







### **1.5 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 or the environment;
- b) are specifically prohibited by the Parks Bylaw (Appendix 'C');
- c) are distinctly incompatible with natural open space;
- d) involve undue risk;

A list of prohibited activities is included in the Parks Bylaw#253 however; others may be restricted at the discretion of the City. Visit [www.lacombe.ca](http://www.lacombe.ca) to review the Bylaw.

### **2. Co-sponsorship**

Events which complement the community enhancement or cultural objectives of the City, are open to participation by the general public, and are presented by a non-profit organization or Community Group/Association may be eligible to be co-sponsored by the City via in-kind contributions (subject to Council decision). Events that receive co-sponsor approval by the City will work closely with City representatives to access the park, road or venue and discuss operational concerns and services as required.

### **3. Fees and Charges**

#### **3.1 Security Deposit**

A security deposit may be required by the City for a significantly large event in a City park.

The deposit may be used to:

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

A security deposit may also be required at the discretion of the City of Lacombe for all events with the potential for park/venue damage or a significant increase in levels of maintenance. The damage assessment is based upon review of the site immediately before, and as soon as possible after the event by City staff. The organizer is invited to participate in the inspection (Note: winter damage to sprinkler systems etc. may not be assessable until spring). A refund will be given after the site receives a favorable inspection rating by the City.

#### **3.2 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 City shall charge the event organizer for the clean up or repair service at cost. Clean-up immediately after an event is mandatory.

**Any damage resulting from the event, whether caused directly by the event organizer, an associated party, or the general public in attendance, is the responsibility of the event organizer.**

A City Equipment Usage Agreement form must be filled out. This will be given out with the permit from the Infrastructure Services Department. The event organizer must dispose of their garbage and remove it from the site at the conclusion of the event. The site must be left as found.

### **3.3 Other Incremental Charges**

Event organizer may request provision of incremental civic services such as labour, security or a supply of miscellaneous equipment, etc. at cost. Bins, barricades, pylons, and parking signs may be booked through the City of Lacombe Infrastructure Services Department and are subject to availability.

### **3.4 Charges for Urgent Maintenance or Repair**

If necessary, the City may, at its discretion, take action 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. Please call the Facilities Department first. Past examples have included immediate repairs to damaged sprinkler lines, replacement of broken locks, emergency electrical servicing, and water and snow removal. The organizer is informed as soon as possible of the action and the cost.

### **3.5 Electrical Connection, Permit and Inspection**

Where available, the City may supply power for event organizers. Any other electrical needs must be provided by a certified electrician and paid for by the event organizer. The organizer must sign out a key for the power box from the City. The City will provide a diagram of the power grid. Any connecting, installing or disconnecting from a City-operated power supply must have preapproval from the City's Infrastructure Services Department. The organizer must ensure that any electrical equipment being connected is certified for use and is CSA approved. An electrical permit may be needed depending on the extent of the power required.

Note: Permit, inspection requirements and fees also apply whenever a wiring system is installed or connected to a power supply such as a generator which is not City owned.

## **4. Legal Requirements**

### **4.1 Insurance Requirements**

A minimum \$2,000,000 (per occurrence) comprehensive general liability insurance is required under the discretion of the City of Lacombe. Where horses or horse-drawn vehicles are part of the event, the event organizers are required to provide a second Certificate of Insurance for \$1,000,000 public liability. The City of Lacombe must be named as an additional insured.

A minimum \$2,000,000 (per occurrence) third party automobile "PLPD" insurance is required where vehicles are to be used on City property. Contact the Enforcement Services Department for more details.

All certificates must be produced 3 weeks in advance of the scheduled event date. Certificates submitted after the 3 week window may be considered on a case by case basis. The certificates must include the City of Lacombe as an additional insured on the policy.

For additional information with regards to Insurance requirements on City of Lacombe property:

Contact Enforcement Services at 403-782-1269

#### **4.2 Indemnification Requirements**

The Use Agreement (Appendix 'A') contains comprehensive clauses in which the event organizer is required to indemnify the City.

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

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

### **5. Public Health and Safety**

#### **5.1 Priority**

Public health and safety is a priority for the City and is regarded as a responsibility of the event organizer.

Health and safety issues are strongly considered during the approval process. Event Coordinators must meet the necessary parameters to contact City 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. In the event of an emergency, the event organizing staff will come under the direction of emergency services staff.

The event organizer is asked to 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). **An organizer must also follow Alberta health guidelines and abide by safety rules and guidelines of the following: [www.albertahealthservices.ca](http://www.albertahealthservices.ca)** A food handling certificate must be provided for events involving food preparation and distribution.

