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**SPECIAL EVENTS APPLICATION**

Event applications are required to be submitted a minimum of 120 days prior to the proposed event date if any of the following applies:

* 1. will or may impact on traffic flows or cause temporary road closures;
	2. will or may include the consumption of alcohol;
	3. will require a Noise Bylaw or any other bylaw exemption; or
	4. is an outdoor event with the potential to have greater than 500 participants at any time

All other event applications must be submitted a minimum of 60 days prior to the proposed event date.

All events held on City of St Albert property require proof of at least $2 million general liability insurance with the City of St. Albert listed as an “Additional Insured”.

Basic Event Information

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| --- |
| **Type of Event:**Click or tap here to enter text. |
| **Event Name:**Click or tap here to enter text. |
| **Event Date(s):**Click or tap here to enter text. |
| **Description of Event:**Click or tap here to enter text. |
| **Expected Attendance:**Click or tap here to enter text. |
| **Will alcohol be served:** Yes [ ]  No[ ]  |
| **Public or Private Event:** Public [ ]  Private[ ]  |
| **Event Recurrence:**  [ ] New One-time Event [ ] New Annual/Recurring Event [ ] Returning Annual/Recurring Event |
| **Type of Location:**  [ ]  Parks & Green Spaces [ ] Roadways [ ]  Trails [ ]  Servus Place [ ] St. Albert Place  |
| **Venue:**  [ ]  Lions Park  [ ]  Picnic Shelter [ ]  Greenspace [ ]  Millennium Park [ ]  Rotary Park [ ] Kingswood Park [ ]  Other (please specify) [ ]  Trails (please specify section of trail required) [ ] Roadways  [ ]  Servus Place [ ]  Arena [ ]  Field House  [ ]  Gymnasium [ ]  Meeting Room(s) [ ]  Mezzanine   [ ]  Jarome Iginla Arena [ ]  Kinex Arena  [ ]  Larry Olexiuk Field [ ]  St. Albert Place  [ ]  Plaza [ ]  Inside Foyer  |
| **Site Plan:** please attach |
| **Event Dates and Times**: Setup Dates: Click or tap here to enter text. Setup Times:Click or tap here to enter text.  Event Dates: Click or tap here to enter text. Event Times:Click or tap here to enter text. Teardown Dates: Click or tap here to enter text. Teardown Times:Click or tap here to enter text.**Additional Notes:**Click or tap here to enter text. |
| **Contact Details:**  [ ] Charitable Organization [ ] For-Profit Organization [ ] Non-Profit Organization [ ] Individual**Organization Name:**Click or tap here to enter text.**Primary Contact:** Name:Click or tap here to enter text.  Phone:Click or tap here to enter text.  Email:Click or tap here to enter text.  Address:Click or tap here to enter text. |

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Signature of Event Applicant Date:Click or tap here to enter text.

Please note that submitting an application does not imply that your event is approved or that the proposed location or date is confirmed. City of St. Albert staff will review your application and be in touch with you for further information, to confirm availability of your date and/or location, and ultimately approve or deny your application.

Personal information is being collected under the authority of section 33 of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used for booking details & confirmations. If you have any questions about the collection, use or disclosure of your personal information, please contact City of St. Albert, Recreation and Parks at 780-418-6063 or rpquestions@stalbert.ca.

**Please forward completed application to:** By mail: Community Events Coordinator

 The City of St. Albert, Recreation and Parks

Administrative Use Only

Date Application Received:

 400 Campbell Road, St. Albert AB T8N 0R8

By Email: escrimshaw@stalbert.ca

 thastings@stalbert.ca