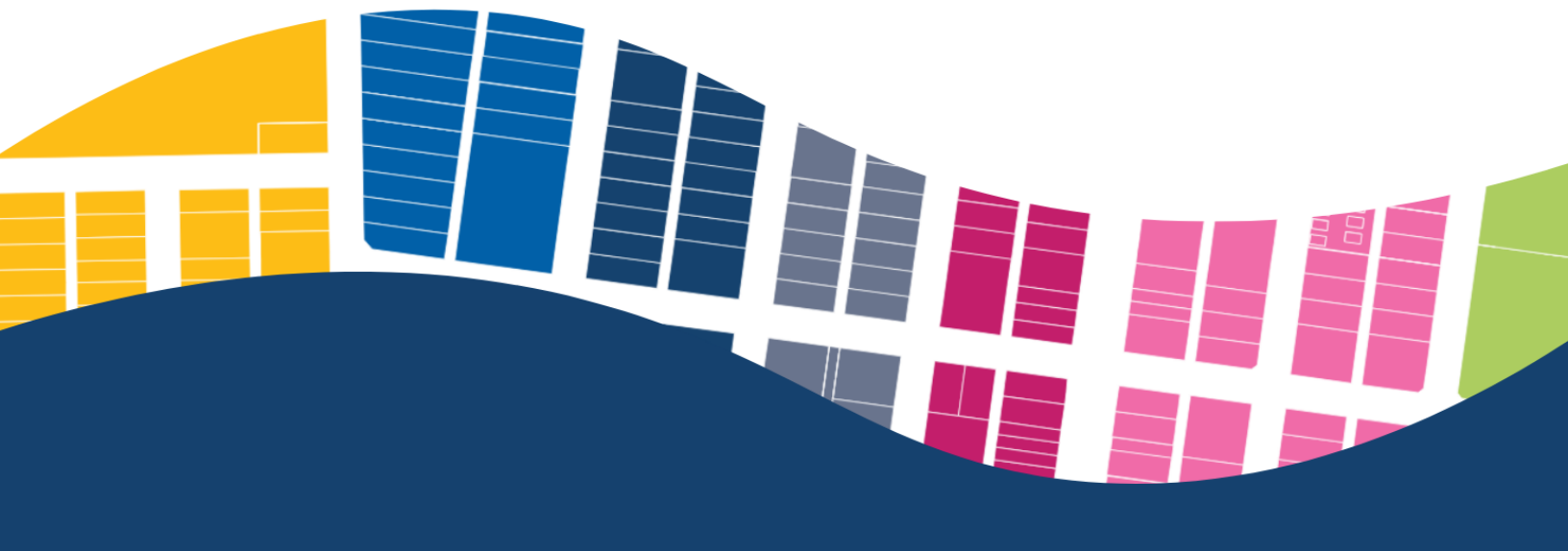




# Special Event Permit **APPLICATION GUIDE**



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# Introduction

The City of Camrose welcomes Concerts and Special Events that bring our community together. Each year, we receive requests to host a variety of events on City properties and streets. This guide helps event organizers, community groups, and businesses understand how to plan a successful and safe event while meeting all City regulations and the requirements under the Concert and Special Events Bylaw.

## What Is a Special Event?

A Special Event includes any public or private gathering that involves 100 or more people. These events may impact City operations, infrastructure, or services, and can include:

- Festivals
- Parades or races
- Concerts
- Markets
- Sporting events
- Other organized activities

Regardless of the number of expected attendees, a permit shall be required where the *Concert or Special Event* may reasonably be expected to:

- impact traffic or pedestrian flows on City roads and sidewalks, or require partial or complete road closures; or
- impact the public use of Public Property or services; or
- include high-risk activities such as inflatable activity structures, or the construction or erection of tents, canopies, or stages on Public Property; or
- consume or sell liquor on Public Property that requires a licence from the Alberta Gaming, Liquor, and Cannabis Commission; or
- result in noise levels that will likely exceed those permitted under the City's Nuisance Abatement Bylaw; or
- involve the outdoor use of pyrotechnics, requiring a permit in accordance with the City's Fire Bylaw.

They may be recurring, one-time, or infrequent event that could impact City operations, infrastructure, or services.



