



**TOWN OF CARSTAIRS**  
**OUTDOOR EVENT**  
**APPLICATION**  
**&**  
**GUIDELINES**

## TABLE OF CONTENTS

<u><b>Town of Carstairs Outdoor Event Application</b></u> .....	5
<u><b>Appendix A Town of Carstairs Outdoor Event Guidelines</b></u> .....	13
<u><b>1. Definitions</b></u> .....	13
<u><b>2. Parks and Venue Bookings and Road Closures</b></u> .....	14
<u>2.1 Application Process</u> .....	14
<u>2.2 Road Closures</u> .....	14
<u>2.3 Outdoor Event Application (Appendix A)</u> .....	15
<u>2.4 Appeal Process</u> .....	15
<u>2.5 Renewal of Annual Event Bookings</u> .....	15
<u>2.6 Event Restrictions</u> .....	15
<u>2.7 Restricted Activities</u> .....	15
<u><b>3. Fees and Charges</b></u> .....	15
<u>3.1 Security Deposit</u> .....	15
<u>3.2 Incremental Charges for Utilities or Litter Control</u> .....	16
<u>3.3 Other Charges</u> .....	16
<u>3.4 Charges for Urgent Maintenance or Repair</u> .....	16
<u>3.5 Electrical Connection</u> .....	16
<u><b>4. Earned Revenues: Admission, Sales and Fundraising</b></u> .....	17
<u>4.1 Permission to Charge Admission to Non-Profit Events</u> .....	17
<u>4.2 Permission to Charge Admission for Profit Events</u> .....	17
<u>4.3 Merchandise and Service Sales</u> .....	17
<u><b>5. Charitable Fundraising</b></u> .....	18
<u><b>6. Legal Requirements</b></u> .....	19
<u>6.1 Insurance Requirements</u> .....	19
<u>6.2 Indemnification Requirements</u> .....	19
<u>6.3 Responsibility for Licenses, Permits and Inspections</u> .....	19
<u><b>7. Public Health and Safety</b></u> .....	19
<u>7.1 Priority</u> .....	19
<u>7.2 Town Authority</u> .....	20
<u>7.3 Other Authorities</u> .....	20
<u>7.4 Waste and Material Control Requirements</u> .....	20

<u>7.4.1 Solid Waste Management</u> .....	20
<u>7.4.2 Portable Washrooms</u> .....	20
<u>7.4.3 Sanitation Control</u> .....	21
<u>7.4.4 Spillage and Liquid Wastes</u> .....	21
<u>7.4.5 Hazardous Materials</u> .....	21
<u>7.4.6 Other Prohibited Items</u> .....	21
<u>7.5 Public Support Service Requirements</u> .....	21
<u>7.5.1 Crowd Management/Access Control</u> .....	21
<u>7.5.2 Procedure for Lost Children</u> .....	21
<u>7.5.3 Medical Plan</u> .....	22
<u>7.6 Equipment Removal</u> .....	22
<u>7.7 Fire Safety and Prevention</u> .....	22
<b><u>8. Preservation of Park Assets and Environment</u></b> .....	23
<u>8.1 Signs and Banners</u> .....	23
<u>8.2 Fencing of Damaged or Sensitive Areas</u> .....	23
<u>8.3 Noise Levels</u> .....	23
<u>8.4 Free Public Access</u> .....	24
<b><u>9. Sponsorship</u></b> .....	24
<u>9.1 Events with Tobacco Sponsors</u> .....	24
<u>9.2 Recognition of the Town</u> .....	24
<u>9.3 On-site Promotions and Distributions</u> .....	24
<b><u>Appendix B List of Town of Carstairs Bylaws</u></b> .....	25
<b><u>Appendix C Merchandise and Services Approved for Sale</u></b> .....	26
<b><u>Appendix D Guidelines for Heavy Vehicles</u></b> .....	27
<b><u>Appendix E Rented Equipment Form</u></b> .....	28
<b><u>Appendix F Temporary Road Closure Permit</u></b> .....	29





**TOWN OF CARSTAIRS  
OUTDOOR EVENT APPLICATION**

**Town of Carstairs Outdoor Event Application**

Application # _____
Date: _____

An event is defined as any activity occurring in the Town of Carstairs which is open to, or intended to attract the general public and will take place in/on publicly-owned facilities. Applications for an event **must be submitted** to the Town of Carstairs no less than **six (6) weeks** in advance of the event date. This is an application/request only and does not guarantee a permit will be issued.

**BOOKING INFORMATION**

Organization:	Date of application:	
Main Contact Name:		
Mailing Address:		
City/Town:	Province:	Postal Code:
Email:	Website:	
Work:	Cell:	Fax:
Alternate Contact Person:		
Alternate Contact Phone:		
Is your organization a registered non-profit?	Yes	No
Does your organization have charitable status?	Yes	No

## EVENT INFORMATION

Name/type of Event:	Date of the event:
Full Description of the event, including purpose of the event (please attach additional page if needed)	
Time of event:	
Set-up date and start time:	Clean-up date and end time:
Person in charge of set-up:	Cell:
Person in charge on site during event:	Cell:
Location of Event: (Provide a detailed map of your event layout, including all road closures)	

