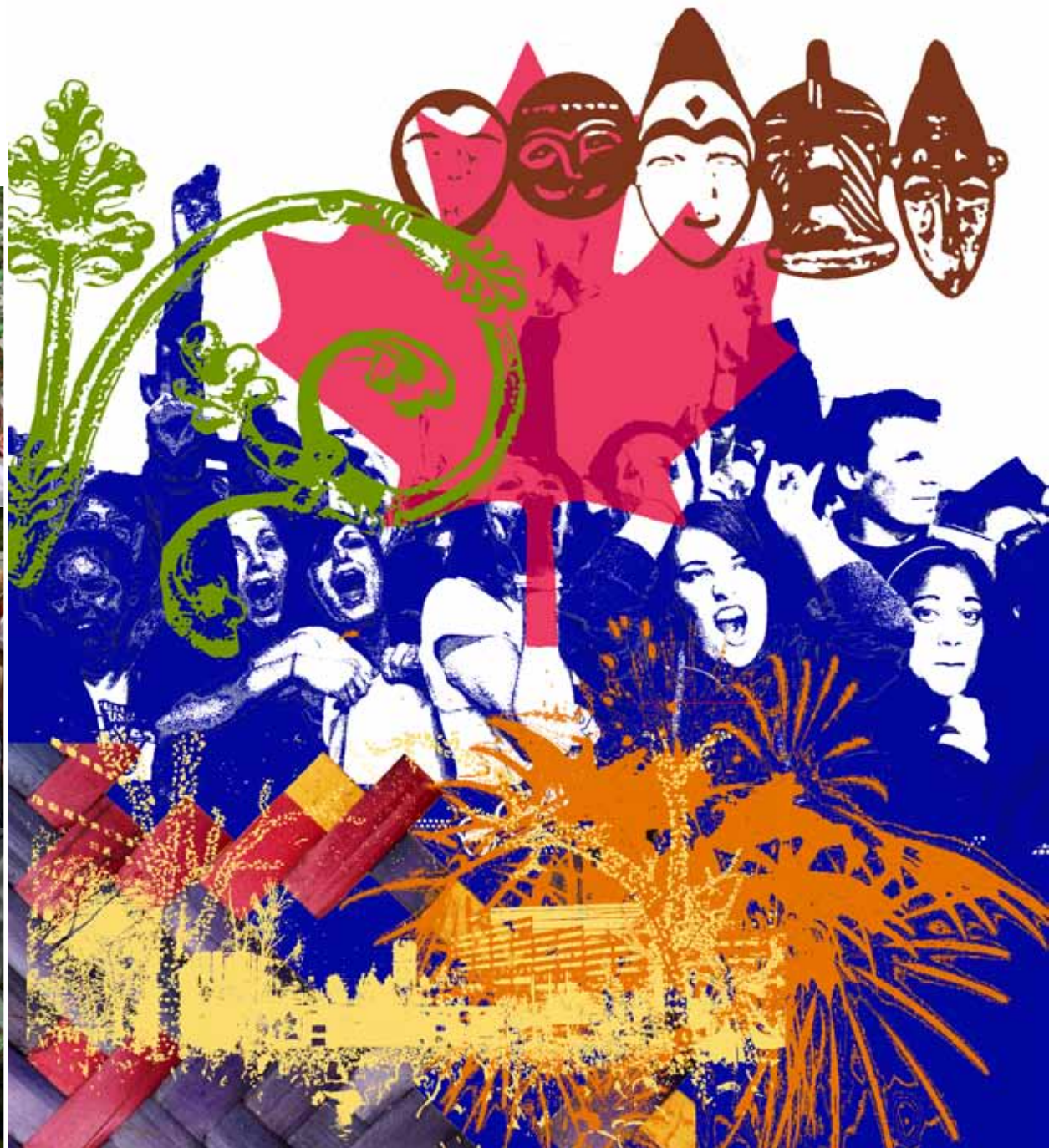




Arts & Culture
- Event Services

Festivals and Events
website:
www.calgary.ca/recreation

Festivals & Events Application Package

R 1687 (R2010-02)

calgary.ca | call 3-1-1



THE CITY OF
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Event Name:

**** Attention: Mac Users ****

Do not attempt to complete this form using Mac PDF Preview. To complete and submit this form successfully, right click to select "Open with" and choose your Adobe Reader program. Download a free copy of Adobe Reader at <http://get.adobe.com/reader/>.

