CITY OF GRANDE prairie

OUTDOOR PERMIT APPLICATION

Please submit completed form to eventpermits@cityofgp.com

Outdoor Event Permit applications and associated services (including, but not limited to, barricades, waste receptacles, and parade route staffing) are subject to fees under the Fees, Rates and Charges Bylaw (Bylaw C-1395). Current fee schedules can be found at: **cityofgp.com/feesbylaw**

All Outdoor Event Permit applications must be submitted no later than sixty (60) days out from the start of the event. **Applications submitted after this time will be subjected to a rush fee of $110.00 plus GST.**

All required documents and event changes/additions must be submitted no later than two (2) weeks before the start of the event. Documents, changes, or additions submitted after this time will not be considered for approval.

Application Information

Applicant/Organization Legal Name:			
Are you a Non-Profit?	☐ Yes ☐ No	**Note:** If yes, please attach your incorporation certificate.	
Event Lead:			
Address:		City:	
Province:		Postal Code:	
Daytime Phone:		Email:	
Event Day On-Site Supervisor: (If different from event lead)			
Supervisor Phone:		Supervisor Email:	

Previous Events

Please provide a list of previous events, if any, hosted by the Applicant and/or Event Lead.

Event Name:		Event Date:	
Event Name:		Event Date:	
Event Name:		Event Date:	

Event Information

Event Name:	
Event Location:	

☐ Downtown (specify below)

☐ Montrose Cultural Green Space (MCC)

☐ Muskoseepi Park: Select Option

☐ Other (specify):

☐ Parking Lot Bonnetts Energy Centre: Select Option

☐ Parks: Select Option

☐ South Bear Creek: Select Option

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Event Information

Do you require access to an indoor facility at the chosen location?	☐ Yes ☐ No

If YES, please indicate which facility and/or room(s):

Note: Additional charges may apply for indoor facility rentals. For all sports and school field rentals please visit **cityofgp.com/gyms-ice-fields**

Event Dates

If more than six event dates are required, provide details in the 'planned activities' section below.

Set Up Date:		Times:		Take Down Date:		Times:	
Event Date 1:		Times:		Event Date 2:		Times:	
Event Date 3:		Times:		Event Date 4:		Times:	
Event Date 5:		Times:		Event Date 6:		Times:	
Estimated Attendance:				Is this a free event?		☐ Yes	☐ No

Please describe planned activities:

Provide a detailed weather contingency plan:

If you plan to postpone your event in the case of bad weather, emergencies, etc. Please provide an alternative event date and site map/route map that accounts for any changes:

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Will your event include any of the following? Please include where each item will be sourced from.		
See additional requirements in the following sections.		
☐ Barricades	Source:	
☐ Bleachers	Source:	
☐ Bouncy castles	Source:	
☐ Amusement/carnival rides	Source:	
☐ Devices to amplify sound/music	Source:	
☐ Dumpsters	Source:	
☐ Garbage cans	Source:	
Any garbage cans located on the event site must be maintained for the duration of the event and emptied once the event has concluded. If you require assistance or staff to empty garbage bins or provide sanitation services, please indicate so below.		
☐ **Yes** ☐ **No**	**Note:** Please note that staff fees may apply.	
☐ Recycling bins	Source:	
Any recycling bins located on the event site must be maintained for the duration of the event and emptied once the event has concluded. If you require assistance or staff to empty garbage bins or provide sanitation services, please indicate so below. Please note that staff fees may apply.		
☐ **Yes** ☐ **No**		
Events requesting Garbage Cans and/or Recycling Bins from the City will be subject to the following fees: **Profit: $105.00 (GST included) per event | Non-Profit: $84.00 (GST included) per event**		
☐ Electrical power generator equal to or less than 10,000 Watts	Source:	
☐ Electrical power generator over 10,000 Watts	Source:	
☐ Fireworks or pyrotechnic displays	Source:	
☐ Outdoor fire pit	Source:	
☐ Performance including heat and/or fire	Source:	
☐ Photography and/or videography during event	Source:	
☐ Portable toilets and handwashing stations	Source:	
☐ Promotional signs or banners	Source:	
☐ Road/street closure	Source:	
☐ Selling merchandise or services	Source:	
☐ Selling/serving of food or non-alcoholic beverages	Source:	
☐ Stage equal to or less than 4ft (48in) in height	Source:	
☐ Stage exceeding 4ft (48in) in height	Source:	
☐ Tents or canopies equal to or less than 10'x10'	Source:	

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Will your event include any of the following? Please include where each item will be sourced from.

See additional requirements in the following sections.