Admission Charge:  Yes  No Adult \$ \_\_\_\_\_ Child \$ \_\_\_\_\_  
 Number of staff/volunteers attending: \_\_\_\_\_ Anticipated attendance: \_\_\_\_\_

Please indicate all the activities below that will apply to your event. Depending upon activities, applicants may be required to supply other documentation before a final permit will be issued (i.e. Insurance, park permit, etc.) Note: not all activities are suitable for all locations and some activities may not be approved. (Each activity below is identified with a letter. Please refer to the Activity Legend on the next page for clarity).					
Food Preparation:	(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amplified Sound:	(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alcohol sales:	(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Liability Insurance:	(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inflatable Bouncer:	(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No	On site Vehicles:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Entertainment:	(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fireworks:	(g)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary structures:	(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No	On-site fundraising:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sales of any kind:	(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other activities:					

Activity Legend:
(a) Contact Alberta Health Services to determine regulations regarding your food/beverage and toilet requirements.
(b) Contact Alberta Liquor and Gaming Commission to determine regulations regarding alcohol sales. RCMP must be notified.
(c) Town of Carstairs insurance requirements must be met: including copies of the insurance certificate provided to the Town of Carstairs.
(d) Noise Bylaw details must be reviewed and agreed with the organizer's signature.
(e) Alberta First Call must be contacted.
(f) A Town of Carstairs business license may be required depending on the type of sales proposed.
(g) Pyrotechnics operator must be named, Carstairs Fire Department approval, Council approval.

**SITE LAYOUT AND SET-UP**

Prior to the event, the event organizer is responsible to meet with Town of Carstairs staff to confirm the set-up and take-down arrangements.

1. Will you be renting/needing equipment from the Town of Carstairs for this event?
  - Yes                       No
 If yes please complete the Rented Equipment Form (Appendix E) and attach to this application
2. Please check all that apply:
  - Equipment Usage Agreement form completed
  - Site map submitted with equipment layout and/or run/walk route included if applicable
  - Tents or other structures to be erected (identify quantity, type and sizes)
  - Temporary stage(s) to be erected (identify quantity and size)
  - Portable toilets/hand washing stations to be brought on site (identify quantity, type)
  - Garbage dumpsters (identify quantity)
3. Will you need access to power?
  - Yes                       No
4. Banners/Signs to be hung
5.  Yes                       No
 

If yes where will they be placed?

\_\_\_\_\_
6. Will you need access to water?
  - Yes                       No
7. What is your event plan in case of an emergency? Provide your weather contingency plan, if applicable.
 

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REQUIREMENTS FOR OUTDOOR EVENT BOOKINGS

### NOISE LEVELS

The Town of Carstairs Noise Bylaw 973 is intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living and/or working adjacent to the event site. The guidelines explain the responsibility that the event organizers have for monitoring noise results from the presence of your event occurring in a public park, on a street, or in a facility.

The Town of Carstairs reserves the right to require that the event organizer and/or contractor reduce sound levels if these are found to be excessive (e.g. causing undue public complaint, unreasonably interfering with adjacent users, or exceeding noise bylaw limits, etc.)

### COMMUNICATION PLAN

Communication Plan Attached  Yes  No

Organizers must provide a detailed Communication Plan and must provide residents adjacent to the event site or others that may be impacted by the occurrence of a large event with advance written notification about the event, the date, times and the event entertainment program. A copy of the notification must be provided to the Town of Carstairs.

Indicate the methods that your organization will use to distribute event information:

- |   |  |
|---|--|
| <input type="checkbox"/> Community newsletters      | <input type="checkbox"/> Meeting with community  |
| <input type="checkbox"/> Posters/Flyers distributed | <input type="checkbox"/> Other (please describe) |
- 
- 

### ROAD CLOSURE

Temporary Road Closure Permit Attached  Yes  No

Organizers must complete the Temporary Road Closure Permit Form (Appendix F) and include it with this application.

### INSURANCE REQUIREMENTS

Insurance Certificate Attached  Yes  No

The Town of Carstairs must be provided with a copy of your insurance certificate indicating a minimum of \$2 million in General Liability insurance and listing the Town of Carstairs as insured no less than three weeks prior to the event. Other organizations may need to be included as additional insured depending upon the event or facility used.

Town of Carstairs Authorization:

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## FEES AND CHARGES AND PAYMENT SCHEDULE

The Town of Carstairs Fees and Charges for any use of equipment, facility rental, event and permit fees must be paid prior to the event. All fees and projected costs must be paid prior to the event date unless other arrangements have been agreed upon.

## TERMS AND CONDITIONS

The following Terms and Conditions are incorporated into and form part of the permit agreement.

