



## TOWN OF HIGH RIVER SPECIAL EVENT REQUEST FORM

### Booking Information

Applicant's Name:		Application Date:	
Address:			
Phone:		Email:	
Primary Emergency Contact on day of event:		Cell:	
Secondary Emergency Contact on day of event:		Cell:	

### Event Information

Event Name:			
Hosting Organization:			
Detailed Event Description:			
Event Date:		Event Start Time:	
Expected Attendance:			
Event Type <i>(please check all that apply):</i>	<input type="checkbox"/> Community Event or Celebration	<input type="checkbox"/> Sporting Event or Tournament	
	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Walk / Run	
	<input type="checkbox"/> Festival	<input type="checkbox"/> Music Event / Concert	
	<input type="checkbox"/> Neighbourhood Block Party	<input type="checkbox"/> Private Event	
	<input type="checkbox"/> Parade	<input type="checkbox"/> Other:	
Location(s): <i>Please attach a map / site plan to this application</i>			
Set up start time:		Completed tear down time/ date:	

### Community Event Promotion

Event website, Facebook link, Twitter handle, etc.	
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**Event Activities & Logistics:** *Please indicate all areas that will apply to your event. Applicants may be required to supply other documentation before final event approval is issued.*

Does your event require or involve:	Provide Description(s):
<input type="checkbox"/> Aircraft	
<input type="checkbox"/> Animals	
<input type="checkbox"/> Alcohol	
<input type="checkbox"/> Bleachers	
<input type="checkbox"/> Contractors <i>(please list)</i>	
<input type="checkbox"/> Communications support	
<input type="checkbox"/> Designated Parking	
<input type="checkbox"/> Entertainment	
<input type="checkbox"/> Fencing/ Barricades	
<input type="checkbox"/> Fire Pits	
<input type="checkbox"/> Fireworks	
<input type="checkbox"/> Food Trucks	
<input type="checkbox"/> Food Service Permit	
<input type="checkbox"/> Fire Inspection	
<input type="checkbox"/> Generators	
<input type="checkbox"/> Green space access	
<input type="checkbox"/> Inflatable Devices	
<input type="checkbox"/> Facility Access	
<input type="checkbox"/> Municipal Power Access	
<input type="checkbox"/> Noise Bylaw Relaxation	
<input type="checkbox"/> Provincial Highway Access	
<input type="checkbox"/> Portable Washrooms	
<input type="checkbox"/> Site Security	
<input type="checkbox"/> Signs / Banners	
<input type="checkbox"/> Street/Sidewalk Closure	
<input type="checkbox"/> Tents, Stages or Temporary Structures	
<input type="checkbox"/> Traffic Control Personnel	
<input type="checkbox"/> Waste Containers/Disposal	
<input type="checkbox"/> Water Access	
<input type="checkbox"/> Vendors	
<input type="checkbox"/> Other (please describe):	



Please include the following with your Special Event Request Form:

- (a) Site Plan – a map of the area where the event will take place indicating the location of all structures, entrances and exits, first aid, stages, traffic control, toilets, participant routes etc.
- (b) Emergency Response Plan - containing emergency responder contact information, first aid station location, and site plan indicating the emergency entrance and exit routes.
- (c) Confirmation of Insurance

Email a signed copy to: [community@highriver.ca](mailto:community@highriver.ca)

OR submit an original signed copy via mail or drop off to:

Community Development Worker  
The Town of High River  
309B Macleod Trail SW  
High River, AB T1V 1Z5

**Right to Entry:** No person shall obstruct or hinder the entry or the inspection of a Special Event by a Municipal Law Enforcement Officer, a Provincial Offences Officer, the Licensing Officer, the Development Authority, a Medical Officer of Health, a Police Officer or a Fire Safety Codes Officer.

**Freedom of Information:** I understand that this application and any accompanying information is public record that is accessible by the public. This application will be made available for viewing upon request at the Town office. This personal information is being collected under the authority of the Municipal Government Act and will be used only for the purposes for which it is being collected.

**The individual who signs the application is responsible for all aspects of the event, including compliance with Municipal Bylaws (copies available on the Town’s website at [highriver.ca](http://highriver.ca)), all Provincial and Federal laws, the conduct and safety of all individuals working or attending the event, clean-up following the event and any contractors hired to provide a service to the event.**

**DECLARATION:** I declare that all of the information in this request is accurate and complete to the best of my knowledge. If the request is made on behalf of the hosting organization, business, or citizen group it is done so with their full knowledge and consent.

<b>Name (printed):</b>	
Date:	
Signature:	
<b>Name (printed):</b>	
Date:	
Signature:	