

SPECIAL EVENT PERMIT APPLICATION PACKAGE

A **Special Event** is any activity that is carried out within a Provincial Park or Recreation Area by an individual, group, or association, and which by virtue of the nature and scope of the activity requires that special provisions be made in order to accommodate it.

A **Special Event Permit is required** by the Parks Division in accordance with legislation as outlined in the Provincial Parks (General) Regulation, in order to conduct a Special Event.

This application information applies to Parks and Recreation Areas in the Kananaskis Region and includes Parks and Recreation Areas in Kananaskis Country, the Ghost River Area, Fish Creek Provincial Park and Glenbow Ranch Provincial Park. Applications will be taken on a first come/first serve basis.

Requirements for a Special Event Permit:

1. Special Event Application

A completed **Application Form** must be submitted to the Department at least **60 days** in advance of the event date unless a returning event to Provincial Parks. **For events occurring between May 1 and September 1, it is strongly recommended that applications are forwarded to the permit office at least 90 days in advance of the event date** to ensure sufficient time for processing and approval of the application.

2. Proof of Liability Insurance Coverage

Proof of Liability Insurance Coverage is required by the Department prior to a permit being issued. A copy of an insurance certificate issued by the events insurer must be provided to The Department. The Department, Alberta Environment and Parks should be named as a certificate holder but ***not*** as an additional insured.

The following insurance coverage for the length of the special event:

- General Liability Insurance in an amount not less than \$2,000,000 inclusive per occurrence, in accordance with the Alberta Insurance Act, against bodily injury and property damage including loss of use thereof.
- Certificates of insurance shall provide that such insurance shall not be terminated or expire prior to the completion of the special event permit.
- Where required by provincial legislation, coverage under the Worker's Compensation Act and General Regulations and the Occupational Health and Safety Act.

3. Permit Fees and Costs

Effective September 1, 2016 a new fee schedule for special event permits will be applied.

Please make cheques payable to the **Government of Alberta**.

Fee Schedule:

	Fee Type	Fee* for Non-Profit Groups/Events	Fee* for Other Groups/Events
STANDARD	Special event fee* (to nearest 10 persons)	\$1-\$2 per person per day	\$2-\$4 per person per day
PLUS (optional** by event)	Operational cost recovery (actual event operating costs)	Actual costs: hourly rate	Actual costs: hourly rate
PLUS (optional** by event)	Facility rental fee (where no rental fee is identified) e.g. exclusive or semi-exclusive use of a day use area shelter	\$60-\$120 per day	\$120-\$240 per day
PLUS (optional** by event)	Trail maintenance and improvement fee (applicable for select events/locations only)	\$3-\$5 per event participant	\$3-\$5 per event participant

*All fees include federal Goods and Services Tax (GST).

**Regional offices determine the applicability of optional charges for each special event.

Other Costs

A security deposit **may** be required for events which have the potential to damage facilities and resources. The Department will inform organizers if this is required.

In Kananaskis Country, depending on whether the event has hazardous activities involved which pertain to the Alberta fire Code, it may be determined that a Kananaskis Improvement District fire prevention officer is required to be on site during the event to monitor the conditions of the permit. If an officer is required, the cost of this officer must be paid by the event organizer at a rate of \$700.00/day on days which involve the officer for less than 8 hours and \$850.00/day on days which involve the officer for more than 8 hours.

Business License

In Kananaskis Country (*this does not include Fish Creek Provincial Park or Glenbow Ranch Provincial Parks*), a business licence may be required prior to your event taking place. The applicant is required to contact the Kananaskis Improvement District at (403) 591-7774 to determine if it is required. Information on business licenses, applications, forms and fee schedule can be found at the following web page: www.kananaskisid.ca

4. Approval of Event

Special Events must be approved by the Parks Division and this approval may be contingent on approval from other agencies or departments who have jurisdiction over portions of lands in Parks and Recreation Areas.

A copy of the permit will be forwarded to the event organization for signing prior to the event. The permit must be signed by the responsible organization representative and returned to the permit office. The permit will then be signed by the Parks Division permit co-ordinator making the permit valid. A copy of the permit with both signatures will be forwarded to the permittee.

5. Group Size Limits in Kananaskis Region

In Wildland Parks and backcountry areas of Provincial Parks in Kananaskis Management Area, the maximum number of participants permitted is 50. New events in Provincial Parks and Recreation Areas in the Kananaskis Region will be limited to a maximum of 150 participants (this does not include Fish Creek Provincial Park). New Special events using day use area parking facilities will be limited to using 80% of the parking capacity of the facility.

Applications may be emailed or faxed to the Permit Office at (403) 678-5505 (attention Tammi Rees), emailed to tammi.rees@gov.ab.ca or mailed to:

**Alberta Environment and Parks
Parks Division
Suite 201, 800 Railway Avenue
Canmore, Alberta T1W 1P1
Attention: Tammi Rees**

For further information about Special Event Permits, contact Tammi Rees at (403) 851-2207 or email Tammi Rees at tammi.rees@gov.ab.ca

SPECIAL EVENT PERMIT APPLICATION

Name of Applicant (permittee):

Address: Business:

Home:

Telephone: Business:

Home:

Fax:

Other Contact Persons (if applicable):

Name of Event:

What type of Event is this (ie race, walkathon etc.):

Sponsor (individual, agency, etc.):

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

If yes, when;

Park or Protected Area Name and Proposed location(s) of this year's event:

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

a. The nature and objective of the proposed event;

Activity:

Location(s)

b. The date and time of the event;

Set up: Date: Time of Day: From: To:

Clean Up: Date: Time of Day: From: To:

- c. A detailed outline of the proposed schedule of activities; (add pages if needed);
- d. The reason why the proposed event should be held in a particular park or protected area in preference to some other location;
- e. A statement of how the park environment, or visitors, may be affected by the event and what efforts will be made to mitigate that effect;
- f. A statement of any special requirements needed in support of the event, such as temporary structures or facilities, assistance from park staff; (e.g. first aid support, crowd control, etc.)