1. The Applicant is responsible for ensuring that: the assigned area is appropriate for the activity;
2. The activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the event activities do not interfere with other park users or contravene any Town of Carstairs Bylaws.
3. The Town will assess any damage that may occur as a result of the event and payment for such damage will be the sole responsibility of the Applicant.
4. The Applicant will be responsible for all clean-up operations.
5. The Town of Carstairs reserves the right to cancel any or all booked time should any portion of the facility be rendered unsafe/unusable due to mechanical/electrical or structure failure.
6. The Town of Carstairs is not responsible for lost or stolen articles.
7. The Applicant shall indemnify and hold harmless the Town of Carstairs for:
  - a) Damage or expenses sustained by the owner/operator of the facility
  - b) Any claim to which the owner/operator of the facility may become liable by reason of personal injury or property damage sustained by any person participating in the activity, a spectator, or any other person attending at the facility during the term of the Agreement.
  - c) Any personal injury or property damage suffered by anyone from a breach of item 6.
8. The Applicant shall be responsible for the orderly behavior of all persons participating in the event and shall ensure that facilities and equipment are used only for the purpose listed on the Agreement.
9. Users must carry the permit and present it upon request. Permits will be revoked without payment of any compensation in the event of a breach of any laws, by-laws or conditions set up herein or in force. Non-compliance may also result in fines, penalties and additional charges.
10. Vehicles are not to be driven onto grassed areas or restricted access and service roads at any time. Non-permitted vehicles may be towed.
11. The Town of Carstairs reserves the right to revoke this permit if payment is not received according to the terms of this agreement.

I, \_\_\_\_\_ (please print name) confirm that I have read and agree to the terms and conditions contained in this Application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Some events may be subject to the following requirements:**

- Event Security: Provide a description of how security will be provided and scheduled.
- Parking Plan: Describe the areas where event participants and spectators will park during the event.
- Public Awareness: Event organizers may be required to give advance notice regarding event details to residents or businesses adjacent to the event site or others that may be impacted.
- Road Closures: Temporary Road Closure Permit

**Once the above information is processed you will be contacted for additional information required prior to final approvals.**

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**NOTICE OF DECISION**

**FOR INTERNAL USE ONLY**

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**The above application has been:**

- Approved subject to attached conditions**    **Refused for following reasons:**

\_\_\_\_\_

**Application #:** \_\_\_\_\_

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

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

\_\_\_\_\_  
**CAO**

\_\_\_\_\_  
**Date**

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## SIGNING OF AGREEMENT

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This Agreement made on \_\_\_\_\_, 20\_\_\_\_\_

**Between:**

**THE TOWN OF CARSTAIRS**

A municipal corporation under the laws of the Province of Alberta (the "Town")

-And-

\_\_\_\_\_  
(Name of Applicant/Organization/Society)(The "Applicant")

**ACCESS**

The Applicant must allow Town Staff or its representative at any time to enter the licensed property to:

- (a) inspect the condition; or
- (b) check whether the terms of this agreement are being complied with; or
- (c) exercise any of the rights of the Town under this Agreement.

**TERMINATION**

In the event the Applicant fails to fulfill any of its obligations under this Agreement, the Town may immediately, terminate the Agreement and all rights of the Applicant and all obligations of the Town immediately cease, except where the rights and obligations expressly or impliedly survive any prior termination.

Without limiting the foregoing, the CAO or his/her representative may at any time enter the licensed property and, at their sole and unfettered discretion, may terminate the Event where the CAO or his/her representative is of the opinion that:

- (a) there is a danger to public health;
- (b) there is a danger to public safety;
- (c) there is a danger to the licensed property.

The Town shall not be liable for any loss or liability arising from any costs, charges or expenses caused by the termination of this Agreement or the termination of the event.

**NOTICES AND COMMUNICATIONS**

- (a) Notices, Certificates and other communications in connection with this Agreement must be in writing.

(b) They must be delivered to the following addresses:

i. Town of Carstairs:  
Attention: Community Services Coordinator  
Box 370  
Carstairs, AB T0M 0N0

ii. To the Applicant:

**This Agreement is governed by the laws of the Province of Alberta.**

Any disregard, excusing or overlooking by the Town of any failure to comply by the Applicant/Event Organizer/Society of any obligation in this Agreement shall not operate as a waiver of the Town's rights in respect of such failure to comply, nor shall it defeat or affect in any way the rights of the Town in respect of any subsequent failure to comply with the obligations herein. No obligation shall be deemed to have been waived by the Town, unless that waiver is completed in writing and signed. The Applicant shall not give another person an interest in any form in this Agreement or authorize anyone else to do so, without the prior written consent of the Town, in each instance, which can be withheld for any reason whatsoever.

Time shall be of the essence of this Agreement. The Applicant acknowledges that to the full extent permitted by law, all express and implied terms, conditions and warranties other than the ones set out in this Agreement are excluded.

The parties acknowledge that the headings in this Agreement have been inserted for convenience of reference only.

The Town and the Applicant execute this Agreement under seal by the signatures of the authorized officers signing below.

**THE TOWN OF CARSTAIRS**

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Town of Carstairs Representative

**THE APPLICANT**

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## APPENDIX “A” TOWN OF CARSTAIRS OUTDOOR EVENT GUIDELINE

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### Town of Carstairs Outdoor Event Guideline

The following guidelines are to encourage and support the Town of Carstairs outdoor events, as well as govern the use of public parks, roads and venues, and provide community groups and non-profit organizations with guidelines to follow when planning and hosting an outdoor event.

#### The Town of Carstairs will:

- Ensure a diverse range of recreation, leisure and cultural opportunities to encourage balanced and healthy lifestyles.
- Support a community driven approach to the provision of festivals and special events.
- Provide access to user groups to allow for a diverse range of opportunities.
- Ensure activities take place in the most appropriate park/road/venue to allow for the most efficient use of resources.
- Ensure natural and recreational park spaces are protected and maintained to appropriate standards.

