

## **SPECIAL EVENTS PLANNING GUIDE**

If you are new to event planning, the Province of Alberta has produced a very helpful manual for festivals and events. *Setting the Stage - A Community-Based Festival and Event Planning Manual* is found on the internet at [http://tpr.alberta.ca/tourism/festival\\_event\\_manual.aspx](http://tpr.alberta.ca/tourism/festival_event_manual.aspx). This manual provides tools, templates and resources to help committees navigate through the planning, production and evaluation processes.

Any event taking place on or in the Town of Coaldale roadways or public land (such as parks) must be registered through the Community Services Department. Examples of special events are rallies, walks/runs, fundraisers, car shows, block parties, road closures, etc.

A Liquor Special Event License is a legal document which allows the holder to host a function with liquor service – Visit <http://aglc.ca/licences/specialevents.asp> for license details.

### **REGISTRATION REQUIREMENTS**

Each event must be registered with, and a permit received from, the Town of Coaldale. Organizer must carry the permit and present it upon request.

### **APPLICATION REQUIREMENTS**

Applications must be completed, signed by an authorized representative and submitted to the Community Services Department, Town of Coaldale. Email: [commserv@coaldale.ca](mailto:commserv@coaldale.ca)

### **LICENSING REQUIREMENTS**

Businesses operating within the Town limits require a valid Business License. For information about Business Licenses and fees please call **(403)345-1300**.

### **INSURANCE REQUIREMENTS**

Commercial General Liability (including participants coverage) is suggested, for personal injury, including bodily injury and/or death sustained by any person or persons and damage to property of others. Please call your insurance company to find out more information or if your event is required to hold insurance.

***Proof of this insurance coverage must be provided two (2) weeks prior to the event.***

### **MAPPING REQUIREMENTS**

#### **RACES & ROADWAY USE MAPS**

Maps detailing race/walk routes, all roadway closures or use, and the assembly and dispersal areas must be identified. Include a description and general route map with your original application. Detailed mapping is required minimum two (2) weeks prior to the event.

#### **SITE MAPS**

Maps detailing the specific locations of tents, washrooms, stages, food services, seating, fencing, vehicles, etc. are required. Include a description of activities and the general locations with your original application. Detailed mapping is required a minimum of two (2) weeks prior to the event to confirm access.

### **SERVICE REQUIREMENTS**

It is the responsibility of the event organizer to identify any on-site set up of structures, such as tents or booths, four (4) weeks in advance so that “**Alberta One Call**” can be contacted for buried service locations. Whether or not “**First Aid Stations or Personnel**” are required should also be ascertained early on in the planning process so that your organization can make arrangements with St. John Ambulance or other such service providers.

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### **BEVERAGE & FOOD SERVICES REQUESTS**

The provision of food and beverages must be identified at the time of application. Services must meet Chinook Regional Health Authority standards & requirements. Call **(403) 388-6666** for more information.

### **FEES & CHARGES**

#### **Equipment Rental/Service Access**

Charges may be applied for: bleachers, extra picnic tables, chairs, tables, etc. Charges may also apply for access to electricity and special services that may be requested. This will be determined on a case by case basis.

### **SET UP SUPPORT SERVICES**

Town Staff man hours used to assist in the event set up/take down will be charged directly to the organizing group. Charges will include truck rentals (if required) and overtime charges (if required) to support the event.

### **FACILITY RENTALS**

Regular facility rental fees will be charged for special events, including security deposits for each facility used

### **EVENT SUPERVISION**

An **Onsite Event Supervisor** must be designated and is responsible for coordinating set-up and clean-up details. A **Safety Supervisor** must be designated and responsible to ensure the area (or route) and activities are safe for participants and spectators. The Event Organizer is responsible for leaving the area clean and litter-free and is responsible for any property damage that may occur during the event.

### **TENTS & STAGE STRUCTURES**

New Provincial Legislation is in effect. Any tent larger than 20x20 may require a building permit. If you have any questions please call 403-345-1337.

