

Box 280, Bruderheim, AB T0B 0S0

Phone 780-796-3731 Fax 780-796-3730

Name _____
(Must be responsible for the conduct of the event)

Address _____
Street and number City/town Province Postal code

Phone number _____ Fax number _____

Email _____

Event Coordinator Contact Information (If different from above)

Contact Person _____ Title _____

Phone # _____ Cell # _____ Email _____

On-Site Contact Information (If different from above)

Name of Event _____

Dates for event _____

Time for event From _____ to _____

Brief description of event

Intended road closure and event set up site(s) (attach map)

Will a public address system or loudspeakers be used? ☐ yes ☐ no

Charitable purpose? Please specify ► _____

Emergency Plans in Place? _____

PART 2: Event Outline

1. Roadway(s) Required _____

2. Town Owned Facilities Required ☐ Yes ☐ No

3. Name of Event _____

4. Nature and Objectives of Event _____

5. Date(s) for event _____

6. Start Time (Including setup) _____ End Time (Including take down) _____

7. Projected number of people involved in this event

Participants _____ Spectators _____ Volunteers _____

8. Will there be animals and/or special equipment involved? If so, please provide details _____

PART 3: Checklist

NOTES:

- This Special Event Permit Application must be used to apply for all special events.
- Incomplete applications & special event applications received less than 10 working days may not be considered.

PROVIDE A COPY OF THE FOLLOWING:

- ☐ Provide a list and copy of the approval from other authorities who may have an interest in the event.
(Alberta Gaming Liquor Control, Alberta Health Services, RCMP, Fire, Emergency Health Services)
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- ☐ Map & Diagrams – Route, Location and Aid Station(s) of your event. *(Must be actual maps no links)*

- ☐ Event Poster

- ☐ Completed and signed application form

- ☐ Licensing Fee Paid- \$75

- ☐ I/We hereby apply for permission to conduct a special event in accordance with the particulars, plan, submitted herewith.

- ☐ I/We understand that a submission of this form constitutes an application only and the event may not commence until approval is issued.

- ☐ I/We understand that the Town of Bruderheim assumes no responsibility for whatever may occur during or as a result of the event.

- ☐ Approval of this application does not excuse the applicant from ascertaining and complying with the requirements of Federal, Provincial & Municipal Legislation.

Signature

Date

Date Approved: _____

Approval Signature: _____

Collection and use of personal information

Personal information is collected under the authority of section 4 of the Protection of Privacy Act and will be used to manage and administer the permit application and approval process. If you have any questions about the collection and use of your personal information, contact the Town of Bruderheim administration at 780 (796-3731) or info@bruderheim.ca