

# Town of Cochrane



## Event Planning Standards

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## Introduction

This document is intended to coordinate procedures and regulations which apply to festivals and events held in the Town's outdoor public parks, roads and venues.

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
  - iii. special celebrations family gatherings
- b) **venue** refers to any Town structure; for example, Centennial Plaza, Paul Daniels Stage, etc.

## 2 Application Process

Festival and Event Applications to use a Town park, road or venue for a special event are available [online](#).

**Applicants' Responsibilities:** All approved events occurring in parks, roads and venues will be conducted under the terms of a Festival and Event Permit issued to the Applicant.

**Additional Application Requirements:** Applicants 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., site plan, emergency response plans, traffic accommodation plan, etc.)

**Application Deadlines:** Event coordinators are required to submit applications no fewer than six weeks in advance of the event.

**Renewal of Annual Bookings:** Notice of intention to renew an annual booking will be submitted no later than six months prior to an event.

**Application Circulation and Review:** The Community Event Administrator will circulate applications to other Town sections for review to determine whether any supplemental information or support is required.

**Final Approval:** 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 considerations.

## 3 Road Closures

Applicants **must** ensure all traffic detours and routes are clearly marked. Applicants will be responsible for ensuring all vehicle traffic and pedestrians are managed in a safe and efficient manner.

Applicants **must** make provisions for all signage and traffic control devices including any costs incurred.

Each barricade used in an event road closure **must** be supervised by capable event staff/volunteers for the duration of the event.

**Traffic Accommodation Strategy:** The Town has a [Large Closure](#) and a [Small Closure](#) street plan available to Applicants proposing to close roads in the historic downtown area.

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:

- signage and traffic control plan
- detailed site map

**Notification:** Applicants **must** notify business owners/renters/residents within the closure area of upcoming road closures no fewer than four weeks in advance of the event.

#### **4 Restricted Events**

Commercial/promotional events intended to raise money or attention for private ventures and are not permitted.

#### **5 Restricted Activities**

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

- a) may cause damage to the park, roads, venues or the environment;
- 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;
- f) drones, including camera drones are not permitted to fly over public events on Town land;
- g) set off fireworks without a Town of Cochrane fireworks permit

#### **6 Public Access**

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.

#### **7 Fees and Deposits**

All relevant permit fees **must** be paid prior to the event. Permit fees are non-refundable.

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

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 Applicant.

## 8 **Electrical Connection**

Where available, the Town may provide the Applicant access to power. Additional power requirements are the Applicant's responsibility.

Any connecting, installing, or disconnecting from a Town-operated power supply **must** have pre-approval from the Town.

The Applicant **must** ensure that any electrical equipment being connected is certified for use and is CSA approved.

## 9 **Temporary Structures**

Applicants wishing to install tents or other temporary structures over 10 m<sup>2</sup> (107 sq. ft.) **must** apply for a building permit in conjunction with the Festival and Event Application. Building Permit applications can be found at: <http://www.cochrane.ca/159/Permits-Inspections>.

No structures are permitted in a park, pathway, or venue without approval from the Parks and Open Spaces Manager through a Parks and Open Space Permit (available on request). At no time are structures allowed on a sports field. There is no digging, ground disturbance or stockpiling of snow or any material allowed on a sports field.

## 10 **Insurance Requirements**

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

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

The Applicant is required to ensure that the owners of horses and horse-drawn vehicles have the appropriate insurance coverage to participate in the event.

## 11 **Responsibility for Licenses, Permits and Inspections**

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

## 12 **Public Health and Safety**

Public health and safety are a priority for the Town and are regarded as the Applicant's responsibility. The Applicant **must** incorporate health and safety awareness into their own planning through such processes as hazard assessments, volunteer orientation and training, and a site inspection before opening.

The Applicant must submit an emergency response plan.

Site plans and support services for an event may be subject to review during the set-up, operation and disassembly of an event.

The Applicant **must** comply with all Alberta Health Services Environment and Public Health [requirements for special events](#).

