

# Special Event | Application Form

780-980-7118 | [events\\_bookings@leduc.ca](mailto:events_bookings@leduc.ca)

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



## APPLICANT INFORMATION

Applicant Organization \_\_\_\_\_

Type of Organization      Local                      Non-Local                      Registered Non-Profit (Local or Non-Local)

\*Local is the City of Leduc and Rural Leduc County

PRIMARY CONTACT	SECONDARY CONTACT (If Applicable)
Contact Name _____	Contact Name _____
Address _____	Address _____
City _____ Postal Code _____	City _____ Postal Code _____
Phone _____	Phone _____
Email _____	Email _____

## EVENT INFORMATION

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

Proposed Event Date(s) \_\_\_\_\_ Alternate Event Date(s) \_\_\_\_\_

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

\*Please ensure set up and takedown dates and times are included in the above.

Type of Event \_\_\_\_\_ Event Level \_\_\_\_\_

Expected Attendance (Spectators & Participants) \_\_\_\_\_ Event Demographic      Adult      Minor      Both

## LOCATION REQUESTED

*(Check all that apply)*

- |               |                          |                         |                              |
|---------------|--------------------------|-------------------------|------------------------------|
| Arena         | Diamond                  | Meeting Room            | Outdoor Athletic Field Space |
| Curling Lobby | Indoor Fieldhouse (Turf) | City Owned Parking Lots |                              |
| Curling Pad   | Indoor Courts / Gym      | Park Space              | Other                        |

## EVENT ACTIVITIES

*(Check all that apply)*

- |                   |                           |                     |                                      |
|-------------------|---------------------------|---------------------|--------------------------------------|
| Alcohol Services* | Contracted Services       | Inflatables*        | Road, Multiway, or Sidewalk Closure* |
| Amplified Sound*  | Fireworks / Pyrotechnics* | Merchandise Sales*  | Temporary Structure*                 |
| Combustibles      | Food Services*            | Open Flame          | Other                                |
|                   | Fuel                      | Power / Electrical* |                                      |

\*Additional requirements may apply.

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## EQUIPMENT CONSIDERATIONS

Tables (Rectangle) #

Tables (Round) #

Chairs #

Garbage Cans #

Recycle Bins #

Picnic Tables #

Barricades #

\* Additional fees and or charges may apply.

## GRANT & VOLUNTEER OPPORTUNITIES

Are you interested in finding out more information regarding Grant opportunities?

- i. Event Hosting Grants (non-profit Leduc based organization); or
- ii. Sport Tourism Development Grants

For more information, please see <https://www.leduc.ca/get-involved/grants>

We can help your organization recruit new volunteers through our database by distributing the volunteer opportunity through the volunteer registry list.

For more information, please see <https://www.leduc.ca/find-volunteers>

Following the submission and approval of my Special Event Application Form, I understand and acknowledge, at my own cost, it is my responsibility to adhere to City of Leduc requirements, which includes, but is not limited to the following: signed rental agreement, applying for and submitting permits and business licenses as required, obtaining general liability insurance, full payment (including damage deposit), governing legislation, and municipal bylaws. Failure to adhere to City of Leduc requirements, may result in the City cancelling my event. I understand that my event is not confirmed until I receive a rental agreement from the City's Events and Bookings department. At the discretion of the City, additional information may be required to confirm my booking.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### 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.

– Submit Form –