Event Date(s):

Please provide a detailed description and/or timeline of your event including a description of activities within the event such as the use of pyrotechnics, inflatables, vehicles, animals, rides or other pertinent information that will better assist us in reviewing the components of your event. This description and/or timeline will give us a better understanding of the components and activities within your event. You may provide this information as an attachment if necessary.

Event Location(s):

Primary Event Contact:

Example: "We are having a main stage with mainstream music acts and one side stage for children's performers. The stages run from noon to 5 p.m. There will be a food vendor area on the north side of the field and a craft market on the south side..." etc.

On-site Phone #:

Describe:



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Welcome to the City of Calgary's Festival and Event Process. The information you provide on the subsequent pages are mandatory and will enable City staff to approve your event in a timely manner. If you have any questions on information requested while you are completing this form, please contact your assigned liaison who is the appointed City staff member for your festival or event.

The Site plan or map required must be in a clear and eligible format and include the following:

- ☐ An outline of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access/exits.
- ☐ The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- ☐ The location of the Lost Person tent or area.
- ☐ The location of the First Aid facilities and ambulances.
- ☐ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, accessible toilets, booths, beer gardens, cooking areas, trash containers and dumpsters and other temporary structures.
- ☐ A detail or close-up of the food booth and cooking area configuration, including booth identification of all vendors cooking with flammable gases or barbecue grills.
- ☐ The location of fire extinguishers.
- ☐ Generator locations and/or source of electricity.
- ☐ Placement of vehicles and/or trailers.
- ☐ Exit locations for outdoor events that are fenced, and/or locations within tents and tent structures.
- ☐ Identification of all event components that meet accessibility standards.
- ☐ The location of any flammable and combustible storage tanks over 230 litres.
- ☐ Other related event components not listed above.

Insurance Requirements

You must submit an insurance certificate no later than 30 days prior to your Event setup date. No event will be approved without insurance. You will require:

- A) A commercial general liability insurance for a minimum of \$2,000,000 that names The City of Calgary as additional insured.
- B) The insurance coverage must be maintained for the duration of the event, including set-up and take-down dates.
- C) A 30-day cancellation clause needs to be included on the policy.

Please note: Additional insurance requirements depend upon the risk level of your event. If your event includes alcohol, liquor liability coverage must be included. If you are including fireworks, then an additional \$5,000,000 liability policy is required.



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If you plan to offer food and/or beverages at your event, you are required to contact Alberta Health Services - Environmental Health and submit all necessary forms and applications.

To obtain the required forms or get more information regarding food/beverage service, please contact Alberta Health Services - Environmental Health at:

403-943-2296 or

www.albertahealthservices.ca

Will food or beverages be offered to the general public?

☐ YES ☐ NO

Will food or beverages be offered as part of a private function?

☐ YES ☐ NO

Do you intend to prepare food on site?

☐ YES ☐ NO

Have you submitted all necessary forms and applications to Alberta Health Services?

☐ YES ☐ NO

If Yes, please specify cooking method:

☐ Gas
☐ Electric
☐ Other (please specify)

Do you have pressurized containers in use or stored within this venue?

☐ YES ☐ NO

Do you have a cooking facility using oil based deep fryers?

☐ YES ☐ NO

If Yes, do you have a fire suppression system in place?

☐ YES ☐ NO

Do your vendors have training on the use of fire extinguishers?

☐ YES ☐ NO

If Yes, please describe:

Have you developed a vendor delivery and pick-up plan?

☐ YES ☐ NO



A Noise Exemption Permit request needs to be submitted to the City of Calgary if your planned activities occur between 10 p.m. and 7 a.m. Monday to Saturday or 10 p.m. to 9 a.m. on Sunday and holidays.

To apply for a Noise Exemption Permit, call 3-1-1.

Will there be entertainment at your event?

YES

NO

Have you applied for a Noise Exemption Permit?

YES

NO

Will amplified sound be used at your event?

YES

NO

Audio Company:

On-site contact:

Phone #:

Mobile:

Office:

How will sound levels be monitored and adjusted, if necessary?

Will there be live musical acts performing at your event?

YES

NO

If Yes, will sound checks be conducted prior to your event?

YES

NO

If Yes, please indicate the following:

Date(s):

Start Time:

Date(s):

Start Time:

Date(s):

Start Time:

Does your event require The City to provide power where available?

YES

NO

Does your event require The City to provide water where available?

YES

NO

Will your event be using generators?

YES

NO

If Yes, please describe how they will be placed, grounded and managed: (Indicate on Site Plan, see page 10.)

Will your event include fireworks or other pyrotechnic displays?

