

SPECIAL EVENT APPLICATION			
<p><i>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.</i></p>			
For Office Use Only			
Event Decision	<input type="checkbox"/> Approve	<input type="checkbox"/> Denied	<i>Reason for denial</i>
	<i>Approved By</i>		<i>Approval Date</i>
Road/Lane Closure Decision	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<i>Reason for denial</i>
	<i>Approved By</i>		<i>Approval Date</i>
Event Contact Information	<i>First Name</i>		<i>Last Name</i>
	<i>Mailing Address</i>		<i>City/Town Province PC</i>
	<i>Email Address</i>		<i>Phone</i>
	Applicant's Signature		Application Date
Event Information	<i>Event Name</i>		
	<i>Event Type</i> <input checked="" type="checkbox"/> Charitable/Non-Profit <input checked="" type="checkbox"/> Community <input type="checkbox"/> Private <input type="checkbox"/> Other		
	<i>Event Location</i>		<i>Number of Participants</i>
	<i>Event Start Date</i>		<i>Event Start Time</i>
	<i>Event End Date</i>		<i>Event End Time</i>
	<i>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.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Event Description		

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.

Insurance or Waiver	Emergency Plan	Detailed Site Plan	Site Cleanup
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ADDITIONAL REQUIREMENTS

Please check each item if your event requires the City to provide. Please note a rental charge of \$10/table and \$1/chair applies for events requesting tables & chairs

Barricades	Tables/Chairs	Garbage/Recycle Bins	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 <i>Click Before You Dig/Alberta One-Call</i> at https://utilitysafety.ca or call 1.800.242.3347		

To request Protective Services staff at your event, email Bylaw Enforcement at peace.officer@wetaskiwin.ca or Fire Services at fireservices@wetaskiwin.ca

The personal information being requested on this form is for the purpose of special event facilitation and being collected under the authority of section 4(c) of the Protection of Privacy Act (POPA). If you have questions about the collection, use, or disclosure of this personal information provided, please contact the City of Wetaskiwin's ATIA Coordinator at 780.361.4456, legislative@wetaskiwin.ca, or in-person at Wetaskiwin City Hall (4705 50 Avenue, Wetaskiwin, Alberta, T9A 0R8).