



Town of Mayerthorpe

Procedure
Section: Recreation
Procedure No.: VII-005.01

PROCEDURE: Special Events Application Procedure
PROCEDURE NO.: VII-005.01
APPROVAL:
EFFECTIVE DATE: August 16, 2011

PROCEDURE:

To Make An Application

1. Complete and submit a Special Events Application Form to the Town of Mayerthorpe, Box 420, Mayerthorpe, AB T0E 1N0
2. When making application consideration of the following must be addressed:
 - Use of temporary structures (tents and/or advertising signs) may require a permit from the Town of Mayerthorpe Building Department.
 - Adequate medical and/or First Aid Services
 - Parking arrangements (both on and off site)
 - Security
 - Health issues
 - Waste management
 - Fire safety
 - Requirements of Liquor Licenses, if alcohol is to be served.
 - Promotional and directional signs and permission for same

By-law Enforcement

1. The Bylaw Officer shall review the application and may recommend further restrictions to parking and traffic controls specific to the event.
2. Amplified sound is in contravention of the Noise Control By-law and an exemption will require a request through Administration for the Town of Mayerthorpe.
3. Parking infraction notices will be issued as authorized by the Town of Mayerthorpe Parking Control and Traffic By-laws and vehicles may be towed if



the By-law Officer or any Emergency Service personnel perceive a safety issue.

4. Refusal to comply may result in closure of the event and/or charges and possible court proceedings.

Alcohol Related Events.

1. The organizer must abide by the policies and procedures outlined in the Provincial Alcohol Regulations.
2. Obtain a Special Occasion Liquor Permit and provide a copy of the license to the Town 30 days prior to the event.
3. Sale of alcohol on Town-owned outdoor facilities must be restricted to the hours between 11 a.m. and 11 p.m.
4. May be required to hire paid off duty police officers to be in attendance for the duration of the licensed event. The requirement to hire officers and the number of officers shall be determined by the Police department relative to the expected attendance and nature of the event.
5. Enclose any area licensed for the sale and consumption of alcohol with a perimeter fence if the event is outdoors. May not be required if the venue is such that admittance can be limited to those of legal drinking age.
6. Public liability insurance of \$5M including liquor license liability naming the Town as co-insured. If alcohol is being served the insurance must include liquor liability.
7. Follow the policies and procedures.

Health & Safety Authorities

Event organizers or any food vendors that intend to sell or give food away to the public shall:

1. Notify the Local Health Authority (Alberta Health) as to what food and how it



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will be prepared and offered to the public.

2. Provide a site map showing locations of water sources, hydro sources, food vendors, washrooms and garbage disposal units.
3. The Health Department will review the application and notify the organizer/lessee and/or vendor with any requirements necessary to ensure preparation standards are met and proper procedures are followed.
4. Vendors must have Health Department approval in writing prior to operating at any special event on Town-owned lands.
5. A health inspector may visit the site at any time during the event and take any appropriate action deemed necessary to ensure public safety in this respect.
6. The Municipal Ambulance Service will review the application and notify the organizer with respect to first aid requirements and the number of units required, if any, for the event. The Municipal Ambulance Service will be the authority and shall approve all arrangements for first aid and standby medical care.

Structures/Tents/Temporary Structures/Advertising Signs

The event organizer must apply to the Town of Mayerthorpe Building Department for any permits necessary under the Alberta Building Code and the Town of Mayerthorpe Land use Bylaw.

Police Services

1. Event organizers must contact the Mayerthorpe Detachment of the R.C.M.P. to determine the number of paid off duty officers and security guards that may be required for a particular special event.
2. All charges in this respect will be the responsibility of the event organizer.
3. Signs pertaining to detours and traffic flow will be subject to the direction of



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the R.C.M.P.

4. Will advise, in cooperation with the Traffic Department, the applicant of any restrictions necessary to control parking and traffic flow that may be not be covered in the regular by-laws for this purpose.

Public Works

For any event requiring a temporary road closure the applicant must apply in writing to the Town of Mayerthorpe Administration at least 90 days in advance of the date

1. Costs associated with closures, parking restrictions and traffic flow signs will be charged to the event organizer. Barricading and signing will be done at the direction of the Municipal Engineer or his designate.
2. Notwithstanding the approval of any road closing, access shall not be denied to private property owners or emergency vehicles (including the Town of Mayerthorpe By-law Enforcement Officers, utilities inspectors and health inspectors)
3. Arterial roadways that are under the jurisdiction of Lac Ste. Anne County and permission for closure must be obtained from them.
4. Property owners and tenants along the closed portion of the route should be notified of the event etc. in advance.
5. Vehicles displaying disabled persons parking permit must be permitted access for the purpose of discharging passengers

End of Procedure.