



Municipality of Crowsnest Pass  
Festival and Special Event  
Application

**Event Information**

**Name and Date of Event:**

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Organization Contact Name and Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Contact Name and Cell Number for day of event:** \_\_\_\_\_

Is your organization registered as a Not for Profit?      YES     NO

If YES, please provide number: \_\_\_\_\_

If NO, please list the recipient(s) of any event proceeds:

\_\_\_\_\_

**Location of Event:**

**Description of Event**

**Number of expected participants/attendees:** \_\_\_\_\_

<b>Event Start Date:</b>	<b>Event End Date:</b>
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Day 1 Start Time:	End Time:
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Day 2 Start Time:	End Time:
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Day 3 Start Time:	End Time:
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Day 4 Start Time:	End Time:
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Please check all that apply:

Will the event allow Vendors to sell, distribute or promote any goods or services?  Yes  No

Will the event charge an admission fee?  Yes  No

Will the event offer any raffles, lotteries or games of chance?  Yes  No

Will the event offer food or beverage services or sales?  Yes  No

If yes – has the event organizer notified Alberta Health Services?  Yes  No

Will the event serve or sell alcoholic beverages?  Yes  No

If yes – is the appropriate AGLC licensing in place?  Yes  No

Will the event require any road closures?  Yes  No

If yes – specific information is required for approval.  Yes  No

Will the event recognize sponsors or partners?  Yes  No

Will the event require access to power?  Yes  No

Will the event include fireworks?  Yes  No

If yes – has the required Fireworks Permit been issued?  Yes  No

**Insurance**

**General Liability Insurance is required for this event, in the amount of Five Million Dollars, naming the Municipality of Crowsnest Pass as an additional insured party. A copy of the Certificate of Insurance is required to be provided to the Community Services Office within 14 days of approval of the event. Events serving alcohol will be required to have Party Alcohol Liability Insurance in the amount of Five Million Dollars, naming the Municipality of Crowsnest Pass as an additional insured party. A copy of the Certificate of Insurance is required to be provided to the Community Services Office within 14 days of approval of the event.**

Type of Insurance	Coverage	Provider
General Liability Insurance		
Party Alcohol Liability Insurance		
(Other)		

## Alberta Lotteries

Please provide confirmation of approval:

Approval # \_\_\_\_\_

### Rental equipment

The Municipality has rental equipment for COMMUNITY EVENTS, which is subject to availability and must be booked a minimum of 2 weeks prior to the event. Delivery charges are applicable. Site set-up and take-down is not included in the delivery charge. Event organizers must ensure that placement of event related equipment does not pose a hazard to event participants.

Equipment	Cost	Number	Total	Delivery Charge
Rectangular Tables (Damage Deposit required)	\$5.00 per table			\$65.00
Stacking Chairs (Damage Deposit required)	\$1.50 per chair			\$65.00
Barricades (No rental charge but requires cost of replacement if damaged or lost)				\$65.00
Pylons (No rental charge but requires cost of replacement if damaged or lost)				\$65.00
No Parking Signs (No rental charge but requires cost of replacement if damaged or lost)				\$65.00
Portable Sound System (Damage Deposit of \$250.00 required)	\$75.00			Pick up from Community Services Office only

Portable Electrical Panel Board (No rental charge but requires cost of replacement if damaged or lost)				\$65.00
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**Power Requirements**

Service charges are applicable relative to power requirements. Set-up and Tear-down charges are based on the amount of time estimated by the municipal electrician, at a rate of cost recovery. Provide a description of your event’s electrical requirements and supply a map/drawing. It is the responsibility of the Event Organizer to ensure that the placement of electrical cords will not cause a hazard (i.e. extension cords across walkways, etc.).

**Estimated Cost:** \_\_\_\_\_

**Electrician Notes:**

## Contractors/Vendors

The Event Organizer is responsible to ensure that any contractors or vendors participating in the event (i.e. market vendors, traffic flagging companies, etc.) carry adequate liability insurance coverage (\$5 million minimum), or that contractors and vendors are covered under the Event Organizer's insurance ("Blanket contractual liability").

Will you be using contractors? If yes, please list below.

Yes  No

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Contractor Proof of Workers Compensation insurance coverage?

Yes  No

If no, will the event be providing coverage?

Yes  No

Do Vendors hold the appropriate food permit for food service?

Yes  No

## Camping

Will your event host camping within the Municipality?

Yes  No

## Road Closures

Does the event require the closure of any municipal roads? Please attach a map of the area, detailed description and times. It is the responsibility of the Event Organizer to notify local emergency medical and police departments.

\_\_\_\_\_  
Patrick Thomas, CAO

## Amplification

The Event Organizer must ensure noise levels comply with the terms set out in the Municipality's Community Standards Bylaw No. 1045, 2020.

**Please note: An Exemption for Noise Disturbance is required if amplification is used**

**Monday – Saturday before 7 am / after 10pm and Sundays before 10 am / after 10pm**

Will the event have pre-recorded music?

Yes  No

Will the event have speeches?

Yes  No

Will the event have live bands?

Yes  No

Will the event have dancing?

Yes  No

**List the locations & times of each area where amplification will be used:**

\_\_\_\_\_  
Patrick Thomas, CAO

## Entertainment Equipment

Please check all that apply:

Will a portable stage(s) be set up?  Yes  No

Is the stage engineered?  Yes  No

What is the size of the stages(s)? \_\_\_\_\_

Will a tent(s) be set up? If more than 1 tent, provide number: \_\_\_\_\_  Yes  No

Is the tent(s) engineered?  Yes  No

Will the tent(s) be staked to the ground?  Yes  No

What is the size of the tent(s)? \_\_\_\_\_

Will portable washrooms be available?  Yes  No

If yes, how many portable washrooms will be available (Recommendation is 1 for every 25 people of the same gender): \_\_\_\_\_

**MAP / SITE PLAN: Attach a map (hand drawn is acceptable) of all areas to be used outlining all proposed event features and locations.**

**Development Notes:**

## Emergency Services

Please check all that apply:

Will Paramedic Services be on-site?  Yes  No

Will certified First Aid Staff be available?  Yes  No

If yes, the number of staff: \_\_\_\_\_

What level of care will be provided? \_\_\_\_\_

Please provide contact numbers of persons providing this service

\_\_\_\_\_

\_\_\_\_\_

Has the local EMS been notified about the event?  Yes  No

Will trained security personnel be on-site during the event?  Yes  No

If yes, the number of personnel during a shift? \_\_\_\_\_

Has a road closure map been provided to the Local Fire Department, Police, EMS?  Yes  No

Has the Event Organizer met with the local fire department for approval of the event?  Yes  No

\_\_\_\_\_  
**Signature of Event Organizer**

\_\_\_\_\_  
**Date:**

## Approvals

Please sign in order

Position	Date	Signature
Manager of Community Services		
Manager of Protective Services		
Manager of Pass Powderkeg		