



# TOWN OF CARSTAIRS

Box 370, 844 Center Street, Carstairs, AB. T0M 0N0  
(403) 337-3446 Fax (403) 337-3404  
www.carstairs.ca

Application # \_\_\_\_\_  
Date: \_\_\_\_\_

## Green-Space, Ball Diamond, Gazebo and Concession Application

I/We hereby make application in accordance with the Special Event and Greenspace use Guidelines.

**Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_  
(i.e. Wedding Ceremony, Ball Tournament, Festival, Sporting Activity, Concert/Performance)

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Name of Park, Pathway, Greenspace, Gazebo and Concession to be used:**  
\_\_\_\_\_

**Area Requested: (Attach Map)**  
\_\_\_\_\_

**Set Up Date & Time:** \_\_\_\_\_ **Take Down Date & Time:** \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_ **Alcohol being served:** \_\_\_\_\_

### Weather Contingency Plans

Go ahead with full event    Go ahead with modified event    Reschedule    Cancel

**Description of Activities:**  
\_\_\_\_\_  
\_\_\_\_\_

### Check all activities that apply to the event.

- Amplified Performance (dance, theatre, music)
- Acoustic Performance
- Face Painting
- Crafts
- Fireworks
- Inflatable (activity bouncer and/or promotional tool)
- Petting Zoo or Similar Animal Type Activities

- Sporting Activity
  - On Site Fund-raising & type \_\_\_\_\_
  - Merchandise Sales & type \_\_\_\_\_
  - Other Identify activity: \_\_\_\_\_
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**Once the above information is processed you will be contacted for additional information required prior to final approvals.**

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**Site Layout & Set Up**

Please provide a map of your site layout and/or route. Identify the location of all event components being brought onto the site. If the activity is a run or walk, submit a map of the route in addition to the start and finish area(s). Provide information on all items that are being brought onto the site:

- Vehicle Access (identify number and purpose) \_\_\_\_\_
- Tents to be Erected (identify number and sizes) \_\_\_\_\_
- Temporary Stage(s) to be Erected (identify number and sizes) \_\_\_\_\_
- Garbage Dumpsters to be brought on Site (Provide name of contractor) \_\_\_\_\_
- Portable Toilets to be brought on Site (identify # and name of contractor) \_\_\_\_\_
- Other Structure to be Erected \_\_\_\_\_

**Services Required:**

- Electrical required
- Banners/Signs to be Hung
- Access to Water Needed

**Possible Contractors:**

**Port-a-Potty's**  
 Sunshine Sanitation – (403) 512-4384  
**Garbage Removal**  
 CWC – (403) 337-2870

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**NOTICE OF DECISION                      FOR OFFICIAL USE ONLY**

**The above application has been:**

- Approved subject to attached conditions**
  - Refused for following reasons:**
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**Application #:** \_\_\_\_\_

**Date of decision** \_\_\_\_\_

**Date of Issue of Permit:** \_\_\_\_\_

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**Director of Operational Services**  
 Revision 4.2

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**Date**

# Green Space, Ball Diamond, Gazebo and Concession Use Guidelines 2011:

## In managing special event activities in parks and pathways of The Town of Carstairs will:

- Support a diverse range of cultural, recreation and leisure opportunities to encourage balanced and healthy lifestyles.
- Support a benefits driven approach to the provision of festival & special event activities.
- Provide fair and equitable access to user groups to allow for a diverse range of opportunities.
- Ensure activities take place in the most appropriate parks and open spaces to allow for the most efficient use of resources.
- Ensure natural and recreational park spaces are protected and maintained to appropriate standards.

## Essentially, the goal is to balance potentially conflicting interests:

- To provide and support recreational and cultural opportunities
- To maintain and preserve parks and natural spaces
- To meet the needs of the general public
- To address the concerns of residents of adjoining communities

## Fees and Charges:

A damage deposit is required for a special event due to the increased potential for park damage as a result of the event. The amount requested will depend on the season, park requested, park condition, activities being planned and previous event history. Typically damage deposits range from \$100 - \$1000 and are to be paid 14 days prior to the event. Damage caused as a result of negligence or misconduct is the responsibility of the organizer, whether caused directly by the organizer, any associated third party or the general public in Attendance. Town of Carstairs staff base damage assessment upon a review of the site immediately before set up and as soon as possible after the take down of the event. The organizer should participate in these site inspections. The costs of repairing damage and cost of increased garbage maintenance duties will be deducted from the damage deposit. Any refund of the damage deposit will be processed after the final site assessment. In the event that a damage deposit is insufficient to cover the costs associated with repairing the damage, the organizer will be invoiced for the balance. Failure to pay an invoice will jeopardize future booking requests.

## Fee's Required:

<b>\$ 75.00</b>	<b>Ball Diamonds per day per Diamond</b>
<b>\$ 100.00</b>	<b>Gazebo per day</b>
<b>\$ 100.00</b>	<b>Concession per day</b>

## Deposits Required:

<b>\$ 100.00</b>	<b>Ball Diamonds</b>
<b>\$ 100.00</b>	<b>Gazebo per event</b>
<b>\$ 250.00</b>	<b>Concession per event</b>

For example if you want to rent the Gazebo and Concession the total deposit amount would be \$350.00.

