

Town of Cochrane



Event Planning Guidelines

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Introduction

The Festival and Event Planning Guidelines have been established to align with the following current Town of Cochrane (Town) Strategic Plan Communications guideline theme, Vision and Mission statements:

Communications

Together we enhance communication by working collaboratively, building positive relationships and sharing information and resources.

Vision

Proud of Cochrane's heritage, embracing our future, we are a dynamic organization creating municipal excellence.

Mission

To protect and promote Cochrane as a unique community through our dedication to public service.

These guidelines are to encourage and support the Town festivals and events, as well as govern the use of public parks, roads and venues, and provide community groups and non-profit organizations with rules to follow when running an event/festival. The guidelines may also be used for the approval and operation of other activities in parks, roads and venues.

The guidelines are intended to coordinate various procedures and regulations which apply to festivals and events held in the Town's public parks, roads and facilities.

The Town supports festival and event organizers:

As a **facilitator**, recognizing the role of festivals and events as celebrations of community life in Cochrane;

As **landholder**, where festivals and events occur in public parks, roads or facilities;

In its capacity as **public landholder** the Town is responsible for preserving and protecting parks, roads and venues, ensuring laws are obeyed, addressing public health and safety, and responding to the impact of events on adjacent neighborhoods and other park/road/venue users.

1 Definitions

- a) **festivals and events** are defined as activities occurring in the Town's public parks, roads and venues which are:
 - i. open to and intended to attract the public:
 - ii. classed as "festivals" or "events" and are subject to the Town Bylaws listed in (Appendix "A")
 - iii. special celebrations family gatherings
- b) **venue** refers to any Town structure; for example, Centennial Plaza, outdoor stages, etc.

These procedures, especially those related to public health and safety and park/road/venue damage issues, may also be used as guidelines for the approval and operations of other activities in parks, roads and venues.

2 Application Process

The initial Festival and Event Application form (Appendix "A") to use a Town park, road or venue for a special event must be submitted to the Community Events Administrator by email at events@cochrane.ca or in person at 101 RancheHouse Road, main floor, west wing.

2.1 Event Organizers' Responsibilities: All approved events occurring in parks, roads and venues will be conducted under the terms of a Festival and Event Application Permit issued to the organizer.

2.2 Additional Application Requirements: Event organizers are required to follow all licensing, insurance, indemnification and other legal requirements and will supply detailed information of their plans, as may be applicable (i.e. program activities, set-up schedule, site plan, public safety services, etc.)

2.3 Event Application Circulation and Review: The Community Event Administrator may circulate applications to other Town sections and organizations that may be impacted by the proposed event. Town employees will review the event application to determine whether any supplemental information is required to support the event application.

2.4 Final Approval: will be provided to the event organizer in writing. Overall approval of the terms and conditions of any permit is guided by the procedures listed in this document, but may also be influenced by the history of the event, the current condition of a park/road/venue, and public safety issues.

2.5 Appeal Process: In the case of a denied Festival and Event Application Permit for any specific condition of approval, the event organizer may appeal first to the Senior Manager, Community Services and if still not satisfied then appeal to Town Council.

2.6 Application Deadlines:

Major Events: Major festivals and events open to and intended to attract the public are required to submit application *no fewer than six weeks* in advance of the event.

Minor Events: Applications for minor events, such as special celebrations and family gatherings not intended to attract the public, will be accepted subject to availability of park or venue.

2.7 Renewal of Annual Bookings: Effort will be made to ensure that traditional booking dates are respected from year to year; however, notice of intention to renew shall be received by the returning event organizer no later than 6 months prior to the event date.

2.7.1 It is the event organizer's responsibility to apply to solidify the dates and times prior to commencing advertising. Any changes to the venue or its use must be identified and are subject to the approval process.

3 Road Closures

Event organizers have a responsibility to ensure all traffic detours and routes are clearly marked. The Town has two standard Traffic Accommodation Strategies available to event organizers wishing to close roads in the downtown area.