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## **FREQUENTLY ASKED QUESTIONS**

***Any event taking place on or in the Town of Coaldale roadways or public land (such as parks) is to be registered through the Town of Coaldale Community Services Department.***

### **You require a permit when...**

- Public land or a Town operated facility is used for an organized event that is open to community members. Special events may include Weddings, festivals, parades, fundraisers, races, etc.

### **Where do I get a permit?**

- A permit is issued by contacting Community Services Department after completing a Special Events application form at least 30 days prior to your special event.

### **What happens once I submit an application form?**

- The application form will be checked for date and location availability
- More complex applications may require approval from multiple departments and could take 2 – 4 weeks
- Once approved a copy of the permit will be sent to the applicant.
- Community Services Department will be responsible for booking the event and will be the contact through which all additional requests, approvals, permissions and requirements will be communicated
- Although initial approval for an event may be given, additional details may be required. If more details are required the applicant will be contacted and a meeting will be set up with all parties involved
- Organizers may also be asked to supply additional documentation
  - Licensing insurance
  - Liquor permits
  - Other legal requirements

### **How long does the approval process take?**

- Depending upon the complexity of the event approvals can take a minimum of 4 – 10 business days
- For major events the planning process can take several months for all parties involved. Submit your applications early

### **What happens if someone else requests the same date & location as I do?**

- Priority will be given to long standing community events (i.e Settler's Days, Night of Lights Parade, Community Fest)
- If both events are new, a meeting will be set up with all parties involved to try to accommodate all needs
- Only one event will be approved for a specific location and time

**What if I make changes to my event after I send my application in?**

- Ensure that Community Services is informed of any changes as the event develops
- Community Services will review the additional or amended requests and confirm if the required change is possible

**What type of events receive priority?**

- Priority is placed on requests for space for special events which are open to the public and which have a recreational, cultural, environmental or community wellness mandate
- Private functions, commercial functions and/or events that are primarily religious or political in nature may be considered on a case by case basis.

**What activities are restricted?**

- Activities not generally permitted include those which:
  - May cause significant damage to the space or environment
  - Are against bylaw and/or law
  - Are not compatible with natural open space
  - Involve risk to individuals or the Town of Coaldale
- Any activity that has not been approved by the Community Services Department is restricted
- Events that do not abide by Noise Bylaw 523-R-01-04
- Facility conditions of use may be a factor in determining what type of activity is permitted in a specific space
- Condition of the space and availability of staff may be factors in determining if an activity is appropriate
- Restrictions that may be put into place are to ensure public safety and preservation of the space requested

**Do I require insurance for my special event?**

- Please contact an insurance provider prior to submitting your special events application form
- NOTE: Events organized by community members or community organizations occurring on Town land or in a Town of Coaldale facility are not covered by Town's insurance.

**Where do I obtain a liquor permit?**

- Most liquor permits can be obtained through any liquor store
- Special event liquor permits (beer gardens) are obtained from the Alberta Gaming and Liquor Control Board  
<http://www.aglc.ca/licences/default.asp>

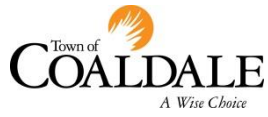
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**SPECIAL EVENTS CHECKLIST**

- Fill out and submit Special Event Application Form to the Town of Coaldale Community Services Department at least one month prior to event
- Set up a site meeting (if required) with Town of Coaldale Community Services Department staff at least 2 weeks prior to event
- Contact Alberta One Call (403) 531-3700 to do locates if any structures that require staking into the ground are going to be erected
- Obtain Insurance Certificate (if required) and provide a copy to the Community Services Department at least 2 weeks prior to event
- Ensure you have a contingency plan in place to accommodate weather which may affect your event.
- Visit the Town Office to pay any facility fees and to pick up facility keys. Keys will not be released until all outstanding balances are paid in full.

*If you have additional questions or wish to discuss planning your Event, please contact Community Services at **(403)345-1324***



Community Services Department  
Community Services 403-345-1324 or [commserv@coaldale.ca](mailto:commserv@coaldale.ca)

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