# Do You Need a Special Event Permit?

You need a Special Event Permit if your event fits any of the following criteria:

- Has an expected attendance of 100 or more
- Involves 100+ tickets or invitations
- Is advertised to the general public
- Requires support from Police, Fire, or other City services
- Includes any of the following:
  - Road, sidewalk, or parking closures
  - Use of public property
  - Alcohol service, unless the *Applicant* is a primary group or holds a lease, rental agreement, or other formal arrangement with the City that complies with the City's Liquor Licensing in Municipal Recreation Facilities Council Policy
  - Food or beverage sale or distribution to the public on public property where an Alberta Health Services Food Handling Permit is required with the exception where the *Applicant* holds a lease, rental agreement, or other formal arrangement with the City that complies with the Alberta Health Services requirements for food preparation and distribution.
  - Inflatables, tents, or stages when placed outdoors on public property
  - Fireworks or open flames
  - Amplified sound or excessive noise

You **do not** need a Special Event Permit if your event:

- Is held on private property and does not meet the criteria above unless your event has fireworks or open flames
- Is already authorized by an agreement with the City (lease, rental, etc.)
- Is a permitted school, film, or City-run event
- Is a regular booking at a City facility (e.g., sports tournament in a booked arena)
- Is considered normal park use (e.g., family picnic, small casual game)

If you're unsure, please contact the Special Events Licensing Officer at [speialevents@camrose.ca](mailto:speialevents@camrose.ca) or at 780.672.4426 to confirm if a permit is required.



# How to Apply

## Step 1: Determine Your Event Level

Special Event applications are accepted year-round. However, your application must be submitted with enough notice based on the size and type of event:

Event Level	Expected Attendance	Submit Application By
Level 1	Less than 100 people but meets any of the following criteria: <ol style="list-style-type: none"><li>1. Impacts traffic or pedestrian flows on Highways or requires partial or complete road closures.</li><li>2. Impacts public use of public property.</li><li>3. Includes high risk activities such as inflatables, or construction or erection of tents, canopies, etc.</li><li>4. Consumption or sale of liquor on Public property.</li><li>5. Result in noise levels that exceed the City's permitted levels.</li></ol>	60+ days before event
Level 2	100–249 people	30+ days before event
Level 3	250–999 people	60+ days before event
Level 4	1,000–4,999	90+ days before event
Level 5	5,000+	120+ days before event
Parade		60+ days before event

## Step 2: Complete the Application Form

[View Application form here.](#)



## Step 3: Prepare Required Documentation and Information

- Applicant information and contact details
- Venue location and consent (if not owned by you)
- Event description (activities, dates, setup/teardown times)
- Expected attendance
- Site plan (clearly marked layout of event, booths, seating, entry/exit points, first aid, vendor locations, washrooms, emergency vehicle access, and any information related to your event)
- Permit copies (if already obtained)
- Proof of insurance

## Step 4: Submit Application

Applications can be submitted by email at [specialevents@camrose.ca](mailto:specialevents@camrose.ca), or in person at City Hall. Early submission is recommended to allow enough time for review and approvals.

## Step 5: Pay Applicable Fees

Fees are due when your Special Event is approved. Please see table under Event Fees.

## Event Fees

Event Type	Level 1 & 2	Level 3	Level 4	Level 5	Parade
Non-Profit	\$25	\$50	\$100	\$100	\$50
Commercial	\$200	\$250	\$1,000	\$6,000	\$250

## Additional Fees

Additional fees may include:

- Park or facility rentals (paid at booking or invoiced monthly)
- Equipment or service fees (e.g., barricades, pylons, electric/water hookup)
- City staff time (setup, cleanup)



- Police services (e.g. traffic control or security)
- Required municipal or provincial permits (building, fire, food, etc.)

Some Special Events **may require a refundable security deposit** for potential damages, cleanup, or additional City services (e.g., police, fire, or public works).

## Submission Process

### Step 1: Application Review

- The Licensing Officer reviews your application and may request more details or documents.
- If road closures are requested, the Licensing Officer will manage the Road Closure Permit process.

### Step 2: Internal Review

- The application is circulated to City departments for feedback (e.g., Public Works, Fire, Police).
- Additional plans may be required (e.g., safety, traffic, emergency response).
- A pre-event meeting may be scheduled for new or large events.

