



10511 – 103 Street  
 High Level, AB  
 T0H 1Z0  
**Ph:** 780-926-2201  
**Fax:** 780-926-2899

# Special Events

Application Form

## Applicant Information

<b>Primary Contact Full Name</b> (please print clearly)	<b>Association/ Business Name</b> (please print clearly)
<b>Address</b>	<b>Phone Number</b>
Address: _____	
City/Town: _____	<b>Email</b>
Province: _____	
Postal Code: _____	

## Event Information

<b>Name of Event</b>		<b>Event Location Civic Address</b> (Please include a Plan/Map of event space on the back of application)		
<b>Type of Event</b>				
<input type="checkbox"/> Demonstration/Rally <input type="checkbox"/> Carnival <input type="checkbox"/> Music Festival <input type="checkbox"/> Parade <input type="checkbox"/> Tournament/Athletic Event <input type="checkbox"/> Walk/Run/Cycle		<input type="checkbox"/> Circus <input type="checkbox"/> Block Party <input type="checkbox"/> Trade show <input type="checkbox"/> Wedding <input type="checkbox"/> Barbeque <input type="checkbox"/> Other _____		
<b>How many days will this event occur for?</b>				
<b>Event Start Date</b> (YYYY/MM/DD)	<b>Event End Date</b> (YYYY/MM/DD)	<b>Start Time</b>	<b>End Time</b>	<b>Setup Time</b>
<b>Estimated Number of People Attending</b>				
<b>Are you serving food?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, you need to notify Alberta Health Services. Please visit: <a href="https://www.albertahealthservices.ca/eph/page13999.aspx">https://www.albertahealthservices.ca/eph/page13999.aspx</a>				
<b>Are you Serving Alcohol?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, you need a liquor license. Please visit: <a href="https://aglc.ca/liquor/liquor-licences">https://aglc.ca/liquor/liquor-licences</a>				
<b>Street Closure Required?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Provide map/image of route or area to be closed</b>
If yes, please fill out a Temporary Road Closure Permit. Please visit: <a href="https://www.highlevel.ca/DocumentCenter/View/2229/Temporary-Road-Closure-Application-Form-PDF-">https://www.highlevel.ca/DocumentCenter/View/2229/Temporary-Road-Closure-Application-Form-PDF-</a>				

<b>Applicant Signature</b>	<b>Date</b>



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## A Special Event Permit is required for the following events:

### For-Profit Special Events:

All special events held on Town streets, sidewalks, public parking lots, Town-owned or privately-owned land:

- Require a Special Event Permit – must complete a Special Event Application 4 weeks in advance;
- Exempt from a Special Event Permit if the event is contained to their premises, and the traffic and parking requirements are **not** significantly increased due to event attendees;
- Require a Business Licence – Business Licence must be posted/displayed at event;
- Exempt from Business Licencing if they already have one (i.e. commercial business within Town); and
- Require a Temporary Road Closure form if temporarily closing a road.

### Non-Profit Community Events:

All community events:

- Only require a Special Event Permit if the event requires the closure of a roadway or sidewalk, or the use of a public parking lot – must complete a Special Event Application 2 weeks in advance;
- Do **not** require a Business Licence; and
- Require a Temporary Road Closure form if temporarily closing a road.

Office Use Only				
Liability insurance required	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Attached	
Map or Plan required	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Attached	
Business Licence required	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> If yes, application forwarded	
Safety Plan required	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Attached	
Approval/Permission from Landowner required	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Letter(s) Attached	
Is a Special Event Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, \$25 fee required?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Application Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Receipt #		Special Event Permit #
Conditions of Permit:				
Approval from Director of Community Services:		Date		

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.



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**Plan/Map** (if required)