The Applicant **must** contact [Alberta Utility Safety Partners](#) to arrange for the marking of the location of buried utilities if any ground disturbance such as hammering any spikes into the ground, digging holes, etc. are anticipated.

The Town reserves the right to require the Applicant to act to correct an immediate hazard associated with an event at any time.

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 Cochrane RCMP will override any road closure to attend an emergency.

When unsafe conditions exist such as inclement weather, high water levels, slippery riverbanks and so on, events which attract the public may be restricted by the Town of Cochrane.

A park, or portion of a park may be closed to the public by the Town at any time. The Applicant will be informed of the possibility of closure at the earliest opportunity.

### **13 Waste and Material Control Requirements**

The Applicant **must** collect and remove all waste (solid waste, litter, recycling and organics etc.) generated by the event. Waste will be collected as needed during the event.

**Public Collection Bins:** Applicants are not permitted to deposit recyclables, compostables or any other waste generated by the event in the Town of Cochrane public collection receptacles found throughout the Town's parks and public spaces.

If Town of Cochrane public collection receptacles are utilized by event attendees, the Applicant will ensure that all public collection receptacles are emptied, the bags replaced, waste materials are hauled and disposed of.

**Prohibited Items:** Materials difficult to clean up, such as confetti and rice, are prohibited.

**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.

Vendors and Applicants selling, or serving food and beverages intended to be consumed onsite will, whenever possible, provide serving ware and packaging that can be reused, recycled or composted.

**Portable Toilets:** Where public facilities are not available, the Applicant is responsible for providing portable toilets. Portable toilets will be removed from the site as soon as possible at the event's conclusion.

**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. The Applicant may be required to supply liquid waste receptacles and an emergency spill kit.

**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 road for use

onsite **must** be stored and used in accordance with all applicable federal, provincial, and municipal laws, regulations and Occupational Health and Safety guidelines.

**BBQs on Town Land:** This equipment will be prohibited if there is a fire ban in place for the Town of Cochrane and surrounding areas. Applicants will have an approved fire extinguisher on hand when using a BBQ.

#### **14 Public Support Service Requirements**

**Crowd Management/Access Control:** A dedicated crowd management system including identifiable security personnel, communications and 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 applies to events with an admission charge, nighttime events, events where more than one person per m<sup>2</sup> is projected in an area and some sporting events.

**Procedure for Lost Children:** A procedure for lost children (including volunteer training, holding area and signage) is required at events where there is a high possibility of children being lost. 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.

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

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

#### **15 Vehicles in Parks**

No vehicles, or equipment are permitted in a park without first obtaining approval from the Parks and Open Spaces Manager through a Parks and Open Space Permit (available on request). The Applicant is responsible for the conduct of all onsite vehicles and drivers.

At no time are vehicles or equipment allowed on a sports field.

#### **16 Equipment**

The Applicant is responsible for the immediate removal of all event equipment, signage, and program supplies at the event's conclusion.

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

#### **17 Signage**

Not-for-profit Applicants may place temporary promotional signs with date, time and location information no more than seven days prior to the event. All signage must be removed within 24 hours of the event's conclusion.

**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 metres of a traffic control device, signal or intersection or be posted in a median. Freestanding directional signage and all other signage must abide by the Town of Cochrane Land Use Bylaw.



Signs cannot exceed 1 m<sup>2</sup> per side.

**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.

**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 stages, (at each location). These signs may incorporate sponsor recognition as a minor element. All signs must be removed immediately at the event's conclusion.

## **18 Noise Levels**

The Town reserves the right to require the Applicant 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.

No sound checks or amplified music will be allowed before 7am or after 10pm. Requests for a noise bylaw exemption must be submitted to the Town for approval no fewer than four weeks prior to the event. Applications are available [online](#).

## **19 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 Applicant 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.

## **20 Compliance**

The Applicant is expected to cooperate fully with any Town staff who may be on site to monitor the event. Failure to comply with these standards will jeopardize future applications.

## **21 List of Town of Cochrane Bylaws\***

Refer to the Town of Cochrane's website for [applicable Bylaws](#) as outlined in this document.

- 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