The Town of Carstairs supports outdoor event organizers:

As a **facilitator**, recognizing the role of outdoor events as celebrations of community life in Carstairs;

As **landholder**, where outdoor events occur in public parks, roads or facilities;

In its capacity as public landholder the Town of Carstairs is charged to preserve and protect parks, roads and venues to ensure all laws are obeyed, to address public health and safety, and to respond to the impact of events on adjacent neighbourhoods and other park/roads/venue users.

#### 1. DEFINITIONS

- a. **outdoor events** are defined as activities occurring in the Town of Carstairs public parks, roads and venues which are:
  - i. Open to, and intended to attract the general public;
  - ii. Classed as outdoor events and are subject to the Town of Carstairs Bylaws listed in Appendix ‘B’
- b. **venue** refers to any Town of Carstairs structure or open area; for example Carstairs Memorial Arena, Carstairs Community Hall, Memorial Park, Tiny LaFleur Park, etc.

These procedures, especially those related to public health and safety and park/road/venue damage issues, may also be used as guidelines for the approval and operation of other activities in parks, roads and venues.

## **2. PARKS AND VENUE BOOKINGS AND ROAD CLOSURES**

### **2.1 APPLICATION PROCESS**

Application to use a Town of Carstairs park or venue for an outdoor event must be made in writing to:

Town of Carstairs  
Community Services  
Box 370 Carstairs, AB T0M 0N0

2.1.1 Applications must be submitted six (6) weeks in advance of the event. A Town of Carstairs permit is mandatory for the use of the area. Be aware that parts of the park or facility requested may be open to the general public and not specifically to the party that is using the area. (Appendix A)

2.1.2 Applications are not considered approved until the Application has been duly executed by the event organizer and will be processed by Town of Carstairs staff. (Appendix A)

2.1.3 All event organizers are required to follow all licensing, insurance, indemnification and other legal requirements and will be required to supply detailed information of their plans, as may be applicable (i.e. program activities, set-up schedule, site plan, public safety services, etc.).

2.1.4 Town employees will review the Application (Appendix A) and site plan with the event organizer in order to determine whether any supplemental information is required to support an event application.

### **2.2 ROAD CLOSURES**

- Applicants must complete and submit a Temporary Road Closure Permit (Appendix F)
- Applicants will be responsible to ensure that all vehicle traffic and pedestrians are managed in a safe and efficient manner.
- Applicants must provide and/or make provisions for all signage and traffic control devices for their event. Under the discretion of the Town of Carstairs Transportation and Utilities department, the event organizer may complete a Rented Equipment form (Appendix E) for use of the Town of Carstairs barricades, based on availability.
- Large events that require full road closures, the event organizer must obtain traffic control support from the RCMP or an accredited company dealing with traffic control.

## **2.3 OUTDOOR EVENT APPLICATION**

2.3.1 All approved events occurring in parks, roads and/or venues will be conducted under the terms of the agreement issued to the organizer, which will outline the mutual responsibilities of the Town of Carstairs, and the event organizer.

2.3.2 Approval of the terms and conditions of any agreement is guided by the procedures listed in this document, but may also be influenced by the history of the particular event, the current condition of a park, road or venue, and public safety issues.

## **2.4 APPEAL PROCESS**

In the case of a denied Outdoor Event Application for any specific condition of approval, the event organizer may appeal first to the CAO, and if still not satisfied then appeal to Town Council.

## **2.5 RENEWAL OF ANNUAL EVENT BOOKINGS**

Effort will be made to ensure that 'traditional' booking dates are respected from year to year; however, advance notice of intention to rebook shall be received by the returning event organizer as early as possible.

It is the event organizer's responsibility to submit an application to solidify the dates and times prior to commencing advertising. Any changes to the venue or its use must be identified and are subject to the approval process.

## **2.6 EVENT RESTRICTIONS**

Commercial events are not permitted. Commercial events are those intended to raise money for private ventures or those where a primary purpose is to promote commercially available goods and services.

## **2.7 RESTRICTED ACTIVITIES**

**All activities proposed for an event are subject to prior approval.** Activities normally not permitted, include but not limited to the following:

- a) events which may cause damage to the park or the environment
- b) are distinctly incompatible with natural open space
- c) involve undue risk
- d) are in violation of any current Town of Carstairs Bylaws

## **3. FEES AND CHARGES**

### **3.1 SECURITY DEPOSIT**

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. Damage deposits typically range from \$100 - \$1000 and are to be paid 14 days prior to the event.

The damage assessment is based upon review of the site immediately before, and as soon as possible after the event by Town of Carstairs staff. 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.

3.11 The deposit may be used to:

- a) Rectify damage to the park/venue
- b) Pay for maintenance, clean up, fire response or utility charges, related to the event; and/or
- c) Compensate the Town of Carstairs for unpaid accounts accrued by the organizer

**Any damage resulting from the event, whether caused directly by the organizer, an associated party, or the general public in attendance, is the responsibility of the event organizer.**

### **3.2 INCREMENTAL CHARGES FOR UTILITIES OR LITTER CONTROL**

If water and electrical use or litter control services are deemed to be excessive, the Town of Carstairs shall charge the event organizer for the clean-up or repair service at cost. Clean-up immediately after an event is mandatory. The event organizer must dispose of the garbage and remove it from the site at the conclusion of the event. The site must be left as found.

