

Are you planning an activity, event or other way to engage residents and visitors to Beaumont over Canada Day long weekend?

Follow these five steps to be included in Beaumont's 150 List for the Sesquicentennial celebrations! ("Event" and "Activity" are used interchangeably in this document and these terms are applicable to whatever your CD 150 participation involves)

1. Define your idea. Where will it be held? What date(s) from June 30 to July 2 and time(s) will it take place? Would you benefit from working with another group or business that is geographically or topically relevant?

For example, to maximize the use of the High School gymnasium, badminton and basketball could run their activities concurrently – this will maximize attendance to the various locations.

2. Send the following details to Angela Tom (angela.tom@beaumont.ab.ca) as soon as possible:
 - a. Event Name as it's to be listed on the weekend's 150 list
 - b. Date(s)
 - c. Time(s)
 - d. Location(s)
 - e. Event Outline

Details of note for our end: are you serving food/drink, will you be setting up a tent larger than 10x10', what groups are involved, if there is a cost and what that might be, what else you would like people to know about your activity?

3. Will your event be held on public property? If it will, you may need to complete and submit a Special Event application. Applications for Special Event Permits must be submitted to Angela by **4pm on Monday, June 12th**.

Public property includes all parks, pathways, sidewalks, school fields etc. Shopping area parking lots or private business property is not included and a Special Event Permit is not required.

4. For those activities that include food (for sale or free) you will need to complete and submit an Alberta Health Services Event Notification form. Notification forms must be submitted to Angela by **4pm on Monday, June 12th**.

As the "umbrella" organizer for sesquicentennial events in Beaumont, the town will compile all AHS forms and submit one package to AHS for the June 30-July 2 period.

5. What resources might help to pull your activity together? Road barricades, pylons, grass mowing etc. We will compile all of the resource requests and do our best to allocate the resources that are available.