applicant must adhere to provincial liquor regulations ([www.algc.gov.ab.ca](http://www.algc.gov.ab.ca)).
13. The Applicant is responsible to contact Innisfail RCMP detachment a minimum of two (2) weeks prior to the event with regard to any Police assistance required during the special event.
14. Failure to comply with the above conditions could result in the approval being withdrawn, denial of future applications and/or prosecution for breach of Town bylaws.

**PERMIT INFORMATION**

Will you require a street closure? \_\_\_\_\_ If so, please indicate the streets requested for closure and provide a detailed map with this application showing location of event and where streets must be barricaded:

Will you require signage (e.g. no parking) or barricades (e.g. street closure)? If so, please list what and how many: \_\_\_\_\_

Will you require garbage receptacles? If so, how many? \_\_\_\_\_

What is your preferred pick-up date and time: Date \_\_\_\_\_ Time \_\_\_\_\_

What is your preferred return date and time: Date \_\_\_\_\_ Time \_\_\_\_\_

Are there any additional information/items that you are requesting from the town?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The applicant, on its own behalf and on behalf of its officers, agents and employees, waives the right to bring any claim against the Town of Innisfail and its officers, agents and employees for any matter arising out of or in any way connected with the Special Event, including claims based on the alleged negligence of the Town of Innisfail, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.

\_\_\_\_\_  
Applicant signature (please specify name & title if different from above)

\_\_\_\_\_  
Date

***Town of Innisfail Internal Use Only***

Signature of Authorized Town Employee: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Request sheet returned with 75% approval of property owners (if required):    yes    no

Council Approval: \_\_\_\_\_  
(date of approval)

Departments/Individuals notified: \_\_\_\_\_