3.1 Traffic Accommodation Strategy: For streets outside of the downtown area or in cases where the standard plans are not appropriate for the event, in conjunction with a Street Use Permit application (available upon request), applicants must submit a Traffic Accommodation Strategy (TAS) from an accredited agency to include:

- A site map (fire services may influence maps re: safety codes);
- signage and traffic control plan; and
- a parking plan

3.1.2 Applicants will be responsible for ensuring that all vehicle traffic and pedestrians are managed in a safe and efficient manner. Applicants must provide and/or make provisions for all signage and traffic control devices for their event. For large events requiring full road closures, the event organizer must obtain traffic control support from the RCMP, Municipal Enforcement or an accredited company dealing with traffic control.

4 Restricted Events

Commercial Events are not permitted. Commercial events are those intended to raise money for private ventures.

5 Restricted Activities

All activities proposed for an event are subject to prior approval. Activities normally not permitted, include those which:

- a) may cause damage to the park, roads, venues or the environment; (i.e. are specifically prohibited by the Town of Cochrane Parks and Open Spaces Bylaw);
- b) are distinctly incompatible with natural open space;
- c) involve undue risk;
- d) serve alcohol without Town approval;
- e) are in violation of any current Town of Cochrane Bylaws.

5.1 Prohibited Activities: A list of prohibited activities is included in the Parks and Open Spaces Bylaw; however, others may be restricted at the discretion of the Town.

5.2 Damage Mitigation and Park Rehabilitation Closures: A park, or any part of a park may be closed to the public by the Town at any time. The event organizer will be informed of the possibility of closure at the earliest opportunity. New grass or sod and wet areas where the water table is high are the most sensitive (May and June average more precipitation than other months).

5.3 Public Access is to be allowed to all areas of the parks whenever possible and reasonable. Areas closed for safety or security reasons, damage control, event production, or event admission control must be fenced.

6 Processing Fees and Deposits

There is a non-refundable \$50.00 + GST event permit processing fee payable before the event.

6.1 Security Deposit: A security deposit may be required for any size event at the discretion of the Town of Cochrane. This applies to all events with the potential for park/road /venue damage, roads or a significant increase in levels of maintenance. The damage assessment is based on a review of the site immediately before, and as soon as possible after the event by Town staff. Photos may be taken of any damage during the assessment.

6.1.2 The deposit may be used to:

- a) rectify damage to the park/road/venue;
- b) pay for maintenance, clean up, fire response and utility charges related to the event; and/or
- c) compensate the Town for unpaid accounts accrued by the organizer.

- 6.2 Incremental Charges for Utilities and Litter Control:** If water and electrical use or litter control services are deemed to be excessive (i.e. significantly higher than those related to normal park use), the Town shall charge the event organizer for the clean-up or repair service at cost. Clean-up immediately after an event is mandatory. The event organizer must dispose of the garbage and remove it from the site at the end of the event. The site must be left as found.
- 6.3 Equipment Deposit:** A refundable deposit for use of additional equipment, or power box keys is required. A deposit cheque will be provided to the Town Infrastructure Services at the time of equipment pick up and will be returned when the equipment is returned as it was received by the user. Loan of any Town equipment is subject to availability.
- 6.4 Charges for Urgent Maintenance of Repair:** If necessary, the Town may, at its discretion, act to correct an immediate maintenance concern or repair. If this action is requested or made necessary by the event, costs shall be charged back to the organizer. Past examples have included immediate repairs to damaged sprinkler lines, replacement of broken locks and emergency electrical servicing. The organizer is informed as soon as possible of the action and the cost.
- 6.5 Electrical Connection:** Where available, the Town may provide the event organizer access to a power box. Outdoor venues with existing power include: Centennial Plaza, Paul Daniels Stage at Mitford Park and the stage at the Historic Cochrane Ranche. Additional power requirements are the responsibility of the event organizer.
- 6.5.1 Any connecting, installing, or disconnecting from a Town-operated power supply must have pre-approval from the Town.
- 6.5.2 The organizer must ensure that any electrical equipment being connected is certified for use and is CSA approved.
- 7 Temporary Structures**
Organizers wishing to install tents or other temporary structures over 10 m² (107 sq. ft.) **must** apply for a building permit in conjunction with the Festival and Event Application. Permit applications can be found at: <http://www.cochrane.ca/159/Permits-Inspections> .
- 8 Earned Revenues: Admission, Sales and Fundraising**
The non-profit event may receive permission, subject to the conditions listed below, to earn revenue through sales of event-related merchandise, admission, charitable fundraising, and in some cases, sales of food and beverages which complement the event program. Events authorized to sell food/beverages in parks must abide by the Alberta Health Service requirements and applicable provincial legislation.
- 8.1 Cost Recovery:** The intent of granting this permission is to enable the organizer of non-profit events to enhance the range of public programming at an event and to recover a portion of costs thereby contributing to future projects/events.
- 8.1.2 Revenue generating activities that include, advertising, pricing, sales and ticketing locations, hours of operation, appearance, etc., must be included in the Festival and Event Permit application.
- 8.1.3 The event organizer must physically enclose the area and post signs, notifying the public of closures and explaining admission policy and pricing.
- 8.1.4 The intent of this permission is to address the issue of limiting public access to Town parks and must be reviewed by the Town. Free public access is to be allowed to all areas of parks whenever

