



**"SCHEDULE A"  
TOWN OF MAYERTHORPE**

**SPECIAL EVENT PERMIT APPLICATION PROCESS**

**PERMIT APPLICATION PROCESS**

1. A special event is 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. To clarify if a permit is required, please call The Town of Mayerthorpe at 780-786-2416.
2. Please be sure to complete all sections of the application. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. All proposed activities and events are subject to the approval of The Town.
3. Submit your application by mail/delivery-in-person to The Town of Mayerthorpe, Box 420, 4911 52 Street, Mayerthorpe, AB T0E 1N0 or fax to 780-786-4590. Submission of an application does not grant you a permit; all applications are subject to review.
4. The Town grants permits to use appropriate public spaces on a first-come, first-served basis. The Town will not consider your submission without a completed application.
5. **See Special Event Permit Type Section for Application deadlines.**
6. Upon receiving your application, The Town will contact you to inform you of the status of your application. The Town reserves the right to request additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. Failure to submit requested information or documentation in a timely manner may result in denial of a special event permit.
7. Applicant is responsible for payment of any necessary advertising of road closures, signing, and barricading costs as identified by the Public Works Department, and to ensure affected businesses and residences are made aware of such closures. The applicant will pay for any other costs incurred by Town departments in providing equipment, supplies or manpower for the event.
8. Valid certificate of insurance, showing **a minimum liability amount of \$5,000,000.00 and will include The Town of Mayerthorpe as an additional insured** for the date(s) of the event. The Town does not sell insurance. However, this type of insurance policy can be acquired from most types of insurance carriers. Your permit will not be processed until The Town receives your insurance certificate. Failure to submit a copy of your insurance in a timely manner may result in denial of a permit.
9. Once all of The Town's requirements have been fulfilled, including receipt of all documents, a Special Event Permit may be issued.
10. **PLEASE NOTE:** Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from The Town and changes/modifications relative to the event from The Town is at the sole expense and risk of the event sponsor.

11. The Special Event Permit Coordinator processes all applications. A copy of the approved permit must be kept at the special event location and produced if required. **Failure to comply or failure to obtain the required permit could result in prosecution for breach of Town Bylaws.**
12. Failure to comply with the conditions of an approved permit could result in the approval being withdrawn, future applications being denied and/or prosecution for breach of Town bylaws.

## **SPECIAL EVENT RULES AND REGULATIONS**

All events and applicant's guests, vendors, concessionaires and exhibitors are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and bylaws of The Town of Mayerthorpe, the Province of Alberta, and the Government of Canada. Below is a summary of some of The Town's Special Events Rules and Regulations.

### **General**

1. Any advertising, signage, barricading or staff costs incurred in the closing of roads or other public areas are the responsibility of the applicant.
2. Promotional signs are permitted on Town property in connection with a special event and are subject to bylaw requirements.
3. The Town does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.
4. Event organizers will make satisfactory arrangements for access to parking or for the removal of parking that is normally available to businesses or residents. Any related costs are the responsibility of event organizers.
5. Conditions may be added to any Special Event Permit to ensure the safety of the public, protection of property, mitigation of associated risks, and the orderly conduct of the event.
6. Regular facility booking fees will be charged for special events.

### **Roads**

7. All road closures will be subject to the requirements of the Traffic Bylaw No. 904.
8. Events will not conflict with road or utility construction or maintenance activities.
9. Events will avoid conflicts with public transit routes.
10. Events using major roadways are to be scheduled outside of peak traffic flow times.

### **Parks.**

11. No staking or pounding of other objects or fixtures into the ground is permitted.
12. Marking of pathways and trails is to be temporary. The only marking methods that are allowed are sidewalk chalk, cones or flags. Spray paint and spiking is prohibited.
13. Signage may not be attached to trees, park furniture, existing signs or buildings. Signage should be freestanding, not staked, and must be removed after event.
14. Flowers, trees, shrubs and other vegetation may not be cut, moved, removed, nor have wires or ropes attached.
15. The Town may charge and collect damages from event organizer(s) if site is left in an unacceptable manner and requires clean-up or repair. This includes garbage, turf damage etc.

16. The Town reserves the right to cancel green space bookings due to potential site damage incurred from heavy traffic on site during or immediately following inclement weather.

**Applicable Bylaws**

Event Organizers are responsible to be aware of municipal bylaws that may affect their events. The following is a list of bylaws that may be needed. These bylaws are available on The Town of Mayerthorpe website at [www.mayerthorpe.ca](http://www.mayerthorpe.ca).