### Step 3: Final Approval

- All documents must be submitted at least 15 days before the event.
- Once all conditions are met, a Special Event Permit will be issued.

Special Event approval will be conditional upon Special Event Organizers meeting other regulatory requirements; therefore, **Special Event Organizers are encouraged to connect with the applicable contacts** to ensure that all requirements will be met.

Applications are reviewed once submitted. If all safety and legislative requirements are met, you will receive approval. Please note, in rare cases, the City may not be able to process your application if submitted too late.

**Submitting an application for a Special Event DOES NOT automatically trigger applications for other regulatory requirements.**



If the Special Event is approved, **a Special Event Approval letter will be issued to the Special Event Organizer by the Licensing Officer. The Special Event Organizer must carry the letter and present it upon request.** The Licensing Officer may withdraw approval at any time for reasons of non-compliance with regulatory requirements and/or in the interest of public safety.

#### Step 4: Event Day

- **All permits must be available on site.**
- *No major changes may be made without prior approval.*
- Enjoy your event!

## City Facilities and Resources

### Facility Rentals

Visit [Facilities and Rentals on our website](#) or call the Community Services Department at 780.672.9195 for more information and to make a reservation.

If you reserve one of our facilities, **please include confirmation of your registration with your Special Event Application.**

*Kindly remember that all outdoor public spaces/facilities operate on a first-come first-served basis. Remember that these facilities are not staffed and some clean-up may be needed before use and is required following use.*

*Receiving a Concert or Special Event Permit does not give you exclusive access to a park or outdoor area. These spaces remain open to public unless otherwise authorized by the City.*

### Resources

The City may be able to provide:

- Barricades
- Pylons
- Signage



**The City does not supply or rent tables and chairs for outdoor events.**



*Use of equipment is subject to availability, and all requests should be made well in advance of your event date.*

To arrange the above items, please contact Public Works at 780.672.5513 or at [pw@camrose.ca](mailto:pw@camrose.ca). Equipment must be picked up and returned by the Special Event Organizer.

If your Special Event requires City equipment or staff (e.g., for setup, cleanup, or supervision), please be aware that **additional fees may apply**.

## Insurance Requirements

Special Event Organizers must carry Commercial General Liability (CGL) insurance and provide proof to the City.

### **Minimum coverage required:**

- \$2 million for Level 2–3 events
- \$5 million for Level 4–5 or high-risk events

The Licensing Officer has discretion to increase insurance requirements if required.

### **The following will also be required:**

- The City of Camrose must be named as an additional insured
- A 30-day cancellation notice clause must be included in the policy
- Cross-liability clause
- A signed indemnity agreement is required to protect the City from liability related to the event

## Safety

Below are key safety considerations:

### **First Aid Stations**

Must be clearly marked, weather-protected (e.g., tent or trailer), and offer sufficient privacy. Signage should be visible throughout the venue.



**Safety is a shared responsibility, and Special Event Organizers must ensure a safe experience for all attendees, staff, and volunteers.**



## Lighting

If the event runs near or after dusk, ensure first aid stations and critical areas are properly lit using land power or portable generators.


## Emergency Preparedness

Evaluate early whether you need First Aid Stations or Emergency Medical Personnel, and coordinate with Alberta Health Services – EMS or certified private providers, if required.

## Electrical Safety

If your event requires power, follow these basic electrical safety guidelines:

- Keep a safe distance from overhead power lines at all times.
- Electrical panels and generators must be locked or restricted from public access.
- All electrical service equipment must be in good condition and weather protected.
- Only use cords rated for extra-hard use and ensure they are in good repair.
- All 15–20-amp 120V outlets must have Ground Fault Circuit Interrupters (GFCI).
- Cords must be properly sized, protected from damage, and secured with strain relief.
- Use cable mats or barriers to safely cover cords in walkways and public areas.
- High-voltage connections (150V+) must be enclosed, labeled, and locked if accessible.