possible and reasonable. Areas closed for safety or security reasons, damage control, event production, or event admission control must be fenced.

8.2 Merchandise and Service Sales: Sales of merchandise and services by the non-profit organizer are permitted only as a portion of a larger event program. A list of vendors, items to be sold, and associated prices may be requested by the Town for approval prior to the event.

8.2.1 Where the event organizer is arranging food and/or beverage services it is the responsibility of the event organizer to ensure that all requirements relating to the license, inspections, relevant bylaws, and conditions listed in the Event Permit are met. The organizer is also responsible for any damages, waste removal, incremental costs or public health issues related to food or beverage services invited on site by the organizer.

9 Legal Requirements

9.1 Insurance Requirements: A minimum of two million dollars (\$2,000,000) (per occurrence) comprehensive general, commercial liability insurance is required by the Town of Cochrane for all events.

9.1.2 A minimum of one million dollars (\$1,000,000) (per occurrence) third-party automobile insurance is required where vehicles are to be used on Town property.

9.1.3 Event Organizers are required to ensure that the owners of horses and horse-drawn vehicles have the appropriate insurance coverage to participate in the event.

9.1.4 For additional information regarding insurance requirements, contact the Community Event Administrator at 403-851-2535.

9.2 Responsibility for Licenses, Permits and Inspections

It is the responsibility of the event organizer to obtain and arrange all municipal and provincial licenses, permits and inspections which apply to the event, and comply with all relevant legislation.

10 Public Health and Safety

Health and safety issues are strongly considered during the approval process. The event organizer must meet the necessary parameters to contact Town Officials with respect to fire safety and emergency services. Site plans and support services for an event may be subject to review during the set-up, operation and disassembly of an event.

10.1 Priority: Public health and safety are a priority for the Town and are regarded as the responsibility of the event organizer. It is the event organizer's responsibility to notify the Town of potential hazard prior to the event start.

10.1.3 The event organizer **must** incorporate health and safety consciousness into his/her own planning (through such things as hazard assessments, volunteer orientation and training, and a site inspection before opening).

10.1.4 An Organizer **must** also follow Alberta Health guidelines and abide by safety rules and guidelines. Refer to <http://www.albertahealthservices.ca/>

10.1.5 All events anticipating a ground disturbance, such as hammering any spikes into the ground, digging holes, etc. **must** contact ALBERTA ONE CALL to arrange for the marking of the location of buried facilities before a ground disturbance takes place.