### **3.3 OTHER CHARGES**

Event organizers may request a supply of miscellaneous equipment from the Town of Carstairs at cost. Bins, barricades, pylons and parking signs may be booked at the time of the event planning process. Fees charged will be based on the Rates Bylaw No. 1002 (Appendix B) at the discretion of the Town of Carstairs.

### **3.4 CHARGES FOR URGENT MAINTENANCE OR REPAIR**

If necessary, the Town of Carstairs may, at its discretion, take action to correct an immediate maintenance concern or repair. If this action is requested or made necessary by the event, costs shall be charged back to the organizer. The organizer is informed as soon as possible of the action and the cost.

### **3.5 ELECTRICAL CONNECTION**

Any connecting, installing or disconnecting from a Town operated power supply must have pre-approval from the Town of Carstairs Transportation and Operations Director.

3.5.1 The organizer must ensure that any electrical equipment being connected is certified and is CSA approved.



## **4. EARNED REVENUES: ADMISSIONS, SALES, AND FUNDRAISING**

### **4.1 PERMISSION TO CHARGE ADMISSION TO NON-PROFIT EVENTS**

The non-profit event may receive permission, subject to the conditions listed below, to earn revenue through sales of event-related merchandise, charitable fundraising, and in some cases, sales of food and beverages which complement the event.

These events will be authorized to sell food and alcohol in parks and must abide by the Alberta Health Services and Alberta Gaming and Liquor Commission requirements.

4.1.1 The intent of granting this permission is to enable the organizer of non-profit events to enhance the range of public programming at an event and to recover a portion of the production costs thereby contributing to future projects/events.

4.1.2 The aspects of revenue generating activities including signage, advertising, pricing, sales and ticketing locations, hours of operation, appearance, etc., shall be included in the approval process for the Town of Carstairs to review.

4.1.3 Permission to earn revenue is not transferable to third parties without prior approval.

4.1.4 Approval for a third party to earn revenue will be subject to the same conditions which apply to the event organizer. For example, approval for third parties to charge for goods and services may be given to:

- a) non-profit organizations participating in a food fair or ethnic craft sale;  
or
- b) commercial food sales where the non-profit organizer and/or the Town of Carstairs may be financially compensated.

4.1.5 The Town of Carstairs may review and approve written agreements with third parties at its discretion. If this is required, reasonable advance notice will be given.

### **4.2 PERMISSION TO CHARGE ADMISSION FOR PROFIT EVENTS**

Certain events may be allowed to charge admission to a limited area of the park.

4.2.1 The event organizer must physically enclose the area and post signs, notifying the public of closures and explaining admission policy and pricing.

4.2.2 The intent of this permission is to address the issue of limiting public access to Town of Carstairs parks, and must be reviewed by the Town of Carstairs.

### **4.3 MERCHANDISE AND SERVICE SALES**

Sales of merchandise and services by the non-profit organizer are permitted only as a portion of a larger event program. A list of vendors, items to be sold, and associated prices may be requested by the Town of Carstairs for approval prior to the event.

4.3.1 Merchandise (including tickets and membership for the organizing association) may be sold in a market area that normally is not to exceed 10% of the total event site in size.

4.3.2 Merchandise and services must be specifically related to the event, be of acceptable quality, reasonably priced, environmentally friendly and compatible with a public park/road/venue.

4.3.3 Lists of merchandise which are normally permitted or prohibited for sale are included in Appendix C. Items not listed require prior approval.

4.3.4 Art or craft items from other countries or regions of Canada which support the theme of the event may be sold. These items should normally be handmade (not mass produced), unique, non-toxic and represent quality workmanship.

4.3.5 All other merchandise must be sold by the event organizer.

4.3.6 Where the event organizer is arranging food and/or beverage services it is the responsibility of the event organizer to ensure that all requirements related to license and inspections, relevant bylaws, and conditions listed in the Application are met. The organizer is responsible for any damages, waste, incremental costs or public health issues related to food or beverage services invited on site by the organizer.

4.3.7 Merchandise sales require a business license to gain profit from the event. Private vendors included in a special event must remain within the perimeter of the event site and shall be included in the event permit. Private vendors not affiliated with a special event and working off-site are required to obtain a business license.

## **5.0 CHARITABLE FUNDRAISING**

Charitable fundraising, where funds are solicited on site, is only permitted as a minor part of a larger event and is subject to prior approval. This policy is intended to address the issue of the public being repeatedly solicited.

5.1.1 The following conditions apply:

- a) fundraising must be operated by the event organizer, proceeds to be used in support of the event or donated to a registered charity;
- b) event organizer shall be responsible for providing any receipts;
- c) gambling (this includes lotteries, bingos and raffles) is not allowed without permission from the Gaming Commission;
- d) a maximum of two charitable campaigns may be operated in conjunction with a given event.

5.1.2. The right to fundraise on site is granted to the event organizer only and is not transferable to third parties.

## 6. LEGAL REQUIREMENTS

### 6.1 INSURANCE REQUIREMENTS

A minimum of two million dollars (\$2,000,000) (per occurrence) comprehensive general, commercial liability insurance is required by the Town of Carstairs for all events.