**Check with a certified electrician if you're unsure of setup requirements. All equipment is subject to inspection.**

## Organizer Responsibilities

Special Event Organizers must:

- Comply with all applicable Bylaws, Policies, and permit conditions
- Adhere to provincial and federal regulations

- Obtain and display all permits and approvals during the entirety of the event (e.g. AGLC, Alberta Health Services, etc.)
- Notify affected neighbours (if required)
  - Notifications about road closures and/or amplified sound are required
  - The City may require specific tools (e.g. signs, letters, message boards, etc.)
- Use equipment safely and responsibly throughout the event
- Clean up and restore the site after the event
- Arrange transportation of approved City-provided items if needed (e.g., barricades, pylons, signage)
- Ensure that any changes to the site plan are submitted in writing and receive City's Licensing Officer Approval
- Pay for a refundable security deposit to cover potential damage or clean-up costs (if required by the Special Events Licensing Officer)

If any damage occurs to City assets, including, but not limited to, buildings, equipment, or turf, the Special Event Organizer is solely responsible for all costs associated with turf and site restoration. Should restoration work commence, all information and costs associated with the required work will be communicated to the Special Event Organizer in a timely manner, with the restoration work commencing immediately following the event.

***Failure to adhere to permit conditions may result in fines, cancellation, or legal action.***

## Event-Specific Requirements

### Alcohol

The Special Event Organizer must first obtain approval from the Licensing Officer to determine whether alcohol is permitted in the requested area where the Special Event is being held.

The Special Event Organizer is responsible for obtaining a Special Event Liquor Licence from the Alberta Gaming, Liquor and Cannabis (AGLC) for the sale of alcohol during the Special Event. For detailed information on Special Event Licences; refer to AGLC's website (<https://www.aglc.ca>).



A copy of the Special Events Liquor Licence must be submitted to the Licensing Officer prior to the event. The Special Events Liquor Licence must be posted in a prominent location at the event.

The Special Event Organizer must ensure that minors and intoxicated persons are not served alcohol and that the area is under constant supervision and access is restricted.

## Fireworks

Special Event Organizers **must contact the City of Camrose Fire Department** at 780.672.2906 to apply for a permit to discharge fireworks or to have an open fire (e.g., fire pits).

## Food Vendors

Requests to serve food and beverages or sell goods must be identified when the application is submitted.

Beverage and food services must meet all Alberta Health Services (AHS) standards. Contact AHS at <https://www.albertahealthservices.ca/eph/page13999.aspx>

Food vendors must also meet fire and health safety requirements before operating at any special event:

- Fire Department inspection and approval is required before operation (Food Trucks only)
- All food vendors must have a multi-purpose dry chemical extinguisher (min. 2A-10BC)
- Deep fryers require an additional Class K wet chemical extinguisher
- Cooking appliances must be at least 1 metre away from any combustible materials
- A 1 metre barrier must surround all cooking equipment to prevent public contact
- Open flames, grills, BBQs, and hot plates must be fully out of public reach (roping off is not sufficient)



**Copies of all relevant permits, inspections, or approvals must be submitted to the Licensing Officer before the Special Event. Permits must be visibly posted at the event and readily available for inspection.**



## Inflatables

Special Event Organizers who wish to operate inflatables on outdoor City property are required to obtain a Special Event Permit.

All Special Event Organizers who have an inflatable structure on City property require Insurance Coverage that is a minimum of \$5,000,000 per occurrence that names the City of Camrose as Additional Insured along with a waiver of subrogation included and 30-day cancellation notice to City.

The Special Event Organizer confirms the following conditions will be met:

- That all inflatables and amusement rides meet Alberta safety legislation, including Alberta Elevating Devices & Amusement Ride standards.
- Manufacturers' Guidelines – Inflatables will be installed and used in accordance with the manufacturer's guidelines.
- Adult Supervision – Adult supervision will be in place while inflatables are in use.
- No Competitive or Acrobatic Maneuvers – Inflatables will not be used for competitive or acrobatic activities.
- Group Users By Age/Size – Users of inflatables will be grouped based on similar age and size.
- Weather Restrictions – Inflatables will not be used during rain or winds exceeding 24 km/hr (15mph).
- Electrical Safety – Any electrical connections to inflatables will comply with the manufacturer's guidelines or the CSA Electrical Code.



