

GUIDELINES

Purpose

The Town of Blackfalds aims to streamline the Special Event process to ensure consistency, convenience and safety for the Special Event Organizer, attendees and public at large. These guidelines serve to detail the requirements for holding Special Events within Town properties and public places.

What is a Special Event?

A Special Event is a one-time, annual, or infrequent occasion that may impact town operations, infrastructure, or services, such as festivals, parades, concerts, exhibits, sporting events, etc. and take place on public lands. Please fill out a Special Event Application (Appendix A) if your event includes any of the following factors:

- Impact on traffic/pedestrian flows
- Partial/full road closures or public open space closures
- Alcohol being served to the public at large
- Fireworks or pyrotechnic displays
- Large crowds (over 200 people) in attendance
- Amplified sound
- Stages or large tents
- Amusement rides or inflatables
- The nature of the event could present a risk to public safety

You will not be required to fill out a Special Event Application if you are holding an event on private property for invited guests only (i.e.. wedding, birthday party, family gathering) and does not impact Town services.

Special Events Application

The Special Events Application form must be completed and submitted within the following time frame based on the event type as outlined below:

Special Event Type	Description	Application Deadline	Cost
A	Parades/Special Events held on major roadways as designated in the Special Event Approval Policy. The Community Services Department must have a minimum of 15 working days advance notice to arrange barricading and signage if roads are to be closed.	3 months prior to event date	No Processing Fee
B	Parades/Special Events held on all other roadways. The Community Services Department must have a minimum of 5 working days advance notice to arrange barricading and signage if roads are to be closed.	2 months prior to event date	No Processing Fee
C	Special Events held on all other Town property, including parking lots, parks, trails, playgrounds, etc. Community Services Department may install barricades or other devices as required.	1 month prior to event date	No Processing Fee

It is important that we receive the Application as per the deadlines listed to provide adequate time for all Administrative Departments and Council to review the Application. The Town reserves the right to request additional information or documentation regarding the applicant, organization, sponsors, event participants, event vendors, event activities or the event itself.

General Procedures & Guidelines

All legislation, bylaws and regulations must be adhered to by the Special Event Organizer, including, not but limited to:

- Business License Bylaw
- Land Use Bylaw
- Community Standards Bylaw
- Traffic Bylaw
- Fire Protection Bylaw
- Special Event Permit Council Policy
- Applicable permits/licenses/approval for beverage and food services, sale and consumption of alcohol, discharge of fireworks, etc.

A list of bylaws can be found on the Town website at www.blackfalds.ca/bylaws-policies.

The Special Event Organizer is required to provide evidence of all necessary licenses/permits required to operate the event prior to the Special Event. The Special Event Organizer is responsible for meeting all requirements of the Town of Blackfalds, including bylaws and policies, as well as any regulatory approvals required by outside agencies. The Special Event Organizer is responsible for any fees incurred for permitting/licensing or costs associated for additional Town staff requirements.

Facility Bookings

Prior to submitting your Special Event Application, please ensure that all facility spaces have been reserved for your event. To book a facility, please contact Guest Services at guestservices@blackfalds.ca. Information packages for facilities are available on our website (www.blackfalds.ca/rentals). Please review the information provided in these documents prior to booking.

Insurance

The Special Event Organizer must obtain and provide a copy of a valid certificate of insurance, showing a minimum liability amount of \$2,000,000. The Town of Blackfalds must be named as an additional insured for the date(s) of the Special Event.

Site Plan/Traffic Accommodations

A detailed site map (layout) and/or traffic accommodation plan must be submitted along with the Special Events Application where activities will occur within the Town's road right-of-way. If you require a map of a particular area, an updated map of Blackfalds can be found at www.blackfalds.ca/maps under the Town of Blackfalds Parcel Map link.

Road Closures - If temporary street closures, sidewalk closures, and/or parking restrictions are required and/or will impact traffic/pedestrian flows, the Special Event Organizer must indicate the area requested for street/sidewalk closure. Please include street name(s) and time periods on the Special Events Application.

Parking Lot Closures – A parking lot map must be submitted that clearly shows parking, driving lanes, location of booths and a detailed event layout. This map will be the basis for the inspections of fire, safety, and first aid requirements deemed necessary by the Town of Blackfalds.

Green Space Closures – If your event requires the closure of a green space, please indicate the area being requested and the purpose for the use of the space. When booking green spaces, consider the activity, not just during the event but access to the event and clean up after the event. Safety and security will need to be included in the outline. Each activity type will require an assessment of their appropriateness for public property.

All traffic control devices (i.e. signs, delineators, barricades) must be marked on map along with the Traffic Accommodation Plan provided in the application for our review. If you require traffic control devices for your event, please contact the Director of Community Services to check for availability. If traffic control devices are available for your use, it will be the responsibility of the Special Event Organizer to arrange pick up and return. If devices are lost or stolen, the applicant will be responsible for the cost to replace the device.

Site Plan – A detailed site plan of the specific locations of activities and amenities (including dimensions where applicable) must be included in your application. Amenities that should be depicted include, but are not limited to:

- temporary structures such as tents, air-supported structures/inflatables, staging, retail booths

- washroom locations (fixed/portable) and handwash stations
- first aid station
- fencing (fixed/portable)
- security locations
- licensed consumption area (ie. beer gardens)
- vehicle/pedestrian access/egress and vehicle parking areas
- vehicle and/or equipment staging areas
- food/beverage services and mobile food/beverage services
- fire/emergency lane
- amusement rides
- fireworks
- spectator seating/viewing area including tables and chairs
- vendor area
- traffic control devices
- event signage
- power access

These maps/plans must be submitted along with the Special Events Application as per the deadline to ensure a comprehensive review is completed and a safe and effective plan is in place for the event. Site plans must be approved prior to any event setup. No modification of the setup shall occur once the approved plan has been established without written approval.

