

Description

The City of Grande Prairie ("City") is looking for Community Groups to participate in the Canada Day 2024 event taking place on July 1, 2024 ("Event") by running booths in Muskoseepi Park.

Community Groups will be stationed in Muskoseepi Park from **4:00 p.m. to 7:00 p.m.**

Applications from interested Community Groups will be considered on a first come first serve basis. Locations and arrival times will be provided closer to the date of the Event. All assigned locations are **final and are non-negotiable**. Applications must be based on planned Canada Day or cultural themed activities. Pure commercial advertising is **not permitted**.

Fees and Timelines

- A mandatory fee of **fifty two dollars (\$52.50) fifty cents** is required for participating community groups.
- Non-profit groups who are able to supply a Certificate of Incorporation are not required to pay this fee. Payments can be made in person at City Hall or over the phone by calling 780-538-0300. Your spot will not be reserved until payment is made in full.

Submission Information

- Participants must apply. Applications must be submitted electronically to events@cityofgp.com or by mail* to:

Canada Day 2024
C/O Events & Entertainment
City of Grande Prairie
PO Bag 4000
Grande Prairie AB, T8V 6V3

- All applications must be received by **June 7, 2024, at 4:30 p.m.** Incomplete or late applications will not be considered.

*Allow for two (2) business days for mail delivery of your application to the City.

Questions

If you have any questions, please call 780-357-8710 or send an email to events@cityofgp.com.

FOIP Act Policy

The personal information collected herein is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as amended from time to time. The information is used to administer the Canada Day 2024 Event, promotional advertising, and contract tracing. If you have any questions about the collection, use or disclosure of your personal information, please contact the Event Coordinator at events@cityofgp.com.

Section 1: Community Group's Information

Community Group Name:

Contact Person:

Email Address:

Phone:

Alternate Phone:

Email:

Mailing Address:

Section 2: Community Group's Booth Information

What type of activities will you have at your booth?

(**Note:** If you wish to sell items or products at your booth, please send an email to events@cityofgp.com describing each item you propose to sell. Permission to sell items is not guaranteed, and all items must be approved by administration.)

Tent

Will you be supplying a tent?

Yes No

If so, what size is the tent? (In feet)

(**Note:** If you answered Yes, please be aware that all tents must be adequately secured with sandbags if located on pavement or with pegs if located on grass. Sandbags and pegs must be provided by the applicant. If using pegs, you will be provided with an irrigation map to ensure no damage is done to the irrigation system.

Rental of tents will cost \$15.00. Payments can be made in person at City Hall or over the phone by calling 780-538-0300. Rental of tents will not be secured until payment is received.

All groups will be provided with a table and two chairs. Will you require additional tables or chairs?

Yes No

(**Note:** Additional tables and chairs can be rented ahead of time for \$5.00.)

Section 3: Additional Required Forms

Please include the following with this application:

A Certificate of Insurance naming the City as additional insured

A copy of your Non-Profit Certificate (if applicable)

A copy of your Business License (if applicable)

Section 4: Signature Fields

By signing below, you agree that the information above is accurate and reflective of your application for the Event.

Applicant Full Name:

Applicant Signature:

Date:

Section 5: Rules and Regulations

I, we _____ (Community Group) hereby have read and understand the following:

- These conditions, instructions and specifications refer to the operation of a community group on the grounds of Muskoseepi Park for the Event.
- All Community Groups (and any staff) must adhere to regulations put in place by the Government of Alberta.
- Community Groups will always and in all respects comply with and conform to all municipal bylaws, rules or regulations and all other legal requirements whatsoever whether imposed by Municipal, Provincial or Federal authority.
- Community Groups shall maintain a minimum of two million (\$2,000,000.00) dollars, inclusive, general liability insurance for the entire Event and shall provide to the City on or before the Deadline a Certificate of Insurance, naming the City as additional insured. The policy shall contain a waiver of subrogation rights against the City.
- Community Groups obtain and must provide the City with a copy of all applicable licenses.
- Community Groups are responsible for providing all equipment required, including tents, garbage cans, and power sources (including extension cords) as required.
- Community Groups are required to collect and lawfully dispose of any litter associated with their activities.