**Call before you dig!** All events anticipating a ground disturbance, such as hammering any spikes into the ground, digging holes, etc must call **ALBERTA ONE-CALL at 1-800-242-3447 and SHAW CABLE at 1-866-344-7429**. The event organizer will be asked about physical location/address of site, type of activity and if the site is private or public property. Any damage or injury is the sole responsibility of the event organizer.

#### **5.2 City Authority**

The City reserves the right to require the event organizer to take action to correct a health and safety hazard associated with an event at any time. The City may, on its own initiative, take action to correct an immediate hazard. Appropriate action could include summoning emergency services, limiting access to a portion of venue, or terminating all or part of an event program. Lacombe Fire, Lacombe EMS, Lacombe Enforcement Services and/or Lacombe Police Service will override any road closure to attend to an emergency. The City shall ensure that a copy of approved permits will be forwarded to Lacombe Fire/EMS, Lacombe Enforcement Services and Lacombe Police Service to ensure appropriate services are made aware of the event.

If the need for action is related to the event, the organizer will be billed for costs.

The Licensee will provide a safety plan that meets with the satisfaction of the Lacombe Fire, Lacombe EMS, Lacombe Enforcement Services and Lacombe Police Service within ninety (90) working days prior to the event. The City will work with the Event Organizer to prepare the plan.

### 5.3 Other Authorities

Several regulatory agencies including, Lacombe Police Service, Lacombe FIRE, Lacombe EMS Safety Codes (Building & Fire) and others are also able, and required, to take action in response to health and safety issues.

### 5.4 Waste and Material Control Requirements

#### 5.4.1 Portable Toilets

Toilet requirements for food service operated in conjunction with events are considerably higher than those generally required. They must be re-supplied (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.**

A limited number of portable toilets are available for rental through:

City of Lacombe Parks & Facilities Department:

City of Lacombe

5410 – 54 Avenue

(403) 782-1284

#### 5.4.2 Sanitation Control

Waste (litter, gray water, etc.) must be cleaned up and removed daily and at the conclusion of the event. If this is not done, incremental charges may apply. **To assist with disposal, waste water facilities may be accessed at Michener Park, with prior approval from the City's Parks & Recreation Department.**

#### 5.4.3 Spillage and Liquid Wastes

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 organizer may be required to supply liquid waste receptacles.

#### 5.4.4 Hazardous Materials

All dangerous/hazardous materials (including, but not limited to fuels, paints, pressurized gases, 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 guidelines. Prior approval over hazardous material is required by the City.

#### 5.4.5 Other Prohibited Items

Items that are difficult to clean up, such as confetti and rice, are prohibited. **Fireworks are normally prohibited in the City.** Exceptions must receive written approval from the City of Lacombe Fire Department.

## **5.5 Public Support Service Requirements**

### **5.5.1 Crowd Management/Access Control**

A dedicated crowd management system (including identifiable security personnel, communications, emergency routes in, evacuation routes out and possibly signage and/or fencing) is required for events where there are areas restricted to the general public (IE: 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 1 person/sq. meter is projected in a given area and some athletic events. The City, Lacombe Police Service, Lacombe Fire and Lacombe EMS may be available to provide consultation and support. The Applicant is responsible to contact the Lacombe Police detachment a minimum of two (2) weeks prior to the event with regard to any Police assistance required during the special event.

### **5.5.2 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 City.

### **5.5.3 First Aid**

Events with a projected one-time attendance of over 350, or at the discretion of City, are required to notify Lacombe FIRE and Lacombe EMS. Based on the discretion of Lacombe FIRE and Lacombe EMS Station Officer, the event organizer may be asked to set up a dedicated first aid station. These costs will be borne by the organizer.

### **5.5.4 Information Booth and Schedule**

An information booth and posted schedule is suggested for all large or complex events.

## **5.6 Vehicle Use**

**The event organizer is responsible for actions of all vehicles on the site and must abide by the Parks Bylaw # 253.**

All vehicle access to parks requires prior approval and a permit (Appendix 'F') to access Municipal Reserve. 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 or if the grass/park is wet).

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 (Parks Bylaw #253).

## **5.7 Equipment Removal**

The event organizer is responsible for the immediate removal of all event equipment, signage, and program supplies after the event. Security for any equipment/power line, etc. left on site overnight is the sole responsibility of the event organizer. This applies to all equipment, etc. supplied by the



organizer or a third party rental company. The concerns are safety of the public with the equipment left on-site unsupervised, security of the equipment, and potential damage to the site.