10.1.6 Safe limits at approaches for overhead lines where applicable.

- 10.2 Town Authorities:** The Town reserves the right to require the event organizer to act to correct an immediate hazard associated with an event at any time.
- 10.2.1 When unsafe conditions exist such as inclement weather, high water levels, slippery river banks and so on, events which attract the public may be restricted by the Town of Cochrane.
- 10.2.2 The Town may, on its own initiative, act to correct an immediate hazard. Appropriate action could include summoning emergency services, limiting access to a portion of the park/road/venue, or terminating all or part of an event program. Cochrane Fire Services, Cochrane Municipal Enforcement and/or Cochrane RCMP will override any road closure to attend an emergency.
- 10.2.3 After receipt of all permits from the event organizer and final approval of the event by the Town, the Community Event Administrator will notify Cochrane Fire Services, Cochrane Municipal Enforcement to ensure all appropriate services are made aware of the event.
- 10.3 Other Authorities:** Several regulatory agencies including the RCMP, FIRE Safety Codes (Building & Fire) and others are also able and required to act in response to health and safety issues.
- 11 Waste and Material Control Requirements**
- Waste (solid waste, litter, recycling and organics etc.) must be cleaned up and removed daily during and at the end of the event by the event organizer. If the site is not cleaned up, incremental charges will apply, and fines/penalties levied as per the Town of Cochrane Waste Management Bylaw.
- 11.1 Public Collection Bins:** Event organizers are not permitted to deposit recyclables, compostables or any other waste resulting from the event in the Town of Cochrane public collection receptacles found throughout the Town's Parks & Public Spaces.
- 11.1.2 If Town of Cochrane public collection receptacles are utilized by event vendors or attendees, the event organizers are responsible for ensuring that all public collection receptacles are emptied, the bags replaced, waste materials are hauled, disposed and processed at his or her own cost.
- 11.2 Borrowing Collection Bins:** Event organizers may request to borrow waste, recycling and organics collection receptacles and bags. Fulfilment of such requests is dependent on availability and at the discretion of the Waste and Recycling Manager and subject to the following:
- The event organizer is responsible for picking up and returning (in clean and good condition) the collection receptacles from the Town of Cochrane storage location.
 - The event organizer is responsible for ensuring that all the waste, recycling and organics collected in the borrowed bins are hauled, disposed and processed at his or her own cost.
- 11.3 Recycle Ranger Trailer:** Event organizers may request the use of the CEAC Recycle Ranger Trailer through the CEAC Recycle Ranger Trailer Equipment Usage Agreement (available upon request). The Recycle Ranger Trailer is a four-bin source separated recycling trailer that accepts beverage containers, mixed paper, mixed plastic and cardboard. The Recycle Ranger Trailer will be delivered and picked up by Town of Cochrane staff. The recyclable materials collected in the Recycling Ranger Trailer will be unloaded and processed by Town of Cochrane staff at the Cochrane Eco Centre. Borrowing the Recycle Ranger is subject to following conditions:
- Bookings **must** be received by the Town of Cochrane Community Event Administrator at least 10 business days in advance of the event.

- The event organizer will provide the following: a map with desired Recycle Ranger placement location, a time and date of desired drop-off and pick-up of the Recycle Ranger, an onsite contact name and number.
- The event organizer will monitor the Recycle Ranger Trailer to ensure that it is being used properly; if the Recycle Ranger Trailer is not being used properly the event organizer will take the necessary steps to rectify the misuse, i.e. removal of contaminated materials from the bins prior to the trailer pick-up.
- All revenues generated from the beverage containers collected in the Recycle Ranger Trailer will be donated to the CEAC.

11.4 Portable Toilets: When food services are operated in conjunction with events, toilet requirements are considerably higher. They must be resupplied (cleaned and pumped) as required at least once daily. The event organizer **must** supply bathroom facilities and supplies and is responsible for the set-up and removal of the waste management systems. The number of toilets will comply with Alberta Health Services' Outdoor Privy and Toilet Requirements whenever food is being sold.

11.5 Vendor responsibilities: Vendors at a permitted event are required to haul away recycling, composting and any waste materials they generate. Vendors are not to deposit recyclables, compostables or any other waste materials in the Town of Cochrane public collection receptacles.

11.5.1 Vendors and event organizers selling, serving or providing food and beverages intended to be consumed at the events should use serving ware and packaging that can be reused, recycled or composted.

