



Town of Canmore COMMUNITY EVENT APPLICATION
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If you would like to organize an event within the Town of Canmore, please submit this application no less than 60 days in advance of the event to be considered for approval. This is a request only.

Please submit your application to: Events Permitting Coordinator at eventapplication@canmore.ca

BOOKING INFORMATION

For information on * items throughout this document please refer to the Definitions Guide.

Date of Application:	
Organization Name:	
Registered Society #: <i>(If applicable)</i>	
Organization Type:	
Main Contact:	Alternate Contact:
Mailing Address:	Mailing Address:
Email Address:	Email Address:
Phone Number:	Phone Number:
Alternate Phone:	Alternate Phone:
Billing Contact Name:	
Mailing Address	Email Address:
	Phone Number:
	Fax Number:

EVENT INFORMATION

Event Name:			
Date(s):	Start Time:	End Time:	
Load-In/Setup Date(s):	Start Time:	End Time:	
Load-Out/Strike Date(s):	Start Time:	End Time:	
Event Type:	Anticipated Attendance:		
Purpose & Community Relevance:			
Event Location(s):	Centennial Park	Downtown	Quarry Lake Area
	Millennium Park	Civic Centre Plaza	Nordic Centre
	River Side Park	Civic Centre (Indoors)	Lion’s Gate Park
	Other:		
Detailed Description:	<i>Please include schedule of events. Attach an additional page if needed.</i>		



**Town of Canmore
COMMUNITY EVENT APPLICATION**

SITE REQUIREMENTS

Will you need access to:	Power – available only at Centennial Park and at the Civic Centre
	Potable Water – available only at Centennial Park
	Garbage Bins Recycle Bins Organics Bins
	Washroom Access
	Other (ex. 6ft tables, chairs, fire pits):

EVENT COMPONENTS AND REQUIREMENTS

Activities	Applicable?	Additional Documents Required
Insurance* (Required for All Events)	Yes	- Proof of Insurance naming Town of Canmore as additional insured
Food Concession*		- Waste Management Plan; - Alberta Health Services Permit
Alcoholic Beverages*		- Alberta Health Services Permit; - AGLC Liquor License; - Alcohol Management Plan
Draws / Raffle / 50-50		- AGLC Raffle License
Fireworks*		- Fireworks Discharge Permit; - Location indicated on Site Map
Amplified Sound*		- Review the Noise Bylaw
Sale of Goods*		- Special Event Business License
Erecting Tents or Other Temporary Structures*		- Location(s) indicated on Site Map; - Building Permit, if larger than 20ftx20ft
Road Closure or Interruption*		- Road Use Permit and Closures on Site Map - Traffic Accommodation Plan (ie. Detours indicated on Site Map); - Parking Plan; - Public Notice;* - Relevant Neighbour Letter*

APPLICATION MINIMUM REQUIREMENTS

Check-off to ensure all items are present with your application:	Detailed Site Map	Emergency Response Plan
	Proof of Insurance	Road Use Permit, if applicable
	Waste Management Plan; Adheres to the Towards Zero Waste Policy	

SIGNATURE

By signing this application, it is acknowledged that the applicant has read and understood the terms and conditions within this application.

Applicant Name **Applicant Signature** **Date**

General Information

The Town of Canmore supports a variety of community events. If you would like to organize an event within the Town of Canmore, please contact:

Events Permitting, Town of Canmore

Eventapplication@canmore.ca

The Permitting Coordinator will be able to guide you through the process of planning an event within the Town of Canmore. They are the liaison between the event organizer and internal resources.

Event Information

- a. **Full description of the event** – a detailed site map is required. Please attach.
- b. **Event Clean Up** - The applicant is required to organize clean-up of the area during and after the event. In the event that clean-up is not completed, an hourly fee will be charged for Town of Canmore staff time spent completing clean-up tasks.

Event Component and Logistics

- a. **Insurance** - The Town of Canmore insurance requirements must be met and a copy of your insurance certificate must be provided. The certificate must indicate a minimum of \$5 million (5,000,000.00) in General liability insurance and must list “Town of Canmore” as additionally insured. Other organizations may need to be included as additional insured depending upon the event or facility used.
- b. **Providing Food Service** – All special events that include selling or providing food must obtain approval from Alberta Health Service (AHS). Please visit the AHS website for information and review the requirements for your type of event: <https://www.albertahealthservices.ca/eph/Page13999.aspx>. A copy of your approved permit/license must be submitted to the Town's Event Permitting Coordinator.

If serving food, a Waste Management Plan is also required, which must adhere to the Towards Zero Waste Policy. A sample plan and policy are available online.

