



**SPECIAL EVENT APPLICATION**

**APPLICANT INFORMATION**

Organization Name:	Phone:
Name of Event Organizer:	Phone
Mailing Address:	Postal Code:
Email Address:	
Event Day On-site Supervision:	Cell Phone Day of Event:
Copy of Business License attached:    YES <input type="checkbox"/> NO <input type="checkbox"/>	Vendors on site:    YES <input type="checkbox"/> NO <input type="checkbox"/>

**SPECIAL EVENT INFORMATION**

Special Event Name:	
Is this an annual event?    YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE <input type="checkbox"/>	
Special Event Date(s):	
Location 1 <sup>st</sup> Choice:	
Location 2 <sup>nd</sup> choice:	
Number of Participants Expected:	Estimated Number of Spectators:
Event Start time:	Event Finish Time:

**DESCRIPTION OF EVENT**

<b>Please include schedule of events. Attach an additional page if needed.</b>

## CONDITIONS OF APPROVAL

**Before submitting the attached Special Events Application, please review the following checklist. Check-off to ensure all conditions are accepted and required documents are present with your application.**

- Site Map:** Please provide a detailed site map clearly outlining the route or location of the special event and any other pertinent details (i.e start & finish locations, barricade locations etc.). Maps can be found at [www.innisfail.ca/map](http://www.innisfail.ca/map). Please note to indicate all structures that will be on site: i.e. tents, PA system, start & finish for races, etc. Any signage for the the event must comply with Town bylaws.
- Road Closure Requests:** Events that involve 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.
- Route Map:** Are participants following a course? If so please attach a separate map of the proposed route. All requested routes are subject to The Town of Innisfail approval.
- Traffic Control:** The Applicant shall ensure adequate traffic control through consultation with the Town of Innisfail Peace Officers. Officers can be reached by calling (403)227-3376. The Applicant
- Town Bylaws and Policies:** 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).
- Business License or Market License:** The Applicant must provide a copy of a valid Town of Innisfail License number as required by the Town of Innisfaill Bylaw 1692-2022. To contact the licensing department [reception@innisfail.ca](mailto:reception@innisfail.ca). Please note that any vendors/ food trucks must hold a valid Town of Innisfail business license or be covered by a market license.
- Emergency Response Plan:** The Applicant is required to ensure an adequate emergency response plan including that first aid service is available. For more information contact Fire and Protective Services at by calling (403)227-3376.
- Insurance:** No less than ten (10) business days prior to the event, the Applicant is to submit to the Town: Proof of \$2,000,000 Liability insurance specific to the event and covering the times on the permits plus an additional twelve (12) hours per occasion, which also names the Town as an additional insured party on the policy.
- Clean-up:** The Applicant is responsible for any resulting clean up of the route or location at which the event occurs.
- RCMP:** The Applicant is responsible for contacting Innisfail RCMP detachment a minimum of two (2) weeks prior to the event regarding any Police assistance required during the special event. The Innisfail RCMP detachment can be reached at (403)227-3342.
- Alcohol Consumption:** Alcohol is not permitted at any time on any public property unless otherwise written 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)) including the appropriate licence.

**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.**

**APPLICANT**

Have you included any additional supporting documents? YES  NO

Would you like your event advertised on the town’s online Community Event Calendar? YES  NO

**(If you would like to have your event advertised on the Town’s online community events calendar please submit your event online at <https://innisfail.ca/event/> ).**

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.

By signing this application, it is acknowledged that the applicant has read and understood the terms and conditions within this application.

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

\_\_\_\_\_  
 Date

The information is being collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act. For more information, please contact the FOIP Coordinator at 403.227.3376.

**EQUIPMENT REQUESTS**

- |   |   |
|---|---|
| <input type="checkbox"/> Barricades   | <input type="checkbox"/> Gate Key for Cenntenial Park |
| <input type="checkbox"/> No Parking Signs                                     | <input type="checkbox"/> Recycling bins               |
| <input type="checkbox"/> Detour Signs   | <input type="checkbox"/> Garbage bins                 |
| <input type="checkbox"/> Power Pannel for Stage at Cenntenial Park            | <input type="checkbox"/> Other requests               |
| <input type="checkbox"/> Power: availble at Ball Diamonds and Cenntenial Park |   |

**Town of Innisfail Internal Use Only**

Submission Date: \_\_\_\_\_ Folder: \_\_\_\_\_ Received By: \_\_\_\_\_

Business License number \_\_\_\_\_ Expiry Date \_\_\_\_\_

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

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

Council Approval (if required): \_\_\_\_\_ (Date of approval)

Departments/Individuals notified:

- |  |  |
|--|--|
| <input type="checkbox"/> Operations          | <input type="checkbox"/> Community Service |
| <input type="checkbox"/> Protective Services | <input type="checkbox"/> Aquatic Center    |
| <input type="checkbox"/> Facilities          |  |