



City of Wetaskiwin Special Event Application Form

*Please fill out the form as completely as possible. Please call 780.361.4445 or visit the Manluk Centre with any questions or concerns.

PERSONAL INFORMATION	
Event Name	
Organization	
Name of Main Contact for event	
Phone Number / Email Address	
EVENT INFORMATION	
Purpose of Event	
Date of Event	
Time of Event	From: _____ To: _____
Number of People expected to attend	
Location of Event	
Types of Vendors in attendance (A municipal business/vendor license may apply. Please check with the City Development Department)	<input type="checkbox"/> Selling Merchandise <input type="checkbox"/> Selling food and/or beverages <input type="checkbox"/> Food truck/cart
Permits Required	<input type="checkbox"/> Alberta Health Services Special Event Vendor Notification <input type="checkbox"/> Alberta Health Services Event Organizer Application <input type="checkbox"/> Fence Permit <input type="checkbox"/> Road Closure <input type="checkbox"/> Sign Permit <input type="checkbox"/> Liquor License <input type="checkbox"/> Access to City Property <input type="checkbox"/> Fire Permit

Have you applied for road closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list the roads below:
Special Requests	
Please briefly describe your event	

Please attach a site plan of how your event will be set up:

Please send the completed form to the Recreation department in one of the following ways:

By email to: recreation@wetaskiwin.ca

Deliver in person to: The Manluk Centre
 4514 – 50 Avenue
 Wetaskiwin, AB
 T9A 2Z5

If you have any questions, please contact the Recreation department at 780.361.4445.

For Internal Use Only:

Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason if application denied: _____	
Date: _____	Recreation Department Approval: _____