

# Special Event | Request Form

Please understand that your event is not confirmed until you receive a Contract from the City of Leduc Bookings Department



Event Title: \_\_\_\_\_ Event Operation Hours: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s) - Include set up and takedown: \_\_\_\_\_

Expected Attendance - Include spectators and participants when applicable: \_\_\_\_\_

## MAIN CONTACT DETAILS:

Name: \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Position: \_\_\_\_\_ Mailing Address (include city and postal Code): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT DETAILS:

Type of Event (i.e.: Race, Wedding, Tournament): \_\_\_\_\_

Location Requested - Include park name when possible: \_\_\_\_\_

Event Description - Include information that will help us understand what will be occurring: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CITY OF LEDUC SERVICES AVAILABLE (fees will be added to your rental contract):

Rental fees will apply for venues. If your event requires the following, please indicate how many:

Recycle Bins: \_\_\_\_\_ x \$10.00      Garbage Cans: \_\_\_\_\_ x \$10.00      Barricades: \_\_\_\_\_ x \$10.00

Picnic Tables: \_\_\_\_\_ x \$20.00      Power Panel Access Required:  Yes  No

The items above are subject to availability at the discretion of the City of Leduc. In order to provide these items the following must be taken into consideration at the time of request.

All events on City of Leduc grounds require the following to be accounted for. Please identify that you are providing this at your event:

First Aid -       Security (when alcohol is present) -       Clean Up of Event Site -       Event Insurance -

\_\_\_\_\_

### Collection and use of personal information

Personal information is collected in accordance with Section 3 of the Municipal Government Act section 33 (c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is protected by FOIP. If you have any questions about the collection and use of the information, please contact the City Clerk at 780-980-7177 or at #1 Alexandra Park, Leduc, Alberta, T9E 4C4.

- Clear Form -

- Print Form -

- Email Form -

# Permits, Licences and Insurance Requirements:

If your event includes any of the following, please note the required documentation that will need to be **forwarded to the Events & Bookings Department** upon approval or completion.

If your event is on public property you will require **General Liability Insurance**. \$2 Million is accepted but \$5 Million is preferred. Depending on the risk associated with the event \$5 Million may be asked as a requirement. The City of Leduc must also be named as the Additional Insured.

If your event is serving food for profit or to the public an approved copy of a **Food Service Permit** must be provided. This can be either a copy from a business or the Temporary Special Event Permit. The application can be found at <http://www.albertahealthservices.ca/EnvironmentalHealth/wf-eh-special-event-vendor-package.pdf>

If your event is serving alcohol an approved copy of an Alberta Gaming and Liquor Commission (AGLC) **Liquor Licence** must be provided. For information on Liquor Licences from the AGLC and the licence application can be found at <http://aglc.ca/licences/specialevents.asp>

If you will be erecting any structures on City of Leduc property that are 20'x20' and larger you will be required to apply for a **Building Permit** with the **Fire Safety Plan (Small Building)**. Upon approval of your Building Permit and Fire Plan a copy will need to be sent to the Events and Bookings Department. For any questions regarding our Building Permits please check the City of Leduc Permit Website found here: [http://www.leduc.ca/City\\_Government/Departments/Planning\\_and\\_Development/Current\\_Planning/Permits\\_Applications\\_Forms.htm](http://www.leduc.ca/City_Government/Departments/Planning_and_Development/Current_Planning/Permits_Applications_Forms.htm)

If you will be having **Fireworks or Open Flame** on City of Leduc property you will be required to apply for a Building Permit with the Fire Safety Plan (Small Building). Upon approval of your Building Permit and Fire Plan a copy will need to be sent to the Events and Bookings Department. For any questions regarding our Building Permits please check the City of Leduc Permit Website found here: [http://www.leduc.ca/City\\_Government/Departments/Fire\\_Services/Open\\_Air\\_Fire\\_Permit.htm](http://www.leduc.ca/City_Government/Departments/Fire_Services/Open_Air_Fire_Permit.htm)

There may be other permits and requirements that will relate to your event. They could include; Parade/ Procession/Temporary Road Closure Permits, Development Permits, Signs Permits, and Environmental Agency Permits. Please contact the Events and Bookings department to inquire what these could include.