## **6. Preservation of Parks Assets and Environment**

### **6.1 Attaching Signs and Banners on Site**

Banners, signs, ropes or wires may not be attached to trees and other vegetation without prior approval. They may be freestanding or attached to man-made structures. Exceptions will be considered only if no appropriate alternate attachment points exist and the attachment is supervised by City staff. The City concerns are twofold: preserving the non-commercial nature of public parks and overall site appearance. The guidelines for all parks/facilities are as follows:

- a) Banners must be clean, in good repair and hung in an attractive way, e.g. level, stretched tightly (using tie wraps or other tensioning) and suspended without touching other objects;
- b) Numbers of banners and event signage may be restricted if deemed excessive;
- c) In addition, small freestanding event schedules and information signs (i.e. sandwich boards, easels) are permitted within the event site area, at an information booth, and adjacent to programmed stage, (one at each location). These signs may incorporate sponsor recognition as a minor element. All signs must be removed immediately following the event.
- d) Temporary and free standing directional signage and all other signage must abide by the City Land Use Bylaw #300. Visit [www.lacombe.ca](http://www.lacombe.ca) to review this Bylaw. The organizer may apply for a temporary signage permit and in accordance with the bylaw the City has the right to set the content and physical location of said signage. (Appendix G)

### **6.2 Fencing of Damaged or Sensitive Areas**

Sensitive or damaged areas of the park may be closed to the public by the City 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 most sensitive (May and June average more precipitation than other months).

### **6.3 Noise Levels**

The City 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 complaint, unreasonably interfering with adjacent users, or in excess of the limits of the Nuisance Bylaw #326). The organizer is expected to cooperate fully with any City staff that 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 Use Agreements may be jeopardized. Complaints of the park from neighbors will be taken into consideration when reviewing any requests for booking park sites for future events. No sound checks or amplified music will be allowed before 7:30 am or after 11:00 pm. Requests to have this Bylaw relaxed for a particular event must be submitted in writing to the Chief Administrative Officer for approval. **The City has a noise restriction in effect visit [www.lacombe.ca](http://www.lacombe.ca) to review the Nuisance Bylaw #326.**

### **6.4 Free Public Access**

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.

### **6.5 Daily Inspections**

For the duration of the event the organizer will be responsible for conducting daily site inspections and maintenance. The organizer must notify the City if any assistance is required so appropriate assistance may be rendered. If the need for action is related to the event, the organizer will be billed for costs.

## **7. Sponsorship**

### **7.1 Events with Tobacco Sponsors**

Events with tobacco sponsors will not be allowed.

### **7.2 Recognition of the City**

In line with co-sponsorship agreement the City may be given recognition similar to that given to sponsors of similar importance, both on-site and in conjunction with event promotion and advertising. This shall include the right to actively promote City programs and activities on-site where appropriate, banner display, emcee acknowledgment, etc.

### **7.4 Sponsor Banner and Event Signage**

All sponsor recognition banners and signs, including media, corporate, and public sponsors are subject to prior approval regarding content, location, number, size and means of attachment. These requests should be made directly to the City Planning Services department.

## Schedule “B”

## Road Closures

### 1.1 Application Process

Initial application to use a City road for a special event must be made through:

City of Lacombe Enforcement Services:

City of Lacombe

5432 – 56 Avenue

(403) 782-1269

Neighbourhood block parties are not subject to this policy.

There is no event application fee for the booking of City parks, roads or venues. Applications are to be submitted a minimum of **eight (8) weeks in advance** of the event. A **City permit is mandatory for the use of the area**. The request is subject to approval by the Chief Administrative Officer. Be aware that the sites are open to everyone and not specifically to the party that is using the road.

Applications are not considered “approved” until the Use Agreement (Appendix ‘A’) has been duly executed by the event organizer and the City. The Event Application Checklist (Appendix ‘B’) will be processed by City staff in conjunction with the Use Agreement. In order to host a special event that involves a street or alley closure, the applicant must have approval of 75% of property/business owners affected by the event (Appendix ‘G’). **For parades, races, marches and other temporary and/or partial closures, prior consultation with adjacent landowners is not required.**

All event organizers are required to follow specific licensing, insurance, indemnification and other legal requirements and may be required to supply detailed information of their plans (i.e. program activities, set-up schedule, site plan, public safety services, etc.).

City employees will review the Event Application Checklist and site plan with the event organizer in order to determine whether any supplemental information is required to support an event application.

### 1.2 Special Event Application (Appendix ‘A’)

All approved events occurring on City Roads will be conducted under the terms of a Use Agreement issued to the organizer, which will outline the mutual responsibilities of the City, and the event organizer.

