



PARADES, RUNS AND WALKS EVENT PERMIT APPLICATION

Organizers must obtain approval from the City for any parade, run or walk with more than 50 participants gathered as a group on the street or sidewalk, or as any group of 10 or more vehicles.

This application must be received by the **City at least 60 days** prior to the event to ensure adequate time is given to review your application. Applications are accepted on an ongoing basis throughout the year.

Request must include a Site Map & Emergency Response Plan. Your site map must include the following:

- Detailed road use maps (contact the City's GIS department at **403-207-7050** for assistance);
- Start and finish points;
- Start and finish times (for all activities/elements of the event including set-up and take-down times);
- Road closure times for participants and spectators;
- Times of road occupancy; and
- Scheduled re-opening times.

Name of Organization:

Registered Not for Profit: YES NO Not for Profit
Registration #

Primary Contact:

Office Number:

Extension:

Cell Number:

Fax Number:



CHESTERMERE

Email Address:

Alternate Contact:

Office Number:

Extension:

Cell Number:

Fax Number:

Email Address:

Nature of Event:

Name of Event:

Brief Description of Event:

Event Start Date:
(mm/dd/yyyy)

Event End Date:
(mm/dd/yyyy)

Setup Time:

Tear Down Time:

Event Start Time:

Event End Time:

Number of
Participants:

Number of
Volunteers:

Expected
Spectators:

Intended route:

(Specify the direction of travel, roads and pathways to be utilized, etc.)

Number of Vehicles:

(Specify types and weight)

Number of Flags

Banners, Signs

(Specify the approximate size of the flags/banners/signs, as well as the nature/particulars of the items.)

Number of Barricades

(Specify the approximate numbers of barricades, as well as where they will be located.)

Will you be serving food to the public?

(Required)

YES

NO

Will you be setting up one or more tent(s)/stage
with a combined area greater than 645 sq. ft.?

(Required)

YES

NO



CHESTERMERE

*Will you be using sound amplification?
Speakers, Megaphones
(Required)*

YES

NO

*Will you be accepting donations, fundraising
running a lottery, draw or raffle?
(Required)*

YES

NO

*Will you be using generators?
(Required)*

YES

NO

*Will the event have children participating?
(Required)*

YES

NO

Organizer agrees to the following

1. Unobstructed access for emergency vehicles.
2. Public notification of affected residents and/or businesses prior to the event.
3. The Organizer may terminate the event for any reason prior to commencement of the event. In such a case, the Organizer will be liable for any event costs incurred by the City up to and including the time of cancellation of the anticipated event.
4. The City's Events Office reserves the right to cancel any event should any portion of the park/venue be rendered unsafe/unusable due to:
 - a risk to the health and safety of any person;
 - a risk of damage to the property;
 - a contravention of any applicable law; or
 - the City's inability to provide the site. The Events Office may postpone the event to a future date that the Organizer agrees upon.
5. The Organizer is responsible for the event setup and cleanup, ensuring the City property being used is left in the same condition as when the Organizer came on site. The Organizer will be responsible for the cost to reinstate and make good, any damage caused in, or to any City property that may occur as a result of the event.
6. The Organizer shall ensure that all its members, users, agents, and guests conduct themselves in an orderly manner, and comply with all statutes, regulations, bylaws, and rules made under federal, provincial, or municipal authority which in any way affects the event.
7. The Organizer accepts the responsibility for providing adequate supervision for the maintenance of good order through the duration of the event.
8. Anything brought or stored on City property, shall be at the sole risk of the Organizer. The Organizer understands and agrees that the City of Chestermere is not responsible for any lost or stolen articles.
9. The Organizer and participants shall indemnify and save harmless the City of Chestermere and their elected and appointed officials, employees and agents from and



CHESTERMERE

- against any and all claims, demands, suits or compensation arising, directly or indirectly, from the granting of the permission of events on City property
10. The Organizer releases and forever discharges the City of Chestermere, any and all actions, causes of action, claims, and demands for damages, loss, or injury, however arising, which may be sustained by the Organizer and participants' in consequence of granting of the permission of events on City property.
 11. Depending on the impact and complexity of the event, the Organizer will be required to obtain an insurance policy in an amount not less than two million dollars (\$2,000,000) and up to 5 million dollars (\$5,000,000) per occurrence.
 12. An event permit will not be issued until a certificate of insurance is obtained and submitted 2 weeks prior to final permit approvals at the sole expense of the Organizer. Insurance must be obtained from insurers licensed in Alberta under provincial law. The City of Chestermere must be included as additionally insured. A thirty-day cancellation clause must be included in the policy.
 13. Insurance must be maintained throughout the event dates including the set-up and tear-down dates. The Events Office recommends that Organizers obtain cancellation insurance.
 14. The Organizer is required to bring a copy of this permit to the event to demonstrate proof of permission.
 15. . In the event of the Organizer's failure to conform to any of the foregoing Terms and Conditions the City of Chestermere may revoke the permit granted without refund.
 16. Booking of dates and times of use specified in this application is an advance request for use of a designated City property which is not guaranteed by the City of Chestermere. The City retains the right to reschedule or cancel dates and times booked at any time but will strive to provide as much advanced notice as possible to Organizers.
 17. Organizers' are responsible for conducting a hazard assessment and reporting any issues to the Special Events Office.

I understand the Terms & Conditions*

- Yes
- No

Please Note

This is an application. A Parade Run and Walk Permit Application is not officially booked until your applicant/ organization is contacted by the Events Office and applicable documents are signed and confirmed received.

The personal information you provide on this form is protected by the provision and collected under the authority of Section 22 of the Municipal Government Act and Section 32(b) of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine eligibility for a Parade, Run and Walk Permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP Coordinator, 105 Marina Road, Chestermere, AB T1X 1V7, (403) 207-7050