**Special Event Organizers are responsible for safe setup, supervision, and takedown of any inflatable or amusement device.**

## Merchandise Vendors

If your event includes selling goods, food, beverages, or other services, you must disclose this in your application. A temporary business licence will be issued as part of your Special Event Permit, covering all approved vendors for the duration and location of the event. Vendors do not need to apply for separate City business licences, but a list of vendors, goods sold, and their locations must be submitted at least 15 days before the event and approved by the City.

## Parades and Route-Based Events

Parades or races involving streets require a route map and Traffic Control Plan. Parades or races involving Road Closures require a Road Closure Permit.

If the route includes a provincial highway, permission is needed from Alberta Transportation.

Maps must show:

- Street names, direction of travel, signage, marshals, flaggers, and barriers
- Start and end points
- A legend

A second map may be requested for signage or advertising locations.

## Road and Sidewalk Closures

If your event involves a temporary street closure, sidewalk closures, back alley or lane, and/or parking restrictions and it will impact traffic/pedestrian flows, the Special Event Organizer must indicate the area requested for street/sidewalk/back alley/lane closure including the street name(s) and time period on the Special Events Application.

***\*Please note that any road closure will require a City of Camrose Council Resolution. This process takes at least one month to complete.***

If your event requires the movement of large items such as stages etc. you will be required to get an Extraordinary Use of Road Permit from the City of Camrose Engineering Department.

To arrange for the rental of barricades, pylons and signage, please contact the City's Public Works department. The Special Event Organizer is responsible for picking up and the return of the rented items.

The Special Event Organizer will be solely responsible for any fees for services provided by the City to accommodate the street closures and/or parking restrictions.



Any closures of roads or sidewalks should be outlined on a map with the original application. All traffic control devices (signs, barricades, etc.) and plans must be approved by the Licensing Officer.





If required by the Licensing Officer, the Special Event Organizer will need to provide written notification to the residents and/or businesses that will be affected by the street closure.

## Signage

- Non-profits may place temporary event signs on City land with approval
- Signs may be posted up to 7 days before and must be removed within 3 days after the event
- Use of the City of Camrose logo requires written permission from the City of Camrose Communications Department
- No advertising is allowed before event approval and permit issuance
- Signs on provincial highways need Alberta Transportation permission
- Signs must:
  - Not block visibility for pedestrians or vehicles
  - Not be attached to traffic signs, trees, or vegetation
  - Be limited in number if deemed excessive

## Structures & Tents

If you're using tents, stages, or similar structures at your event, keep these key points in mind:

- Tents larger than 10m<sup>2</sup> require a Development Permit and Building Permit.
- Cooking tents must be flame retardant and have proper fire extinguishers.
- No recreational utility tarps are allowed.
- Inflatable structures (e.g., bouncy castles) are permitted but with conditions. (Contact Licensing Officer more information)
- No open flame appliances allowed inside tents unless approved (per NFPA 96)
- Cooking appliances must:
  - Be CSA/ULC certified
  - Be placed 1 metre away from tent walls
  - Be sheltered with a non-combustible cover if outdoors
  - Be protected from public access with barriers
- Maintain 1 metre clearance around appliances for staff/public safety

*Licensed tents may require Occupant Load Certificates calculated by the Camrose Fire Department and posted at the principal entrance.*





The following permits may be required:

- Electrical (for generators)
- Gas (for propane tanks over 454L)

**Allow one week for permit processing and schedule final inspection before your event.**

It is the responsibility of the Special Event Organizer to arrange for locations of buried services prior to the setup of any structure, such as tents or booths, for the event.

It is the responsibility of the Special Event Organizer to contact all other utilities in the area not listed below. Remember to call at least two (2) full working days in advance of setting up any structures:

- Parks/Irrigation 1.800.242.3447
- Water & Sewer 1.800.242.3447
- Gas and Electric Alberta One Call 1.800.242.3447
- Water and Sewer Alberta One Call 1.800.242.3447

A copy of the **Fire Permit must be submitted to the Licensing Officer before the event.** Special Event Organizers must also carry a copy of the permit throughout the event and present it upon request.

Special Event Organizers are responsible for complying with the City of Camrose Fire Bylaw and the Alberta Fire Code regarding the use of fireworks.

