

Special Events Guidelines and Application



Purpose

Each year the City of Camrose receives many requests from individuals and groups to operate special events on City of Camrose property and streets. These procedures are intended to ensure consistency, convenience, and safety of the Special Event Organizer and patrons alike.

Special Events

A Special Event is defined typically as a one time, annual, or infrequently occurring event on City of Camrose property that will impact City operations, infrastructure, and/or service.

A Special Event could be, but not limited to, the following: festivals, parades, run/walks exhibits, sporting events, concerts, and where any one of the following is contemplated.

- May impact traffic/pedestrian flows or require partial/full road closures
- Alcohol is served
- Fireworks or pyrotechnics are being used
- Large crowds are in attendance
- Children in attendance
- May require approval of outside regulatory agencies such as Alberta Gaming and Liquor Commission, Alberta Health Services
- Public Safety issue

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Special Events Application

The Special Event Organizer shall complete a Special Events Application Form (Appendix A) and submit within the following time frame based on event type below to:

Event Type	Description	Application Deadline
A	Events held on major roadways, or events that include special circumstances or approvals. (ie. Festivals where food or beverages will be available etc.,	3 months prior to event date
B	Events held on all other roadways that require City Council approval	2 months prior to event date
C	Events held on all other City property including parking lots, trails and parks	1 month prior to event date

A detailed site map (layout) and/or traffic accommodation plan must be submitted with the Special Events Application Form, if applicable. If you require maps for the particular area, use the “Draw and Print Camrose Map” available at www.camrose.ca/maps

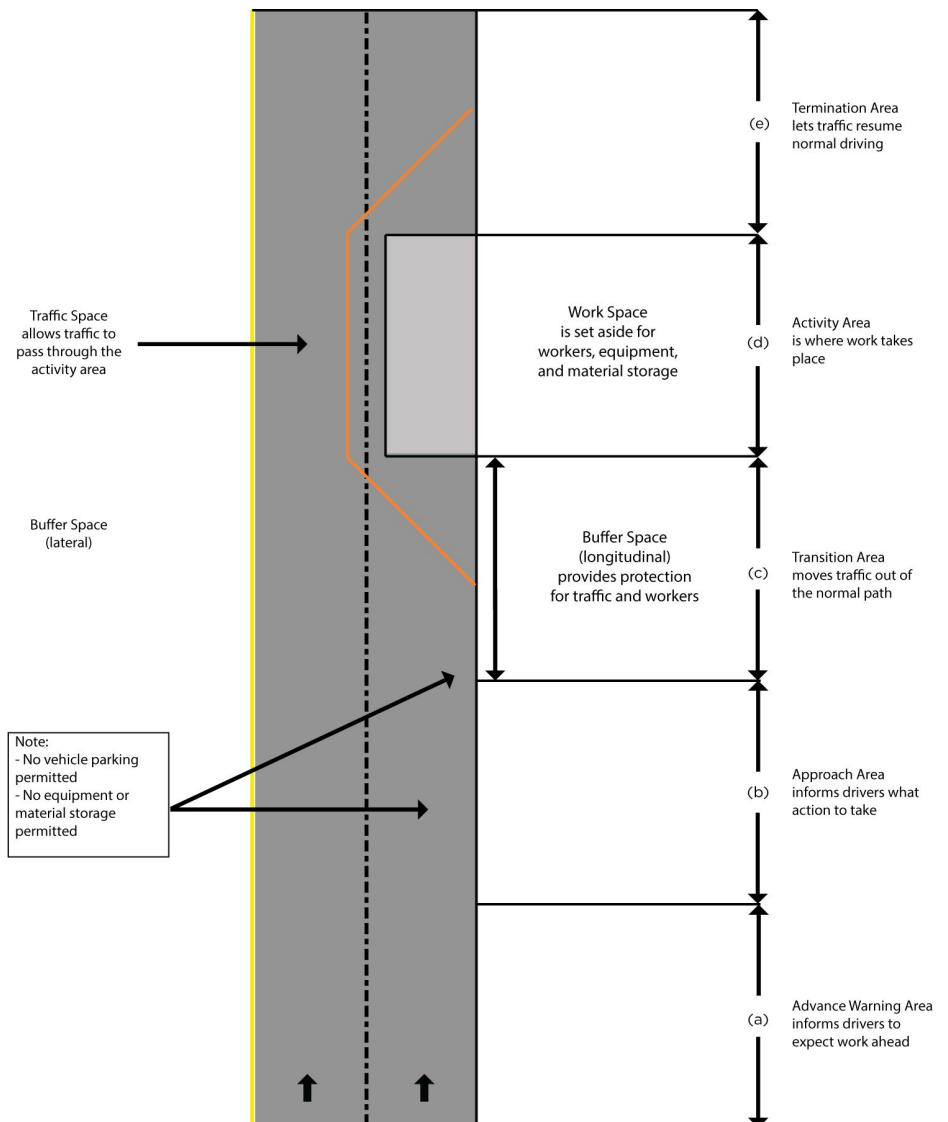
When developing the traffic accommodation plan ensure that the following components are reflected:

