

Description (Bylaw C-1405)

Events held on City of Grande Prairie property may require an event permit in addition to booking approval or rental contracts for specific venues. Examples include outdoor events held in the following locations:

- Roadways (excluding parades)
- Outdoors on City property/public land
- Parking lots (City owned)

Outdoor event categories may include, but are not limited to, music, dance, sport, food, performing arts or any similar outdoor festival activity likely to impact two or more municipal services. These outdoor events require an event permit.

Policy 215

Permit holders must 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".

Submission information

Completed applications can be submitted to eventpermits@cityofgp.com. Please contact 780-538-0451 or eventpermits@cityofgp.com for any questions about the application form or process.

Application Requirements

Please ensure the following is included when submitting your application:

- Submit at least 60 days prior to the start of the event
- Application fully completed
- Attach all required documents
- Signed by applicant

Insurance Requirement

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.

Site & Roadways Maps

Detailed mapping is required a minimum of 30 days prior to the event to confirm access. Detailed site maps should include the following (with specific locations for each item):

- Race/walk routes
- All roadway closures or use
- Assembly and dispersal areas
- Tents
- Washrooms and portable washrooms
- Stages
- Food services
- Seating
- Fencing
- Vehicles
- Barricades
- First aid stations

Include a description and general activity map with your original application. City administration will provide basic site maps and the event organizer is expected to identify all applicable items on the map provided.

Service Requirements

The event organizer is responsible for identifying the following:

- On-site structure set up (including tents or booths) when applying
- Contacting Alberta One Call for buried service locations if using spikes or stakes

The City of Grande Prairie may require staff, first aid stations or security depending on the location. These costs may be charged to the event organizer.

Licensing Requirements

Businesses operating within city limits require a valid City of Grande Prairie business licence. Examples of businesses that require a licence includes:

- Farmers and flea markets
- Craft sales
- Trade shows
- Transient and temporary shows and sales
- Corn, fruit and fish trucks
- Others

For information about business licences and fees, please call 780-830-5759.

Vehicle Access & Roadway Access

Written approval in the form of a **vehicular access permit** is required for vehicles to drive on pathways, park service roads or open space. Call 780-583-0300 for more information.

Concession, Beverage & Food Services Requests

Applications must identify if food and beverage are being provided at the event and services must meet Alberta Health Services standards and requirements. Call 780-513-7517 for more information.

Private & For-Profit Events

A permit fee must be paid to confirm the following bookings:

- Business promotions
- Wedding ceremonies
- Photography sessions

This fee is payable upon receipt of the permit. Small private events may only require an outdoor space permit. Contact us at 780-538-0451 to confirm.

Event Supervision

Three roles are available on event day to ensure proper event supervision:

- Event supervisor (required): responsible for coordinating set-up and clean-up details.
- Safety supervisor (can be requested): ensures the area (or route) and activities are safe for participants and spectators.
- Event organizer (required): ensures the area is clean and litter-free at the end of the event. Responsible for any property damage that may occur during the event.

Structures must be removed within 24 hours of the event. The City may have additional environmental inspections after the event.

Application Cost

All events must pay a \$262.50 non-refundable application fee. Applicants will be invoiced, and the fee is payable upon receipt of invoice.

A non-refundable deposit of up to \$5,000 can be applied to the cost of municipal services at the request of the Recreation and Culture Director. This deposit must be paid no less than ten (10) business days before the outdoor event. Non-profit organizations are exempt from paying the permit fee and deposit.

All accumulated costs by the City of Grande Prairie for the outdoor event execution support may be charged back to the event including:

- City staff hours
- Truck rentals
- Overtime charges

Regular facility rental fees may be charged for outdoor events. Charges apply for any necessary police escorts. Permit conditions must be met and maintained by the applicant for the duration of the outdoor event. The permit must be posted or readily available electronically.

Additional Permits

Vehicular access permit: required to drive on pathways, park service roads or open space. Contact 780-538-0300.

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 to FOIP@cityofgp.com.