- c. **Alcoholic Beverages** - Town of Canmore Insurance requires a liquor license at a special event if alcoholic beverages are available for purchase. Please visit AGLC for more information and review the requirements for your type of event: <https://aglc.ca/liquor/liquor-licences/applying-licence/liquor-licences-public-special-events>. A copy of your approved permit/license must be submitted to the Town's Event Permitting Coordinator.

If serving alcohol, an Alcohol Management Plan will also be required. A sample plan is available online.

- d. **Raffle, 50/50, Gambling** – If you are hosting a raffle/draw as part of your event, you are required to apply for a raffle license for each draw. For information, visit <https://aglc.ca/gaming/licences>
- e. **Fireworks, bonfires** – If your group is having a fireworks display or bonfires during the event, the Fireworks Discharge / Set Off Display Permit application must be completed. The application form will be forwarded to Fire Rescue and you will be notified if fireworks are permitted at the event. Form is available from the Events Permit Team.

- f. **Amplified Sound** - The purpose of the Town of Canmore's Noise Control Bylaw is to prohibit, eliminate or abate noise within the Town. Please review the details of the noise bylaw, however if you require more information, please visit www.canmore.ca. Original copies of the noise bylaw are available by contacting the Municipal Clerk.

Important notes:

- No noise is in effect between the hours of 11:00 pm to 7:00 am – 7 days a week
 - "Noise means any sound which either annoys or disturbs Persons, or which injures, endangers or detracts from the comfort, repose, health, peace or safety of Persons within the boundaries of the Town of Canmore."
 - We do **not** have a decibel specification in our bylaw, we will always refer back to the definition of Noise for enforcement purposes.
 - Noise complaints occurring outside of our business hours (7:30am-6:00pm) should be directed to the RCMP by calling (403) 678-5516.
- g. **Sale of Goods** – If there will be goods for sale at your event; you must obtain a Business Registry Special Event License. Form is available from the Events Permit Team.
- h. **Erecting Tents or Other Temporary Structures** – All Community Events erecting tents or other temporary structures larger than 20" x 20" will require a building permit. The application form is available from the Events Permitting Coordinator.
- i. **Road Closure** – To temporarily close all or a portion of a street, lane / alley or sidewalk for activity associated with the special event, a Road Use Permit Form must be completed and submitted at least 4 weeks prior to the closure.
- Completed Road Use Permit application form
 - Attach sketch of proposed interruption or closure of trail, road, sidewalk, parking
 - Include public notification & relevant neighbour notice (when closure is requested)

Please note under some circumstances, event producers may be required to gather written consent from business or residents affected by the road, lane / alley or sidewalk closure(s). The approval signatures are required to be submitted to the Town of Canmore Event Permitting Coordinator (EPC).

Public Notice – Required for any event with a road closure or interruption. This is an advertisement in the Rocky Mountain Outlook for 2 consecutive weeks prior to the event, notifying the public of the event, date(s), road closure/interruption and detour options, along with the event organizer's contact information. A sample public notice can be provided by the EPC.

Relevant Neighbour Notice – Required for any event with a road closure or interruption. This is a letter that must be printed and distributed 3 weeks prior to the event to places of residents or businesses affected by the road closure or interruption. This should notify them of the event, date(s), road closure/interruption and detour options. A sample relevant neighbour notice can be provided by the EPC.

Site Requirements

Zero Waste Plan – The Town of Canmore encourages event producers to consider zero waste initiative when planning events.

Please provide a Waste Management Plan that includes the following:

- Environment Coordinator - Name, contact information (usually the person in charge of garbage, recycling, washrooms and litter)
- Bin delivery and collection dates (# of bins)
- Materials that will be source separated and collected for recycling
- Organic waste collection Bin servicing procedures

Should you require some assistance with your waste management plan, please contact:
Peter Duck, Regional Zero Waste Coordinator, Bow Valley Waste Management Commission.
Phone: 403.688.1627 or Email: Peter@BVWaste.ca

Emergency Response Plan – event producers are required to provide the following information:

- Risk Identification (eg. Fireworks, horses, dogs, etc.) & risk management
- Security Plan
- Emergency Notification Procedures (who's in charge, name and contact info, what do volunteers do in case of emergency)
- Evacuation routes (provide map)
- Identify General Assembly areas / muster point for evacuations
- First aid
- Incident Report Form

A sample Emergency Response Plan can be provided by the EPC and is also available online.

Site Map – A detailed site map indicating all structures that will be on site: i.e. tents, PA system, start & finish for races, etc.