Will either vehicle traffic or pedestrian traffic need to be controlled or stopped at any time during your event? Explain.

- g. A statement detailing any fees to be charged (if any) for goods and services being offered for sale and the necessity of these fees;

A list of permits which will be required from other agencies:

- h. An estimate of the number of participants in the event and the expected number of spectators who might be attracted to the park because of the activity;

Estimated Participants _____ Estimated Spectators _____

- i. A list of permits from other agencies which will be required (e.g. Liquor Permits etc.).
- j. The proposed method of advertising the event;
- k. Other information related or connected to the event. This may include but is not limited to the following;
 - Proof of liability insurance coverage for the special event,

- 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 during the staging of the event,
- A safety plan outlining emergency procedures, contacts, emergency communications, first aid or medical responders on site etc.
- A plan for garbage, sewage collection and disposal, and other sanitary measures both during and after the special event,
- An explanation of why the event must be held at night (if applicable).
- A detailed Fire Safety Plan including types and locations of safety personnel, first aid/ambulance requirements, safety signage, emergency communications, fire extinguisher locations, emergency evacuation location.

l. In Kananaskis Country, the permittee must contact the Kananaskis Emergency Services at (403) 591-7755 prior to approval of this permit if your activity involves or requires any of the following during your on-site activity:

- | | |
|---------------------|-------------------------------|
| - Ambulance Service | - Fire |
| - Pyrotechnics | - Use of explosives |
| -Buildings | - Temporary structures |
| - Tents or Trailers | - Food preparation facilities |

All aspects of the Alberta Fire Code and Alberta Building Codes are to be followed at all times.

- Fire extinguishers must be certified and inspected monthly.
- Fire Safety Plan must be developed for all high risk activities.

m. Kananaskis Country is committed to promoting environmental stewardship through education and interpretation for all our visitors. If you would like us to present an informal talk on wildlife in the Kananaskis(i.e. tabletop display or roving talk on bears, cougars, elk, etc.) during your event, please check the box below. Presentations are free of charge, but are subject to staff and

volunteer availability.

[] Yes, I would like an informal talk at my event

If your event takes place in Kananaskis Country, you are required to obtain a business license from the Kananaskis Improvement District (does not include Fish Creek Provincial Park). For further information on the business license requirements and applications, contact the Kananaskis Improvement District in Kananaskis at (403) 591-7774.

Business License Name: _____

Business License Number _____

Expiry Date: _____

I (we) the undersigned and sponsor of this 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), its employees, agents, members or volunteers, in their performance of the special event.

Name:

Signature:

Name:

Signature:

Dated this day of

This application should be sent to the office having jurisdiction over the area in which you are proposing to conduct the event. It must be received at the following office days/months prior to the scheduled date of the event.

Department Use Only

Recommendations and Comments:

Event (check one) () approved () conditional acceptance () rejected

Permit No.:

Date Issued:

Approval By:

Name:

Title:

Signature:

GENERAL CONDITIONS FOR A SPECIAL EVENT

1. The applicant/permittee shall secure and maintain the following for the length of the special event:
 - General Liability Insurance in an amount not less than \$2,000,000 inclusive, in accordance with the Alberta Insurance Act, against bodily injury, and property damage including loss of use thereof.
 - Certificates of insurance shall provide that such insurance shall not be terminated or expire prior to the completion of the special event.
 - Where required by provincial legislation, coverage under the Worker's Compensation Act and General Regulations.
2. The Permittee agrees to indemnify and hold harmless the Minister from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Permittee is legally responsible, including those arising out of negligence or wilful acts by the Permittee or the Permittee's employees or agents. This hold harmless provision shall survive this agreement.
3. Contact for the Event organizer is Conservation Officer, _____ at _____ The organizers agree to be responsible to the Conservation Officer for all activities relating the event.
4. The sponsor agrees to operate the event in compliance with established rules and regulations.
5. The sponsor will manage and supervise the event to an acceptable Departmental standard and will provide crowd and parking control, site security, first aid and any supplemental garbage or toilet facilities as required.
6. The sponsor will provide cleanup of the area during and after the event. All litter and related refuse will be removed from the area to an approved landfill.

7. The sponsor is responsible for any repairs to facilities that are needed to correct damages resulting from the event. These repairs shall be completed on or before _____ 20____ following the conclusion of the event.
8. The sponsor agrees to ensure that the natural environment is not impacted or disturbed in any of the following areas. (ie., sight, sound, physical disturbances and/or pollution)
9. All temporary structures or facilities authorized by the Department for use during the staging of the event shall be removed by the sponsor on or before _____ 20____ following the conclusion of the event.
10. All activities by the organization shall be restricted to the areas designated on the attached map.
11. The Department reserves the right to add any other conditions as may be required.

If the conditions of a permit are not being adhered to, the Department reserves the right to suspend the event.
12. This permit does not give your organization exclusive use of any area or facility unless otherwise specified.