Overall approval of the terms and conditions of any agreement is guided by the procedures listed in this document, but may also be influenced by the history of the particular event, the current condition of a park, road or venue, and public safety issues

### 1.3 Appeal Process

In the case of a denied Event Application or for any specific condition of approval, the event organizer may appeal first to the Director of Corporate Services and finally to the Chief Administrative officer.

#### **1.4 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 environment;
- b) involve undue risk;

#### **2. Co-sponsorship**

Events which complement the community enhancement or cultural objectives of the City, are open to participation by the general public, and are presented by a non-profit organization or Community Group/Association may be eligible to be co-sponsored by the City via in-kind contributions (subject to Council decision). Events that receive co-sponsor approval by the City will work closely with City representatives to access the park, road or venue and discuss operational concerns and services as required.

#### **3. Fees and Charges**

##### **3.1 Security Deposit**

A security deposit is required by the City for a significantly large event on a City street.

The deposit may be used to:

- a) pay for excessive maintenance, fire response or utility charges, related to the event; and/or
- b) compensate the City for unpaid accounts accrued by the organizer.

##### **3.2 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 City shall charge the event organizer for the clean up or repair service at cost. Clean-up immediately after an event is mandatory.

**Any damage resulting from the event, whether caused directly by the event organizer, an associated party, or the general public in attendance, is the responsibility of the event organizer.**

A City Equipment Usage Agreement form must be filled out. This will be given out with the permit from the Infrastructure Services Department. The event organizer must dispose of their garbage and remove it from the site at the conclusion of the event. The site must be left as found.

##### **3.3 Other Incremental Charges**

Event organizer may request provision of incremental civic services such as labour, security or a supply of miscellaneous equipment, etc. at cost. Bins, barricades, pylons, and parking signs may be booked through the City of Lacombe Infrastructure Services Department and are subject to availability.

##### **3.4 Charges for Urgent Maintenance or Repair**

If necessary, the City may, at its discretion, take action 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. Please call the Facilities Department first. Past examples have included immediate repairs to damaged sprinkler lines, replacement of broken locks, emergency electrical servicing, and water and snow removal. The organizer is informed as soon as possible of the action and the cost.

### **3.5 Electrical Connection, Permit and Inspection**

The organizer must ensure that any electrical equipment being connected to a power source is certified for use and is CSA approved. An electrical permit may be needed depending on the extent of the power required.

Note: Permit, inspection requirements and fees also apply whenever a wiring system is installed or connected to a power supply such as a generator which is not City owned.

## **4. Legal Requirements**

### **4.1 Insurance Requirements**

A minimum \$2,000,000 (per occurrence) comprehensive general liability insurance is required under the discretion of the City of Lacombe. Where horses or horse-drawn vehicles are part of the event, the event organizers are required to provide a second Certificate of Insurance for \$1,000,000 public liability. The City of Lacombe must be named as an additional insured.

A minimum \$2,000,000 (per occurrence) third party automobile "PLPD" insurance is required where vehicles are to be used on City property. Contact the Insurance/Risk management Department for more details.

All certificates must be produced 3 weeks in advance of the scheduled event date. Certificates submitted after the 3 week window may be considered on a case by case basis. The certificates must include the City of Lacombe as an additional named insured on the policy.

For additional information with regards to Insurance requirements on City of Lacombe property: Contact Enforcement Services at 403-782-1269

### **4.2 Indemnification Requirements**

The Use Agreement (Appendix 'A') contains comprehensive clauses in which the event organizer is required to indemnify the City.

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

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

## 5. Public Health and Safety

### 5.1 Priority

Public health and safety is a priority for the City and is regarded as a responsibility of the event organizer.

Health and safety issues are strongly considered during the approval process. Event Coordinators must meet the necessary parameters to contact City 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. In the event of an emergency, the event organizing staff will come under the direction of emergency services staff.

The event organizer is asked to 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). **An organizer must also follow Alberta health guidelines and abide by safety rules and guidelines of the following: [www.albertahealthservices.ca](http://www.albertahealthservices.ca).** A food handling certificate must be provided for events involving food preparation and distribution.

No ground disturbance, such as hammering any spikes into the ground, digging holes, etc is permitted on any street without the express written permission of the City. The Event Organizer must call **ALBERTA ONE-CALL at 1-800-242-3447 and SHAW CABLE at 1-866-344-7429 for ground disturbance occurring on any private or public property that is not a street.** The event organizer will be asked about physical location/address of site, type of activity and if the site is private or public property. Any damage or injury is the sole responsibility of the event organizer.

