



10511 – 103 Street
 High Level, AB
 T0H 1Z0
Ph: 780-926-2201
Fax: 780-926-2899
Email: development@highlevel.ca

Special Events Permit

Application Form

Applicant Information

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

Event Information

Name of Event		Event Location Civic Address		
Type of Event				
<input type="checkbox"/> Demonstration / Rally <input type="checkbox"/> Circus <input type="checkbox"/> Carnival <input type="checkbox"/> Block Party <input type="checkbox"/> Music Festival <input type="checkbox"/> Trade show <input type="checkbox"/> Parade <input type="checkbox"/> Wedding <input type="checkbox"/> Tournament/Athletic Event <input type="checkbox"/> Barbeque <input type="checkbox"/> Walk / Run / Cycle <input type="checkbox"/> Other _____				
How many days will this event occur for?				
Event Start Date	Event End Date	Start Time	End Time	Setup Time
Is this a recurring event? (multiple times this year)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Number of People Attending				
Are you serving food?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, you need a food-handling permit. Please visit: https://www.albertahealthservices.ca/eph/Page15563.aspx				
Are you Serving Alcohol?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, you need a liquor licence. Please visit: https://aglc.ca/liquor/liquor-licences				
Street Closure Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Submitted map / image of route or area closure	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please fill out a Temporary Road Closure Permit. Please visit: https://www.highlevel.ca/DocumentCenter/View/2229/Temporary-Road-Closure-Application-Form-PDF-				
Applicant Signature				Date



TOWN OF

HIGH LEVEL

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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 the event.
- Exempt from Business Licencing if they already have one (i.e. commercial business within Town).
- 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.
- 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"/> Application Forwarded		
Safety Plan Required	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Attached		
Approval / Permission from Registered Landowner Required	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Letter(s) Attached		
Special Event Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$25.00 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 #	
Development Authority Approval			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)


North