

Description

City parks and outdoor spaces are available to book for events such as weddings, community events, walks/runs, festivals, rallies and more. Applying for an Outdoor Site & Park Permit ensures the area is ready for your event (mowing, street sweeping, barricades, addition of garbage cans, etc.).

A permit is required for any event or activity taking place on City of Grande Prairie property including parks, streets or public parking lots. Certain activities or equipment may require additional permits and you will be notified after your application is received.

Certain activities may require Liability Insurance. Once you submit your booking request, you will be notified if this is required. Liability Insurance would be a minimum liability amount of \$2,000,000.00 to a maximum of \$5,000,000.00 and will include the City of Grande Prairie as an additional insured for the date(s) of the event.

For all field rentals please visit cityofgp.com/parks-recreation/facilities-venues/gyms-fields-ice.

Fees and Timelines

Outdoor Site & Park Use Permits

Non-profit: free	\$36.75 per day	\$52.50 per week	\$157.50 per month
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The fee for booking the Montrose Cultural Centre Green Space may differ.

Power supply at the Amphitheatre is \$12.60 per hour, \$63.00 per day

Large Event Permits are \$262.50 per Bylaw C-1395 (free for non-profit organizations).

Submission Information

Complete applications may be submitted electronically to eventpermits@cityofgp.com. If you have questions about the application form or the application process, please contact **780-538-0451** or eventpermits@cityofgp.com.

FOIP Act Policy

Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the Outdoor Site & Park Use – Permit Request Form. Please forward any questions or concerns to the FOIP Coordinator at 10205 - 98 Street, Grande Prairie, AB T8V 2E7, cityclks@cityofgp.com.

Clear Form

Print Form

Applicant Information

Contact Person	Organization Name
<input type="checkbox"/> Personal <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporate	Email
Non-Profit/Corporate Access Number (Please attach your incorporation certificate)	
Phone (Daytime)	Phone (Cell)
Mailing Address	City
Province	Postal Code
On-Site Event Contact	Event Contact Phone

Booking Information

Event Name	
Location	<input type="checkbox"/> Downtown (specify below) <input type="checkbox"/> Parking Lot Bonnetts Energy Centre <input type="checkbox"/> Montrose Cultural Green Space (MCC) <input type="checkbox"/> Parks <input type="checkbox"/> Muskoseepi Park <input type="checkbox"/> South Bear Creek (not including ball diamonds) <input type="checkbox"/> Parking Lot Community Knowledge Campus (CKC) <input type="checkbox"/> Other (specify below)

Detailed location for park, downtown or other location:

NOTE: For all sports and school field rentals please visit cityofgp.com/parks-recreation/facilities-venues/gyms-fields-ice
 If more than 4 event dates are required, provide details in Planned Activities

Set Up Date	Times ____ – ____	Take Down Date	Times ____ – ____
Event Date 1	Times ____ – ____	Event Date 2	Times ____ – ____
Event Date 3	Times ____ – ____	Event Date 4	Times ____ – ____
Estimated Attendance	Is this a free event?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Please describe planned activities:

Clear Form

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Weather Contingency Plan

All events must provide site map. Site map attached?

Yes

No

Will your booking be supplying or including any of the following (please check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Additional garbage cans | <input type="checkbox"/> Fireworks or pyrotechnic displays | <input type="checkbox"/> Selling merchandise or services |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Outdoor fire pit | <input type="checkbox"/> Selling/serving of alcoholic beverages |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Photography and/or videography during event | <input type="checkbox"/> Selling/serving of food or non-alcoholic beverages |
| <input type="checkbox"/> Bouncy castles | <input type="checkbox"/> Portable toilets | <input type="checkbox"/> Stages |
| <input type="checkbox"/> Devices to amplify sound/music | <input type="checkbox"/> Promotional signs or banners | <input type="checkbox"/> Tables or chairs |
| <input type="checkbox"/> Dumpsters | <input type="checkbox"/> Road/street closure | <input type="checkbox"/> Tents/canopies: # _____ size _____ |
| <input type="checkbox"/> Electrical power/generator
(Note: Fees may apply) | <input type="checkbox"/> Security | <input type="checkbox"/> Vehicle/equipment access |

Additional comments and details of vehicular access if required:

Terms and Conditions

- Certain activities may require Liability Insurance. Once you submit your booking request, you will be notified if this is required. Liability Insurance would be a minimum liability amount of \$2,000,000.00 to a maximum of \$5,000,000.00 and will include The City of Grande Prairie as an additional insured for the date(s) of the event.
- Certain activities may require separate permits from the City of Grande Prairie and the Province of Alberta.
- Access may be restricted during wet turf conditions.
- Compensation may be required to rectify damages done to the park because of the described event (turf, plant material, park furniture and equipment, etc.). A damage deposit may be required if deemed necessary.
- All event activities are subject to the approval of the City of Grande Prairie.
- Policy 215: Permit holders shall at all times comply with all Environmental, Health and/or Safety requirements of law. The permit holder agrees that in keeping with the City's commitment to a healthy environment, they are subject to the responsibilities outlined in City Policy 215 "Environmental Responsibilities".
cityofgp.com/city-government/bylaws-policies-procedures/policies-procedures/environmental-responsibilities

Clear Form

Print Form

Signature

The applicant shall indemnify and save harmless the City of Grande Prairie to this Outdoor Site Booking, its officers, agents, and employees from and against all claims, demands, actions, losses, expenses, costs, or damages of every nature and kind which the City of Grande Prairie may incur or suffer as a result of the applicants actions.

The applicant agrees to post appropriate signage informing the public if there will be photography or videography during the outdoor event as approved in this application.

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I do solemnly swear (or affirm) that all answers given and statements made on this request form are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document as well as the City of Grande Prairie bylaws (C-1078 Use of Public Lands, C-1260 Land Use and C-1103 Noise, Nuisance and Public Disturbances) and agree to abide by them. Failure to comply with the conditions herein could result in withdrawal of approval, denial of future request forms, and/or prosecution for breach of the City of Grande Prairie bylaws.

Name of Applicant

Applicant Signature

Date

For Office Use Only

Liability Insurance Received (if required)

Conditions Met

Facility Approval

Terms or conditions required to issue park use permit:

Signature

Print Name

Date