### 5.2 City Authority

The City reserves the right to require the event organizer to take action to correct a health and safety hazard associated with an event at any time. The City may, on its own initiative, take action to correct an immediate hazard. Appropriate action could include summoning emergency services, limiting access to a portion of the road, or terminating all or part of an event program. Lacombe Fire, Lacombe EMS, Lacombe Enforcement Services and/or Lacombe Police Service will override any road closure to attend to an emergency. The City shall ensure that a copy of approved permits is forwarded to Lacombe Fire, Lacombe EMS, Lacombe Enforcement Services and Lacombe Police Service to ensure appropriate services are made aware of the event.

If the need for action is related to the event, the organizer will be billed for costs.

The Licensee will provide a safety plan that meets with the satisfaction of the Lacombe Fire, Lacombe EMS, Lacombe Enforcement Services and Lacombe Police Service within thirty (30) working days prior to the event. The City will work with the Event Organizer to prepare the plan.

### 5.3 Other Authorities

Several regulatory agencies including, Lacombe Police Service, Lacombe FIRE, Lacombe EMS Safety Codes (Building & Fire) and others are also able, and required, to take action in response to health and safety issues.

## **5.4 Waste and Material Control Requirements**

### **5.4.1 Portable Toilets**

Toilet requirements for food service operated in conjunction with events are considerably higher than those generally required. They must be re-supplied (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.**

Portable toilets are available for rental through:

City of Lacombe Facilities Department:

City of Lacombe

5410 – 54 Avenue

(403) 782-1284

### **5.4.2 Sanitation Control**

Waste (litter, gray water, etc.) must be cleaned up and removed daily and at the conclusion of the event. If this is not done, incremental charges may apply.

### **5.4.3 Spillage and Liquid Wastes**

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 organizer may be required to supply liquid waste receptacles.

### **5.4.4 Hazardous Materials**

All dangerous/hazardous materials (including, but not limited to fuels, paints, pressurized gases, 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 guidelines. Prior approval over hazardous material is required by the authority having jurisdiction (FIRE/EMS).

### **5.4.5 Other Prohibited Items**

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

## **5.5 Public Support Service Requirements**

### **5.5.1 Crowd Management/Access Control**

A dedicated crowd management system (including identifiable security personnel, communications, emergency routes in, evacuation routes out and possibly signage and/or fencing) is required for events where there are areas restricted to the general public (IE: 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 1 person/sq. meter is projected in a given area and some athletic events. The City, Lacombe Police Service, Lacombe Fire and Lacombe EMS may be available to provide consultation and support. The Applicant is responsible to contact the Lacombe Police detachment a minimum of two (2) weeks prior to the event with regard to any Police assistance required during the special event.

### **5.5.2 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 City.

### **5.5.3 First Aid**

Events with a projected one-time attendance of over 350, or at the discretion of City, are required to notify Lacombe FIRE and Lacombe EMS. Based on the discretion of Lacombe FIRE and Lacombe EMS Station Officer, the event organizer may be asked to set up a dedicated first aid station. These costs will be borne by the organizer.

### **5.5.4 Information Booth and Schedule**

An information booth and posted schedule is suggested for all large or complex events.

## **5.6 Equipment Removal**

The event organizer is responsible for the immediate removal of all event equipment, signage, and program supplies after the event. Security for any equipment/power line, etc. left on site overnight is the sole responsibility of the event organizer. This applies to all equipment, etc. supplied by the organizer or a third party rental company. The concerns are safety of the public with the equipment left on-site unsupervised, security of the equipment, and potential damage to the site.

## **6. Preservation of Assets**

### **6.1 Attaching Signs and Banners on Site**

Banners, signs, ropes or wires may not be attached to trees and other vegetation without prior approval. They may be freestanding or attached to man-made structures. Exceptions will be considered only if no appropriate alternate attachment points exist and the attachment is supervised by City staff.

- a) Banners must be clean, in good repair and hung in an attractive way, e.g. level, stretched tightly (using tie wraps or other tensioning) and suspended without touching other objects;
- b) Numbers of banners and event signage may be restricted if deemed excessive;
- c) In addition, small freestanding event schedules and information signs (i.e. sandwich boards, easels) are permitted within the event site area, at an information booth, and adjacent to programmed stage, (one at each location). These signs may incorporate sponsor recognition as a minor element. All signs must be removed immediately following the event.
- d) Temporary and free standing directional signage and all other signage must abide by the City Land Use Bylaw #300. Visit [www.lacombe.ca](http://www.lacombe.ca) to review this Bylaw. The organizer may apply for a temporary signage permit and in accordance with the bylaw the City has the right to set the content and physical location of said signage. (Appendix G)
- e) All signage adjacent to roadways must comply with the Traffic Bylaw #223. Visit [www.lacombe.ca](http://www.lacombe.ca) to review this Bylaw.