6.1.1. For additional information with regards to insurance requirements of Town of Carstairs property contact the Town of Carstairs Legislative Director at 403-337-3341.

### 6.2 INDEMNIFICATION REQUIREMENTS

The Application (Appendix A) contains comprehensive clauses in which the event organizer is required to indemnify the Town of Carstairs.

### 6.3 RESPONSIBILITY FOR LICENSES, PERMITS AND INSPECTIONS

It is the responsibility of the event organizer to obtain and arrange all licenses, permits and inspections which apply to the event, and to comply with all relevant legislation.

## 7. PUBLIC HEALTH AND SAFETY

### 7.1 PRIORITY

Public health and safety are a priority for the Town of Carstairs and are regarded as the responsibility of the event organizer.

7.1.1 Health and safety issues are strongly considered during the approval process. The event organizer must meet the necessary requirements with respect to fire safety and emergency services. Site plans and support services for an event may be subject to review during the set-up, operation and disassembly of an event.

7.1.2 The event organizer must incorporate health and safety consciousness into the event plan through such things as hazard assessments, volunteer orientation and training, and a site inspection prior to the event start.

7.1.3 An organizer must also follow Alberta Health guidelines and abide by the safety rules and guidelines. Refer to [www.albertahealthservices.ca](http://www.albertahealthservices.ca).

7.1.4 **Call before you dig!** All events anticipating a ground disturbance, such as hammering any spikes into the ground, digging holes, etc. must call **ALBERTA ONECALL at 1-800-242-3447**. The event organizer will be asked about physical location/address of site, type of activity and if the site is private or public property. **Any damage or injury** is the sole responsibility of the event organizer.

7.1.5 Safe limits are required at an approach for overhead lines when applicable. Organizers are required to know the mandatory power line and clearance moving heights; found online through Fortis Alberta website at [www.fortisalberta.com](http://www.fortisalberta.com).

## 7.2 TOWN AUTHORITY

The Town of Carstairs reserves the right to require the event organizer to take action to correct a health and safety hazard associated with an event at any time.

7.2.1 The Town of Carstairs may, on its own initiative, take action to correct an immediate hazard. Appropriate action could include summoning emergency services, limiting access to a portion of the park/road/venue, or terminating all or part of an event program. Carstairs Fire Department, EMS and the RCMP will override any road closure to attend to an emergency.

7.2.2 After receipt of all the permits from the event organizer and final approval of the event by the Town of Carstairs, the Community Services Coordinator will notify Carstairs Fire Services, Carstairs Bylaw Officers and the Didsbury RCMP Detachment to ensure appropriate services are made aware of the event.

7.2.3 If the need for action is related to the event, the organizer will be billed for costs.

## 7.3 OTHER AUTHORITIES

Several regulatory agencies including, the RCMP and EMS and others are also able, and required, to take action in response to health and safety issues.

## 7.4 WASTE AND MATERIAL CONTROL REQUIREMENTS

### 7.4.1 SOLID WASTE MANAGEMENT

Waste (solid waste, litter, recycling and organics, etc.) must be cleaned up and removed daily during and at the conclusion of the event by the event organizer. If the site is not cleaned up, charges will apply and fines/penalties levied as per the Town of Carstairs Residential Community Standards Bylaw #996.

Event organizers may:

- Through the Town of Carstairs Rented Equipment Agreement borrow waste, and recycling collection receptacles and bags. (Appendix E).
- The event organizer is responsible for picking up and returning (in clean and good condition) the collection receptacles from the Town of Carstairs Operations Shop.
- The event organizer is responsible for ensuring that all the waste and recycling are hauled, disposed and processed at his/her own cost.

### 7.4.2 PORTABLE WASHROOMS

Washroom facility requirements for food service operated in conjunction with events are considerably higher than those generally required. They must be re-supplied (cleaned and pumped) as required, *at least* once daily. **The event organizer must supply washroom facilities and supplies, and is responsible for the set-up and removal of the waste management systems.**

### **7.4.3 SANITATION CONTROL**

Waste (litter, gray water, etc.) must be cleaned up and removed daily and at the conclusion of the event. If this is not done, charges may apply.

### **7.4.4 SPILLAGE AND LIQUID WASTE**

No liquid or frozen material including, beverages, gray water, paint, grease, or soap, may be spilled on the site or into any bodies of water.

7.4.4.1 The organizer may be required to supply liquid waste receptacles.

### **7.4.5 HAZARDOUS MATERIALS**

All dangerous/hazardous materials (including, but not limited to fuels, paints, pressurized gases, solvents etc.) that are brought into a park/venue or used on site must be stored and used in accordance with all applicable federal, provincial, and municipal laws, regulations and Occupational Health and Safety (OHS) guidelines.

### **7.4.6 OTHER PROHIBITED ITEMS**

Items difficult to clean up, such as confetti and rice, are prohibited.

## **7.5 PUBLIC SUPPORT SERVICES REQUIREMENTS**

### **7.5.1 CROWD MANAGEMENT/ACCESS CONTROL**

A crowd management system is required for events where there are areas restricted to the general public and where crowding is expected, there is an unusual risk factor, or alcohol is being sold. Access control would include having an identifiable security personnel, communications, signage, and fencing or road barriers in place. Any cost incurred for the crowd management or access control will be at the expense of the organizers. The level of security deemed necessary would be dependent on the size and type of the event and may require a review by the Protective Services Department.