Please complete the application, upon receiving the Operational Services department will review the application and you will be informed of the additional information required to complete your application. Should you have any questions please contact Rob McKay, Director of Operational Services (403) 337-3446.

## Garbage Control:

Clean up of the site by the organizer during and after an event is mandatory. The Town of Carstairs expects the site to be left in the condition it was first provided. There will be charge for staff time and supplies required to return the park to its pre-event state if not done by the organizer. Clean up must be completed the night of the event, unless prior arrangements have been made with the Director of Operational Services.

On-site garbage cans are provided for use by the general public. Additional garbage bags and cans may be requested and may be included with the park use.

**Insurance and Indemnification Requirements:**

Copies of applicable insurance coverage certificates are to be submitted prior to the release of the permit. Specific insurance coverage needs will be clarified once the event activities have been verified. Specific insurance coverage needs will be clarified once n events activities have been verified. In all cases the Town of Carstairs must be named as an additional insured for the duration of the organizer’s use of the Town of Carstairs property.

**Outside Reception Included in Wedding/Ceremony**

Food & Beverage Sales and Service:

- Sales of food and beverage are generally permitted only as a portion of a larger event. All sales of food and beverages must be conducted from stationary locations.
- Provide a summary of the following:
  - (i) Food Source and Preparation  
*(Power requirements - see section 10))*
  - (ii) Sinks and Hand wash Stations
  - (ii) Water requirements
  - (iii) Waste Management

If you are providing or selling **Food or Beverages, Face Painting** or hosting a **Petting Zoo**, contact **Alberta Health Services** at:  
  
1-888-342-2471                      [www.albertahealthservices.ca](http://www.albertahealthservices.ca)

Sales or service of alcoholic beverages may be permitted only as a component of a larger event. Approval will depend on factors such as park site and type of event. Such requests require additional approval by Town Council. Such events will require an Alberta Gaming & Liquor permit.

**Serving Alcohol**; please contact the **Alberta Gaming and Liquor Commission** at:  
  
(403) 292-7300                      <http://www.aglc.gov.ab.ca>

**RCMP Consultation if Alcohol is being served**

Consultation with the RCMP is suggested for all large-scale events. This consultation will require the sharing of the following base information:

- Date, time and location of event
- Anticipated attendance
- Organizing group contact person and phone numbers for prior to and during the event
- Type of entertainment & other activities
- Security provider contact name and numbers

**Please complete the following information as it relates to your event.**

1. What is the maximum capacity of the venue?
2. Will tickets be sold for this event? **YES NO**  
If yes, will they be pre-sold or sold at the door; and, how many tickets will be printed?
3. Will minors (under 18) be admitted? **YES NO**
4. Are you planning to have fireworks displays? **YES NO**
  - a. If **YES**, what is the name of your pyrotechnics provider?
  - b. Must receive approval from Carstairs Fire Department Call 337 -3341**
  - c. Request must be brought to council and approved.**
5. Will there be live entertainment at your event? **YES NO**
  - a. If **YES**, please provide the details. (If you do not yet have the specific details, please give us an overall view *E.g. 4 -5 piece bands and 3 solo performers. There will be buskers and clowns traveling throughout the event.*)
6. **Medical Plan**
  - a. A detailed written plan specifically addressing how many medical personnel and type of equipment that will be on hand at the Special Event, and what medical training and certification the medical personnel will have; Please be sure to include the following:
    - What is the level of your medical providers – First-Aid/EMR/EMT/RN/Paramedic/Physician - and the number of each?
    - What/who is the lead organization/person providing medical coverage?
    - Have you booked and confirmed your medical services?
7. **Security Plan (Security Staff or Pay Duty Police Officers)**
  - i. If you are using a private security, please provide the name of the bonded security company.
  - ii. How many security personnel will be on hand at the Special Event; (please specify whether Pay duty Police Officers, Private security, volunteer security or combinations). How will each be identified (IE t-shirts, uniforms etc) and what duties are assigned to each.
  - iii. What training, certification, and licenses do the security personnel have; (*Private and Volunteer Security only*)
  - iv. Where will the medical/security center at the Site/Venue be located and how will security personnel ensure there are access and egress routes for emergency medical and police vehicles
  - v. How will security personnel monitor line-ups outside the venue and control the number of people leaving and entering the venue while the Special Event is ongoing ensuring the occupant load is not exceeded?

- vi. Will attendees be allowed to leave and re-enter the venue while the Special Event is ongoing?
- vii. How will security personnel communicate with each other, the Special Event Manager, and emergency medical personnel? (e.g. Radio, cell phones)
- viii. How will transportation be provided to and from the Site/Venue if adequate parking is not available at the Site/Venue and how security personnel monitor vehicular traffic if the participants are to be utilizing roadways?
- ix. When children are in attendance, a **Lost Children's plan** and procedures must be provided.