## **6.2 Noise Levels**

The City 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 complaint, unreasonably interfering with adjacent users, or in excess of the limits of the Nuisance Bylaw #326). The organizer is expected to cooperate fully with any City staff that 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 Use Agreements may be jeopardized. Complaints of the park from neighbors will be taken into consideration when reviewing any requests for booking park sites for future events. No sound checks or amplified music will be allowed before 7:30 am or after 11:00 pm. Requests to have this Bylaw relaxed for a particular event must be submitted in writing to the Chief Administrative Officer for approval. **The City has a noise restriction in effect visit [www.lacombe.ca](http://www.lacombe.ca) to review the Nuisance Bylaw #326.**

## **6.3 Free Public Access**

Free public access is to be allowed to all areas of streets whenever possible and reasonable. Areas closed for safety or security reasons, damage control, event production, or event admission control must be fenced.

## **6.4 Daily Inspections**

For the duration of the event the organizer will be responsible for conducting daily site inspections and maintenance. The organizer must notify the City if any assistance is required so appropriate assistance may be rendered. If the need for action is related to the event, the organizer will be billed for costs.

## **7. Sponsorship**

### **7.1 Events with Tobacco Sponsors**

Events with tobacco sponsors will not be allowed.

### **7.2 Recognition of the City**

The City may be given recognition similar to that given to sponsors of similar importance, both on-site and in conjunction with event promotion and advertising. This shall include the right to actively promote City programs and activities on-site where appropriate, banner display, emcee acknowledgment, etc.

### **7.4 Sponsor Banner and Event Signage**

All sponsor recognition banners and signs, including media, corporate, and public sponsors are subject to prior approval regarding content, location, number, size and means of attachment. These requests should be made directly to the City Planning Services department.

**APPENDIX 'A' Special Event Application****APPLICANT INFORMATION:**

Name of Group \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Name (&amp; position if available) \_\_\_\_\_

Contact Phone (main) \_\_\_\_\_ (business) \_\_\_\_\_

Contact Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

**SPECIAL EVENT INFORMATION:**

Name of Event \_\_\_\_\_

Description \_\_\_\_\_ # of participants (approx.) \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**CONDITIONS OF APPROVAL**

1. Permits must be submitted to the City Office for approval a minimum of six (6) weeks in advance of event.
2. No less than three (3) weeks prior to the event, the Applicant is to submit to the City:
  - a. Proof of \$2,000,000 liability insurance covering the times on the permits plus an additional twelve (12) hours per occasion, which also names the City as an additional insured.
  - b. A map clearly outlining the route or location of the special event and any other pertinent details (i.e. start & finish locations, barricade locations etc.)
  - c. Any signage related to the event must comply with City bylaws.
3. In order to host a special event that involves a street or alley closure, the applicant must have approval of 75% of property/business owners affected by the event. Please submit a list of the names and signatures of the property/business owners approving the closure upon submission of this application.
4. The Applicant must arrange to pick up and return any items borrowed from the City of Lacombe to the appropriate department between the hours of 8:30am to 4:30pm Monday through Friday.
6. The Applicant is responsible for barricades, garbage cans and signage and must remain until the conclusion of the event.
7. The Applicant (and the promoters) shall comply with all applicable laws, including bylaws and policies of the City of Lacombe
8. The Applicant shall ensure adequate traffic control through consultation with the City of Lacombe Enforcement Services
9. The Applicant is to ensure that adequate first aid service is available.
10. The Applicant is to ensure that the participants provide right-of-way to emergency vehicles.
11. The Applicant is responsible for any resulting clean up of the route or location at which the event occurs.
12. The Applicant is responsible to contact the Lacombe Police detachment a minimum of two (2) weeks prior to the event with regard to any Police assistance required during the special event.
13. Alcohol is not permitted at any time on any public property unless otherwise given approval as per the City's Policy regarding liquor in City owned facilities. If alcohol is consumed on private property, the applicant must adhere to provincial liquor regulations ([www.algc.gov.ab.ca](http://www.algc.gov.ab.ca)).
14. Failure to comply with the above conditions could result in the approval being withdrawn, denial of future applications and/or prosecution for breach of City bylaws.

**PERMIT INFORMATION**

Will you require a street closure? \_\_\_\_\_ If so, please list the area(s) requested for closure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you require signage (e.g. no parking) or barricades (e.g. street closure)? If so, please list what and how many: \_\_\_\_\_

\_\_\_\_\_

Will you require garbage receptacles? If so, how many?: \_\_\_\_\_

What is your preferred pick-up date and time: Date \_\_\_\_\_ Time \_\_\_\_\_

What is your preferred return date and time: Date \_\_\_\_\_ Time \_\_\_\_\_

Are there any additional information/items that you are requesting from the City?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant, on its own behalf and on behalf of its officers, agents and employees, waives the right to bring any claim against the City of Lacombe and its officers, agents and employees for any matter arising out of or in any way connected with the Event, including claims based on the alleged negligence of the City of Lacombe, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Event.

