

Application Permit #

(To be assigned)

Applicant Information

Organization:

Contact Name:

Mailing address:

Email address:

Name of primary contact on day of event:

Primary #:

Alternate #:

Name of secondary contact on day of event:

Primary #:

Alternate #:

Event Type

Large Event:

- Encompasses multiple locations
- Blocks or restricts the use of County land
- Requires a road closure or impacts normal use of major public roadway(s)
- Traffic control, flag personnel, or pacer cars are required
- Uses pyrotechnics (fireworks) or open flame
- Requires multiple approvals (i.e. road closure, building permit, fire inspection)
- Is inter-jurisdictional

Medium Event:

- Is a film / media production
- Uses multiple roadways
- Impacts normal use of major public roadways (excluding road closure)
- Traffic control, flag personnel, or pacer cars are required

We encourage you to refer to the Special Event Reference Guide while completing this application. Click on the attached link to open the [Special Events Reference Guide](#).

Small Event:

A small event is considered a neighbourhood or community event that takes place or impacts public land, which is owned or controlled by the County, such as green space, road, pathway or sidewalk. Examples of these types of events include neighbourhood block parties, weddings or celebrations.

For a small event, applications are due no later than **30 days** in advance of the scheduled event.

Small events have a separate process that is more streamlined to reflect these types of events. Please refer to the [Small Events Application](#) and [Reference Guide](#) on the County website.

Event Information

Name of event:

Event location:

Street address:

Legal address: 1/4 Sec Sec Twp Rge Meridian

Lot / Block / Plan:

Is the event to be held on private or public property? Private Public

Is the event taking place on lands that are managed by a Condominium, Home Owners, or Business Association?
 Yes No

Does your event cross into another municipality or involve another municipality? Yes No Not Sure

What other municipalities are involved?

Please use the [County Atlas](#) to save a map and attach to this application when submitting.

Roads to be impacted:

Registered owner of land:

Date(s) of event:	Start time:	End time:
Date of setup:	Setup start time:	Setup end time:
Date of takedown:	Takedown start time:	Takedown end time:
Backup date of event:	Start time:	End time:

Type of Event (check all that apply):

- | | | |
|----------------|---------------------------|----------------|
| Business | Film / Media production | Sporting event |
| Celebration | Fundraiser | Tournament |
| Circus | Neighbourhood block party | Trade show |
| Concert | Parade | Wedding |
| Farmers market | Rodeo | |
| Festival | Road race | |
| | Bike | |
| | Walk / Run | |
| | Other | |

Estimated Attendance:

Estimated number or participants:	Estimated number of guests/spectators:
Estimated number of volunteers:	Estimated number of children:

Is this event private or open to the public? Private *Public
 *If public, is this a ticketed or invitation only event?: Yes No

Purpose and description of event:

Does your event involve (check all that apply):

- | | | |
|-----------------------|------------------------------|-------------------------|
| Alcohol | Fireworks / Pyrotechnics | Outdoor cooking |
| Amplified sound | Gaming / Gambling | Outdoor lighting |
| Animals / Petting zoo | Inflatable devices | Roads |
| Barricades / Fencing | Live entertainment | Security |
| Camping | Medical services / First aid | Other (please describe) |
| Drone(s) | Open flame | |

Does your event also include (check all that apply and provide required details):

- | | |
|---------------------------|-------|
| Food trucks | # of: |
| Food vendors | # of: |
| Generators | # of: |
| Hand washing stations | # of: |
| Washrooms / Water closets | # of: |

You may upload a map from the [County Atlas](#) to draw your route map and include it with this application when submitting.

Completing the information below will automatically start your Building Permit Process:

- | | | |
|-----------|-----------|---------------|
| Bleachers | How many: | Specify size: |
| Stages | How many: | Specify size: |
| *Tents | How many: | |

Attach image of tents with application

*Each tent must identify the following details in the box below. Size, height, type of material, and how the tent is being anchored. Please categorize multiple tents by number each individually with details.
Example: *Tent 1 - 15' x 30', 10' high, made of polyester, staked to ground.*
 Photo must be provided.