11.6 Spillage and Liquid Waste: No liquid or frozen material including beverages, gray water, paint, grease or soap may be spilled on the site or into any bodies of water.

11.6.1 The organizer may be required to supply liquid waste receptacles.

12 Prohibited Items

Items difficult to clean up, such as confetti and rice, are prohibited.

12.1 Fireworks: are normally prohibited in the Town. Organizers must complete an Application to Use Fireworks (available upon request).

12.2 Hazardous Materials: All dangerous/hazardous materials (including but not limited to fuels, paints, pressurized gasses, solvents etc.) that are brought into a park/venue or used on site must be stored and used in accordance with all applicable federal, provincial and municipal laws, regulations and Occupational Health and Safety (OHS) guidelines.

12.2.1 Prior approval of hazardous materials is required by Cochrane Fire Services.

13 BBQs on Town Land: Prior approval is required for the use of propane or gas BBQs or any other cooking device within the Town. This equipment will be prohibited if there is a fire ban in place for the Town of Cochrane and surrounding areas. Event organizers will have an approved fire extinguisher on hand when using a BBQ.

14 Public Support Service Requirements

14.1 Crowd Management/Access Control: A dedicated crowd management system, (including identifiable security personnel, communications and possible signage and/or fencing) is required for events where there are areas restricted to the public (i.e. backstage area), crowding is expected or there is unusual risk, this will be at the organizer's expense.

This applies to events with an admission charge, nighttime events, events where more than one (1) person/sq. meter is projected in a given area and some athletic events.

The Town may be available to provide consultation and support.

14.2 Procedure for Lost Children: A procedure for lost children (including volunteer training, holding area and signage) is recommended at events where there is a high possibility of children being lost. The organizer shall provide communication devices for event organizers and volunteers for communication purposes. This applies to specialty children's events, nighttime events, and events with projected one-time attendance of over 1,000, or at the discretion of the Town.

14.3 First Aid: Events with a projected attendance of over 350, or at the discretion of the Town may be asked to set up a dedicated first aid station.

14.4 Information Booth and Schedule: An information booth and posted schedule is suggested for all large or complex events.

15 Vehicle Use

The event organizer is responsible for actions of all vehicles in the site and must abide by the Town of Cochrane Parks and Open Spaces Bylaw.

15.1 Vehicles in Parks: All vehicle access to parks requires prior approval and a permit (available upon request) to access Municipal Reserve Lands. Conditions include designated routes, weight limits, parking and speed restrictions, limits on the number of vehicles allowed and restrictions on travel on the grass/park (may be ruled out completely due to the weather conditions, if the grass/park is wet due to the sprinkler system.) No vehicles, equipment or structures are permitted in a Park, ER or MR without first obtaining a Parks and Open Space Permit. At no time are vehicles, equipment or structures allowed on a sports field. There is no digging, ground disturbance or stockpiling of snow or any material allowed on a Sports Field.

15.1.2 For major events where access is required for more than ten (10) vehicles, the organizer will be required to provide active vehicle supervision. This will include dedicated volunteer supervision of vehicles on site to ensure operating restrictions are met.

15.2 Equipment Removal: The event organizer is responsible for the immediate removal of all event equipment, signage, and program supplies after the event.

15.2.1 Security is required for any equipment left on site overnight and is the sole responsibility of the event organizer. This applies to all equipment supplied by the organizer or third-party rental company. The concerns are safety of the public with the equipment left onsite unsupervised, security of the equipment and potential damage to the site.

16 Signage

Not-for-profit event organizers may place temporary promotional signs with date, time and location information no more than 7 days prior to the event. All signage must be removed within 24 hours of the event's conclusion. Event organizers may also request space on the Town's digital signs at www.cochrane.ca/signs.

16.1 Signage Placement: Signs may be placed on public land in accordance with traffic and land use bylaws, signs may not be affixed on, or within ten (10) metres, of a traffic control device, signal or intersection or be posted in a median in compliance with Town of Cochrane Traffic Bylaw.