\_\_\_\_\_

Applicant signature (please specify name & title if different from above) date

***City of Lacombe Internal Use Only***

Signature of Authorized City Employee: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Request sheet returned with 75% approval of property owners (if required): yes no

Council Approval: \_\_\_\_\_

(Date of approval): \_\_\_\_\_

Departments/Individuals notified:

\_\_\_\_\_

**APPENDIX 'B' EVENT APPLICATION CHECKLIST****Lacombe Event Application Checklist**

Name of Event: \_\_\_\_\_

Scheduled Event Date: \_\_\_\_\_

<i>Item</i>	<i>Required?</i>	<i>Details/Description</i>	<i>Final Review</i>	<i>Initial</i>
<b>8 weeks prior to event</b>				
Parks Permit				
Use Agreement with the City				
Program Description & Schedule				
Set-up & Clean Up Schedule				
Site Plan				
Crowd Management/Parking Plan				
Proof of Insurance				
Business Licensing				
Approval: Admission Fee				
Approval: Street Closure				
Approval: Appeal Process				
<b>3 weeks prior to event</b>				
Inspection: Electrical				
Inspection: Safety Codes Officer/Fire				
Inspection: Health				
Water Stations				
Permit: Vehicle Access (Facilities Dept. approval)				
Approved Fire Extinguisher				
<b>1 week prior to event</b>				
First Aid Station				
Nuisance Bylaw Relaxation (City approval required)				
Sanitation Service				
Security Plan				
Signs: Highway and Directional				
List of Banners for display at event				

- Program description to include all activities, stage/show formats, hours of operation, other participating organizations and projected overall attendance.
- Set-up/Clean Up Schedule to include vehicle access requirements.
- Site plan to include staging, scaffolding, tents, booths, fencing, sponsor and event signage, parked vehicles, activity or games area, and other significant elements.

Approval by City Officer Name: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 'C' CITY OF LACOMBE BYLAWS**

Refer to the City website ([www.lacombe.ca](http://www.lacombe.ca)) for applicable Bylaws as outlined in the guideline.

- Dog Control Bylaw #265
- Business License Bylaw #189
- Fire Services Bylaw #270
- Land Use Bylaw #300
- Nuisance Bylaw #326
- Parks Bylaw #253
- Traffic Bylaw #223

**APPENDIX 'D' GUIDELINES FOR HEAVY VEHICLES****Guidelines for Placing Heavy Vehicles (i.e. Semis, Trailers, Portable Building and Stages)****Public Parks**

- i) Placement and removal of units must be supervised or approved by parks area staff. Advance approval of specific location is required on the Site Plan.
- ii) Vehicles must remain on paths or roadways wherever possible except when moving to final position.
- iii) Under wet conditions plywood may be required to be placed on the grass to accommodate final positioning of the vehicle at the organizer's expense.
- iv) Large vehicles must be in place two hours before the scheduled start of the event and may not be removed until one hour after the conclusion of the event. Large vehicles may not be moved during the event.
- v) The City is not responsible for any damage to such vehicles. We recommend that they not be left unattended at any time.

**APPENDIX 'E' PERMIT TO ACCESS MUNICIPAL RESERVE**
**CITY OF LACOMBE PARKS & FACILITIES  
 PERMIT TO ACCESS MUNICIPAL RESERVE – VEHICULAR**

Application Date: \_\_\_\_\_ Date access is required: \_\_\_\_\_

Name of Event Organizer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name or location of Reserve: \_\_\_\_\_

Description (include reason for access, type of vehicles to be used, proposed access points, site plan, and special conditions);

 \_\_\_\_\_  
 \_\_\_\_\_

**Conditions of Permit:** No unauthorized vehicles will be allowed on Municipal Reserve lands without first obtaining a written permit from the City of Lacombe Parks & Facilities Division. Applicants should allow ten (10) days for the processing of the permit. Permit is valid only for date(s) and area as indicated above, and only under other conditions as specified.

Any person/society, etc. taking out a permit will be responsible for the repair of any and all damage or disturbance caused to the Municipal Reserve including, but not limited to, utility and irrigation systems, plant material, fencing or any other structure on the Municipal Reserve.

