



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.

Community Event Application Requirement

All facility booking groups hosting a community event are required to complete and submit a Community Event Application.

The completed application **must be received within fourteen (14) calendar days of the facility booking date.**

Failure to submit the Community Event Application within this timeframe will result in the **automatic cancellation of the facility booking**, without further notice.

Submission of the application allows the Town to review event details, ensure safety requirements are met, and coordinate municipal services as needed. A facility booking is not considered fully confirmed until the Community Event Application has been received and approved.

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.

Submit completed forms via email 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 with event plan:

_____ **Plans for stages, tents, bouncy houses, fences, Port-A-Potties and other structures**

attach as additional document

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

_____ **Safety Plan (inclement weather plans, evacuation plan etc)**

attach as additional document

_____ **Road Closure requests:**

attach map as additional document

Remember to attach all required additional information and supporting / planning documents to ensure all details are received together.

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 Application(s) 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 Received:

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