

SPECIAL PERMISSION REQUEST - OUTDOOR EVENTS/ACTIVITIES

An approved *Special Permission - Outdoor Events/Activities* permit is required prior to hosting an event or activity on **City owned property and/or land**, such as parks, roads, parking lots and green spaces. Events and/or activities include (but are not limited to) festivals, races, private block parties, parades, etc. Due diligence is required to insure that your event is safe and properly planned and that insurance and proper permit requirements are met. Depending on the type of request, please allow up to 8 weeks for processing your application.

APPLICATION NO.:

SECTION 1 CONTACT INFORMATION				
First Name:	Last Name:	Email:		
Mailing Address:	City/Town:	Province:	Postal Code:	Phone Number:
Name of Organization/Company: (if applicable)				
SECTION 2 REQUEST FOR				
<input type="checkbox"/> Athletic Event (Runs/Walks/Cycling)	<input type="checkbox"/> Food Trucks			
<input type="checkbox"/> BBQ	<input type="checkbox"/> Noise Abatement			
<input type="checkbox"/> Block Party	<input type="checkbox"/> Parade/Procession			
<input type="checkbox"/> City Sponsored Event	<input type="checkbox"/> Park Activities/Use			
<input type="checkbox"/> Entertainment/Festival/Concert	<input type="checkbox"/> Other: _____			
SECTION 3 - EVENT INFORMATION				
Location/Address of Event or Activity:	Date(s):	Start Time:	End Time:	
Primary On-Site Contact:	Primary On-Site Contact Number:	Expected Attendance:		
Event Description (include purpose of the event and all planned activities):				
<p>Will your event include the service or sale of alcoholic beverages: <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>If yes: Applicant must contact Alberta Gaming, Liquor and Cannabis (AGLC) for the appropriate license. Applicant must provide a copy of the approved license to the Community Events office before the event. For more information visit AGLC: https://aglc.ca/event-licence/</p>				

Will your event include the service or sale of food: NO YES

If yes: Applicant is responsible to ensure that all proper health and safety requirements are met and all necessary health permits are in place in regards to food and beverages service. For more information, please contact the Leduc Public Health Centre at 780.980.4644 or visit online: <https://www.albertahealthservices.ca/eph/page13999.aspx>

Applicant is responsible to ensure that all vendors and event participants using portable or stationary preparation or cooking facilities meet the requirements of the Alberta Building Codes, Alberta Fire Codes and Alberta Health requirements.

A temporary **Special Event Business License** will be required for the sale of food. There is no charge for this license.

For more information contact Economic Development at 780-929-3322 or visit online: <https://www.beaumont.ab.ca/173/Business-Licenses>.

Applicant must provide a copy of the approved license to the Community Events office before the event.

Will your event require the installation of a tent structure larger than 60m² or a stage:

Tents NO YES

Stages NO YES

If yes: Applicant is responsible for obtaining a Building Permit and arranging for underground line surveying via AB One Call. For more information on obtaining a Building Permit contact the Building Services office at 780-929-8782. Visit AB One Call online: <http://albertaonecall.com/>. Applicant must provide a copy of the approved permit to the Community Events office before the event.

Any tent that is installed for the purpose of cooking or warming food shall meet the requirements of the Alberta Building Codes and the Alberta Fire Codes.

Do you want to install temporary signs on a roadway or public property? NO YES

If yes: Applicant is responsible for obtaining a Sign Permit. For more information contact the Permit Clerk at 780-929-8782. View the sign application online: <https://www.beaumont.ab.ca/DocumentCenter/View/2010/DevelopmentBuilding-Permit-Application?bidId=>. Applicant must provide a copy of the approved permit to the Community Events office before the installation of signs.

Are you requesting open fire or fireworks display as part of the event? NO YES

If yes: Applicant is responsible for obtaining a Fire Permit and/or a Fireworks Permit. For more information, visit <https://www.beaumont.ab.ca/375/Beaumont-Fire-Services> or contact the Beaumont Fire Service at 780-929-6185. View the fire permit application online: <https://www.beaumont.ab.ca/documentcenter/view/848>. Applicant must provide a copy of the approved permit to the Community Events office before the event.

SECTION 4 – ADDITIONAL REQUESTS

Are you requesting road closures and/or alternate routes? NO YES

If yes, describe:

Are you requesting an amplified noise exemption? NO YES

If yes, describe:

Beaumont's Noise Bylaw 642-05 may be viewed online: <https://www.beaumont.ab.ca/DocumentCenter/View/107/Noise-Abatement-PDF?bidId=>.

3.b) Between 2300 hours of one day and 0700 hours of the next day Monday through Friday, 2200 hours of one day and 0800 hours on Saturdays, and 2200 hours of one day and 0900 hours on Sundays and statutory holidays, operate any engine or motor-powered machine used for snow removal, gardening, landscaping or on lawns, in such a manner as to create undue noise.

Are you requesting support from the RCMP, Beaumont Fire Service or Municipal Enforcement? NO YES

If yes, describe:

Beaumont's Fees & Charges Bylaw 943-19, Schedule XIV outlines the service fees for Beaumont Fire Service and Municipal Enforcement. Participation is not guaranteed. View the Bylaw online: <https://www.beaumont.ab.ca/DocumentCenter/View/3453/943-19-Fees-and-Charges-Bylaw>

SECTION 5 - MAPS/PLANS

A plan of the event site is **required** prior to application approval. Attach a site plan (hand drawn is acceptable) showing placement of tents/food vendors/stages/waste receptacles etc. If applicable, also provide a map of the intended route. Please note, based on the scope of the event the applicant may also be required to submit detailed site, security, emergency services, fire, parking/transportation, insurance and any other requirements as per the City's "Conditions Agreement".

Site Plans attached: YES NO

If no: Approval will not be granted until plans are received.

SECTION 6 - AUTHORIZATION

I certify that the information given on this form is true and complete to the best of my knowledge and acknowledge my authorization of the information to be used for the purposes identified below.

Applicant's Signature:

Date:

The personal information requested on this form is being collected under the authority Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used as required/for the purpose of processing special permissions. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780-929-8782.