1. Advance Warning Area – to inform drivers of the closure ahead.
2. Approach Area – to inform drivers about lane changes, speed restrictions, passing restrictions, etc.
3. Transition Area – to move traffic out of its normal path and past the closure.
4. Activity Area – includes any of the buffer space along where the event is occurring, the event space, and traffic space.
5. Termination area – to advise motorist to resume normal driving.

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See sample diagram below.



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If the event is approved by the City of Camrose, a Permit will be issued to the Special Event Organizer. *The Organizer must carry the permit in the event that a request is made to view the permit.*

General Procedures and Guidelines

1. All legislation, bylaws and regulations must be adhered to by the Special Event Organizer, including, not but limited to:
 - Business License Bylaw
 - Concert License Bylaw
 - Land Use Bylaw
 - Nuisance Abatement Bylaw
 - Public Property Bylaw
 - Traffic Bylaw
 - Fire Bylaw
 - Applicable permits/licenses/approval for beverage and food services, sale and consumption of alcohol, discharge of fireworks, etc.

City of Camrose bylaws may be accessed from the City of Camrose website at www.camrose.ca/bylaws

2. The Special Event Organizer is required to provide evidence of all necessary licenses/permits required to operate the event prior to the event. The Special Event Organizer is responsible for meeting all requirements of the City of Camrose, including fees, bylaws and policies as well as any regulatory approvals required by outside agencies.
3. The Special Event Organizer shall pay all fees related to municipal property rental and services a minimum of ten (10) days prior to the event.
4. Insurance – The Special Event Organizer must agree to indemnify, defend and hold harmless the City of Camrose from and against any liability, loss, claims, demands, costs and expenses, legal fees due wholly or in part as a result of any negligence, acts or oversights by the Organizer, it's agents, licensees, invitees, contractors, during the use of the property services. Depending on the activities and/or type of Special Event, the City of Camrose will determine the minimum level of Commercial General Liability (CGL) insurance required by the Special Event Organizer with the City of Camrose named as an additional insured and including a Cross Liability clause.

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Facility Use with Booking

Kamifurano Gazebo, Grand Drive Park Gazebo, or Rotary Pavilion

If you want to secure one of the above facilities for your event you will need to reserve by:

STEP 1: Check to see if the outdoor facility is available for the date/time of your activity/event call 780-672-9195 or go on-line at

www.camrose.ca/en/recreation-and-leisure/book-a-facility.aspx

Step 2: Reserve the outdoor facility.

Step 3: Provide a confirmation of registration along with your Special Event Permit 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.

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A 30 day notification prior to the cancellation of this policy must be included. Evidence of insurance must be provided to the General Manager, Corporate and Protective Services office no less than 10 days prior to the event. If the event is considered a low risk event and the attendance is expected to be fewer than 50 participants, insurance may not be required.

Mapping Requirements

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 (street name (s) and time period) on the Special Events Application. *Please note that any road closure will require a resolution of Council of the City of Camrose.

If your event will require 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.

Maps detailing race/walk routes, including any closed roads should be outlined on a map with the original application.

Site Maps – Maps detailing the specific locations of activities (including dimensions where applicable), temporary structures such as tents, air-supported structures, etc., exits and entrances, beer gardens, rides, fireworks, spectators, portable washrooms, stages, seating/bleachers, food services, vendors, fencing, parking/vehicles, first aid stations, emergency vehicle access, barricades/pylons and signs are required. A copy of the site plan must be included with your application.

These maps/plans must be submitted with the Special Events Application Form to the officer of the Deputy City Manager a minimum of thirty (30) days prior to the event to ensure a safe and effective plan is in place for the event. Site plans must be approved prior to any event set-up. No modification of the set-up shall occur once the approved plan has been established without written approval.