7.5.1.1 This applies to events with an admission charge, night-time events, and events where alcohol is being sold.

7.5.1.2 Both the Town of Carstairs and the RCMP may be available to provide consultation and support.

### **7.5.2 PROCEDURE FOR LOST CHILDREN**

A procedure for lost children is recommended at events where there is a high possibility of children being lost. The organizer will provide volunteer training, a dedicated holding area for the children to wait, and proper signage. Communication devices will also be required for event organizers and volunteers to ensure effective communication. This procedure applies to speciality children's events, night time events, larger scale soccer and ball tournaments, and Jumpstart. Any events where there are more children present than adults.

All procedures will be reviewed by the Protective Services Department and approved at the discretion of the Town of Carstairs.

### **7.5.3 MEDICAL PLAN**

A detailed written plan specifically addressing number of medical personnel and type of equipment that will be on hand at the Special Event, and level of medical training and certification; be sure to include the following:

- Level and number of your medical providers (i.e.)  
First-aid/EMR/EMT/RN/Paramedic/Physician
- Name of lead organization/person providing medical coverage

### **7.6 EQUIPMENT REMOVAL**

The event organizer is responsible for the immediate removal of all event equipment, signage, and program supplies after the event.

7.6.1 Security for any equipment left on site overnight is the sole responsibility of the event organizer.

7.6.2 This applies to all equipment supplied by the organizer or a third party rental company. The concerns are safety of the public with the equipment left on site unsupervised, security of the equipment, and potential damage to the site.

### **7.7 FIRE SAFETY AND PREVENTION**

The Carstairs Fire Department and Protective Services Department must be notified if an event has any of the following activities: The applicant will make application, and then the application will be reviewed through the internal circulation, and then the Town will get back to the applicant with one answer.

- Open fires (fire pits)
- Fireworks (pyrotechnics)
- Any open flame activity, especially during any level fire ban
- Commercial cooking vehicles
- Cooking in tents (grease laden vapours)
- Large tents greater than 100 people
- Large sport or non-sport events
- Use of compressed gas cylinders greater than 5lbs
- Cooking outdoors in a non-approved kitchen facility
- Closure of a street, road or access route in the Town of Carstairs
- Displaying internal combustion engine vehicles inside a building
- Using a building not for its intended use. Example, using a hockey arena for a trade show, or cattle show
- Serving alcohol on public property
- Large gathering using non-fixed seating
- Temporary stages, including scaffolding
- Use of flammable or combustible gases or liquids

## **8. PRESERVATION OF PARK ASSETS AND ENVIRONMENT**

### **8.1 SIGNS AND BANNERS**

Banners, signs, ropes or wires may not be attached to trees and other vegetation without prior approval. They may be freestanding or attached to man-made structures. All sponsor recognition banners and signs, including media, corporate, and public sponsors may be subject to prior approval regarding content, location, number, size and means of attachment.

8.1.1 Exceptions will be considered only if no appropriate alternate attachment points exist and the attachment is supervised by Town of Carstairs staff.

8.1.2 The Town of Carstairs concerns are twofold: preserving the non-commercial nature of public parks and overall site appearance. The guidelines for all parks/facilities are as follows:

- a) Banners must be clean, in good repair and hung in an attractive way, e.g. level, stretched tightly (using tie wraps or other tensioning) and suspended without touching other objects.
- b) Numbers of banners and event signage may be restricted if deemed excessive.
- c) In addition, small freestanding event schedules and information signs (i.e. sandwich boards, easels) are permitted within the event site area, at an information booth, and adjacent to programmed stage, (one at each location). These signs may incorporate sponsor recognition as a minor element. All signs must be removed immediately following the event.
- d) Free standing directional signage and all other signage must abide by the Town of Carstairs Land Use Bylaw #941.
- e) All signage must comply with the Town of Carstairs Traffic Bylaw #982.

### **8.2 FENCING OF DAMAGED OR SENSITIVE AREAS**

Damaged or sensitive areas of the park may be closed to the public by the Town of Carstairs at any time.

8.2.1 The event organizer will be informed of the possibility of closure at the earliest opportunity. New grass or sod and wet areas where the water table is high are most sensitive (May and June average more precipitation than other months).

### **8.3 NOISE LEVELS**

The Town of Carstairs reserves the right to require that the event organizer and sound contractor reduce public address system levels if these are found to be excessive (i.e., causing undue public complaint, unreasonably interfering with adjacent users, or in excess of the limits of the Town of Carstairs Noise Bylaw #973).

8.3.1 The organizer is expected to cooperate fully with any Town staff that may be on the site to monitor sound levels during events. If an organizer does not comply with a request to reduce levels, any future Use Agreements may be jeopardized. Complaints of the park from neighbours will be taken into consideration when reviewing any requests for booking park sites for future events.

8.3.2 No sound checks or amplified music will be allowed before 7:00 am or after 10:00 pm. Requests to have this Bylaw relaxed for a particular event must be submitted in writing to the Town of Carstairs for approval.

