



Festival and Event Application Form

Town of Westlock
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Phone 780-349-4444

A Festival or Event is defined as any activity occurring in the Town of Westlock which is open to or intended to attract the public and will take place in/on publicly owned facilities. Applications for a Festival or Event must be submitted to the Town of Westlock no less than **SIX WEEKS** in advance of the event date. This document is an application/request only and does not guarantee a permit will be issued.

BOOKING INFORMATION

PERMIT # _____

Organization:		Date of application:	
Main Contact:			
Mailing Address:			
City:	Province:	Postal Code:	
Email:		Website	
Work:	Cell:	Fax:	
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

INFORMATION ABOUT THE EVENT

Name of Event:	Date of the 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:
Location of Event (please provide a detailed site map of your event layout, including all road closures)	

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

Number of: Staff/volunteers attending _____

Number of participants/spectators anticipated _____

Please check all activities that will apply to your event. Depending upon activities, applicants may be required to supply other documentation before a final permit may be issued (i.e., Insurance, traffic plan, etc.) Each activity below is identified with a letter. Please refer to the Activity Legend Below for clarity
Note: *not all activities are suitable for all locations and some activities may not be approved.*

	Yes	No		Yes	No
a) Food Preparation			g) Liability Insurance		
b) Sales of any Kind			h) On-Site Vehicles		
c) Temporary Structures			i) Fireworks		
d) Inflatable Bouncer			j) On-site Fundraising		
e) Entertainment			k) Booking of adjacent sports fields		
f) Amplified Sound					

Other Activities: (please describe):

Activity Legend:

- a) Contact the health department to determine regulations regarding your food/beverages and toilet requirements.
- b) A Town of Westlock business license may be required depending on the type of sales proposed.
- c) Some temporary structures may require a pre-event inspection by the fire department.
- d) Indicate on site map where bouncer will be located.
- e) Noise bylaw details must be reviewed and agreed with the organizer’s signature.
Town of Westlock insurance requirements must be met; copies of the insurance certificate and liquor license provided to the Town of Westlock.
- f) Town Staff to review and advise.
- j) Fireworks must be in compliance with Bylaw 2020-20. A separate permit must be completed by the applicant and approved by the Fire Chief or designate.
- k) Please indicate what fields you would like to book. Additional fees will apply:
 1) _____ 2) _____
 3) _____ 4) _____

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.

Prior to the event, organizers are responsible to meet with Town of Westlock staff to confirm the set-up and take down arrangements.

Will you be renting/needng equipment from the Town of Westlock for this event? Yes No

Equipment Usage Agreement form completed

Site map submitted

Tents /other structures to be erected (identify number and sizes)_____

Temporary stage(s) to be erected (identify number and sizes)_____

Portable toilets to be brought on site (identify numbers)_____

Will you need access to power? (Available at certain facilities) Yes No

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

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

Will you be requiring any road closures for you event? (must provide a Traffic Advisory Plan, a site map, and a Permit) Yes No

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

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

REQUIREMENTS FOR SPECIAL EVENT BOOKINGS

Noise Levels:

The Town of Westlock Community Noise Bylaw is intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living and/or working adjacent to the event site. The bylaw explains the responsibility that the event organizers have for monitoring noise results from the presence of your event occurring in a public park, on a street, or in a facility.

The Town of Westlock reserves the right to require that the event organizer and/or contractor reduce sound levels if these are found to be excessive (e.g., causing undue public complaint, unreasonably interfering with adjacent users, or exceeding noise by-law limits, etc.)

Communication Plan

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

Communication Plan Attached_____

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

____ Community newsletters

____ Meeting with community

____ Posters/Flyers distributed

____ other (please describe)

Use of Streets & Sidewalks

____ Route Map Attached

____ Site Map 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. The Town of Westlock’s insurance requirements must be met and parade policies followed. Under some circumstances, organizers may be required to gather written consent from the businesses or residents affected by the event and submit the approval signatures to the Community Services Department. Other details may be required.

Street Use Permit Required? Yes No

Town of Westlock Authorization:_____

Insurance Requirements:

Insurance Certificate Attached_____

The Town of Westlock 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 Westlock 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.

Town of Westlock Authorization:_____

Fees and Charges and Payment Schedule

The Town of Westlock’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.

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 Westlock Bylaws.
2. The Town will assess any damage that may occur as a result of the event and payment for such damage will be the sole responsibility of the Event Applicant.
3. The Applicant will be responsible for all cleanup operations.
4. The Town of Westlock reserves the right to cancel any or all booked time should any portion of the facility be rendered unsafe/unusable due to mechanical/electrical or structure failure.
5. The Town of Westlock is not responsible for lost or stolen articles.
6. The Rental shall indemnify and hold harmless the Town of Westlock for:
 - a) Damage or expense sustained by the owner/operator of the facility.
 - b) Any claim to which the owner/operator of the facility may become liable by reason of personal injury or property damage sustained by any person participating in the activity, a spectator, or any other person attending 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 Agreement.
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 Westlock reserves the right to revoke this permit if payment is not received according to the terms of this agreement.

I hereby apply for festival or event permit I confirm that the information shown above, including name, address and category information are correct. I understand that a change to any existing information renders this application VOID. I agree to provide the Town of Westlock with written notice of any further changes to this information.

Applicant's Signature Date

Applicant's Signature

Date

Some events may be subject to the following requirements:

Event Security: Provide a description of how security will be provided and scheduled.

Parking Plan: Describe the areas where event participants and spectators will park during the event.

Traffic Control: For events that will be impacting a town site roadway, contact the Westlock Rotary Spirit Centre Facility Manager at 780-349-6654 to discuss street closures and provision of equipment.

Public Awareness: The Town of Westlock may require organizers to give advance notice regarding event details to residents adjacent to the event site or others that may be impacted.

FOR INTERNAL USE ONLY

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

Town of Westlock Representative Signature _____ Date _____

Authorizations & Circulation:

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

Applicable Fees & Charges:

- Operation Department rates
- Facility Rental Fee
- Business License Fee
- Permit Fee(s)
- Site Use Fee
- Equipment Use Agreement

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 780-350-2101.