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Road Closures

All traffic control devices (signs, barricades, etc.) and plans must be approved by the City of Camrose Engineering Department.

It is the responsibility of the Special Event Organizer to provide written notification to the residents and/or businesses that will be affected by the street closure. The Applicant must have a significant majority of support from business or residents who will be impacted by the road closure. At time of Application proof of resident support is required.

To arrange for the barricades, pylons and signage, please contact Public Works at 780.672.5513. The Special Event Organizer is responsible to pick up and return the items. Please note use of these items will be subject to availability.

Tents

Tents being used for cooking must be pre-approved and constructed of flame retardant material. If it has been flame treated, proper documentation to verify is required. **No recreational utility tarps are allowed.**

Canvas and tent structures larger than 10m² require a Development Permit from Planning and Development Services and a Building Permit from the Building Inspections Department at 780.672.4428.

Tents being used for sun shade and rain cover do not require flame retardant materials.

Fire extinguishers shall be provided throughout the festival/event site. The extinguishers must be in a conspicuous location and if necessary, signage indicating the location of the extinguisher shall be provided. The travel distance to the nearest extinguisher cannot exceed 25 m or as required by the Fire Prevention Officer.

Licensed tents may require Occupant Load Certificates calculated by a Fire Prevention Officer and posted at the principal entrance.

Inflatable Structures (i.e. Bouncy Castles)

The City of Camrose does not permit inflatable structures for special events..

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Propane

All propane cylinders must be secured in an upright position to the exterior of the tent, on a weatherproof base, using a non-combustible strap or chain.

If using a 20lb cylinder it must be set in a box or crate to prevent it from being overturned.

Only 1 spare 20lb cylinder is allowed per tent (properly stored with the valve in the closed position).

Use soapy water to test all fittings and connections for leaks before operating the appliance.

All equipment, hoses, connections, piping and cylinders must be of approved type and in good condition.

All gas piping installation or repairs shall be completed by a person who holds a gas journeyman certificate.

Gas piping system shall be made of steel, copper or corrugated stainless steel tubing.

Piping or tubing shall be mounted, braced and supported to provide for jarring and vibration. It shall be protected against either damage or breakage due to strain, wear and mechanical impact.

Piping and tubing exposed to the atmosphere, that is corrosive to the piping or tubing, shall be protected by either painting or coating. For vendors this includes gas line pipe and fittings that are located anywhere exterior to the vehicle of the trailer.

A gas hose connected to a vented appliance is PROHIBITED.

When a hose is used for a portable appliance, it shall not exceed 30 feet (9.5 meters) and is shall be protected from damage.

When a hose shows signs of water, deterioration or other damage then the hose or hose connector shall be replaced immediately. All connectors shall be:

- 1) protected from damage,
- 2) not pass through wall, floor, ceiling or partition,
- 3) be connected to rigid piping or tubing located in the same area as the

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appliance.

The temperature and pressure relief device on a tank type water heater or the pressure relief device provided for an instantaneous (tankless) water heater shall have a discharge pipe of a size at least equal to the nominal size of the device outlet (usually 20mm or ¾ inch). The discharge pipe shall be located not more than (30 cm or 12 inch) above the floor.

MAXIMUM four (4) 100lb cylinders per site.

Use approved appliances only.

Food Venues

Fire Department “Inspection and Approved Permits” must be obtained prior to operation.

All food venues must be equipped with a portable multi-purpose dry chemical fire extinguisher (**minimum rating 2A-10BC**). **Each fire extinguisher must display a service and inspection tag from a certified agency dated within the past 12 months.**

Food venues using a **Deep Fat Fryer must also provide a class “K” wet chemical portable fire extinguisher that has been serviced and tagged within the past year.**

Cooking appliances shall be operated at least **1m distance** from any combustible material, structure or tent or separated using fire rated wallboard, tile or stainless steel to reduce spatial requirements.

This material must be easily washable and kept maintained, clean and clear of all combustible material.

ALL open flames, hot plates, grills, Bar-b-ques and other cooking appliance shall be out of reach of the public. Provide a 1m secure barrier around all such appliances to prevent the public from intentional or accidental contact (roping of area is not sufficient or acceptable).

Deep fryers must be separated from open flame grills or devices by a minimum of (40cm or 16 inches) space or using a (20cm or 8 inches) high stainless steel baffle between appliances.

Deep fryers must not rest on combustible material or be situated within 1m of tent walls. The use of non-combustible material such as fire rated wall board, tile

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or stainless steel under and behind the fryer may reduce spatial requirements.

