

Date _____

Licence no. _____

Description and location of proposed event

The following checklist must be completed and submitted, along with the completed *Concert and Special Events Application – Form A*, for a proposed concert or special event for more than 300 attendees within Strathcona County. Failure to present *all* required information may result in the refusal to process an application for a licence to hold a concert or special event within Strathcona County.

If no is answered below, please provide explanation in available space.
Please use additional space on reverse if required.

- | | | |
|--|---|-------|
| Completed and signed application form | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Application made at least 90 days prior to proposed event | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Licensing fee of \$300 submitted | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Current Land Title Certificate (\$10 per Title search) | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Written statement outlining the specific nature and character of proposed event | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Proof of ownership or consent from landowner to operate event from subject lands | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Proposed dates and operational hours of the event | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Expected number of participants/spectators/customers at the event | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Proof of adequate financial means to undertake the event | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |
| Site plan clearly indicating the arrangement of all facilities and development associated with the proposed event (including parking and emergency access) | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | _____ |

Concert and Special Events Application Checklist – Part B

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Elevation plans/drawings of any proposed development associated with the event (stages/tents/structures etc.) yes no n/a _____

Details of any licensing request to Alberta Gaming & Liquor Commission yes no n/a _____

Proof of liability insurance for proposed event yes no n/a _____

Written plan(s) for the provision of:

• Security yes no n/a

• Fire protection yes no n/a

• Potable water supplies & facilities yes no n/a

• Food supplies & facilities yes no n/a

• Sanitation facilities yes no n/a

• First aid/medical services yes no n/a

• Vehicle parking, access & traffic control yes no n/a

• Overnight illumination (camping/night events, etc.) yes no n/a

• Plan for excessive attendees (over expected numbers) yes no n/a

• Provisions for clean-up of property after event yes no n/a

• Emergencies & emergency contingency plan yes no n/a

Required safety codes & building permits (where applicable) yes no n/a

Any additional supporting information yes no n/a

Related Resources:

RCMP and Emergency Services

Strathcona County Emergency Services

AHS – Environmental Public Health

AHS – Environmental Public Health

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Strathcona County Emergency Services

Strathcona County Transportation & Agriculture Services (TAS)

Strathcona County Transportation & Agriculture Services (TAS)

RCMP and Emergency Services

AHS – Environmental Public Health

RCMP and Emergency Services

Strathcona County Planning & Development Services

RCMP and Emergency Services

Collection and use of personal information

Personal information is being collected under the authority of s. 33 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and will be used to process the application and enforce the bylaw. If you have any questions about the collection, use or disclosure of your personal information, contact the Supervisor, Strathcona County Enforcement Services at 780-449-0170.

Concert and Specials Events Application Checklist – Part B

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Applicant (Please print)

Signature

Event company authorized officer (Please print)

Signature

Information about related resources at Strathcona County such as Emergency Services, Planning & Development, RCMP and Enforcement Services, Transit and Transportation & Agriculture Services is available online at www.strathcona.ca/eventbylaw.

Information about permits required by Alberta Health Services for considerations such as food service, sanitary requirements, potable water and waste disposal is available at:

Strathcona County Health Centre – Environmental Public Health Unit
2 Brower Drive, Sherwood Park, AB T8H 1V4
Telephone 780-342-4661 www.albertahealthservices.ca

Additional information or comments