☐ Tents or canopies exceeding 10'x10'	Source:	
☐ Vehicle equipment access	Source:	
☐ Outdoor cooking	Source:	
☐ Animals including horse and wagon rides, petting zoos, etc	Source:	

Insurance

- Attach copy of Insurance
- All Outdoor Event Permit applications must include a certificate of insurance evidencing commercial general liability insurance is in place against claims for personal injuries, deaths, or property damage in an amount of not less than TWO MILLION ($2,000,000.00) DOLLARS per occurrence with the City of Grande Prairie listed as additional insured. FIVE MILLION ($5,000,000.0) DOLLARS per occurrence may be required as a result of high risk activities or the inclusion of alcohol during your event. You will be notified if $5 million liability insurance is required.
- Insurance must be **provided no later than two weeks** prior to the first day of the event. Failure to provide insurance within the specified time frame may result in the cancellation of your event.
- **Insurance must be in place for the entire duration of the event, and must also include all set up and take down days.**
- One-time event insurance can be purchased through our insurance portal: **grandeprairie.instantriskcoverage.com/login**

Event Activities

- All event activities are subject to the approval of the City of Grande Prairie. Certain event activities may require separate permits from the City and the Province of Alberta. These include sales, sampling or giveaways of food, alcoholic & non-alcoholic beverages or merchandise.
- All events shall comply with GPFD **Outdoor Special Event Requirements** safety codes, NFPA standards, and building and fire code to ensure fire and life safety.

If any question below is answered "YES", you must contact the appropriate authorities. Include and label all items in your site plan.

Will your event include any of the following?

Food Trucks: **Note:** Please provide administration with a list of all attending food trucks.	☐ Yes ☐ No
Food Trucks & Non-Alcoholic Beverages:	☐ Yes ☐ No
If YES, will they be sold or served?	☐ Sold ☐ Served
Contact Alberta Health Services for a Special Event Organizer Notification: **780-513-7500** or **albertahealthservices.ca/eph/Page13999.aspx**	

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Will your event include any of the following?	
Outdoor Cooking:	☐ Yes ☐ No
If YES, will the cooking be grease-laden?	☐ Yes ☐ No
Grease-laden cooking, which produces vapors or residues, is only permitted under canopies, not tents.	
List of appliances being used:	
Alcoholic Beverages:	☐ Yes ☐ No
If YES, the below Alcohol Management section must be completed.	
If YES, will they be sold or served?	☐ Sold ☐ Served
Location: **Note:** These are the only City facility locations where alcohol use is permitted.	Select Option
Do you require a letter for your liquor license?	☐ Yes ☐ No

Alcohol Rules and Regulations

- Alcohol management responsibilities and procedures must be met as per the **Alcohol Management Procedure for Community Services Areas (Procedure 207-1)**. Refusal to comply with the below responsibilities or procedures, as well as those included in Procedure 207-1, will result in the denial of alcohol use.
- A Special Event Liquor Licence must be obtained from a retail liquor store or the Alberta Gaming and Liquor Commission (AGLC) and provided to the City of Grande Prairie no less than 48 hours in advance of the event or function.
- Event must adhere to all AGLC rules and regulations. Failure to comply may result in the cancellation of your outdoor event permit.
- Alcohol is only allowed on the City of Grande Prairie select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/ organization that has appropriate licenses from the Province of Alberta. Please contact the Alberta Gaming & Liquor Commission at **1-800-272-8876**.
- Contact the Fire Prevention Branch at **780-538-0400** or **fire_prevention@cityofgp.com**. Occupant load will be required.
- Adequate supervision must be provided at a ratio that is acceptable to the Facility Manger. This includes:
  - A minimum of one (1) security guard at entrance(s)/exit(s); and
  - Supervisors in addition to security guard(s) at entrance(s)/exit(s)
- Areas where alcohol will be consumed must be fenced or otherwise blocked in with security stationed at all exits and entrances.
- Additional liability insurance may be requested.
- Authorization must be granted by the Facility Manager in order for alcohol to be sold or served at the event or function.

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Tents and Canopies

Do you plan to have any tent(s)?	☐ Yes ☐ No

A tent is defined as a membrane structure that is supported in any manner other than air or its contents, enclosed on all sides.

Do you plan to have any canopies(s)?	☐ Yes ☐ No

A canopy is defined as a membrane structure that is supported in any manner other than air or its contents, remaining open on at least three sides without sidewalls or drops.

If YES, provide the quantity of tents and/or canopies, sizes of each, tie down or anchorage and use:

- If a tent or canopy is larger than 108 square feet, a Commercial Building Permit is required. Additional fees apply. Contact Inspection Services at 780-538-0421 for details. If a tent or canopy is larger than 175 square meters and would remain on site for more than 180 consecutive days, you must contact Planning and Development at **780-538-0325** or **devpermits@cityofgp.com**.
- All tents and canopies must be anchored to the ground regardless of size. Appropriate anchorage options include weights, sandbags, tent pegs, etc.
- If spiking or staking any structure, call Alberta One Call at 1-800-242-3447 to arrange utility location.
- Tents and canopies must be removed within 24 hours following the end of the event.
- When using membrane structures such as tents and canopies for cooking or open flames, ensure that public access is restricted and that the fabrics are compliant with CAN/ULC S-109 and/or NFPA 701 standards for fire safety.
- Maintain a minimum distance of 10 ft (3050 mm) between stake lines; tents not used for public occupancy or combustible storage may be closer to structures, but smoking is prohibited. Grease-laden cooking, which produces vapors or residues, is only permitted under canopies.