- Public Order Bylaw (Noise)
- Traffic Bylaws
- Land Use Bylaw

**Cancellation**

- All cancellations must be made in writing.

**SPECIAL EVENT PERMIT TYPE**

Event Type	Description	Application deadline
A	Events held on major roadways, events including special circumstances or approvals.	4 months prior to event date
B	Events held on all other roadways.	3 months prior to event date
C	Events held on all other Town property including parking lots, trails, parks.	2 months prior to event date

**EVENT CATEGORY**

- |             |                         |                          |
|-------------|-------------------------|--------------------------|
| 1. Festival | 3. Walk/Run             | 5. Rally/Protest         |
| 2. Parade   | 4. Promotion/Commercial | 6. Other (specify) _____ |

**CONTACT INFORMATION**

Town of Mayerthorpe  
Karen St.Martin  
Chief Administrative Officer

Mailing Address:  
Box 420  
Mayerthorpe, AB T0E 1N0  
Phone: 780-786-2416 Fax: 780-786-4590

Street Address:  
Town Office  
4911-52 Street, Mayerthorpe, AB

**APPLICATION NO.** \_\_\_\_\_  
(Office Use Only)



Town of Mayerthorpe  
Box 420, 4911 – 52 Street  
Mayerthorpe AB T0E 1N0  
Phone: 780-786-2416 Fax 780-786-4590

## SPECIAL EVENT PERMIT APPLICATION

Instructions: Before completing this application, please read carefully the sections on Special Event Rules and Regulations on the previous pages.

### APPLICANT INFORMATION

Organization Name \_\_\_\_\_

Name of Event Organizer \_\_\_\_\_

Organization Street Address \_\_\_\_\_

Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Event Day On-Site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_  
(if different from event organizer)

### EVENT INFORMATION

**Special Event Name** \_\_\_\_\_

**Special Event Date (s)** \_\_\_\_\_

**Special Event Permit Type** (Please see Special Event Permit Process document for detailed descriptions)

- A. Parades / special events held on major roadways**
- B. Parades / special events held on all other roadways.**
- C. Special events held on all other Town property**

**Location** (1<sup>st</sup> choice) \_\_\_\_\_  
(2<sup>nd</sup> choice) \_\_\_\_\_

### Set-up and Takedown

Event Set-up to begin on \_\_\_\_\_ at \_\_\_\_\_ am  pm

Event Takedown to end by \_\_\_\_\_ at \_\_\_\_\_ am  pm

**Day of Event**

No. of Participants \_\_\_\_\_ No. of Spectators \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event Finish Time \_\_\_\_\_

**SPECIAL EVENT CATEGORY** (Please check all that apply.)

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Walk/Run                 | <input type="checkbox"/> Rally / Protest       |
| <input type="checkbox"/> Parade   | <input type="checkbox"/> Promotional / Commercial | <input type="checkbox"/> Other (specify) _____ |

**WEATHER CONTINGENCY PLANS**

- |   |   |
|---|---|
| <input type="checkbox"/> Proceed with full event. | <input type="checkbox"/> Cancel.        |
| <input type="checkbox"/> Alternate location.      | <input type="checkbox"/> Describe _____ |

**INSURANCE**

- Copy attached - \$2million liability insurance and will include The Town of Mayerthorpe as an additional insured.
- Copy attached - \$5 million liability insurance (High Risk Events) and will include The Town of Mayerthorpe as an additional insured.

**EVENT ACTIVITIES**

All event activities are subject to the approval of The Town of Mayerthorpe. Certain event activities may require separate permits from The Town and the Province of Alberta. These include sales, sampling or giveaways of food, alcoholic & non-alcoholic beverages or merchandise or road closures. If any question below is answered "YES", you will need to contact the appropriate authorities. For information on any possible Town permit, contact either the numbers noted below or the Town of Mayerthorpe at 780-786-2416.

**Will your event include any of the following?****Food and Non-alcoholic Beverages:**

If YES, will they be sold or served?

- |                               |                                 |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> YES  | <input type="checkbox"/> NO     |
| <input type="checkbox"/> SOLD | <input type="checkbox"/> SERVED |

- Contact Alberta Health Services for a Special Event Permit – 780-778-2285.

**Alcoholic Beverages:**

If YES, will they be sold or served?

- |                               |                                 |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> YES  | <input type="checkbox"/> NO     |
| <input type="checkbox"/> SOLD | <input type="checkbox"/> SERVED |

- Alcohol is only allowed on The Town of Mayerthorpe select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Please contact the Alberta Gaming & Liquor Commission at 1.800.272.8876.

