

## Special Event Information Guide

### Definitions

- **Special Event:** An outdoor event held by a third party in the City of Wetaskiwin that makes use of City property and/or a street or lane.
- **Community Event:** A special event that is open to the public.
- **Private Event:** An invitation-only special event on property that the public would normally have the right to access.
- **Charitable or Non-profit Event:** A community event that is sponsored or operated by:
  - A society or an organization
  - A service club
  - A community, veterans', or youth organization
  - A social, sport or fraternal organization or club

### Requirements for All Events on City Property

If your event is being held on City property, documentation of the items below must be attached to the application form or provided to the Recreation department at least 5 business days before the event begins.

- **General liability insurance:** Two million dollars minimum is required. The City of Wetaskiwin must be named as an Additional Insured. At the City's discretion, the insurance requirement may be waived provided the organizer(s) complete the City's liability waiver.
- **Emergency plan:** an internal plan for event organizers to address situations including, but not limited to, site evacuations, lost children, first aid, inclement weather and theft.
- **Site cleanup:** Site cleanup is the responsibility of the event organizer and must be completed within 24 hours after the event has concluded, except with the prior approval of the Recreation Manager. The site must be restored to the pre-event condition, including removal of all garbage from waste bins.

### Site Plan

Consider the following requirements when developing your site plan and show them on the Special Event Site Plan diagram.

- The location of all mobile vendors on-site, on the road, and on the sidewalk.
- Waste bins must not be placed in a location that will impede the entry or exit from the site, from bathrooms, emergency access points, and first aid stations.
- At least four 240L waste bins and two recycling containers must be provided per 100 participants.
- Clear walkways must be designated for clear entry and exit from the site to bathrooms, emergency access points, and first aid stations.
- Other significant features include, if applicable to your event: stages, smudging/ceremony locations, fencing, barricades, washrooms, hand wash stations, first aid, security, any temporary event signage, any other temporary tents or structures, parking, shuttle bus loading zones, emergency access routes and zones. Other relevant features may also be shown on the site plan.

### Emergency Plan

An emergency plan is required from the City of Wetaskiwin for events anticipating 500 participants or more, and for events serving alcohol. A potential emergency may be a power outage, extreme weather, fire, robbery, personal injury, etc. and emergency preparedness is essential to ensure the safety of the public, vendors, and organizers that will be attending your

event. The emergency plan must include:

- List and location of emergency equipment, including first aid kit(s) and name(s) of first aid responders.
- List and location of emergency facilities.

### **Temporary Event Signage**

Special events may place up to five (5) temporary Event Directional Signs, as defined in Section 7.6.7.11 of the Land Use Bylaw, with no additional permit or fee requirements provided the sign locations are identified and approved by the City as part of the special event application. Any sign(s) located on private property will also require the written consent of the property owner.

### **Additional Permit and Licence Requirements**

If your event requires any of the items listed below, documentation must be attached to the application form or provided to the Recreation department at least five (5) business days before the event begins.

- All for-profit vendors of food or goods require a valid **Business Licence**. Vendors may obtain their own licences, OR the organizer may apply for an **Event Vendors' Licence** on behalf of any vendors who are not already licensed, including vendors selling packaged and low-risk prepared food. **However, this excludes food trucks and other mobile food vendors.** These vendors must apply for a separate **Mobile Food Vendor Permit** at least 10 business days prior to the event to ensure fire safety requirements are met. Visit <https://www.wetaskiwin.ca/1127/Permits-Licences> for more information on business licences.
- An **Event Organizer Application** is required from Alberta Health Services when an event is open to the general public and includes vendors who are not volunteers (i.e. fairs, carnivals)  
Application form: <https://www.albertahealthservices.ca/frm-19881.pdf>
- A **Special Event Food Vendor Notification** is required from Alberta Health Services when food is provided to the public (this excludes low-risk foods including prepackaged items.)  
Application form: <https://www.albertahealthservices.ca/frm-19882.pdf>
- A **Food Handling Permit** is required from Alberta Health Services when food will be served for profit or to the public. Visit <https://www.albertahealthservices.ca/eph/page13999.aspx> for more information.
- A **Liquor Licence** is required from the Alberta Gaming and Liquor Commission for all events serving alcohol. Visit <https://aglc.ca/liquor/liquor-licences> for more information.
- **Tent structures** may be set up on City property at no cost but must meet the requirements of section 8.27.3 of the Land Use Bylaw, available here: <https://wetaskiwin.ca/1111/Land-Use-Bylaw>. Event Organizers are advised to contact Utility Safety Partners (<https://utilityafety.ca> or 1-800-242-3447) if pegs or large event tents are being used. Repair of damaged utilities will be the expense of the event organizer
- A **Temporary Lane or Road Closure** is required from the City of Wetaskiwin when any public streets or lanes will be closed for an event.

***Additional permits or licences may be required for events with features not listed above.***