8. **Evacuation Plan**

- a. Provide a detailed evacuation plan outlining clearly identified egress routes.
  - i. Provide your defined roles for security personnel and event managers
  - ii. Please explain how gates in the fence or doors will be secured and what means of releasing the closures will be employed. (IE gates secured with cable tie with security personnel standing by with cutting tool).
  - iii. Please provide details about your Emergency Announcements. Include: by whom, what the announcement is, and how it would be made. If using a sound system, what is the back-up in case of power failure.

9. **Sound System Plan**

- a. Provide a plan setting out the sound system to be used at the Special Event, how it will be installed, and any steps the Applicant will take to ensure noise disturbance outside of the venue is minimized, and steps the Applicant will take to ensure noise is controlled within the Venue while the Special Event is ongoing.
- b. A Noise bylaw exemption may have to be applied for.

10. **Power**

- a. Is power required for your event? **YES NO** If yes, please provide the details including location of all items requiring power.

11. **Communication Plan**

- a. Provide a detailed written plan outlining how communications during the event will be managed. (I.e. Radios, cell phones etc. Please provide these details on the Operational plan)
- b. Provide a detailed written plan outlining how the event will be marketed. (I.e. radio ads, television, posters etc.)

12. **Transportation Plan**

- a. Will you require assistance in developing a transportation plan? **YES NO**
- b. **If applicable**, please provide:
  - i. a detailed plan outlining parking management
  - ii. a detailed plan outlining the transportation modes I.e. Transit, bicycle etc.
  - iii. a detailed plan outlining the traffic control set ups and road closure requirements

- iv. a detailed plan outlining the requirement for Town staff assistance in management, parking, traffic or event itself if necessary.

13. **Temporary Structures**

- a. Will you be erecting temporary buildings or other structures such as tents for this event?

**YES NO**

If **YES**, please note the following:

- i. All tents must meet Alberta Fire Code and Alberta Building Code requirements.
- ii. If the site abuts or is adjacent to any residential district, a Development Permit as well a Building Permit will be required for any Special Events Tents. The Development Permit process can take up to 8 weeks. Any applicants who require a Development Permit should work this into their time table.
- iii. Recreational tent should be up no longer than 10 consecutive days on any City lands.
- iv. Please make sure the location of all temporary structures (tents) is indicated on the site map.

14. **Volunteer Plan**

- a. Outline how and where volunteers will be utilized.

- b. Will they or do they require training **YES NO**

15. **Clean up Plan**

- a. Provide a plan outlining how the venue will be returned to the condition in which it was given.

**NOTE (1): If area is not cleaned up after the event, additional fees may be charged**

16. **Budget**

- a. Provide a brief financial plan for the event which demonstrates how it will be managed financially.

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_  
Applicant

Approval Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Operational Services Director

\*Any person who provides false or misleading information in an application for a Special Event Permit commits an offence.

*\*All costs and expenses incurred in meeting the requirements and any conditions attached to the Special Event Permit shall be borne by the Applicant\**

## BALL DIAMOND RENTAL AGREEMENT

- The purpose of this form is to ensure that the facilities at the Town of Carstairs are not abused or destroyed (bleachers, fences, concession stands, etc.)
- The renter will be held responsible for negligent use of the facilities. A pre- event inspection will be completed with the renter and a Town of Carstairs staff member.
- In the event that the above conditions are not met, the renter is financially responsible to repair or replace items to the satisfaction of the Town of Carstairs as well as Town of Carstairs Council, who retain the right to place a value on the items.
- Cost per diamond per day is \$75.00 for tournaments. A deposit of \$100.00 is required per diamond per tournament.

**PLEASE COMPLETE THE FORM BELOW:**

Renting Party:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Date(s) required _____	Full day or evening
Date(s) required _____	Full day or evening
Date(s) required _____	Full day or evening

#1 Diamond: \_\_\_\_\_ X \_\_\_\_\_ (# of days) = \$ \_\_\_\_\_

#2 Diamond: \_\_\_\_\_ X \_\_\_\_\_ (# of days) = \$ \_\_\_\_\_

#3 Diamond: \_\_\_\_\_ X \_\_\_\_\_ (# of days) = \$ \_\_\_\_\_

#4 Diamond: \_\_\_\_\_ X \_\_\_\_\_ (# of days) = \$ \_\_\_\_\_

Other Services: \_\_\_\_\_ X \_\_\_\_\_ (# of days) = \$ \_\_\_\_\_

5% GST \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

\_\_\_\_\_  
RENTER

\_\_\_\_\_  
TOWN OF CARSTAIRS

Please do not mail cash. Please include a separate deposit **cheque** payable to the **Town of Carstairs** prior to the event. Rental fee can be paid by Debit card, cheque or cash only. Keep one copy for your records and return the other with your remittance to:  
Town of Carstairs, Box 370, Carstairs, AB T0M 0N0.