



RED DEER COUNTY PUBLIC EVENTS APPLICATION

NOTE: All applications for a permit shall be made in writing and submitted not less than 60 days prior to the proposed event, where the proposed event is a Music Concert or Concert or will be held on, or involves the use of a highway in any manner; or not less than 30 days prior to the proposed event, where the proposed event is not a Music Concert or Concert or does not involve the use of a highway. Acceptance of this application by Red Deer County's Protective Services department does NOT indicate or guarantee approval of the application or the dates requested. Each application will be reviewed. Additional information may be requested by County personnel for final consideration. No statement made by County staff or elected official shall obligate the County in any manner.

1. EVENT DESCRIPTION

Name of Event: _____

Nature of Event: Demonstration/Rally March Music Festival Parade
 Tournament/Athletic Event Walk/Run/Cycle Other

If other, please specify: _____

Event Date: _____

Location of Event: _____

2. EVENT ORGANIZER INFORMATION

Contact Name: _____

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Organization Email: _____

On-Site Liaison Person available during the event: _____

On-Site Liaison Person Contact Number available during the event: _____

3. INDEMNIFICATION

On behalf of the above-named event organization, I hereby agree to indemnify and save harmless Red Deer County and RCMP from and against claims or demands arising from the event described in this application and I agree to obtain appropriate liability insurance that is satisfactory to Red Deer County.

Applicant's Signature

Print Applicants Name

Today's Date

4. EVENT DETAILS

EVENT DATE: _____ Hours: Start: _____ End: _____

Additional date: _____ Hours: Start: _____ End: _____

Additional date: _____ Hours: Start: _____ End: _____

Additional date: _____ Hours: Start: _____ End: _____

Estimated number of attendees: Under 100 Over 100
Estimated number of spectators: Under 100 Over 100
Estimated number of Volunteers/Personnel: Under 100 Over 100

Has neighbour notification been completed? Yes No

If yes, method of notification: Community Board Flyer/Mail out Phone
 Email Other *If other, specify:* _____

Description of the Property: Public Private

Is a road closure being requested? Yes No

List the roads that are being requested to be closed: _____

**NOTE: If a road closure is being requested, Public Place and Road Use Agreement MUST be completed.*

Has dust control been secured for the gravel roads in the vicinity of the event?

Yes No

If so, Company/Representative Name: _____

5. INSURANCE REQUIREMENTS

Sponsoring organization MUST provide an insurance certificate with Red Deer County shown as Additional Named Insured. Coverage MUST be a minimum of \$1,000,000.

Has Red Deer County been named as an additional insured in the event insurance? Yes No

6. ACTIVITIES/FACILITIES INFORMATION – PLEASE CHECK WHERE APPLICABLE

VENDING

Food Beverage Goods Beer Gardens/Liquor for Sale

If there is Beer Gardens/Liquor for sale at event, has a liquor license been issued? Yes No

ENTERTAINMENT

Live Music DJ Radio/CD Performers Dancing
 Stage Bleachers Fireworks Camping available on site
 Amplified Sound PA System

GAMES/RIDES

Adult Rides Kiddie Rides Games Other

If featuring games/rides, please provide operator contact information

Carnival Operator Name: _____

Carnival Operator Phone: _____

Carnival Operator Address: _____

SANITATION

- Regular portable toilets: # _____
- Handicapped Accessible portable toilets: # _____
- Trash receptacles: # _____

7. SECURITY, POLICING AND HEALTH SERVICES

Has an Emergency Action Plan (EAP) been completed for this event: Yes No

Have event personnel been briefed on the EAP? Yes No

Number of Security Personnel: _____

How will they be identified? _____

Number of Parking/Traffic Personnel: _____

How will they be identified? _____

Has the *Blackfalds* *Innisfail* *Olds* *Sylvan Lake* *Three Hills* RCMP Detachment responsible for policing the area been notified? Yes No

If YES, name of the person contacted: _____

Has a Health Officer been appointed by Alberta Health Services for a Music Concert or Concert event?

Yes No

If YES, name of the person contacted: _____

8. ENSURE THE FOLLOWING THAT PERTAIN TO YOUR EVENT HAVE BEEN ATTACHED

- Public Event Fee
- Public Liability Insurance
- Copy of completed Emergency Action Plan (EAP)
- If applicable, as per 19 (g) of BYLAW No. 2015/24, the names and addresses of anyone contributing, investing or having a financial interest greater than five hundred dollars (\$500) in producing or holding a Music Concert or Concert
- Copy of Rental Agreement if event is held on private lands
- Public Place and Road Use Agreement

THIS SECTION TO BE COMPLETED BY COUNTY STAFF AFTER APPLICATION IS RECEIVED

Comments by Police Department:

Comments by Fire Department:

Comments by Public Works:

Has Emergency Action Plan (EAP) been approved? Yes No

If requested, has Amplified Sound been approved? Yes No

FOR OFFICE USE ONLY

Date: _____

Approved: _____

Disapproved/Reasons Why:

APPLICATION NUMBER: _____

Public Event Fee included with Application form? Yes No

Is this Event exempt from the Public Event fee? Yes No