

Description

The City of Grande Prairie ("City") **2026 Heritage Day Event** is taking place on **August 1, 2026** at the **Grande Prairie Museum in Muskoseepi Park ("Event")**. Persons interested in having a booth at the Event are required to complete this Application Form ("**Application**"). Submitting this Application does not guarantee that you will be approved. This Application is for a booth only.

Applications 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 Heritage Day or cultural themed activities appropriate for a family audience. Pure commercial advertising is not permitted, although sponsor recognition may be acceptable, subject to City prior approval.

Submission Information

- Complete applications and any additional required documents may be submitted electronically to events@cityofgp.com or by mail* to:

Heritage Day 2026
c/o the City of Grande Prairie – Events & Programming
PO Bag 4000
Grande Prairie AB, T8V 6V3
*Allow for 5 business days for mail delivery.

- All applications must be received by **July 24, 2026, at 4:30 p.m.** Incomplete, unsigned or late applications will not be considered.
- If you have any questions, please call **780-357-8710** or send an email to events@cityofgp.com.

Privacy Notice

Personal information collected on this form is collected by the City of Grande Prairie under the authority of section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5 ("POPA"). The information will be used to assess and administer Heritage Day Outdoor Booth applications, coordinate event participation, and communicate with applicants. Your personal information will be collected, used, and protected in accordance with POPA. If you have questions about the collection of your personal information, please contact the Event Coordinator at events@cityofgp.com.

Section 1: Applicant Information

Legal Name of Applicant / Organization:

Contact Person (if different from Applicant):

Email Address:

Phone Number:

Alternate Phone Number:

Mailing Address:

On-Site Contact (if different than Applicant):

On-Site Contact Phone Number (if different):

Section 2: Description of Applicant's Booth

What type of activities do you wish to have at your booth?

What messaging, images or displays do you intend to have at your booth?

If you wish to sell goods or services at your booth, please specify each of the goods and services below:

Note: A City-issued business license is required for any commercial activity.

Section 2: Description of Applicant's Booth (Continued)

Some booths have a tent. Will your booth have a tent?

☐ Yes ☐ No

If Yes, what is the size of your tent? Please supply in feet.

Note: Your tent must be adequately secured with sandbags if located on pavement or with pegs if located on grass. If pegs are used, you must ensure no damage to the irrigation system.

Note: The City of Grande Prairie is not able to provide tents for this event.

All booths are provided with a free rental table and 2 chair. Do you wish to rent additional tables or chairs from the City? (One day rental fee of \$5 per table or chair)

☐ Yes ☐ No

Note: All requests for additional tables and chairs must be made in this Application form. Late requests will not be considered. Rentals are subject to availability. Rented items must be returned in the same condition they were provided. Damages to rental items are the responsibility of the applicant. Rental items must be returned at the end of the Event. Do not remove any rented items from the Event. Missing or lost rental items are the responsibility of the applicant. Payments of rental fees must be made within 1 week following the approval of an Application. Payments may be made in person at City Hall or over the phone by calling 780-538-0300. Applicant is responsible for ensuring the safe use of any tables or chairs at the Event.

Section 3: Additional Required Forms

Please include the following with this application:

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

☐ A copy of your Business License (if applicable)

Section 4: Event Rules and Participation Agreement

By signing this Application, you, the Applicant, agree to the following terms and conditions for participating in the Heritage Day 2026 Event ("Event"):

1. Application Approval & Compliance

If your Application is approved, the City may include specific conditions within your approval. You must follow all conditions of approval or your approval may be suspended or revoked. You must comply with all applicable laws (federal, provincial, and municipal bylaws), regulations, and any instructions given by City staff or officials regarding the Event. The Event is scheduled to proceed rain or shine. However, the City reserves the right, in its sole discretion, to delay, modify, or cancel the Event, or require the temporary closure or removal of booths, in the event of extreme weather conditions (such as thunderstorms, high winds, or other conditions) deemed to pose a safety risk. The City is not liable for any costs or losses incurred by the Applicant due to such weather-related decisions.

2. Insurance Requirements

- **Commercial General Liability (CGL):** You must obtain and maintain Commercial General Liability insurance with a minimum limit of \$2,000,000 per occurrence. This insurance must cover the entire Event period, including your setup and takedown times.
- **Automobile Liability:** If any vehicles are used by the Applicant, its employees, volunteers, or agents for setup, takedown, or any operations related to the booth within the Event area (including approved access routes), the Applicant must possess and provide proof of valid Automobile Liability insurance with a minimum limit of \$2,000,000.
- **General Requirements:** You must provide the City with Certificate(s) of Insurance proving the required coverages above by not later than one week prior to the Event. The Certificate(s) of Insurance must name the "City of Grande Prairie" as an Additional Insured using the below address:

City of Grande Prairie
PO Bag 4000
10205 98 Street
Grande Prairie, Alberta T8V 6V3

Your insurance policy(ies) must include a "waiver of subrogation" clause, meaning your insurer agrees not to seek recovery from the City for any claims it pays out related to your participation.