Details of each tent is required:

You may need an inspection of your temporary structures. So we can schedule our team in advance, please indicate date and either a morning or afternoon appointment.

Date: Morning (8:30 a.m. to noon) Afternoon (noon to 4 p.m.)

Insurance

Are you an Additional Named Insured as an addendum to Rocky View County's insurance?

Yes No Don't Know

A copy of proof of insurance with Rocky View County named as an additional insured is required at least **30 days** prior to the event.

Invite an Elected Official

If you wish to have the Reeve, your area Councillor, or another County elected official attend your event, please complete this section.

Date:	Time		
Reeve	Deputy Reeve	All Council	Division 1 Councillor
Division 2 Councillor	Division 3 Councillor	Division 4 Councillor	Division 5 Councillor
Division 6 Councillor	Division 7 Councillor	Division 8 Councillor	Division 9 Councillor

The County will confirm attendance prior to the event. Due to the varying schedules of Council, not all requested elected officials may be able to attend.

Noise Exemption

Any person or group planning an activity or event should apply for a noise exemption permit if it is expected to exceed the permitted noise/sound levels or if it will be occurring outside of the allowed time frame of **10 p.m.** This includes: filming productions, public events, weddings, or music festivals.

Do you require a noise exemption Yes No Extension to: a.m. p.m.

If yes, please explain why:

Signage

Will you be placing signage on public property? Yes No

If so, please provide a signage map. You may upload a map from the [County Atlas](#) to draw your route map and include it with this application when submitting.

Traffic Management

If traffic is impacted through road interruptions or intersection crossings are involved, please provide details of the roads impacted. Submitting the information below will initiate the road usage permission approval process. You may upload a map from the [County Atlas](#) to draw your signage map, and **MUST** be included with this application when submitting.

Describe the road usage requirements:

Waste Management

The County encourages waste reduction and diversion efforts for special events.

Describe how you will manage the waste generated at your event:

Will you offer recycling programs at your event (for example: recycling, organics, beverage container collection?)
Please describe:

Weather Contingency Plan

In the event of inclement weather, please advise if you will proceed with your event.

Proceed with full event Cancel event Alternate arrangements

Please describe your weather contingency strategy:

Required Information/Documentation

The following documents **are required** in order to approve the permit for your special event based on the level of event you are having. The County’s community support team will assist you in understanding what needs to be included in the required documents. Any requested documentation must be provided a minimum of **45 days** prior to your event to allow sufficient time for review and approval.

Large Event	Medium Event
Detailed site map	Emergency action plan
Emergency action plan	Insurance certificate
Insurance certificate	Not-for-profit certificate
Not-for-profit certificate	

The following documents **may be required** in order to approve the permit for your special even based ont he level of event you are having.

Large Event	Medium Event
Emergency response plan	Location map
Fireworks safety plan	Parking plan map
Location map	Route map
Parking plan map	Temporary access agreement
Route map	Transportation control plan
Temporary access agreement	
Transportation control plan	

Verification (Mandatory)

Organization:

Contact name:

Date:

Signature:

I acknowledge that [by displaying/typing my name above], I am signing this application, and I agree to be bound as if I had endorsed this document with my own handwritten signature.

I acknowledge that I have reviewed the instructions outlined in the County guidelines and shall abide by those regulations.

If there is insufficient space within this application for all your event details, please include this information by submitting additional details on a separate page.

Please save this document and email your completed application with any attachments to specialevents@rockyview.ca.

FOIP Statement

The information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (“the Act”) and will be used solely for administering Rocky View County’s special event application process. It will be treated in accordance with the privacy protection provisions of Part 2 of the Act.

Questions concerning collection of this information can be directed to the Manager of Recreation, Parks & Community Support at 403-230-1401 or specialevents@rockyview.ca.

County Contact Information
 Rocky View County – Recreation, Parks & Community Support
 262075 Rocky View Point, Rocky View County, AB T4A 0X2
specialevents@rockyview.ca 403-230-1401