16.1.2 Signs cannot exceed the dimension of more than 1 m² per side.

16.2 Attaching Signs and Banners on Site: Banners, signs, rope or wires may not be attached to trees and other vegetation. They may be freestanding or attached to structures. Please refer to the Land Use Bylaw for more information regarding signage.

16.2.3 Exceptions will be considered only if no appropriate alternative attachment points exist and attachment is supervised by Town staff.

16.3 Event Site Signage: Small freestanding event schedules and information signs (i.e. sandwich boards, easels) are permitted within the event site areas, at an information booth, and adjacent to programmed stage, (at each location). These signs may incorporate sponsor recognition as a minor element. All signs must be removed immediately after the event.

16.3.1 Freestanding directional signage and all other signage must abide by the Town of Cochrane Land Use Bylaw.

16.3 Sponsor Banner and Event Signage: All sponsor recognition banners and signs, including media, corporate and public sponsors may be subject to prior approval regarding content, location, number, size and means of attachment.

17 Noise Levels

The Town reserves the right to require that the event organizer and sound contractor reduce public address system levels if these are found to be excessive (i.e., causing undue public complaints, unreasonably interfering with adjacent users, or above the limits of the Town of Cochrane Noise Bylaw.

17.1 Sound Level Compliance: The organizer is expected to cooperate fully with any Town staff who may be on the site to monitor sound levels during events. If an organizer does not comply with a request to reduce levels, any future Event Permit approvals may be jeopardized. Complaints from neighbors will be taken into consideration when reviewing any requests for booking park sites for future events.

17.1.2 No sound checks or amplified music will be allowed before 7:00 am or after 10:00 pm. Requests to have this bylaw relaxed for an event must be submitted in writing to the Town for approval. Applications are available upon request.

17.1.3 The Town has daytime and nighttime noise restrictions in effect. Refer to the Town of Cochrane Noise Bylaw.

18 Resident Notification

In cases where residents, business owners or regular users of an area will be impacted by an event, through increased noise levels, traffic and/or restriction of use, the Town may require the organizer to provide prior notification these groups. Notification methods may include letters, advertisements, signage, face-to-face visits and social media or a combination thereof to be determined by the Town.

Appendix 'A'
Festival and Event Application Form

Town of Cochrane
101 RancheHouse Road, Cochrane, AB T4C 2K8
events@cochrane.ca
Phone 403-851-2535



Applications must be submitted to the Town of Cochrane no less than **SIX WEEKS** in advance of the event date. This is an application/request only and does not guarantee a permit will be issued. Please refer to the "Festival and Event Planning Guidelines" for events involving more than 100 participants. An Events Permit at no time supersedes a Parks and Open Space Permit.

Booking Information:

PERMIT # _____ INVOICE # _____

Organization:		Date of application:
Main Contact:		
Mailing Address:		
City:	Province:	Postal Code:
Email:	Website:	
Work:	Cell:	
Alternate Contact:		
Alternate Contact Phone:		
Is your organization a registered non-profit?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have charitable status?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Event:	Date of the Event:	
Proposed location of event:		
Full Description of Event including all activities, stage/show formats, hours of operation, other participating organizations. Attach extra pages if required:		
Setup/start time:	Cleanup/end time:	
Person in charge of setup:	Cell:	
Person in charge of clean up:	Cell:	
Person in charge on-site during event:	Cell:	

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

Number of: Staff/volunteers attending _____ Number of participants/spectators anticipated _____

Check all activities that apply to your event. Depending upon activities, applicants may be required to supply additional documentation before a final permit is issued (i.e. insurance, traffic plan, etc.)

