

A Festival or Event is defined as any activity occurring in the Town of Westlock which is open to or intended to attract the public and will take place on open public space.

PLEASE NOTE: Events taking place in a Town of Westlock facility do not require a Festival and Event Application. See the appropriate Town facility for a Rental Agreement.

Applications for a Festival or Event must be submitted to the Town of Westlock no less than **eight (8) weeks** in advance of the event date. This document is an application/request only and does not guarantee approval will be granted.

PLEASE NOTE: Applications submitted with missing or incomplete information or documentation may delay the approval process.

IF YOUR EVENT WILL INVOLVE **A CONGREGATION OF 200 OR MORE PEOPLE AT ANY ONE TIME, A COMMUNITY EVENT EMERGENCY PLAN (CEEP) MUST BE COMPLETED** AS PER THE FIRE CHIEF.

Request a CEEP form at: fire@westlock.ca

THE COMPLETED CEEP PLAN MUST BE INCLUDED WITH YOUR FESTIVAL & EVENT APPLICATION.

SECTION 1: BOOKING INFORMATION

Organization:

Date of Application:

Main Contact:

Mailing Address:

City:

Province:

Postal Code:

Email:

Website:

Main Ph#:

Other Ph#:

Fax:

Alternate Contact:

Alternate Contact Phone:

Is your organization a registered non-profit? ☐ Yes ☐ No

Does your organization have charitable status? ☐ Yes ☐ No

Other participating organizations:

SECTION 2: EVENT DETAILS

Name of Event:

Date of the Event:

Event Type:

- ☐ Festival/Fair
☐ Market
☐ Sporting Event
☐ Charity/Awareness Run or Walk
☐ Parade
☐ Community Celebration
☐ Other _____

Setup Time:

Event End Time:

Event Start Time:

Clean Up End Time:

Person in charge of setup:

Cell:

Person in charge of clean up:

Cell:

On-site person in charge during event:

Cell:

Location/Address of Event:

Admission Charge: ☐ Yes ☐ No Adult \$ _____ Child \$ _____ Senior \$ _____

Number of Staff and/or Volunteers Attending:

Number of Participants and/or Spectators Anticipated

- ☐ Under 50
☐ 50-199
☐ *200-499
☐ *500-999
☐ *1000+

*Any event that includes a congregation of 200 people or more at any one time (including staff and volunteers) requires a Community Event Emergency Plan (CEEP) to be completed.

Event Security

Events that include alcohol service and/or consumption MUST include security details and provide a minimum of \$5 million General Liability plus Liquor Liability insurance coverage.

(Describe how security will be provided and scheduled)

Personnel & Roles:

Access Control & Screening Procedures:

Threat & Suspicious Activity Reporting:

Violence & Riot Response Plan:

Make sure to include supporting documents with your application.

Will any or part of your event take place outside the Town of Westlock boundaries? ☐ Yes ☐ No

If yes, please contact Westlock County for more information: Westlock County, www.westlockcounty.com

What impacts and benefits do you expect as a result of your event?

SECTION 3: NOTIFICATION & COMMUNICATION

Organizers must have a detailed Notification Plan and must provide residents adjacent to the event site or others that may be impacted by the occurrence of a large event, with advance written notification about the event, including the date, times, and the event entertainment program. A copy of the notification plan must be provided to the Town of Westlock.

Notification to the community must be given 2 weeks prior to the event and notice must span 2 blocks (100 metres) from the event site. Events requiring road closures require door to door notice.

Notification Plan Attached ☐ Yes ☐ No

Notification must be made to a reasonable extent, including but not limited to social media platforms and newspaper media. Indicate the methods that your organization will use to distribute event information and provide details:

- | | | |
|------------------------------|-----------------------------|-------------------------------|
| ☐ Yes | ☐ No | Social Media |
| ☐ Yes | ☐ No | Community newsletters |
| ☐ Yes | ☐ No | Meeting with community |
| ☐ Yes | ☐ No | Posters/flyers distributed |
| ☐ Yes | ☐ No | Other (please describe) _____ |

*All notification material must include event organizer contact information.

Make sure to include supporting documents with your application.

Will you use banners or signage to advertise your event? ☐ Yes ☐ No

If you plan to use signs to promote your event, they must comply with Town of Westlock bylaws, including:

Parks Bylaw 2020-20

Community Standards Bylaw 2013-08

Traffic Bylaw 2015-05

Land Use Bylaw 2022-12

To learn more about Town of Westlock bylaws, visit www.westlock.ca/bylaws

Some signs may require permits, and rules apply to where and how long signs can be displayed. Applicants are responsible for confirming requirements and obtaining any necessary permits through Planning & Development prior to installation.