YES

NO

If Yes, please describe:

Pyrotechnical Company:

On-Site Contact:

Phone #:

Mobile:

Office:



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If you plan to offer alcoholic beverages at your event, you will be required to obtain the following:

- ✓ Liquor liability coverage from your insurance provider [See "Insurance Requirements" for more details].
- ✓ A liquor permit from the Alberta Gaming and Liquor Commission (AGLC).

AGLC can be reached at:
403-292-7300 or
www.aglc.gov.ab.ca

- ✓ Minimum of two Calgary Police Service Pay Duty officers.

CPS can be reached at:

403-206-2023 or
cpipayduty@calgarypolice.ca

- ✓ If your venue is in a contained building or fenced area, you will also require an occupant load measurement/card from the Calgary Fire Dept.

Do you intend to offer alcohol at your event?

☒ YES ☐ NO

Have you applied for a liquor permit?

☒ YES ☐ NO

If Yes, please check all that apply and complete the following questions:

- ☐ Free/Host alcohol service
☐ Alcohol sales
☐ Alcohol sampling

Type of alcohol venue:
(e.g., fenced tent, fenced open air, existing building, etc.)

Size of alcohol venue:
(e.g., 50' x 100')

Hours of Operation for alcohol venue:

Date(s): Start Time: End Time:

Date(s): Start Time: End Time:

Date(s): Start Time: End Time:

Desired capacity of alcohol venue:

Number of entrances/exits in alcohol venue:

Number of security personnel in alcohol venue: (non-police)





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A minimum number of Calgary Police Service Pay Duty officers may be required for your event. This will be determined by the Calgary Police Service and will be based on risk or threat assessment.

If you require Pay Duty police officers for your event, contact the Calgary Police Service at:

403-206-2023 or

cpspayduty@calgarypolice.ca

Are you requesting Calgary Police Services Pay Duty officers for your event?

☐ YES

☐ NO

If Yes, how many are you requesting?

What duties are you requesting Calgary Police Services to fulfill? (e.g., General Security, Traffic Control, Cash Security, etc.)

When do you require Calgary Police Services Pay Duty officers to be on site?

Date(s):

Start Time:

End Time:

Date(s):

Start Time:

End Time:

Date(s):

Start Time:

End Time:

Have you arranged for private security services for your event?

☐ YES

☐ NO

Name of security company:

On-site contact:

Phone #:

Mobile:

Office:

How many private security personnel have been requested?

What duties are you requesting private security to fulfill?

When will private security be on site?

Date(s):

Start Time:

End Time:

Date(s):

Start Time:

End Time:

Date(s):

Start Time:

End Time:

Will you be utilizing event volunteers for security?

☐ YES

☐ NO

How many volunteer security personnel have been allocated?

What duties are you requesting volunteer security to fulfill?

How will volunteer security personnel be identified?
(e.g. t-shirts, vests, hats, etc.)

How will security personnel communicate with each other, event organizers, EMS, Calgary Police Services, etc.?

Will tickets be sold for your event?

☐ YES

☐ NO

Do you have a cap on the number of tickets sold?

☐ YES

☐ NO

Will you have a "No Re-Entry" rule and how will it be managed?

How will line-ups and crowd control be managed both inside and outside the venue?

What is the target audience for your event? (e.g. all ages, adults, specific religious groups, etc.)

Have you informed surrounding businesses security of your event?

YES

NO

Will your event have high profile attendees? (e.g. Mayor, VIPS, etc.)

YES

NO

If Yes, please list:

Do you expect any special interest groups at your event? (e.g. gangs, extremists, protestors, etc.)

YES

NO

If Yes, please list:

If yes, please answer the following questions.

1. Performer/band:

Type/genre:

Last performance:

Where:

When:

2. Performer/band:

Type/genre:

Last performance:

Where:

When:

3. Performer/band:

Type/genre:

Last performance:

Where:

When:

Please indicate any potential problems or concerns that CPS should be aware of:



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Please complete the following as a basis for an emergency plan. If you have developed a more in-depth emergency plan, please attach it to your application as a separate document. Your assigned liaison can assist you in the preparation of the emergency plan.

Who from your organization will determine whether an emergency response is required?

Who will make emergency announcements?

How will announcements be made?
(e.g. PA system, bullhorn, etc.)

If utilizing a sound system for announcements, what is the back-up plan in case of power outage or other technical failures?

How will emergency gates in fences be secured and released, if necessary?

EMERGENCY RESPONSE TEAM

Provide a list of the Emergency Response Team members and what their assigned roles are:

(Depending on the size and complexity of the event, that team is usually made up of: the Site or Event Organizer, Assistant Site/Event Organizer, Communications Officer, Event Supervisors and Event Staff.)