Please refer to the legend below for any that activities apply:

Activity	✓	Activity	✓
a) Food Preparation/Food Trucks		f) Amplified Sound	
b) Sales of any Kind		g) Portable Toilets	
c) Temporary Structures (tents, stages)		h) On-Site Vehicles	
d) Inflatable Bouncer		i) Fireworks	
e) Entertainment		j) Booking of adjacent sports fields	

- a) Contact the health department to determine regulations regarding your food/beverage and toilet requirements.
- b) A Town of Cochrane business licence may be required depending on the type of sales proposed (includes food trucks).
- c) Some temporary structures may require a pre-event inspection by fire department. A building permit is required for any temporary structure measuring over 10 m² (107 sq. ft.).
- d) Indicate on site map where bouncer will be located.
- e & f) Noise bylaw details must be reviewed and agreed with the organizer's signature.
- g) Indicate on site map where toilets will be located.
- h) Town Staff to review and advise.
- i) Fireworks must follow Bylaw 04/2014. A separate permit must be completed by the applicant and approved by the Chief Fire Officer.
- j) Indicate what fields you would like to book. Additional fees apply. *Sport field use is prohibited during the off-season and will not be considered. _____

Site Layout and Set-Up:

Site plan to include staging, scaffolding (who is setting up), tents, booths, fencing, sponsor and event signage, parked vehicles, activity or games area and other significant elements.

- Will you be requesting equipment from the Town of Cochrane for this event? Yes No
- Equipment Usage Agreement/Waste Cart Usage Agreement form completed Yes No
- Portable toilets to be brought on site (identify numbers) _____
- Will you need access to power? (Available at certain facilities) Yes No

What is your plan in case of an emergency? Please provide your contingency plan, if applicable.

Will you use banners or signage to advertise your event? ([Land Use Bylaw](#) Sec 34.3.0) Yes No

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

Noise Levels:

The Town of Cochrane Noise Bylaw # 16-2011 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.

Noise Control Bylaw Exemption Application required: Yes No

Communication Plan:

Indicate the methods that your organization will use to distribute event information:

_____ Community newsletters _____ Meeting with community
_____ Posters/Flyers distributed _____ Social Media
_____ Newspaper _____ other (please describe):

Under some circumstances, organizers may be required to provide additional communication to businesses or residents.

Use of Streets & Sidewalks:

_____ Route Map Attached _____ Site Plan Attached
_____ Traffic & Pedestrian Management Plan Attached _____ Risk Management Plan Attached

When using streets or sidewalks, organizers must provide a Route Map, a Site Map, a Traffic & Pedestrian Plan and a Risk Management Plan detailing the events arrangements for marshalling, emergencies, first aid, volunteer management, traffic management (pedestrian and vehicular) and participant management. Maintain emergency vehicle access during road closure/use.

Will you be requiring any road closures for you event? Yes No

Street Use Permit Required? Yes No

Town of Cochrane Authorization: _____

Insurance Requirements: Insurance Certificate Attached _____

The Town of Cochrane must be provided with a copy of your insurance certificate indicating a minimum of \$2 million in General Liability insurance and listing the Town of Cochrane as insured no less than three weeks prior to the event. Other organizations may need to be included as additional insured depending upon the event or facility used.

Fee and Charges Payment:

The Town of Cochrane's Fees & Charges of any use of equipment, facility rental, event and permit fees must be paid prior to event. All fees and projected costs must be paid prior to the event date unless other arrangements have been agreed upon.

Other Information:

Even organizers are responsible to contact Alberta One Call and Shaw for all other underground utilities. The Town of Cochrane will locate irrigation lines. You will be responsible for any damages done as a result of stakes or poles placed in the ground.

TERMS AND CONDITIONS

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

1. The licensee 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 Cochrane 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 Cochrane reserves the right to cancel any or all booked time should any portion of the facility be rendered unsafe/unusable due to mechanical/electrical or structure failure.
5. The Town of Cochrane is not responsible for lost or stolen articles.
6. The Permit shall indemnify and hold harmless the Town of Cochrane 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 at the facility during the term of the Agreement.
 - 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 permit.
8. Users must carry the permit and present it upon request. Permits will be revoked without payment of any compensation in the event of a breach of any laws, by-laws or conditions set up herein or in force. Non-Compliance may also result in fines, penalties and additional charges.
9. Vehicles are not to be driven onto grassed areas or restricted access and service roads at any time. Non-permitted vehicles may be towed.
10. The Town of Cochrane reserves the right to revoke this permit if payment is not received according to the terms of this agreement.

