

SPECIAL EVENT APPLICATION

*This application is required for any event held on City owned property, including streets and lanes.
Please complete all sections of this form, and additional documents/plans if required.
Refer to the Special Event Information Guide for guidance and submission deadlines.*

For Office Use Only

Event Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reason for denial	
	Approved By		Approval Date
Road/Lane Closure Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reason for denial	
	Approved By		Approval Date

Notes:

EVENT INFORMATION

Event Contact Information	First Name				Last Name				
	Mailing Address				City/Town		Province		PC
	Email Address						Phone		
	Applicant's Signature						Application Date		
Event Information	Event Name								
	Event Type <input type="checkbox"/> Charitable/Non-Profit <input type="checkbox"/> Community <input type="checkbox"/> Private <input type="checkbox"/> Other								
	Event Location						Number of Participants		
	Event Start Date						Event Start Time		
	Event End Date						Event End Time		
	Does the event require a road/lane closure? If yes, provide a map of the proposed roads to be closed and a traffic bypass plan.							<input type="checkbox"/> Yes <input type="checkbox"/> No	

MOBILE VENDOR INFORMATION

In accordance with the City's Business Licence Bylaw 1507-01, amended by 2018-22, each mobile food vendor will require a Mobile Food Vendor Business Licence. The event organizer may obtain an Event Vendors' Licence to cover all mobile retail vendors; otherwise, each for-profit vendor will need a separate licence.

Will your event have for-profit mobile food and/or mobile retail vendors on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide the number of vendors on site.	# of Food Vendors		# of Retail Vendors	
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REQUIRED DOCUMENTS

Please check each item to acknowledge that all events on City property require the following documents and activities.
Refer to the Special Event Information Guide for more details and requirements.

<input type="checkbox"/> Insurance or Waiver	<input type="checkbox"/> Emergency Plan	<input type="checkbox"/> Detailed Site Plan	<input type="checkbox"/> Site Cleanup
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ADDITIONAL REQUIREMENTS

Please check each item if your event requires the City to provide. To request Protective Services staff at your event, email Bylaw Enforcement at peace.officer@wetaskiwin.ca or Fire Services at fireservices@wetaskiwin.ca

<input type="checkbox"/> Barricades	<input type="checkbox"/> Tables/Chairs	<input type="checkbox"/> Garbage/Recycle Bins	<input type="checkbox"/> Other (please specify)
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ADDITIONAL APPROVAL(S) REQUIRED

Please check each item that will require additional permit(s), licence(s), or approval(s) from other agencies.
Refer to the Special Event Information Guide for more details and requirements.

<input type="checkbox"/> Event Organizer Application - AHS	<input type="checkbox"/> Special Event Food Vendor Notification - AHS	<input type="checkbox"/> Food Handling Permit - AHS	<input type="checkbox"/> Liquor Licence - AGLC
<input type="checkbox"/> Utility Locates	Utility locates are REQUIRED for the installation of in-ground peg(s), prefabricated tent(s), scaffolding, etc. Contact Click Before You Dig/Alberta One-Call at https://utilitysafety.ca or call 1.800.242.3347		

The personal information collected on this form is being collected under the authority of Sections 33, 39 (1)(a)(b) and 40 (1) (a)(b)(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP), and Section 301.1 of the Municipal Government Act RSA 2000 (MGA). The information collected will be used to process your application(s). Your name, contact telephone number, and address may be used to carry out current and/or future construction, operating programs, services, or activities within the Municipality. If you have questions about the collection, use, or disclosure of the personal information provided, please contact the FOIP Coordinator at 780.361.4400.