

To: Owen Schonewille
Cc: Council
From: Matthew Goudy, CAO
Date: October 01th, 2019

Reference: 11/154/2019-222

RE: Firefighter Fundraiser

Dear Owen,

Thank you for your request to use the old police station for the Lacombe Firefighter Association Haunted House Fundraiser.

Last year the City of Lacombe was excited to hear how successful the Lacombe Firefighters Association's haunted house was and we hope it will be even more successful this coming year!

To prepare properly for a safe event, we ask that you work closely with our staff to ensure that all conditions are met with the Special Events Policy. Jennifer Peterson will be your contact, as she will help you with the forms and requirements. Her phone number is 403-782-6666 ex 214.

You mentioned that you are attaining General Liability insurance coverage where the City of Lacombe is named; this is a requirement for the use of the facility. A Facility Use Agreement form will be drawn up that will list the expectations and conditions of the premises. The City will not charge the Association for using the premises; however, we do expect that it will be your responsibility to clean and prepare the area for the haunted house.

Good luck and have fun with the Haunted House!

Sincerely,



Matthew Goudy, P.Eng
Chief Administrative Officer