Name and responsibility:

On-site contact #:

1.

2.

3.

4.

5.



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Have you requested provincial Alberta Health Services EMS support for your event?

YES

NO

Have you secured a licensed, professional emergency medical service provider for your event?

YES

NO

Name of company:

On-site contact:

Phone #:

Mobile:

Office:

What level of care is this company providing?

☐

Advanced Life Support

☐

Basic Life Support

☐

First Aid

Do you have a designated, well marked and advertised medical services structure or tent?

YES

NO

If No, please indicate how many medical staff will be on hand:

_____ # of Physicians

_____ # of Nurses

_____ # of Paramedics

_____ # of EMTs

_____ # of EMRs/First Aid

How will event organizers and staff communicate with the on-site medical services?

What time will medical services be available at your event?

Date(s):

Start Time:

End Time:

Date(s):

Start Time:

End Time:

Date(s):

Start Time:

End Time:



It is important that you plan for the safe arrival and departure of event attendees, participants and volunteers. As an event organizer, you should develop a parking and/or shuttle plan that is suitable for the environment in which your event will take place and remember that parking, traffic congestion and environmental pollution are all factors of concern with events.

Will your event involve the use of a parking and/or shuttle plan?

YES

NO

If yes, please describe:



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As an event organizer, you must properly dispose of waste and garbage throughout the term of your event. Immediately upon conclusion of the event, you must return the site to a clean condition. Should you fail to perform adequate cleanup or if damage occurs, you will be billed at full-cost recovery for cleanup and/or repair. In addition, such failure may result in denial of future approval for a Festival and Event Permit.

Please indicate all items that will be brought in for your event:

_____ # of garbage cans

_____ # of recycling containers

_____ # of large garbage bins

Size _____

_____ # of grey water containers

(wastewater **MUST** be removed from site)

_____ # of portable toilets

_____ # of accessible portable toilets

Portable toilet supplier:

Contact Name:

Phone #:

Mobile:

Office:

Drop-off:

Date:

Time:

Pick-up:

Date:

Time:



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Thank you for completing your Festivals & Event Application. Before you submit your application to The City of Calgary, please make sure that the following steps have been completed. Have you:

- | | |
|---|---|
| ☐ Completed all sections of the application? | ☐ Considered an accessibility plan? |
| ☐ Attached your event Site Plan/ Route Map? | ☐ Attached your Power/Water Request Form, if applicable? |
| ☐ Attached your insurance certificate? (see Insurance Requirements) | ☐ Attached a Fire Safety Plan, including procedures for staff in case of emergency? |
| ☐ Incorporated the Lost Person Plan? | |

***** PLEASE NOTE: If your anticipated attendance is over 1000, you will be required to demonstrate your emergency procedures to the Calgary Fire Department representative prior to the start of your event. *****

Submit your completed application to:

EMAIL:

CEMIntake@calgary.ca

MAIL:

Recreation/Arts & Culture
Event Services, Mail Code #63
The City of Calgary
P.O. Box 2100, Station M
Calgary, AB T2P 2M5

FAX:

403-268-5280

DELIVERY:

1807 Macleod Tr. S.E.
(8:30 a.m. - 4:30 p.m., Mon. – Fri.)

NOTE:

It is against the law to provide false and/or misleading information in an application for a Festival & Event Permit.

All costs and expenses which arise in meeting the needs and conditions attached to the Festival & Event Permit are the responsibility of the applicant.

The information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act, section 33(c). The information will be used in the administration of event planning within The City of Calgary. If you have any questions about the collection or use of this information, contact Recreation/Arts & Culture at 403-268-5213.

Please review the following Lost Person Procedures for use during your event. These procedures are mandatory for all events on City of Calgary property. Please ensure all members of your event planning team have read and understood this plan. You may also attach supplemental information to these procedures if necessary.

- ✓ Establish a central location that 'found' persons can be taken to and held until reunited with their guardians. This location should be well marked for public identification, and all event staff and volunteers should know where it is located.

✓ If a person is found and brought to the Lost Person area:

1. Welcome the person and obtain and record as much information from them as possible. First and last name, age, address and phone number of the person are important pieces of information to record on the Lost Person's Report. You should also notify Calgary Police at this point by calling 403-266-1234. Information such as where the person noticed he/she had been separated from the guardian(s) and a physical description of the guardian(s) may prove helpful in your search. Be sure to record the time the person was brought to the Lost Person area.
2. The attached Lost Person Reports should be kept at the Lost Person area. MCs should be encouraged to make general announcements throughout the day explaining the location of the Lost Person area. It is advised that public announcements about specific lost persons not be made, as this might divert attention away from the process, cause confusion and be generally less effective.
3. **DO NOT PANIC.** Based on experience, the process described will take care of most of the cases. Most often, guardians will arrive at the Lost Person area within 20 minutes of a person being brought to the area.
4. Please ensure that the guardian picking up the person is in fact the parent or appropriate guardian. This can be determined pretty much by the person's reaction to the guardian. If you are not absolutely sure, summon the event organizer or on-site police. Ask to see some form of ID from the guardian and record what kind of ID was shown. (e.g. Driver's Licence) **DO NOT** record any information from the ID like a Driver's Licence number.
5. If the person has not been picked up by a parent or guardian within 30 minutes, contact the event organizer.



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✓ **If someone is reporting a lost person:**

1. Welcome the parent or guardian and obtain and record as much information about the lost person as possible. First and last name, age and physical description of the person are important pieces of information. You should also notify Calgary Police at this point by dialing 9-1-1. Information such as where the parent or guardian noticed he/she had been separated from the person will be helpful in your search. Be sure to record the time the parent or guardian arrived at the area.
2. Explain the Lost Person Procedures to the parent or guardian. Request that they continue to search the area for the person and check back to the Lost Person area every 10-15 minutes to see if the person has been found.
Make sure to ask them to return and inform you if they find the person on their own.
3. Notify those in radio contact that they need to be on the lookout for a lost person. Provide a description of the person and the location last seen. Be discreet with radio communication regarding lost persons, as conversations on the radios can often be overheard easily by the general public.
4. **DO NOT PANIC.** Based on experience, the procedure described will take care of most cases.
5. If the person has not been found in 30 minutes, notify the event organizer.
 - Determine if the lost person knows his/her phone number or address, and if he/she has a key to the home. Ask the guardian if it is possible that the person went home on his/her own. If this is a possibility, have the guardian phone home.
 - If the person is not located on site in the first 30 minutes, take into account the activities or amenities that may not be a part of the event but are close by. Children may be attracted to something that they saw on the way to the event. Mention this option to the guardian and consider expanding the search to include these areas.
6. Once a person has been located, do not forget to notify those on radio, the security personnel and the event organizer that the person has been found. You must also notify Calgary Police by calling 403-266-1234.





Category: ☐ Lost and reported by parent/guardian
☐ Found and brought to area

Time of Report:

Lost Person's Name:

Parent or Guardian Name:

Phone Number:

Location last together:

Physical description:

Age:

Sex:

Hair colour and length:

Height:

Clothing:

Other:

Time reunited:

Identification requested:

Information taken by:

Lost Person Tracking Report

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[illegible]

As an event organizer, it is important to consider accessibility requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events should be accessible to persons with disabilities. Disability access may include parking, rest rooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths.

Things to consider are:

- Will there be a clear path of travel throughout your event venue?
- Do you have a sheltered area from the sun for those who require it?
- Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event?
- Will you have a minimum percentage of portable rest rooms that are accessible at your event?
- Will all food, beverage and vending areas be accessible?
- Will all signage be provided in highly contrasting colors and placed so that pedestrian flow will not obstruct its visibility?
- If telephones are provided, will at least one telephone at each phone bank have a volume control and be hearing-aid compatible?
- If an information centre is provided at your event, will customer service representatives be available to assist disabled individuals?
- If all areas of your event venue cannot be made accessible, will maps or programs be made available to show the location of accessible rest rooms, parking, phones (if any), drinking fountains and first aid stations?



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Event:

Please provide information for all vendors at the event, including sales, sampling, volunteer hosting and audio and lighting providers. Remember that you and your vendors are responsible for meeting all requirements as outlined by the Calgary Health Region.

Date(s):

Event Organizer OR Vendor Co-ordinator:
(name and phone number)

Make additional copies of this form if required.

Organization <i>Vendors/Audio/Lighting/etc.</i>		Contact name and number <i>e.g., Harry Jones 403-555-5555</i>
Products <i>Food/Merch/Sound/Tents</i>	Power Requirements <i>e.g., (1) 50-amp range for audio equipment</i>	Potable Water Requirements
Organization <i>Vendors/Audio/Lighting/etc.</i>		Contact name and number <i>e.g., Harry Jones 403-555-5555</i>
Products <i>Food/Merch/Sound/Tents</i>	Power Requirements <i>e.g., (1) 50-amp range for audio equipment</i>	Potable Water Requirements
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