- **Note:** Standard vehicle pink cards are generally insufficient proof of the required coverage and endorsements. Please consult your insurance provider.

3. Licenses & Permits

You are responsible for obtaining any necessary licenses or permits for your specific activities (e.g., a City Business License if you are selling goods/services) and providing copies to the City upon request or with this Application if applicable.

Section 4: Event Rules and Participation Agreement (Continued)

4. Booth Operation & Equipment

- **Equipment Responsibility:** Unless renting items from the City as specified in this Application, you are responsible for supplying all necessary and safe equipment for your booth. This includes any tables, chairs, display materials, garbage containers, and power sources (generators or extension cords must meet safety standards and may require City approval).
- **Tent/Canopy Fire Safety & Anchoring:**
 - No permanent structures are allowed. Temporary structures (like tents) must be pre-approved by the City.
 - Any tent or canopy fabric you use must have a permanently attached label indicating it conforms to the CAN/ULC-S109 standard for flame resistance. Materials without this label are not permitted.
 - Tents must be securely anchored at all times. Use appropriate pegs if on grass (ensuring no damage to irrigation systems) or sufficient sandbags/weights if on pavement. You are responsible for damage or injury caused by any improper anchoring.
- **Decorative Materials Fire Safety:**
 - All decorative materials used in your booth (e.g., drapes, signs, banners, tablecloths, backdrops) must be inherently non-flammable or treated to be flame-retardant (meeting CAN/ULC-S109 or NFPA 705 field test standards).
 - Prohibited Materials: Untreated plastics (like plastic sheeting, tarps, oilcloth), cardboard, or foam products used as decoration may be prohibited at any time if deemed a fire hazard. The City may, but shall not have the duty to, conduct on-site testing of any materials. You must remove any non-compliant materials immediately.
- **Electrical Safety:**
 - All electrical equipment (lights, devices, power bars) must be certified by a recognized Canadian authority (e.g., CSA, ULC listed) and be in good condition (no damage, fraying, or improper modifications). Homemade or non-compliant electrical items are strictly prohibited.
 - Use only heavy-duty, outdoor-rated, three-prong (grounded) extension cords appropriate for the electrical load. Ensure cords do not create tripping hazards.
 - Maintain adequate clearance (at least 1 meter recommended) between heat sources like lights and any combustible materials (fabric, paper, wood) to prevent overheating or ignition.
- **Other Safety & Compliance:**
 - If your booth uses pressurized gas cylinders (e.g., helium for balloons), they must be properly secured upright to prevent tipping.

Section 4: Event Rules and Participation Agreement (Continued)

- Your booth setup, including displays and equipment, must not obstruct designated exit paths, aisles, or access to fire safety equipment (like fire extinguishers or hydrants). Maintain clear access around your assigned space.
- You must operate your booth safely and comply with all applicable health and safety regulations, including Alberta's Occupational Health and Safety Act.
- **Inspections & Enforcement:**
 - The City may, but shall not have the duty to, inspect booths before and during the Event to ensure compliance with these safety requirements.
 - You must comply immediately with any directions given by the City regarding fire and life safety. Failure to comply may result in the required removal of materials, temporary closure of your booth, or removal from the Event without refund.

5. Site Management & Conduct

You must keep your assigned booth area clean and tidy. You must collect and properly dispose of all garbage generated by your activities. You must promote your organization or activities positively and respectfully towards the City and the public. Any advertising materials you plan to use or distribute must be approved in writing by the City beforehand. Prohibited Items: Selling, distributing, possessing, or consuming any alcohol, cannabis products (including edibles), illegal substances, smoking or vaping products, or weapons is strictly forbidden at your booth or anywhere within the Event area. Sunflower seeds are also not permitted in Muskoseepi Park. Abusive, threatening, or disrespectful behaviour directed towards City staff, volunteers, other participants, or the public will not be tolerated. Any such conduct by the Applicant or its representatives may result in immediate removal from the Event without refund. Animals are generally discouraged at participant booths due to the nature of the Event. If the Applicant intends to have animals as part of their booth activities (e.g., demonstrations, rescue organizations), specific prior written approval from the City is required. If approved, the Applicant must ensure:

- Compliance with all applicable bylaws and animal welfare legislation.
- Animals are healthy, properly supervised, controlled, and suited for a public event environment.
- Animals are covered under the Applicant's required insurance policy.
- A zero-tolerance policy for any form of animal mistreatment is enforced. Any participant found abusing an animal will be immediately removed from the Event, and law enforcement may be contacted. v. Adequate provisions for water and cleanup are made. The City reserves the right to require the removal of any animal deemed unsafe, unhealthy, mistreated, or disruptive.

