

APPENDIX I

SPECIAL EVENTS PERMIT APPLICATION FORM

All applicants must complete PART "A" of the Application Form. Complete PART "B" of the Application Form if your event is more complex in terms of organization and numbers of people involved or the event has the potential to significantly impact or conflict with normal site visitation.

PART "A": APPLICATION FORM

Name of Applicant:

Address: Business:

Home:

Telephone: Business:

Fax:

Home:

Fax:

Email Address:

Other Contact Person(s) if applicable:

Name of the Event:

1. Describe the type of event that is to be held:
2. What organization is sponsoring this event?
3. What is the estimated number of participants/volunteers/spectators that will be involved in the event?

Participants:

Volunteers:

Spectators:

4. Will the event take place on constructed facilities/trails/roads? Please specify:

Activity:

Location:

Activity:

Location:

Activity:

Location:

5. Will either vehicle or pedestrian traffic need to be controlled or stopped at any time during the event? Provide details:

6. Is the event occurring on any other government or municipal jurisdictions (i.e., National Park)? If yes, please provide details.

7. What are the date(s) and time(s) of the event? Include set-up and clean-up days and times.

Date(s)

Set-up: Date: Time of Day: From to

Clean-up: Date: Time of Day: From to

8. What safety measures will be in place to prevent or address injuries or accidents involving participants or members of the public attending the event? (i.e., warning signs, safety personnel, first aid or ambulance personnel in attendance, safety structures)? Provide details.

9. Does the event involve the set-up of equipment or facilities, (i.e., tents, buildings, tables, fencing, signs, trail markings, loud speakers or other structures)? Provide details.

10. Will the event involve vegetation removal or ground disturbance? Provide details.

Note: Where applicable, applicants will be required to provide Liability Insurance coverage in an amount specified by Parks and Protected Areas prior to a Special Event Permit being issued.

PART “B”: DETAILED APPLICATION FORM

Use additional paper as required.

1. Have you previously obtained a permit for the same or similar event?

If yes, when?

2. Park or Protected Area Name and Proposed location(s):

Please supply a MAP (topographic map preferred) showing the requested location(s) for the event and information on the following.

- a. The main staging or start/finish areas
 - b. Trails and facility areas to be used.
3. Provide a detailed outline of the proposed schedule of activities including times and locations. (add pages if needed)
 4. If applicable, how will visitors to the site be affected by the event and what efforts will be made to mitigate these effects?
 5. What temporary structures or facilities required to support the event will be brought in or built? (e.g., toilets, garbage facilities, tents, heating devices, fuel, etc.)

6. Provide information on fees for goods and services offered for sale and the necessity of these fees.

7. List other permits that will be required from other agencies. (e.g., liquor permit)

8. The proposed method of advertizing the event.

9. Provide a detailed safety plan including types and locations of safety personnel, first aid/ambulance requirements, safety signing and emergency communications.

10. List other information related or connected to the event. This may include but is not limited to the following:
 - A list of all rules and regulations to be imposed by the sponsor of the event.
 - A plan for traffic and pedestrian controls, site security, on-site communications and parking.
 - A plan for garbage, sewage collection and disposal, and other sanitary measures both during and after the event.
 - An explanation of why the event must be held at night, if applicable.
 - A reclamation plan, if requested by the Department.
 - Media coverage involved in the event.

- Sponsor/vendor sales banners, if utilized.

Note: Events that occur on highways/roadways that are under the jurisdiction of Alberta Transportation must have approval from that department. Parking of vehicles is normally only permitted in designated parking areas. A detailed operational and traffic accommodation plan will be required before approval will be considered.

I (we) the undersigned, and organizer of the event, agree to indemnify and hold harmless the Minister, his employees and agents, from any and all claims, demands, actions and costs, whatsoever that may arise, directly or indirectly out of any act or omission of the sponsor(s), it's employees, agents, members or volunteers, in their performance of the special event.

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____, 20 .

This application should be returned to the Department by Fax _____ or mail to the following office by _____, 20

Department Use Only

Level I Event:

Level II Event:

Recommendations and Comments:

Event Approved () Rejected ()

Permit No.:

Date Issued: _____, 20

Approved By:

Title:

Signature: