



Community Event Application

This form is required for all groups hosting events using Town of Penhold land / facilities to ensure public access, safety and security are a part of the organizational plan in addition to ensuring Town of Penhold land / facilities are used in a safe, undamaging manner. Event organizers are required to secure all required permits through AHS, AGLC and any other regulatory groups in addition to ensuring all underground lines are located prior to any ground disturbance for tents, stakes or any other structures.

A detailed description of event is required with this application. Please include a detailed map of area outlining layout of event including proposed parking area, washroom set up area etc.

Email completed form to info@townofpenhold.ca

Applicant Information:

Name of group hosting event:

Address:

Postal Code:

Contact Name (& position if applicable):

Contact Phone (main):

Alternate:

Email address:

Mailing address:

Postal Code:

Community Event Information

Name of Event:

Location:

Event Start Date & Time:

Event End Date & Time:

Number of attendees anticipated (including staff / volunteers):

Proposed set-up date:

Proposed set-up time (start – end):

Proposed clean-up date:

Proposed clean-up end time:

Items required on event plan:

Stages, Tents, Bouncy Houses, Fences, Port-A-Potties and other structures:

If you are planning to use or install any structures / services please describe sizes and quantities.

[attach as separate document with map](#)

Safety Plan (inclement weather, evacuation etc)

[attach as separate document](#)

Road Closure requests: [attach as separate document with map if multiple road closures needed](#)

Please attach any supporting or planning documents for further detail.

Community Event Information:

- 1.) Community Event Applications must be submitted to the Town of Penhold for approval a minimum of one (1) month in advance of the proposed event date.
- 2.) If approval is given, the applicant must submit the following information to the Town of Penhold at least 10 days prior to the event:
 - a. Proof of a minimum of \$2,000,000 liability insurance covering the date and times on the permit application which also names Town of Penhold as an additional insured.
 - b. All underground line locate documents
- 3.) The applicant shall comply with all applicable Town of Penhold Bylaws. (Eg. Community Standards Bylaw)
- 4.) The applicant is responsible to ensure compliance with all AHS, AGLC, RCMP and any addition governing entities for authorizations regarding the event.
- 5.) All signage related to the event must comply with Town of Penhold bylaws.
- 6.) The applicant is required to supply garbage / recycling cans as required and remove of all garbage and recycling following event.
- 7.) The applicant or designate must remain onsite until the conclusion of the event and completion clean up.
- 8.) The applicant is responsible to ensure adequate first-aid services are available.
- 9.) The applicant is responsible for ensuring complete clean-up of the area following the event.
- 10.) Alcohol is not permitted at any time on any public property unless otherwise approved in accordance with Town of Penhold policies. If alcohol is consumed, the applicant must abide by AGLC regulations.
- 11.) Failure to comply with the above conditions could result in approval being revoked, denial of future applications and / or prosecution for breach of Town of Penhold Bylaws.

I / We hereby apply for permission to host a special event within the Town of Penhold as detailed in this application. I / We understand submission for this form constitutes an application only and the event may not commence until approval is issued. The applicant waives the right to bring any claim against the Town of Penhold and its officers, agents or employees for any matter arising out of, or in connection to, the event.

Signature of Applicant:

Printed Name of Applicant / Position Held for Event

Date of application submission: _____

For Office Use Only:

Date:

Decision: ☐ Acceptable ☐ Acceptable, with conditions* ☐ Declined

*Conditions required for this event to take place: _____

Date: _____
Operations Manager Approval

Date: _____
Fire & Protective Services Manager Approval

Date: _____
Multiplex Manager Approval

Date: _____
Chief Administrative Officer (or designate) Approval