



APPLICATION FOR SPECIAL EVENTS PERMIT

FILE # _____

Office Use Only		
File #:	Date Complete:	Decision:

Special Events Permit Checklist

Documents required:	
	Completed Special Events Application Form (signed by ALL titled landowners)
	Letter of Intent (reason for Special Event) If this is a renewal, please list any changes for this year
	Fully dimensioned site plan of all existing and proposed structures on site, as well as the following: <ul style="list-style-type: none"> o The legal description of the property o Main access and egress, emergency route, and muster stations o Front, rear, and side setback distances from the Special Event to the property lines o Parking areas and loading provisions o Access and egress locations to the site o Water and washroom accessibility o Dates and times of Special Event o Site Plan
	Full name and addresses of all responsible parties
	Proof of Liability Insurance

- More information may be requested by the County to properly evaluate the application.
- **Please note that an application for a Special Event must be submitted at least 60 days prior to the event.**

The following personal information is for office use only. It will be removed from the package prior to circulation.

Location

County Contact

Address

Phone Number

Cell Phone

Fax Number

Email Address



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Name of Event: _____

Describe the Proposed Event: _____

Event Website: _____

Dates of the Event: _____

Projected Number of Attendees: _____

Name of Registered Event Owner(s): _____

Name of Agent Authorized to Act on Behalf of Event Owner: _____

Event Organizer(s): _____

On Site Liaison (Name): _____

Security (Name if any): _____

Use of Any Existing and/or temporary structures (please ensure they correlate with the site plan)

Expected Event Traffic (vehicle trips/day generated) _____

Parking Provisions: _____

Will the event feature amplified entertainment: Yes _____ No _____

Description: _____

Are food, beverages, and merchandise to be sold: _____

Will alcohol be served: Yes _____ No _____

(If yes, please ensure a copy of the liquor license is attached)

Garbage Removal Provisions _____

Washroom Facilities: Yes _____ No _____ If Yes, How Many _____



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- Additional Information (please check):
- | | |
|--|------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Livestock |
| <input type="checkbox"/> Special Effects | <input type="checkbox"/> Drone |
| <input type="checkbox"/> Sets | <input type="checkbox"/> Lights |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Fencing |

3. IS PROPOSED SPECIAL EVENT WITHIN:

- Yes No 800 m of an urban centre
- Yes No 1.5 km of a sour gas facility
- Yes No 800 m of neighboring Municipal boundary
- Yes No 800 m of a creek, river, or watercourse, etc.

4. LOCATION

A visual inspection of the proposed event area may be necessary to determine placement and other details.

I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

- I am (we are) the registered event owner(s) or
- I am the agent authorized to act on behalf of the registered event owner

_____	_____
Applicant Signature	Date

_____	_____
Applicant Signature	Date

5. AUTHORIZATION, IF APPLICABLE, TO ACT ON BEHALF OF THE REGISTERED LAND OWNER(S)

I (We) hereby authorize _____ to act on my (our) behalf on matters pertaining to this application for a special event.

Signature of Land Owner(s)

Date

The information noted on this application form will be used to evaluate the proposed event. This form and/or the information herein may be circulated to relevant agencies and adjacent landowners for comment and shall thereafter be treated as a public document.