Temporary Structures/Tents

If you are planning to have any temporary structures installed within the event area, please indicate that on the application form. Please contact Alberta First Call to arrange utility locations in cases where spiking or staking is required for the temporary structure installation. The Town is responsible for locating its water, wastewater and stormwater infrastructure, and applicants must submit a Utility Locate Request through the Town's Service Request Portal. The Town is not registered with Alberta First Call. If a temporary structure is secured by sandbags or blocks, please ensure that the area is secure and that tripping hazards have been eliminated.

All tent structures being used near an open flame or for cooking purposes must meet all flammability requirements as per the Canada Consumer Product Safety Act (CCPSA). Tents being used for shade and rain cover do not require flame-retardant materials. Licensed tents may require Occupant Load Certificates calculated by the Fire Chief or designate and posted at the principal entrance.

Special Event Organizers are encouraged to monitor weather conditions throughout the event to ensure the safety of those in attendance in relation to erected temporary structures.

Inflatable Structures

Permits will not be issued for structures not governed by the building code such as bouncy castles or other inflatable play structures, trampolines, slides, rope courses and climbing walls. Approval may be required from AEDARSA, and safety protocols should always be followed.

Food/Beverage Services

If you plan on having food/beverage services as part of your event, you may have to obtain a permit and licensing through Environmental Public Health (EPH) at Alberta Health Services. Please visit the EPH website page at www.albertahealthservices.ca/eph/Page13999.aspx to learn more about planning your event with food/beverage services. We encourage Special Event Organizers to review the information packages on the EPH website to prevent any unforeseen delays in hosting your event.

As food services may involve open flames, hot equipment, electrical connections, cooking oils, propane, flammable liquids, cleaning chemicals, engine oil and combustible products, you may be required to have an inspection from our Fire Services Department.

If your event includes alcohol sales, please visit the Alberta Gaming, Liquor and Cannabis website (aglc.ca/liquor/liquor-licences) to determine the type of license required for your event.

Mobile Food/Beverage Services

If you plan on having mobile food/beverage services at your event such as food trucks, trailer cooking units or food carts, you may have to obtain a permit and licensing through Environmental

Public Health (EPH) at Alberta Health Services. Please visit the EPH website page at www.albertahealthservices.ca/eph/Page13999.aspx to learn more about planning your event with mobile food services.

Fireworks/Open Fire

The Special Event Organizer shall contact the Town of Blackfalds Fire Department to apply for a permit to discharge fireworks and/or to have an open fire (i.e. fire pits). A copy of the Fire Permit must be submitted to the Town prior to the event. The Special Event Organizer must carry a copy of the permit and present it upon request.

The Special Event Organizer must comply with the Town of Blackfalds Fire Bylaw and the Alberta Fire Code for the use of fireworks.

Emergency Services/First Aid/Security

When planning your Special Event, please keep in mind that emergency access to parks, driveways, walkways and thoroughfares as well as parking lots must be maintained at all times during event. Emergency vehicle access must be noted on all site plans.

As facilities allow, Special Event Organizers must provide a barrier free environment for visitors to the event with special needs. Clearly marked signage is required for visitors requiring special services. Handicap parking spaces, identified viewing areas and washroom facilities that are accessible, including portable toilets are to be located in areas for ease of access if possible. It is strongly recommended that the Special Event Organizer provide certified first aid service on site during the operating hours of the event for attendees, volunteers and staff.

The applicant is responsible for the behavior of event participants and is responsible for ensuring appropriate security measures are in place. Security personnel should be experienced and capable of handling the situations which they may face. They should be scheduled and have a main focal point for communication in emergency situations and the emergency services personnel should they be called for assistance.

Emergency Action Plan

An Emergency Action Plan will be required to be submitted as part of your application package, for any events being held on public lands. The amount of detail required will vary for each event.

Suggestions include but are not limited to the following:

- Location of access for Emergency Vehicles
- Location of exits
- First Aid Services
- A contact person designated for the Special Event who will be on-site for the duration of the event.

Clean Up

The Special Event Organizer is responsible for leaving the area clean and litter-free and is responsible for any property damage that may occur during the event. The Town of Blackfalds encourages the recycling of materials such as cans and bottles. The clean up and removal of garbage is to be completed immediately following the event. The Special Event Organizer may be charged for any clean up costs incurred by the Town of Blackfalds to restore the location for regular use by the public following the event.

Community Initiatives Grant Program

Special Event Organizers may apply for the Community Initiatives Grant Program offered by the Town of Blackfalds each fiscal year. Funding for this grant is limited and based on a first-come, first-served basis and reviewed by the Recreation, Culture and Parks Board and approved by Town Council.

Advertising

Before placing signage for your event, please ensure that you have reviewed the Sign Development Permit Application (www.blackfalds.ca/permits) and have all the necessary permitting to display your signage. Signage may not be attached to trees, furniture, existing signs or interior/exterior walls. All signage must be removed at the conclusion of the event.

The Town of Blackfalds offers digital advertising on the sign located at the corner of Park Street and Highway 2A. If you would like to advertise your event on that sign, please contact the Marketing & Communications Department at marketing@blackfalds.ca.