

Application Forms

- Complete Outdoor Event Permit application form and submit to eventpermits@cityofgp.com.
- Complete the Alberta Health Services [Special Event Organizer Notification Form](#).

Contingency Plan

- Determine detailed contingency plan.
- If postponing, determine alternative event date and confirm availability with administration.
- Provide alternative site map that includes any adjustments.

Insurance

Insurance must be submitted no later than two weeks prior to the start of your event. Failure to submit insurance in this specified timeframe will result in the cancellation of your event.

- 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 following entity listed as additional insured:

City of Grande Prairie
P.O. Bag 4000
10205 98 Street
Grande Prairie, AB T8V 2E7

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.

Amenities & Activities

All amenities and activities must be approved by administration no later than two weeks prior to the start of your event. Changes made less than two weeks prior to your event will not be approved. Determine what additional amenities are required for your event and where they will be sourced from. Examples may include:

- | | | | |
|-------------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Fencing or Barricades | <input type="checkbox"/> Washrooms | <input type="checkbox"/> Stage 4ft (48in) or under |
| <input type="checkbox"/> City Staff | <input type="checkbox"/> Garbage and Recycling | <input type="checkbox"/> Water Access | <input type="checkbox"/> Tables and Chairs |
| <input type="checkbox"/> Volunteers | <input type="checkbox"/> Handwashing Stations | <input type="checkbox"/> Signage | <input type="checkbox"/> Tents 10'x10' or smaller |

Amenities & Activities

- Stage taller than 4ft (48in) (stages taller than 4ft will require a Commercial Building Permit)
- Sound System (a Noise Permit may be required)
- Tents larger than 10'x10' (tents larger than 10'x10' will require a Commercial Building Permit)
- Generator(s) of 10,000 Watts or under
- Generator(s) larger than 10,000 Watts (generators exceeding 10,000 Watts will require a Subtrade Permit)

Will you be having food at your event? Yes No

- Food Trucks:** Determine if any first rights of refusal apply to event location and confirm proposed locations for parking food trucks with administration.
- Food Trucks:** Provide administration with a list of all attending food trucks. Food trucks may be required to fill out additional forms to park on City property.
- Food Services:** Complete Alberta Health Services [Food Vendor Notification Form](#).

Will you be having alcohol at your event? Yes No

- Apply for a **Liquor Licence** from the Alberta Gaming and Liquor Commission (1-800-272-8876) or request proof of liquor license from third party.
- Provide proof of liquor license to administration.
- Contact Fire Prevention at 780-538-0400 for serving location capacity/occupant load.

Will you be having merchandise sales at your event? Yes No

- Contact administration to confirm if business license is required.
- Provide proof of business license if required.

Will you be having amplified music? Yes No

- Contact administration to determine if noise permit is required as per the [Noise, Nuisance and Public Disturbances Bylaw C-1103](#).
- Complete Amplified Music section on the Outdoor Event Permit application form.
- SOCAN & ReSound fees apply. Determine if fees are collected under rental or use permit.

Will you be having tents, canopies or other structures at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Complete Commercial Building Permit for any tents or canopies larger than 10'x10'.		
<input type="checkbox"/> Contact Alberta One Call for line locating if spiking or staking.		
<input type="checkbox"/> Contact Aquatera for water line locating.		
<input type="checkbox"/> Contact administration to determine if any other inspections are required. Please note that some locations may require additional inspection from departments such as Energy and Environment.		
Will you be having stages exceeding 4ft (48in) in height, Bounce Houses, Portable Toilets, Dumpsters, Fences, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Complete Commercial Building Permit for any stages exceeding 4ft (48in) in height.		
<input type="checkbox"/> Determine where each item will be sourced from.		
<input type="checkbox"/> Confirm all structures with administration.		
Will your event require electrical access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Confirm if electrical access is available at your requested location.		
<input type="checkbox"/> Advise administration of any generators you are supplying.		
<input type="checkbox"/> Complete Subtrade Permit Application for any generators exceeding 10,000 Watts.		
Will you have signage at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Confirm signage locations and content with administration		
Will you have Security and First Aid at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Determine security provider.		
<input type="checkbox"/> Determine First Aid provider.		
<input type="checkbox"/> Determine detailed health and safety plan.		
Will you have fire pits, fire dancers, etc. at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Advise administration of any fire pits, fire dancers, etc.		
<input type="checkbox"/> Complete Open Air Burning Permit Application for any fire pits.		
<input type="checkbox"/> Complete Fire Show Performer Permission Form for any fire dancers or fire shows.		
<input type="checkbox"/> Create detailed fire safety plan. A Fire Safety Plan Template can be found on the City website.		

Will your event include pyrotechnics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Contact Fire Prevention for applicable permits.		
Will your event require barricades?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Ensure all barricades and other roadway disruptions are included on your event site map/route map		
Will your event require vehicle access to trails, green space, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Complete a Vehicular Access Permit Application .		
Will your event require attendance from the Mayor and/or Council Members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Complete the online request form to request attendance from the Mayor and Council.		
Event Site Planning		
<input type="checkbox"/> Use available maps to create a detailed site plan/route map.		
<input type="checkbox"/> Administration will advise you if your event requires a site visit.		

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. Please forward any questions or concerns to FOIP@cityofgp.com.