



**TOWN OF DRAYTON VALLEY**  
PO Box 6837, 5120-52 Street,  
Drayton Valley, AB T7A 1A1  
Phone: 780-514-2200  
Email: [permitinfo@draytonvalley.ca](mailto:permitinfo@draytonvalley.ca)

## Special Event Permit Application

Organizer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Event  
Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Event Day On-Site  
Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Event Information

Special Event Name: \_\_\_\_\_

Special Event Date(s): \_\_\_\_\_

Location (1<sup>st</sup> Choice): \_\_\_\_\_

Location (2<sup>nd</sup> Choice): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Set-up to begin on : \_\_\_\_\_ at \_\_\_\_\_  AM /  PM

Takedown to end by: \_\_\_\_\_ at \_\_\_\_\_  AM /  PM

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

### Event Details

## Event Attributes

### Promotional Signs or Banners:

Do you plan to use promotional signs or banners?

YES

NO

If YES, please specify sign size, sign type and how many:

### Amplified Sound: (must comply with the Community Standards Bylaw)

Do you plan to use any device to amplify sound?

YES

NO

If YES, please specify what type:

LIVE

RECORDED

Will you require access to electrical power?

YES

NO

If YES, please specify where, for what purpose, and the amperage/voltage required:

### Security:

Will your event require security?

YES

NO

If YES, please specify what security measures have been planned:

(ex. Overnight security provided by event volunteers, on-site RCMP patrol requested, or hiring of security company, etc.)

### First Aid / Emergency Response Planning:

Please outline your plan for first aid services and emergency response/evacuation in case of an incident:

**Vehicles:**

- There are no motorized vehicles permitted on The Town of Drayton Valley parks or trails. The Town of Drayton Valley may consider granting vehicle access if there is a reasonable request by the event Organizer.

Are you requesting permission to operate?  YES  NO  
 vehicles on Drayton Valley parks or trails?

If YES: Number of Vehicles: \_\_\_\_\_ Type(s) of Vehicles: \_\_\_\_\_

**Fireworks and Pyrotechnic Displays:**

Will your event feature any pyrotechnic devices?  YES  NO

If YES, please contact Drayton Valley and Brazeau County Fire Emergency Services at 780-514-2200

**Special Considerations** (ex. Horse Drawn Carriage):  YES  NO

If YES, please specify details:

**Road/Street Closures:**

Will your event require the full or partial?  YES  NO  
 closure of roads or streets?

If YES, list the name of all roads/streets requested for full or partial closure:

Specify timeframe involved in closures:

- Attach a map of road closure locations, including where the barricades should be places
- **Please note that road closure costs may apply**

**Parking:**

Does your event require the use of a Town parking lot or street?  YES  NO

If YES, name the parking lot or streets:

**Anchoring:**

Will you be anchoring or affixing anything to the grounds more than 1 foot?  YES  NO  
If so, have you called Alberta First Call?  YES  NO

Please outline details of what will be anchored below

**Route Map: \_\_\_\_\_**

If your event is a Run, Walk, Parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to The Town of Drayton Valley approval and use of any roads must be approved by The City. If you require a road closure, the cost incurred for this service is the responsibility of the applicant. Additionally, The Town of Drayton Valley is not responsible for any costs associated with the denial of a proposed route.

**Site Map: \_\_\_\_\_**

Please provide a site map that indicates the precise location of all sources of amplified sound, tents and canopies, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food and merchandise service. All site maps are subject to the approval of The Town of Drayton Valley.

**Insurance: \_\_\_\_\_**

Valid certificate of insurance, showing a **minimum liability amount of \$2,000,000.00 and will include The Town of Drayton Valley as an additional insured** for the date(s) of the event. Large or high-risk events i.e. pyrotechnics, extreme sports, etc. may be required to hold a \$5,000,000.00 liability insurance and will include The Town of Drayton Valley as an additional insured.

**Emergency Response Plan: \_\_\_\_\_**

Please provide a plan of how you intend to deal with an emergency or the potential evacuation from the site. If you require a template for planning your Emergency Response Plan, please call the Town office at (780) 514-2200.

## APPLICANT

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed special event permit application. If you have any questions about the collection, use and protection of this information, please contact the Special Event Permit Coordinator at 403-342-8190.

Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied, and/or prosecution for breach of The Town of Drayton Valley bylaws.

For costs invoiced by any City departments: I/We the applicant understand payment is due 30 days from date of invoice, after which time unpaid invoice balances will be subject to a monthly interest charge of 1.5% (18% per annum).

I do solemnly swear (or affirm) that I am 18 years of age or older and all answers given, and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and The Town of Drayton Valley bylaws and agree to abide by them.

**Signature of this document indicates your acknowledgment of the above requirements.**

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Signature**

**Date Authorized:** \_\_\_\_\_

