



Special Event Application

Applicant / Contact Information		
Applicant Name:	Application Date:	
Hosting Organization Name (if applicable):		
Address (including Municipality and Postal Code):		
Phone:	Alt. Phone:	
Email:	Website:	
Primary Emergency Contact on day of event:	Cell:	
Secondary Emergency Contact on day of event:	Cell:	
Event Information		
Event Name:		
Detailed Event Description:		
Event Date:	Event Start Time:	
Set up start time / date:	Completed tear-down time / date:	
Number of volunteers:	Expected Attendance:	Is the event open to the public?
Location(s):		(Please attach a map / site plan to this application)
Event Type (please check all that apply):		
<input type="checkbox"/> Community Event or Celebration	<input type="checkbox"/> Music Event / Concert	<input type="checkbox"/> Private Event
<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Neighbourhood Block Party	<input type="checkbox"/> Sporting Event or Tournament
<input type="checkbox"/> Festival	<input type="checkbox"/> Parade	<input type="checkbox"/> Walk / Run
<input type="checkbox"/> Other (describe):		
Community Event Promotion		
Event website, Facebook/social media handles:		
Event Activities & Logistics:		
Please indicate all areas that will apply to your event.		
Applicants may be required to supply other documentation before final event approval is issued.		
Does your event require or involve:		Provide Description(s):
<input type="checkbox"/> Aircraft/Drones	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Signs / Banners
<input type="checkbox"/> Animals	<input type="checkbox"/> Food Trucks <input type="checkbox"/> Food Service Permit <input type="checkbox"/> Fire Inspection	<input type="checkbox"/> Tents, Stages or Temporary Structures
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Generators	<input type="checkbox"/> Street/Sidewalk Closure
<input type="checkbox"/> Bleachers	<input type="checkbox"/> Green space access	<input type="checkbox"/> Traffic Control Personnel
<input type="checkbox"/> Contractors (please list)	<input type="checkbox"/> Inflatable Devices	<input type="checkbox"/> Waste Containers/Disposal
<input type="checkbox"/> Communications support	<input type="checkbox"/> Facility Access	<input type="checkbox"/> Water Access
<input type="checkbox"/> Designated Parking	<input type="checkbox"/> Municipal Power Access	<input type="checkbox"/> Vendors
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Provincial Highway Access	<input type="checkbox"/> Other (please describe):
<input type="checkbox"/> Fencing/ Barricades	<input type="checkbox"/> Portable Washrooms	<input type="checkbox"/>
<input type="checkbox"/> Fire Pits	<input type="checkbox"/> Site Security	<input type="checkbox"/>
Provide details / descriptions:		



Please include the following with your Special Event Application:

- (a) **Site Plan:** a map of the area where the event will take place, indicating the location of all structures, entrances and exits, first aid, stages, traffic control, toilets, participant routes etc.
- (b) **Emergency Response Plan:** containing emergency responder contact information, first aid station location, and site plan indicating the emergency entrance and exit routes (if applicable).
- (c) **Confirmation of Insurance:** naming the Town of Diamond Valley as Additionally Named Insured (if required).
- (d) **Budget:** provision of detailed budget specific to the project or event (if applicable).

Agreement:

Right to Entry: No person shall obstruct or hinder the entry or the inspection of a Special Event by a Municipal Law Enforcement Officer, a Provincial Offences Officer, the Licensing Officer, the Development Authority, a Medical Officer of Health, a Police Officer, a Fire Safety Codes Officer or any responding emergency services personnel.

Freedom of Information: I understand that this application and any accompanying information is a public record that is accessible by the public. This application will be made available for viewing upon request at the Town office. This personal information is being collected under the authority of the *Freedom of Information and Protection of Privacy Act* and will be used only for the purposes for which it is being collected.

The individual who signs the application is responsible for all aspects of the event, including compliance with municipal bylaws (copies available on the Town's website at www.diamondvalley.town/bylaws), all provincial and federal laws, the conduct and safety of all individuals working or attending the event, clean-up following the event and any contractors hired to provide a service to the event.

DECLARATION: I declare that all of the information in this application is accurate and complete to the best of my knowledge. If the application is made on behalf of the hosting organization, business, or citizen group, it is done so with their full knowledge and consent, and I have been authorized to do so.

Name (printed):	Date:
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Signature:

Name (printed):	Date:
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Signature:

Email a signed copy to: monique@diamondvalley.town

(Digital signature will be accepted if sent via email.)

OR submit an original signed copy via mail or drop off to:

Monique LeBlanc, Community Services Manager

Town of Diamond Valley

301 Centre Ave W, Diamond Valley

Mail: Box 10, Black Diamond, AB T0L 0H0

Office Use Only	Event Number:
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Special Events Emergency Response Plan (ERP) and Site Map

The organizer **may** be required to supply an Emergency Response Plan (ERP) for the event. An emergency response plan, or ERP, is a formal written plan, developed by the organizer that identifies potential emergency conditions at the site and prescribes the procedures to be followed to minimize or prevent loss of life and property. Please contact the Town to determine if an ERP will be required for your event. Generally, an ERP shall include:

1. **Contact List** - including internal (event organizers, volunteers, etc.) and external (vendors, emergency services, etc.) contacts. If possible, include an organizational chart with the contact list.
2. **Risk Assessment and Mitigation** - assess the risks/hazards associated with the Special Event and identify the steps being taken to mitigate these hazards. If the Town determines the mitigation measures are not sufficient to address the risk, the applicant shall be asked to revise it.
3. **Contingency Plans** - outline the basic steps to be taken in the event of the most likely emergency situations, including if/how the event will be cancelled. The minimum requirement for an ERP for a complex Special Event is to include contingencies for the following:
 - a. First Aid/medical emergency
 - b. Fire
 - c. Lost child/person
 - d. Security incident
 - e. Site evacuation
 - f. Severe weather
 - g. Event cancellation/postponement

The ERP shall outline additional applicable contingency plans based on the nature of the event and venue.

4. **Site Map** - a map of the area where the event shall take place indication the location of all primary event activities, structures, entrances, exits, first aid, traffic control, participant routes, etc.

A complete checklist of requirements (where applicable) for the map is below;

- **Organizer location**
 - Location of organizer
- **Emergency Sites**
 - First aid station location
 - Lost person/family reunification areas
 - Marshalling/staging area
- **Event Structures**
 - Event structures (tents, stages, rides, fencing)
 - Hazards (including generators, propane, open flame and fuel storage)
 - Vendors
- **Specialized Areas**
 - Designated areas serving alcohol (show access points)
 - Pyrotechnics
- **Access/Parking**
 - Designated event vehicle parking areas
 - Designated public parking areas
 - Public access points and exits (including accessible and queueing locations)
 - Barricades
 - Flow of traffic
 - Security locations
 - Transit routes
 - Emergency access route