Town of Westlock Planning and Development can help you determine if a Sign Development Permit is required.

To learn more, visit www.westlock.ca/sign-regulations

SECTION 4: EVENT ACTIVITIES

Please check all activities that will apply to your event and provide details.

Depending upon activities, applicants may be required to supply other documentation before a Festival and Events Application is approved. (i.e., Food Handling Permit, Business License, etc.)

Alberta Health Services Requirements: Alberta Health Services (AHS) requires organizers of applicable special events to notify Environmental Public Health prior to their event. Additional requirements may apply depending on the activities and services offered at the event. Event organizers are responsible for reviewing and meeting applicable AHS requirements.

For more information and required notification forms, visit the AHS Special Events webpage.
www.albertahealthservices.ca/eph/Page13999.aspx

Note: not all activities are suitable for all locations, and some activities may not be approved.

a) Food Preparation and Service/Food Trucks

Food service at special events may be subject to additional AHS requirements. Event organizers and food vendors are responsible for completing any applicable AHS notifications and meeting food safety requirements.

If your event includes food trucks, proof of a valid fire inspection is required prior to operation on site. Inspections must be completed within the past 12 months. Valid inspections from other municipalities will be accepted.

Food trucks without valid documentation will not be permitted to operate. Applicants are responsible for confirming requirements and arranging inspections through the Town of Westlock Fire Department, if needed, in advance of the event.

List and describe all Food Prep and Service activities:

b) Sales

All businesses operating at an event must hold a valid Town of Westlock business licence, as per ***Business License Bylaw 2024-10***. Event organizers have two options:

- 1) the event holder may obtain an Event Business Licence that covers all vendors (required where the event is operated by a for-profit business), or
- 2) each individual vendor must hold their own valid business licence prior to operating on site.

Applicants are responsible for ensuring compliance with all licensing requirements in advance of the event.

Consolidated Business License Bylaw 2024-10

Parks Bylaw 2020-20

To learn more about Business Licenses, visit: www.westlock.ca/business-licenses

To apply for a license, visit: www.westlock.ca/permitting-portal

List and describe all Sales activities:

c) Temporary Structures

Temporary structures require insurance and pre-event inspection by the Fire Department may be required.

Activities and structures that require staking MUST complete a line locate prior to set-up by contacting Click Before You Dig. Learn more by visiting www.utilitysafety.ca

Structures being used for cooking must be made of flame-retardant material.

Temporary structures exceeding 10 m² (107.6 ft²) (e.g., temporary tents) require a Building Permit under the Alberta Building Code. All applicable permits must be obtained prior to installation. Structures are subject to inspection by a Building Inspector and must be approved prior to occupancy/use. Applicants are responsible for confirming requirements and obtaining permit forms through Planning & Development in advance of the event.

To learn more, visit: www.westlock.ca/building-permit

List and describe all Temporary Structures, including stages:

d) Inflatables

Use of Inflatables requires a minimum of **\$5 million General Liability insurance coverage**.

Be sure to indicate on the Site Layout Plan where inflatables will be located.

List and describe all Inflatables:

e) Entertainment (performance, beer gardens)

Will alcohol be served and/or consumed? ☐ Yes ☐ No

If yes, an AGLC liquor licence must be obtained.

List and describe all forms of Entertainment:

Town approval must be received prior to the event as per *Parks Bylaw 2020-20*.

Events that include alcohol service and/or consumption MUST provide a minimum \$5 million General Liability plus Liquor Liability insurance. Copies of the insurance certificate and liquor license must be provided to the Town of Westlock.

f) Amplified Sound (performance, large crowds, motorized vehicles)

The Town of Westlock Community Standards Bylaw is intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living and/or working adjacent to the event site. The bylaw explains the responsibility that the event organizers have for monitoring noise results from the presence of your event occurring in a public park, on a street, or in a facility. The Town of Westlock reserves the right to require that the Applicant and/or event organizer/contractor reduce sound levels if these are found to be excessive (e.g., causing undue public complaint, unreasonably interfering with adjacent users, or exceeding noise bylaw limits, etc.)

Amplified sound must adhere to *Community Standards Bylaw 2013-08*.