I hereby apply for a festival or event permit. I confirm the information, including name, address and category information are correct. I agree to provide the Town of Cochrane with written notice of any changes to this information and any information on supporting documents required by the Town of Cochrane. Changes made without notifying the Community Event Administrator, or failure to meet the conditions of this permit renders this permit VOID.

Applicant's Signature: _____ Date: _____

FOR INTERNAL USE ONLY	
Circulation:	Received from Organizer:
<input type="checkbox"/> Operations	<input type="checkbox"/> Permit Process Fee(s)
<input type="checkbox"/> Bylaw Services	<input type="checkbox"/> Insurance Certificate
<input type="checkbox"/> Fire/Safety Codes	<input type="checkbox"/> Site Map
<input type="checkbox"/> Economic Development	<input type="checkbox"/> TAS
Circulation Date: _____	

This permit is _____ Approved _____ Denied according to the Town of Cochrane requirements.

Town of Cochrane Representative Signature: _____ Date: _____

Additional Comments: _____

Reason for Refusal: _____

FOIP Statement

This information is being collected under the authority of the Municipal Government Act, RSA 2000, C.M.-26 as outlined in the Freedom of Information and Protection of Privacy Act. If you have any questions, contact the FOIP Coordinator at 403-851-2564.

Appendix "B"
Event Requirements Checklist

Name of Event: _____

Scheduled Event Date: _____

Item	Required (√ or n/a)	Details/Description	Final Review Date	Ok'd (initial)
Event Permit and Fee				
*Set-up Strike Schedule and Pre and Post Site Inspection				
*Site Plan				
Crowd Management/Parking Plan, Traffic Controls – Safety				
Proof of Insurance				
Approval: admission fee				
Approval: Street Closure				
Traffic Accommodation Plan				
Equipment Use Agreement (barricades)				
Permit: Vehicle Access – approval and keys				
RCMP Approval/Assistance				
Animal Control Bylaw Permit (horses)				
Inspection: Electrical and Keys for Access to Power				
Inspection: Occupational-Health Safety and Wellness & Safety Codes Consultant				
Approved Fire Extinguishers				
Licence: Alberta Gaming and Liquor Commission				
Inspection: Health – AHS				
First Aid Station(s)				
Merchandise Sales				
Noise Control Bylaw Relaxation Permit/Payment)				
Waste Management Services				
Security Plan – Keys for Gates				
List of Banners for Display at Event (and Banners on Main Street)				
Fire Permit Pots/Fireworks				
Alberta One Call contacted (1-800-242-3447)				

*Set-up/Strike Schedule to include vehicle access requirements. *

*Site plan to include staging, scaffolding (who is setting up), tents, booths, fencing, sponsor and event signage, parked vehicles, activity or games area and other significant elements.

Appendix 'C' **List of Town of Cochrane Bylaws**

Refer to the Town of Cochrane's website for applicable Bylaws as outlined in the guideline.

<http://www.cochrane.ca/Archive.aspx?AMID=36>

- Animal Bylaw
- Business License Bylaw
- Emergency Services Bylaw
- Land Use Bylaw
- Noise Control Bylaw
- Nuisance & Unsightly Premises Bylaw
- Parks and Open Spaces Bylaw
- Traffic Bylaw
- Waste Management Bylaw

As may be amended or replaced from time to time

Appendix "D"
Fee Schedule 2018

Event Booking Fee	\$50.00 +GST		
Permit Fee	\$50.00		
Animal Bylaw Permit fee	No fee		
Noise Control Bylaw Exemption	\$35.00		
Equipment Usage Deposits	\$500 and under	= \$100	<input type="checkbox"/>
	\$501 – 1000	= \$250	<input type="checkbox"/>
	\$1001 - \$2000	= \$500	
	Over \$2000	= \$1000	<input type="checkbox"/>
Access Key Deposit	\$50.00		
Sports Field Rental	\$33.00/hour + GST to a maximum of 12 hours/day		

prices subject to change