Briquettes shall be wetted down and properly disposed of in a non-combustible container partially filled with sand.

Use approved appliances only, ie: deep frying will not be allowed in open pots and pans, etc.

Food venues with exhaust hood extinguishing systems shall have an up to date certified inspection and be operational. The proper fire extinguisher shall be provided to supplement the extinguishing agent in the hood system.

Electrical

Minimum clearance, vertical and horizontal, from power lines must be adhered to without exception.

Service equipment must be in good repair.

Where accessible, to unauthorized persons, enclosures for service equipment shall be lockable and locked.

Minimum #4 AWG grounding cables to ground portable generators shall also be dedicated to each generator.

Generators shall not be accessible to unauthorized persons.

Service equipment shall be located so as to be protected from the weather or be installed in a weatherproof enclosure or be of weather proof construction.

Panels lying face up with breakers exposed will not be accepted.

120 volt receptacles either 15 or 20 amp shall be protected by ground fault circuit interrupters (GFCI).

Flexible cords shall be of the extra hard use.

Cord sets must be in good order and properly sized for the connected load.

Cords must have strain relief where the cord enters into an enclosure or connector.

Cords shall be protected from physical damage and guarded to provide a safe means for pedestrian and vehicle cross over traffic.

- Cable protection may be by location (ex. Run along a curb or fence line).

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- Temporary burial.
- Use of bridging or cable mats to reduce a tripping hazard in a public through fares or walk ways.
- Mats must be heavy enough to resist slipping or skidding
- Bridging or cable protection systems must be highly visible as to reduce the tripping hazard.

Connection to single-conductor cables shall not be accessible to unqualified persons.

Plug-in connectors for single-conductor cables shall have all connections that are not in use covered with a seal or cap that is acceptable.

In-line single-conductor cable connections forming part of a circuit of more than 150 volts-to-ground shall be mechanically protected by enclosing the connector(s) in a lockable, non-conductive box or similar enclosure. Enclosure shall be labelled to identify the supply voltage of the circuit.

Service Requirements

It is the responsibility of the Special Event Organizer to arrange for locates 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.

Gas and Electric	Alberta One Call	1.800.242.3447
Water and Sewer	Alberta One Call	1.800.242.3447

Miscellaneous Requirement

Capacity level of structures and/or outdoor sites will be determined by the City of Camrose Fire Department at 780.672.2906. A fire safety inspection may be conducted by the City of Camrose Fire Services prior to the event based on the site plan submitted.

If the Special Event will require tables and/or chairs, The Special Event Organizer will need to contact the Community Services – Facilities Department at 780.672.9195.

All signage for the event (i.e. advertising) must be in accordance with the City of

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Camrose Land Use Bylaw.

Early in the planning stages, it should be determined whether First Aid Stations or Emergency Medical Personnel are required, and arrangements made with Alberta Health Services – EMS or other such providers.

Vehicle Access

Vehicles are prohibited from traveling on pathways, trails, park service roads, or open space without prior written permission.

Licensing Requirements

Concession, Promotional Items, Beverage and Food Services

The request to serve food and beverages or the sale of goods must be identified at the time of application. Beverage and Food Services must meet Alberta Health Services standards and requirements. Please contact Alberta Health Services at 780.679.2980. Copies of any applicable approvals/inspections/permits must be provided to the City prior to the event. Permits must be posted in a prominent location at the event.

The request to sell goods must be identified at the time of application and must meet the guidelines outlined in the City of Camrose Business License Bylaw. For further information on whether a business license is required contact the City of Camrose, Planning and Development Services at 780.672.4428.

Liquor License

The Special Event Organizer shall first obtain approval from the Office of the Deputy City Manager, Corporate and Protective Services 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 License from the Alberta Gaming, Liquor and Cannabis (AGLC) for the sale of alcohol during the Special Event. For detailed information on Special Event Licenses; refer to AGLC's website (www.https://aglc.ca). A copy of the Special Events Liquor License must be submitted to the City prior to the event. The Special Events Liquor License 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 the access is restricted.

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Fireworks/Open Fire

The Special event Organizer shall contact the City of Camrose Fire Department at 780.672.2906 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 City 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 City of Camrose Fire Bylaw and the Alberta Fire Code (Division B, Section 5.7) for the use of fireworks.

It is the responsibility of the Special Event Organizer to notify the City of Camrose Municipal Airport at 780.678.5226 of the intention of discharging fireworks as well as the release of any other items into the air (i.e. balloons), the location and applicable start and end times.