Noise is not permitted at Night Time without prior written consent:

9:00pm ending at 7:00am the following day, Monday through Friday

9:00pm ending at 9:00am the following day, Saturday or Sunday or Stat/Civic holiday

List and describe all forms of Amplified Sound:

To download the Noise Exemption Permit, visit www.westlock.ca/municipal-enforcement

g) On-Site Vehicles (indicate type & location)

Non-Authorized Vehicles are not permitted on grass/natural areas.

On-Site event vehicles must be approved to park and be used on grass/natural areas.

No vehicles are permitted to park in emergency lanes or obstruct access to fire hydrants at any time.

List and describe all On-Site Vehicles:

h) On-site Fundraising/Raffles/50-50

These sales may require permitting through AGLC. Visit www.aglc.ca for details.

List and describe all forms of Fundraising:

i) Booking of Adjacent Sports Fields or Facility

Please indicate if the following location will be used:

☐ Yes ☐ No Mountie Park Campground: located at 100 Street and 96 Avenue

For rental information contact the Westlock Rotary Spirit Centre 9603 100 St., phone 780-349-6654

j) Other Activities: Other activities may include those such as esthetics, tattoo, face painting, petting zoos and the use of portable toilets

SECTION 5: SITE LAYOUT PLAN AND SET-UP

Provide a detailed Site Layout Plan. Plans may be hand drawn or digital but must clearly show placement of Structures, Public Access Sites, Restricted Access Sites, Emergency Access Routes, Road Closures and key activity areas.

Site Layout Plan must include, if applicable:

☐ Yes ☐ No Staging, scaffolding (incl. who is setting up)

☐ Yes ☐ No Tents, booths, fencing,

☐ Yes ☐ No Sponsor and event signage

☐ Yes ☐ No Portable toilets (if yes, how many?)

☐ Yes ☐ No Vehicles (organizers/event use) parking

☐ Yes ☐ No Activity or games area and other significant elements

☐ Yes ☐ No Beer Gardens

Make sure to include supporting documents with your application.

Prior to event, Town of Westlock staff may require a meeting with organizers to confirm set-up and take down arrangements.

Will you need access to power at the following facilities:

☐ Yes ☐ No Westlock Rotary Spirit Centre, 9603 100 St., 780-349-6654

☐ Yes ☐ No Westlock Aquatic Centre, 10605-104 Ave, 780-349-6677

Access to power will need to be approved by and must be arranged with the facility in question prior to your event.

SECTION 6: ROAD CLOSURES & SIDEWALK USE

Will you be requiring any road closures within the Town of Westlock for your event? ☐ Yes ☐ No

If yes, a Parade/Procession/Temporary Road Closure Use Agreement must be completed and included with your Application. Visit www.westlock.ca/apply to download the agreement.

When using streets or sidewalks, organizers must provide:

- Route Map:
- Site Layout Plan:
- Traffic, Transportation & Parking Plan:
- Event Risk Assessment & Hazard Identification:
- Details of arrangements for marshalling, emergencies, first aid, volunteer management, traffic management (pedestrian and vehicular) and participant management:

Requirements as set out in the **Government of Alberta Traffic Safety Act** must be followed.

Emergency vehicle access must be maintained during road closure/use. The Town of Westlock's insurance requirements must be met and parade policies followed as per **Traffic Bylaw 2015-05**.

Under some circumstances, organizers may be required to gather written consent from the businesses or residents affected by the event and submit the approved signatures to the Community Services Department. Other details may be required.

Traffic Control: For events that will be impacting a town site roadway, contact Town of Westlock at 780-349-4444.

Events that will occupy, utilize or cross Highway 18 and/or Highway 44 must be approved by Alberta Transportation and Economic Corridors. Learn more: www.alberta.ca/event-hosting-or-filming-on-a-provincial-highway.

To learn more about Town of Westlock bylaws, visit www.westlock.ca/bylaws

Make sure to include supporting documents with your application.

SECTION 7: WASTE MANAGEMENT PLAN

Describe how garbage, recycling and cleanup will be handled:

SECTION 8: EMERGENCY PLAN REQUIREMENTS

A Basic Emergency Plan must be in place for your event and at minimum must include:

- Emergency Management Roles
- Communication Plan
- Evacuation Procedures
- Medical and First Aid Response
- Security and Crowd Management

Make sure to include supporting documents with your application.

