



Town of Mayerthorpe

Policy Manual
Section: **Recreation**
Policy **VII-005**

TITLE: Special Events Policy
POLICY NO.: VII-005
APPROVAL: Town Council
EFFECTIVE DATE: August 16, 2011
AMENDED DATE:
REVIEW DATE: August 15, 2011
March 20, 2017
February 16, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe recognizes the benefits of special events in enhancing our community and in providing economic benefits to our business community and also the need to provide some guidelines for the overall health, safety and protection of our citizens.

PURPOSE: The purpose of this document is to provide a comprehensive guideline that outlines the policies, procedures and by-laws, which an event organizer must abide by in order to receive approval to operate a special event.

DEFINITIONS:

Special Event

Any annual or infrequently occurring activities that take place in a Town-owned facility or on any Town-owned property within the Town of Mayerthorpe and shall be categorized as either a community event or a non-community event. The main characteristics of Special Events are that they are open to the general public and held for the purpose of a celebration or have a specific theme and have a predetermined opening and closing time.

A special event may be, but not limited to ethnic, commemorative, artistic, festival, street dance, theatrical, sporting, filming, picnics, sidewalk sale, parade,



race etc.

Community Event

A special event that is operated for the benefit of a registered “not for profit” or “charitable” group that does not benefit an individual, a group of individuals or a for- profit company.

Non-Community Event

An event that is held for the purpose of business, profit making or promotion of an individual, group, organization or Corporation.

The Town Shall mean the Corporation of the Town of Mayerthorpe.

The County Shall mean the Lac Ste. Anne County

The Police Shall mean either the R.C.M.P and / or Peace Officer for the Town of Mayerthorpe.

The Fire Department Shall mean the Mayerthorpe Fire Department.

Peace Officer Shall mean any person employed by the Town of Mayerthorpe for the purpose of enforcing municipal by-laws, whether that person is employed on a full or part time basis.

Health & Safety Authority Shall mean Alberta Health.

Traffic Department Shall mean the Town Public Works Department.

PRINCIPLES:

1. The organizer shall adhere to all policies, legislation, by-laws and regulations.
2. Costs, including but not limited to rental costs, administrative services, law enforcement and security, site amenities, road barricading, required signs,



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garbage receptacles etc. incurred by the adherence to these guidelines shall be the responsibility of the lessee/ organizer or organizing group.

3. Permits for events will be issued by the Chief Administrative Officer, or his / her designate, as directed by Council.
4. The event organizer shall be required to provide proof of licenses to operate the event and any further information requested by the Town.
5. The event organizer must maintain public liability insurance of no less than \$5,000,000 for the duration of the event naming the Town as an additional insured. For an event that involves the selling or serving of alcohol the insurance must include liquor liability coverage for the duration of the event.
6. The organizer agrees to indemnify and hold the Corporation of the Town harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any negligence or acts or omissions during the use of the town-owned facility/property.
7. The events organizer must submit a detailed plan indicating parking facilities, planned road closures with times of closure and alternate routes.
8. The facility must be restored to its pre-event conditions within 48 hours after completion of the event. The organizer is responsible for clean up during the event as well as clean up, removal of equipment and garbage after the event. Compensation for damages that result from an event for the repair, restoration or replacement of private or public property will be the responsibility of the organizer.
9. All refreshments must be provided to the public in plastic containers or original aluminum cans and the organizer agrees to recycle any applicable materials.



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10. The organizer of a "Non-Community" event shall be required to post security in the form of an irrevocable Letter of Credit or cash.
11. Special Event Organizers in good standing shall be given first right of refusal for a period of 90 days only following the event for booking the same municipal property for the same date the next year.
12. The application, accompanied by a complete detailed description of the event, expected attendance, and any applicable fees shall be submitted 90 days in advance of the event and will be reviewed by the Town to determine specific requirements. A copy of the application should also be submitted to the local health authority, the local R.C.M.P. detachment, the Mayerthorpe Fire Department and Ambulance for their determination of any requirements they may deem necessary.

End of Policy.