**If the event includes fireworks or the release of items into the air (e.g., balloons), the Special Event Organizer must also notify the Camrose Municipal Airport.** This notice must include the type of activity, event location, and the planned start and end times. To notify the airport, call 780.672.4428.



Depending on the nature of your event, you may need additional approvals, permits, or licences from the City of Camrose or external agencies. These include, but are not limited to:

- **Raffles, 50/50 Draws, or Prize Tables:** Must be approved by the AGLC.
- **Vehicle Access Restrictions:** Vehicles are not permitted on park trails, pathways, or service roads without written authorization from the Licensing Officer.
- **Event Hours:** No public activity is permitted between 2:00 a.m. and 7:00 a.m.



## Other Applicable City Bylaws

- Business License Bylaw
- Land Use Bylaw
- Community Standards Bylaw
- Traffic Bylaw
- Fire Bylaw

## After the Event

After the event, the Special Event Organizer is responsible for restoring the site to its original condition.

- Ensure complete cleanup of venue
  - Event area must be left clean and litter free
  - Special Event Organizers are responsible for ensuring garbage disposal and recycling measures are in place
  - Failure to clean up may result in additional City fees
- Report any damages
- City will inspect and refund security deposit (if applicable)
- Pay any additional costs incurred by the City within 120 days



# Additional Plans That May Be Required

Depending on your event level, you may also need:

## *Camping Plan* (if overnight stay is allowed)

- Tent or RV area layout
- Washrooms, showers, and waste disposal
- 24-hour supervision or security

## *Emergency Response Plan*

- Contact list for emergency services
- Evacuation routes
- On-site first aid station and staff
- Roles and contact info for key personnel

## *Fire Safety Plan*

- Contact and role of designated Fire Safety Officer
- Fire extinguisher locations
- Fire lane access routes

## *Illumination Plan* (for events after dark)

- Emergency backup lighting
- Map of lighting locations
- Type of lighting and power source

## *Noise Management Plan*

- Contact for community complaints
- Sound monitoring procedure
- Speaker locations and orientation

## *Route Map Requirements*

- Overview of proposed route
- Road names, direction of travel, start and end points
- Legend with year of event
- Flaggers, signs, and key points
- Maps can be digital or hand-drawn
- Zoomed-in maps may help if route is detailed

## *Security Plan*

- Incident response and communication procedures
- Number and roles of security staff
- Perimeter control and gate management



### *Traffic & Parking Plan*

- Designated drop-off zones and emergency vehicle routes
- Location and size of parking areas
- Use of signage and volunteers to guide traffic

### *Water & Sanitation Plan*

- Garbage, recycling, and disposal schedule
- Number and placement of potable water stations
- Portable washrooms and handwashing units

### *Weather Contingency Plan*

- Monitoring system (e.g., Weather Network)
- Rain or wind plan for outdoor infrastructure
- Shelter-in-place or evacuation process
- High winds, other emergency events

## Invite a Council Member

If you would like a City of Camrose elected official to attend your event, you can complete the “Invite an Elected Official” section on the Special Event Application Form. While we do our best to accommodate requests, please note that attendance is subject to Council members’ availability and cannot be guaranteed. We require a minimum of six to eight weeks’ notice prior to your event.

## Promote Your Event

The City of Camrose offers an online Community Events Calendar where eligible groups can promote public events.

To check the event guidelines or submit your event, visit the [Community Events Calendar on the City's website](#).



# Contact Us

## Special Events Licensing Officer

P. 780.672.4426

E. [specialevents@camrose.ca](mailto:specialevents@camrose.ca)

## Other Important Contacts

### Airport

P. 780.672.4428

E. [engineer@camrose.ca](mailto:engineer@camrose.ca)

### Community Services

P. 780.672.9195

E. [cservices@camrose.ca](mailto:cservices@camrose.ca)

### Fire Department

P. 780.672.2906

E. [fire@camrose.ca](mailto:fire@camrose.ca)

### Planning & Development

P. 780.672.4428

E. [planning@camrose.ca](mailto:planning@camrose.ca)

### Public Works

P. 780.672.5513

E. [pw@camrose.ca](mailto:pw@camrose.ca)

### Safety Codes

P. 780.672.4428

E. [permits@camrose.ca](mailto:permits@camrose.ca)

*The City of Camrose is a Municipality located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.*