**For events involving more than 200 people congregated at one time, a detailed Community Event Emergency Plan (CEEP) must be completed. Request form by emailing: fire@westlock.ca*

SECTION 9: REQUIREMENTS FOR FESTIVAL AND EVENT BOOKINGS

The Town of Westlock must be provided with a copy of your insurance certificate indicating a minimum of **\$2 million in General Liability**, or as otherwise indicated in the application. For events involving alcohol sales and/or consumption a minimum **\$5 million General Liability plus Liquor Liability**. All certificates must list the Town of Westlock as additionally insured and a copy must be received by the Town no less than 3 weeks prior to the event. Other organizations may need to be included as additionally insured depending upon the event or facility used.

Fees and Charges and Payment Schedule

Any fees and charges incurred by the Applicant as a result of applying for a Festival and Events application must be paid in full to the Town of Westlock. All fees and projected costs must be paid prior to the event date unless other arrangements have been agreed upon.

Make sure to include your insurance certificate with your application.

SECTION 10: TERMS AND CONDITIONS

The following Terms and Conditions are incorporated into and form part of the permit agreement.

1. The Applicant is responsible for ensuring that: the assigned area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to assigned area; the event activities do not interfere with other park users or contravene any Town of Westlock Bylaws.
2. The Town will assess any damage that may occur as a result of the event and payment for such damage will be the sole responsibility of the Event Applicant.
3. The Applicant will be responsible for all cleanup operations.
4. The Town of Westlock reserves the right to cancel any or all booked time should any portion of the requested space be rendered unsafe/unusable due to mechanical/electrical or structure failure.
5. The Town of Westlock is not responsible for lost or stolen articles.
6. The Applicant shall indemnify and hold harmless the Town of Westlock for:
 - a) Damage or expense sustained by the owner/operator of the facility.
 - b) Any claim to which the owner/operator of the facility may become liable by reason of personal injury or property damage sustained by any person participating in the activity, a spectator, or any other person attending the Festival or Event for its duration as outlined in the Application.
 - c) Any personal injury or property damage suffered by anyone from a breach of item 6.
7. The Applicant shall be responsible for the orderly behavior of all persons participating in the event and shall ensure that facilities and equipment are used only for the purpose listed on the Agreement.
8. Applicants and related affiliates must carry any applicable permit and present it upon request. Permits will be revoked without payment of any compensation in the event of a breach of any laws, bylaws, or conditions set up herein or in force. Non-compliance may also result in fines, penalties, and additional charges.
9. Unauthorized vehicles are not to be driven or parked on grassy areas or service roads at any time. Vehicles may be towed.
10. The Town of Westlock reserves the right to revoke this permit if payment is not received according to the terms of this agreement.
- 11. The Applicant shall be responsible for compliance with all applicable Federal, Provincial and Municipal laws, regulations and standards, as well as ensuring compliance with and be responsible for obtaining all applicable permits, licenses and approvals at their own expense.**

I hereby submit the Festival and Events Application and confirm that the information contained within, including name, address and section information are correct. I understand that a change to any existing information renders this application VOID. I agree to provide the Town of Westlock with written notice of any further changes to this information.

☐ I acknowledge that I have reviewed the Town of Westlock policies, bylaws and requirements applicable to my event, available at www.westlock.ca, and understand that I am responsible for ensuring my event complies with these requirements.

Applicants Signature:

Date:

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used in management and administration of Festivals and Events in Westlock. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). The personal information that you provide may be made public, subject to the provisions of the Access to Information Act (ATIA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.

APPLICANT CHECKLIST

Have you included:

- ☐ Completed application form
- ☐ Site Layout Plan
- ☐ Notification Plan
- ☐ Insurance certificate
- ☐ Basic Emergency Plan
- ☐ Community Event Emergency Plan (CEEP): required for events with over 200 participants and is available from the Fire Chief
- ☐ Parade/Procession/Temporary Road Closure Use Agreement (required if roads being closed)
- ☐ Business License (may be required depending on type of sales)
- ☐ AGLC licence (required for raffles, 50-50, fundraising, alcohol sales or consumption)

FOR INTERNAL USE ONLY

This Application has been approved/not approved according to the Town of Westlock requirements.

Town of Westlock Director of Community Services Signature

Date

Authorizations & Circulation:

- ☐ Community Services
- ☐ Planning & Development Services
- ☐ Fire Department
- ☐ Operations Department
- ☐ RCMP
- ☐ EMS
- ☐ CPO

Check Documents Received:

- ☐ Parade, Procession, Temporary Road Closure Application
- ☐ Business License (N/A if none)
- ☐ AGLC License
- ☐ Noise Exemption Permit
- ☐ Food Handling Permit
- ☐ CEEP (for events over 200)