Section 5: Rules and Regulations (Continued)

- Community Groups shall comply with all regulations as determined by the Occupational Health & Safety Act, SA 2017, c O-2.1 and any other applicable regulations.
- Community Groups shall indemnify and save harmless the City, its elected officials, employees, contractors, volunteers, licensees and visitors from and against all claims, losses, costs, damages, suits, proceedings or actions arising out of or related to the Community Group operation of at the Event and activities in executing the work, including any and all acts, omissions, or delays.
- Community Groups will actively promote the services that they are offering for the Event, while presenting the City in a positive manner. All advertising by the Community Group(s) shall first be approved in writing by the City.
- Community Groups are to supply a list of services with their Application. The City is expecting a wide variety of food products to be available for the Event.
- Under no circumstances will any controlled substances, alcohol, smoking or vaporizing products, marijuana products (including edibles), or sunflower seeds be available from the Community Group event sites.
- No permanent structures or fixtures will be permitted. Temporary structures such as tents must be pre-approved in writing by City staff.
- Community Groups are permitted to bring one (1) vehicle to off load at their event site and then must leave the park area.
- **No vehicles are permitted on the turf areas without prior written approval from the City.**
- Community Groups shall be responsible for the cost of repairing any damage caused by their agents to fixtures or facilities including irrigation equipment and turf.
- Please be advised that both media and the general public may be taking photos throughout the Event. These photographs may be used for promotional reasons. All
- Food Vendors must fill out the included **Photography & Video Release Form**. All completed forms are to be returned via email to events@cityofgp.com or in person at the Event.
- The City accepts no liability whatsoever in connection with the event.

Section 6: Agreement

Applicant Full Name			
Applicant Signature		Date	

Event Information

Event:

Event Date:

Contact Information

Name:

Address:

City:

Province:

Postal Code:

Phone:

Email:

I hereby grant permission to the City of Grande Prairie and its agents to:

- Record my name, likeness, image, voice, interview, performance and testimonial as captured by the photographer or videographer on the date listed below.
- The rights of my image and testimonial, in video or still photography, and of the likeness and sound of my voice as recorded on audio or videotape without payment or other consideration.
- I understand that my image, in video or still photography, may be edited, copies altered, exhibited, modified, published, distributed, or combined with other content and waive the right to inspect or approve the finished product wherein my likeness appears and that I will not receive notification prior to the content's use.
- I understand that video or still photography of me may be used for print publications, displays, advertisements or media distribution and digital formats such as websites, social media, broadcasts and exhibitions for promotion, publicity, advertising or art created by / for the City of Grande Prairie, electronic direct mail or any such communication.
- I agree that I have no rights to the content and the City of Grande Prairie shall retain final editorial, artistic and technical control of all content, without limitation. I acknowledge that I will receive no compensation or royalties should any of my personal imagery be used for any purpose. I will be consulted about the use of my photographs or video recordings for any purpose other than those listed above.
- There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.
- By signing this release, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. The City of Grande Prairie and its agents will be discharged from / against any claims, damages or liability arising from or related to use of this material.

I hereby grant permission to the City of Grande Prairie and its agents to: (Continued)

- I am at least 18 years of age and have the full legal capacity to execute this release. I have read this document and I fully understand the contents, meaning and impact of this consent form.

If under 18 years of age: Parent or Guardian Consent

I represent and warrant that I am the parent or legal guardian of _____ (full name of minor) who is a minor and that I am entitled and authorized to sign this release and grant full rights to the City of Grande Prairie. I have read, understood and agreed to the foregoing.

Signature:		Signature Date:	
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Notice of Collection

This information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, c. F-25, as amended from time to time, and may be used for the administration of City of Grande Prairie programs including publicity materials. Your personal information is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection, use and disclosure of your personal information, contact the Event Coordinator at events@cityofgp.com.

Office Use Only

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Title(s) / Filename(s)	
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Subject Matter (Description)	