**8.3.3 The Town of Carstairs has day time and night time noise restrictions in effect. Refer to the Town of Carstairs Noise Bylaw #973.**

#### **8.4 FREE PUBLIC ACCESS**

Free public access is to be allowed to all areas of parks whenever possible and reasonable. Areas closed for safety or security reasons, damage control, event production, or event admission control must be fenced.

### **9. SPONSORSHIP**

#### **9.1 EVENTS WITH TOBACCO SPONSORS**

Events with tobacco sponsors will not be allowed.

#### **9.2 RECOGNITION OF THE TOWN**

The Town may be given recognition similar to that given to sponsors of similar importance, both onsite and in conjunction with event promotion and advertising.

9.2.1 This shall include the right to actively promote Town programs and activities onsite where appropriate, banner display, emcee acknowledgment, etc.

#### **9.3 ON-SITE PROMOTIONS AND DISTRIBUTIONS**

Prior approval is required by the Town for distribution of free food to the public for consumption, and for distributing coupons, flyers or other printed materials.

9.3.1 Regulations which apply to food services and promotional activities may be enforced by Protective Services Department if there is a concern in regards to unauthorized food distribution or if it is deemed that excessive litter is being generated.





**APPENDIX 'B'**  
**LIST OF TOWN OF CARSTAIRS BYLAWS**

Refer to the Town of Carstairs website for applicable Bylaws as outlined in the guideline.

[http://www.carstairs.ca/en/insidetownhall/bylaws.asp?\\_mid\\_=2128](http://www.carstairs.ca/en/insidetownhall/bylaws.asp?_mid_=2128)

Business License Bylaw #906

Land Use Bylaw #941

Noise Control Bylaw #973

Residential Community Standards Bylaw #996

Traffic Bylaw #982

Bylaw Enforcement Officer Bylaw #1009

**As may be amended or replaced from time to time.**



## APPENDIX 'C'

### MERCHANDISE AND SERVICES APPROVED FOR SALES

#### Merchandise and Services Approved for Sales in Conjunction with Special Events

- Licensed product or item bearing event name or logo (may be from previous years).
- Original art or recordings by event participants, on or offsite.
- Specialty sales of artistic products which complement specific cultural themes, *i.e.* crafts and folk art at the event/festival, ethnic art and crafts.
- Festive “personal paraphernalia” which add sound or color to event and complement the event theme, *i.e.* light wands and candles for evening events, flags at Canada Day, or ethnic articles.
- Ticket to other programs presented by the organizer or other non-profit participants of the event (subject to prior approval of third party sales).
- Ticket to any part of the event, on or offsite.
- Ticket to other non-profit events in public parks.

#### Merchandise and Services Normally Not Approved for Sale

- Lottery tickets, raffles, contests for prizes where the public is solicited to pay for entry on site, carnival booth style gambling for money, plush toys or other merchandise.
- Sponsor products or souvenirs (unless they also include event name or logo as above).
- Helium-filled balloons.
- Mass produced retail goods except as approved above.



## APPENDIX 'D'

### GUIDELINES FOR HEAVY VEHICLES

#### Guidelines for Placing Heavy Vehicles (i.e. semis, trailers, portable buildings and stages)

##### Public Parks

- 1) Placement and removal of units must be supervised or approved by parks area staff. Advance approval of specific location is required on the Site Plan.
- 2) Vehicles must remain on paths or roadways wherever possible except when moving to final position.
- 3) Under wet conditions plywood may be required to be placed on the grass to accommodate final positioning of the vehicle at the organizer's expense.
- 4) Large vehicles must be in place two hours before the scheduled start of the event and may not be removed until one hour after the conclusion of the event. Large vehicles may not be moved during the event.
- 5) The Town is not responsible for any damage to such vehicles. The Town of Carstairs recommends that they not be left unattended at any time.



**APPENDIX 'E'**

**TOWN OF CARSTAIRS - RENTED EQUIPMENT**

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

Deposit \_\_\_\_\_

License plate #: \_\_\_\_\_

Returned \_\_\_\_\_

Address / Phone No. \_\_\_\_\_

Equipment Rented:

\_\_\_\_\_

Employee: \_\_\_\_\_

Projected Return Date: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Condition of Equipment before Leaving:

\_\_\_\_\_

\_\_\_\_\_

Condition of Equipment at Drop Off:

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Renter: \_\_\_\_\_

All damages or loss of equipment will be the responsibility of the person(s) that has signed for the equipment. They will be responsible for the repair or replacement of any and all damages incurred from borrowed equipment.

The Town of Carstairs will not be responsible for any injuries caused from the use of any rented equipment or tools.



APPENDIX 'F'

TEMPORARY ROAD CLOSURE PERMIT

Applicant Name: \_\_\_\_\_  
(If organization, include name of designated officer)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Road Closure:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intended route: (attach map with signage laid out)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detour Route:  
\_\_\_\_\_

Authorities Notified: Yes  No

RCMP  Fire Department  EMS  Peace Officer / Bylaw Officer

Are barricades required? Yes  No

Is the street sweeper required? Yes  No

Is traffic control required? Yes  No

Will you be crossing a railway line? Yes  No

Special Conditions (i.e. crowd control):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Signature of Town Official: \_\_\_\_\_