**Merchandise Sales:**

YES

NO

If YES, please specify what will be sold:

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**Will donations in any form be solicited/accepted:**

YES

NO

If YES, please specify the means of solicitation:

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**Tents and Canopies**

Do you plan to erect tent(s) or any other canopies?

YES

NO

If YES, describe and give the quantity of tents and/or canopies along with the sizes of each:

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- Call Alberta First Call at 1.800.242.3447 to arrange utility location where spiking or staking is requested.

**Stages, Bouncers, Portable Toilets, Dumpsters, Fences and Barricades, and other Structures**

- If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures.

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**Promotional Signs or Banners**

YES

NO

Do you plan to use promotional signs or banners?

YES

NO

If YES, please specify sign size, sign type and how many.

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For office use only:

Authorization to use signs or banners: \_\_\_\_\_

Chief Administrative Officer

\_\_\_\_\_ Date

**Amplified Sound (must comply with the Public Order Bylaw).**

Do you plan to use any device to amplify sound?

YES

NO

If YES, please specify what type of music?

LIVE

RECORDED

**Electrical Access**

Will you require access to electrical power?

YES

NO

If YES, please specify where and for what purpose:

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**Security**

Will your event require overnight security?

YES

NO

If YES, please specify what security measures have been planned.

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**First Aid, Emergency Response**

Please outline your plan for provision of first aid services and emergency response.

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**Vehicles**

- There are no motorized vehicles allowed on The Town of Mayerthorpe parks or trails. The Town of Mayerthorpe may consider granting vehicle access if there is a reasonable request by the event organizer.

Are you requesting permission to operate staff/supply vehicles on Mayerthorpe parks or trails?

YES

NO

If YES: No. of Vehicles \_\_\_\_\_ Type of Vehicles \_\_\_\_\_

(Car, Trucks, ATV &/or Gators)

For office use only:

Authorization for vehicle access: \_\_\_\_\_

Chief Administrative Officer

\_\_\_\_\_

Date

**Fireworks and Pyrotechnic Displays**

Will your event feature any pyrotechnic devices? \_\_\_\_\_

YES

NO

If YES, please contact Mayerthorpe Emergency Services at 780.786.2422.

**Special Considerations** (eg. Horse Drawn Carriage)

YES

NO

If YES, Please specify details:

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**Road / Street Closure**

YES

NO

If YES, Name of all roads/streets requested for full or partial closure:

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Specify time frame involved in closures (and attach a map of road closure location): \_\_\_\_\_

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**Parking**

Do your event require the use of a Town parking lot?

YES

NO

If YES, Name the parking lots:

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**Route Map**

If your event is a run, walk, parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to The Town of Mayerthorpe approval and use of any roads must be approved by The Town. If you are requiring road closure, the cost incurred for this service is the responsibility of the applicant. Additionally, The Town of Mayerthorpe is not responsible for any costs associated with the denial of a proposed route. For more information regarding Town requirements, please contact the Town of Mayerthorpe at 780-786-2416.

**Site Map**

Please provide a site map on a separate sheet. The site map should indicate the precise location of the following: all sources of amplified sound; tents and canopies; stages; inflatable's; portable toilets; dumpsters; fences, barricades and other structures; proposed driving paths for all equipment and supply vehicles; and location of alcohol, food and merchandise service. All site maps are subject to the approval of The Town of Mayerthorpe.

**All applications must include a map.**

**SIGNATURE**

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed special event permit application. If you have any questions about the collection, use and protection of this information, please contact the Town of Mayerthorpe at 780-786-2416.



I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and The Town of Mayerthorpe bylaws and agree to abide by them.

Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied, and/or prosecution for breach of The Town of Mayerthorpe bylaws.

Sponsoring Group (or) Name of Applicant \_\_\_\_\_

Per (or) Signature \_\_\_\_\_ Date \_\_\_\_\_

Town of Mayerthorpe Use Only					
Date Received:			Application # _____		
Type	Category				
A <input type="checkbox"/>	C <input type="checkbox"/>	1 <input type="checkbox"/>	3 <input type="checkbox"/>	5 <input type="checkbox"/>	
B <input type="checkbox"/>		2 <input type="checkbox"/>	4 <input type="checkbox"/>	6 <input type="checkbox"/>	

Town Approval	
PERMIT #	
Signing Authority for <b>Category A &amp; B</b> Events _____	
Chief Administrative Officer	Date
Signing Authority for <b>Category C</b> Events _____	
Chief Administrative Officer	Date