Section 4: Event Rules and Participation Agreement (Continued)

6. Vehicle Access & Damages

You may bring one (1) vehicle per booth into the designated park area for unloading/loading using City approved routes of travel and during specified times only. Driving or parking on grass/turf areas is prohibited without prior written permission from the City. You are financially responsible for repairing any damage caused by you, your staff, volunteers, or agents to park property, City equipment (including rented items), facilities, turf, irrigation systems, or any other assets.

7. Photography & Media

Be aware that media representatives and the general public may take photographs or videos throughout the Event, which might include your booth, activities, staff, or volunteers. You must complete the attached Photography & Video Release Form. By signing the Photography & Video Release Form attached to this Application, the Applicant confirms it has the authority to grant the release on behalf of the organization/entity. The Applicant is further responsible for informing all its participating employees, volunteers, and agents about the potential for photography/videography by the City, media, and the public at the Event, and for obtaining any necessary internal consents from those individuals consistent with the terms of the Release Form. The City may request individuals sign separate releases if deemed necessary. Applicants who do not wish to be photographed can contact the City at 780-357-8710 not less than 30 days prior to the Event to discuss.

8. Release, Waiver and Indemnity

In consideration for being permitted to participate in the Event, the Applicant, on behalf of itself and its employees, contractors, volunteers, agents, successors, and assigns, hereby agrees as follows:

- **Release and Waiver:** To the fullest extent permitted by law, the Applicant RELEASES, WAIVES, and FOREVER DISCHARGES the City of Grande Prairie, its elected officials, employees, agents, volunteers, and contractors (collectively, the "Releasees") from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of or related to any loss, damage, property damage, or injury, including death, that may be sustained by the Applicant or any persons affiliated with the Applicant in connection with the Event, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise. The Applicant acknowledges that the City accepts no liability or responsibility for any loss, damage, injury, theft, or expense the Applicant may suffer related to its participation.
- **Indemnification:** The Applicant agrees to INDEMNIFY, DEFEND, and HOLD HARMLESS the Releasees from and against any and all claims, demands, suits, actions, liabilities, losses, damages, costs, and expenses (including, without limitation, all legal fees and disbursements on a solicitor-client basis) which may arise out of, result from, or be in any way connected with the Applicant's participation in the Event, including but not limited to the Applicant's operations, activities, presence, setup, takedown, acts, errors, omissions, negligence, or delays, or those of its employees, contractors, volunteers, agents, or any other person for whom the Applicant is legally responsible.

Section 4: Event Rules and Participation Agreement (Continued)

9. Acknowledgement

By signing below, you confirm that you have read, fully understand, and agree to comply with all the rules, regulations, terms, and conditions contained within this entire Application Form. You acknowledge that you have had the opportunity to seek independent legal advice before signing this agreement.

10. Survival

Notwithstanding the completion of the Event or the termination of this Agreement for any reason, the following sections and obligations shall survive and remain in full force and effect: Section 2 (Insurance Requirements), Section 6 (Vehicle Access & Damages, specifically the Applicant's financial responsibility for damages), Section 8 (Release, Waiver, and Indemnity), any other indemnity provisions contained herein, and any other provisions which by their nature are intended to survive termination or completion.

Section 5: Agreement

This agreement is binding upon the Applicant upon signature.

Full Name:

Applicant Signature:

Date:

Section 6: Photography & Video Release

- I hereby authorize the City of Grande Prairie and its agents to record my name, likeness, image, voice, interview and performance as captured by the photographer or videographer during the **Heritage Day 2026 Event on August 1, 2026**. I understand that the content may be edited, altered, modified or combined with other content.
- I understand that photographs or visual recordings of me may be used for public publications, displays, broadcasts and exhibitions for promotion, publicity, advertising or art created by/for the City of Grande Prairie. This may be in the form of print publications, advertisements, or media distribution and digital formats such as websites, social media, electronic direct mail or any such communication. I agree that the City of Grande Prairie shall retain final editorial, artistic, and technical control of all content.
- I agree that I have no rights to the content and all rights belong to the City of Grande Prairie, without limitation. I acknowledge that I will receive no compensation should any of my personal imagery be used for any purpose. All rights to inspect or approve usage are waived and I will not receive notification prior to the content's use.
- 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 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.

Full Name: (Please Print)

Name of Minor: (If Applicable)

Signature:

Date:

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