Stages, Bouncy Castles, Portable Toilets, Dumpsters, Fences, and Other Structures

Do you plan to have additional structures?	☐ Yes ☐ No

If YES, please describe sizes and quantities of individual structures. You will be advised if any additional permits are required.

- Call Alberta One Call at 1-800-242-3447 and Aquatera at 780-882-7800 to arrange utility location where spiking or staking is requested.
- Temporary Staging exceeding 4ft (48in) in height requires an additional permit. Contact Inspection Services for details.
- Provide AEDARSA certificate if amusement rides are used. Visit **www.aedarsa.com**
- **Structures must be removed within 24 hours following the end of the event.**

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Electrical Access	
Will you require access to electrical power? **Note:** Additional charges may apply.	☐ Yes ☐ No
If YES, please specify all requirements:	

Will you be bringing a generator?	☐ Yes ☐ No
If YES, please specify the wattage of generator(s):	
Is the generator portable?	☐ Yes ☐ No
If NO, please contact Inspection Services at **780-538-0421**	

Promotional Signs or Banners	
Will you be displaying signs or banners?	☐ Yes ☐ No
If YES, please specify sign size, sign type and how many and where they will be located:	

Amplified Sound	
Must comply with the Noise, Nuisance and Public Disturbances Bylaw# C-1103: **bit.ly/cgpc1103**	
Do you plan to use any device to amplify sound?	☐ Yes ☐ No
If YES, please specify what type of music: **Note:** Applicant is responsible for any SOCAN and ReSound (Entandem) fees.	☐ Live ☐ Recorded

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Please list the dates and times during which sound will be amplified			
Date:		Times:	
Date:		Times:	
Date:		Times:	

If more than three event dates are required, provide the additional dates and times below:

☐ **Please attach a sound map that shows where amplified sound will be taking place.**

Security

Security is required for events serving alcohol as per Procedure 207-1

Will your event have security? **Note:** Security is required for events serving alcohol	☐ Yes ☐ No

If YES, please specify what security measures you have planned:

First Aid

Please provide a detailed first aid plan including your first aid provider:

Emergency Response

Please provide a detailed emergency response plan including your first aid provider:

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Vehicles

Are you requesting permission to operate vehicles on Grande Prairie parks or trails?	☐ Yes	☐ No
If YES, number of vehicles:		
Types of vehicles:	(Car, Truck, ATV and/or Gators)	

If YES, a Vehicular Access Permit must be completed:
cityofgp.com/city-services/permits-licenses-forms/vehicular-access-permit

Fireworks and Pyrotechnic Displays

Will your event feature any pyrotechnic devices?	☐ Yes	☐ No

If YES, please contact the Grande Prairie Fire Department Fire Prevention branch for permit information at **780-538-0393**. Additional fees may apply.

Roads or Parking Lot Closure

Are you requesting a road or parking lot closure?	☐ Yes	☐ No
Are you having barricades?	☐ Yes	☐ No

Events requesting barricades from the City will be subject to the following fees:
Profit: $210.00 (GST included) per event | Non-Profit: $168.00 (GST included) per event

List road areas for full or partial closure and attach a map outlining these areas:

Map Attachments

☐ Route Map

If your event is a run, walk, parade or other activity in which participants will be following a course, you must attach a map of the proposed route. All proposed routes and use of any public roadways and green spaces are subject to the City of Grande Prairie approval. If you are requiring road closure, costs incurred for this service are the responsibility of the applicant. The City of Grande Prairie is not responsible for any costs associated with the denial of a proposed route.

☐ Site Map

Please provide a site map attached on a separate sheet. The site map should indicate the precise location of the following: all sources of amplified sound; tents and canopies; stages; inflatables; portable toilets; dumpsters; fences, barricades and other structures; proposed driving paths for all equipment, supply and emergency vehicles; and location of alcohol, food and merchandise services. All site maps are subject to the approval of the City of Grande Prairie.

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Signature

- Applicant shall indemnify, hold harmless, and defend the City, its elected officials, employees, contractors and agents from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which may arise in connection with the event or any act or omission of the Applicant, its employees, contractors, or invitees. Applicant shall comply with, and shall ensure its employees, contractors, and invitees comply with all applicable law in respect of the Event.
- The collection of personal information is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c-F.25 ("FOIP Act"), as amended. This purpose of the collection is necessary for the administration and regulation of outdoor events and will be used solely for that purpose. We may share your information with other city departments and external agencies to review your application for compliance with applicable laws and regulations related to the outdoor event. All information will be securely stored in compliance with the FOIP Act. If you have any questions about the collection, use, disclosure, or destruction of your personal information, please contact Legislative Services at **780-538-0300**.
- By signing below, you on behalf of the Applicant, agree that all answers given and statements made on this application are true and accurate to the best of your knowledge, and that you have read and understand the terms and conditions outlined in this document, and have had the opportunity to seek independent legal advice prior to signing below
- **Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied, and/or prosecution for breach of the City of Grande Prairie bylaws.**

Sponsorship Group (or) Name of Applicant			
Per (or) Signature		Date	

City of Grande Prairie Approval

Signature (Chief Public & Protective Services Officer)		Date	
Event Permit Number			