It is the responsibility of the Special Events Organizer to ensure the site is cleaned-up after 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 City of Camrose encourages the recycling of materials such as cans and bottles. The clean-up and removal of garbage is to be completed by noon the next day.

The Special Event Organizer may be charged for any clean-up costs incurred by the City of Camrose to restore the location for regular use by the general public following the event.

Fees and Charges

The Special Event Organizer is liable for all fees and charges which may include, but are not limited to the following:

- Park Use (a refundable damage deposit may be required)
- Equipment Rental/Service Access (Road closures, pylons, portable stage, temporary traffic signs, barricades, water and electric hook up and service, utility consumption costs, turf recovery, site restoration, clean up).

Special Event Permit Application

Please read the Special Events Guidelines before submitting this application.

Event Information

Name of Event: _____

Sanctioning Organization: _____

Address: _____ City: _____ Postal Code: _____

Contact Information: _____

(Required Proof of Organization)

Work Number: _____ Cell Number: _____

Fax Number: _____ Email: _____

Date of Event: _____

Start Time: _____ End Time: _____

Note that the City of Camrose requires minimum notice for the following types of events:

Event Type	Description	Application Deadline
A	Events held on major roadways, or events that include special circumstances or approvals. (ie. Festivals where food or beverages will be available etc.,	3 months prior to event date
B	Events held on all other roadways that require City Council approval	2 months prior to event date
C	Events held on all other City property including parking lots, trails and parks	1 month prior to event date



Estimated Number of Participants: _____

Estimated Number of Vehicles: _____

Location of Event: _____

Route and Parking (Include Maps) : _____

If applicable, check one of the following outdoor facilities that has been reserved for the event:

Kamifurano Gazebo ☐

Grand Drive Park Gazebo ☐

Rotary Pavilion ☐

Please include proof of reservation when applying for a Special Event Permit.

Weather Contingency Plans:

☐ Go ahead with full event

☐ Go ahead with modified event

☐ Alternate location

☐ Reschedule

☐ Cancel

Check all that apply to your event:

☐ Run/Walk

☐ Festival

☐ Parade (3 months)

☐ Concert/Performance

☐ Cycling

☐ Sporting Event

☐ Road Closure (2 months)

☐ Private Event

☐ Demonstration

☐ Exhibit (eg. Car Show)

☐ Ceremony

☐ Promotion/Public Event

Is this event a fundraiser Yes ☐ No ☐

In your own words, please provide a summary of your event that includes all activities that will form part of it on a separate sheet.



Activities and Site Set Up

The requests below require special permission to arrange. Will your event include the following (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Dunk Tanks |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Petting Zoo |
| <input type="checkbox"/> Food/Beverage Sales | <input type="checkbox"/> Beer Gardens |
| <input type="checkbox"/> Merchandise Sales | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Vehicle Access/Parking |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Road Closure |
| <input type="checkbox"/> Temporary Structures | <input type="checkbox"/> Security |
| <input type="checkbox"/> Tents (Provide Tent Size) | <input type="checkbox"/> Police Escort Services |
| <input type="checkbox"/> Staging | <input type="checkbox"/> Signage (Submit location map) |
| | <input type="checkbox"/> Other |

If you require any of the following: road closures, barricades, signage, intersection control, a Temporary Traffic Accommodation plan must be included with your application. (For additional information on this, please refer to the applicable section in the guidelines.)

OUR FOCUS IS ON SAFETY



Supervisor's Contact Information

Name: _____

Address: _____ City: _____ Postal Code: _____

Home Number: _____ Work Number: _____ Cell Number: _____

I hereby take responsibility for the good order and conduct of the foregoing event:

Signature

Date

The personal information requested on this form is collected for promotional and booking confirmation use, and will only be disclosed within the provisions of the Freedom of Information and Privacy Act. If you have any questions regarding the collections, use or disclosure of the information provided to the City on this form, please contact the FOIP Coordinator at 780.678.3027.

Submit Request to: Patricia MacQuarrie, General Manager of Community Development

5204 - 50 Avenue, Camrose, AB, T4V 0S8

For Office Use Only:

Interdepartmental Approvals/Notifications

Police Approve ☐

Fire Approve ☐

Public Works Approve ☐

Comm. Servies Approve ☐

Eng. Services Approve ☐

Patricia MacQuarrie, General Manager of Community Development

Date