**NOTE:** This vehicular permit is for the date and area as indicated above. Requests to access the Municipal Reserve not covered by this permit will require a separate permit.

The applicant's copy should be carried in the vehicle while crossing the Municipal Reserve.

The City of Lacombe Parks & Facilities Division reserves the right to cancel this permit at its sole discretion without notice, due to weather and/or other prevailing factors.

**The applicant will be responsible for the full cost to repair any damages.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

 \_\_\_\_\_

**FOR CITY USE ONLY**

Damage Deposit Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \_\_\_\_\_ Received: YES\_ NO\_

**SITE INSPECTION:** (to be completed prior to the start of the Event)

Parks & Facilities Notification: \_\_\_\_\_ Contact person: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Performed by: \_\_\_\_\_

Instructions/Special Conditions: \_\_\_\_\_

Permission Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Approval by: \_\_\_\_\_ Title: \_\_\_\_\_

**FINAL INSPECTION:** (To be completed by the Parks & Facilities Division after completion of event).

Comments/Action Required: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Performed by: \_\_\_\_\_

Date Damage Deposit Returned: \_\_\_\_\_ Signature: \_\_\_\_\_

**DISTRIBUTION:** Original Copy – Applicant, 2 – Parks & Facilities Division 3 – Enforcement Services Officer

UNCERTIFIED

**APPENDIX 'F' Road Closure Petition**

**To: City of Lacombe  
Attn: Chief Administrative Officer  
5432 – 56 Avenue  
Lacombe, AB T4L 1R8**

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned, petition the City of Lacombe for permission to temporarily close the \_\_\_\_\_ block of \_\_\_\_\_, from (time) \_\_\_\_\_ to \_\_\_\_\_ on (date) \_\_\_\_\_. This street will be temporarily closed for a \_\_\_\_\_.

The temporary closure is to take place during the above time . The location and configuration of the above named street is primarily for vehicular traffic, and there are other paralleling routes in the area.

**Circle one:** YES      NO

In consideration of and as a condition to the issuance of a street closure permit for the above described activity, the undersigned agree to indemnify and hold harmless the City of Lacombe, its officers, agents and employees from and against all losses, claims, demands, payments, suits and judgments of every nature and description brought or recoverable against it or them. (the City et. al.) by the petitioner(s) and permittee, their agents or employees or third parties rising out of or in any way attributable to the above job.

Your neighbours \_\_\_\_\_, from \_\_\_\_\_, are planning a \_\_\_\_\_ on (date) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_. During the event, it will be necessary to close off your street (street name) \_\_\_\_\_ to thru traffic. Please add your signature and address below to indicate that you have been informed of this event and are supporting the closure of your street.



*Property Owner/Business Name & Address*      *Signature*

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UNCERTIFIED COPY

**APPENDIX 'G' Sign Permit**

**The City of Lacombe**  
**LICENSE OF OCCUPATION**  
 (For an Off-Premise Temporary Sign)

**LICENSEE/SIGN OWNER INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGN COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SIGN INFORMATION**

STREET ADDRESS \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

TYPE OF SIGN:                      **A-BOARD**                      **DIRECTIONAL**                      **COMMUNITY EVENT**

SIGN AREA / HEIGHT / DIMENSIONS: \_\_\_\_\_

**CONDITIONS**

1. In the case of an A-board sign, this license allows the use of municipal property directly adjacent to the above-mentioned property within the municipality. The Licensee may place an A-board sign on the sidewalk or boulevard at the discretion of the Development Officer.
2. In the case of a directional or community event sign, this license allows the use of the City of Lacombe's road right-of-way for the placement of these signs for a restricted period of time as specified below:
 

A 14-day display period and a sixty-day removal period prior to the relocation or redisplay of the same sign: Commencing

the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .
3. In accepting and using this License of Occupation, the Licensee acknowledges and agrees to hold free the municipality from any liability or responsibility for damage to the above type of sign by the Licensee or his agent(s) arising from any work done by the City around or about the sign, either before or after the issuance of the license. Some examples of work done by the City are:
  - Roadway maintenance and snow removal.
  - Sidewalk maintenance and snow removal.
  - Repair and maintenance of utilities within the road right-of-way.
  - Replacement and repair of sidewalk.
4. In the event the Licensee is required to remove the sign from the municipal property due to complaints received, condition of sign, of safety issues, the sign shall be removed immediately.
5. If the sign is removed from the municipal property, the permission granted to Licensee by this License of Occupation is automatically revoked without notice to the Licensee.

\_\_\_\_\_  
Signature of "Licensee"\_\_\_\_\_  
Development Officer  
City of Lacombe

Issue Date: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ License No.: \_\_\_\_\_