



## Application Guidelines

When submitting your application, please do not forget your:

- COMPLETED APPLICATION FORM** Found on page 2 of this document.

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- PROOF OF INSURANCE** This does not need to be submitted immediately with the application, but must be provided prior to the event.

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- PERMIT PROCESSING FEE** **METHODS OF PAYMENT ACCEPTED:** Cash, cheque, credit card, or debit.  
 \$25 for non-profit events **WHERE CAN I PAY:** Municipal cashiers are located on the main floor of the  
 \$100 for profit-oriented events Jubilee Centre, 9909 Franklin Avenue, or at the Timberlea Landing location, 309  
 Powder Drive, between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday.

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- MAP OF EVENT SITE, IF REQUIRED** **PAYMENTS CAN ALSO BE MADE BY MAIL TO THE ADDRESS LISTED BELOW.**  
 See criteria below. If submitting payment via mail, please include a note mentioning “Special Event Permit Payment” and the name of the event.

## Insurance

All special event permits require a specific certificate of insurance for each event.

**PLEASE MAKE SURE THE FOLLOWING CONDITIONS ARE MET BY YOUR CERTIFICATE PRIOR TO SUBMISSION, OR ELSE IT WILL BE RETURNED.**

1. The **REGIONAL MUNICIPALITY OF WOOD BUFFALO** must be added as an “additional insured, as their interests may appear.” As well, please ensure that our address is included:

**REGIONAL MUNICIPALITY OF WOOD BUFFALO, 9909 FRANKLIN AVE., FORT MCMURRAY, AB, T9H 2K4.**

2. **THIRTY (30) DAYS CANCELLATION** must be present on the certificate.
3. Minimum **\$2,000,000** general liability
4. A **DESCRIPTION** of the event, including the name, and date of the event must be present.

Also, please ensure that the name and address of your sponsoring organization on your application form match the organization name and address given on your certificate of insurance.

**PLEASE NOTE:** Proof of insurance is necessary in order for a Special Event approval to be valid. Failure to provide insurance will invalidate a permit approval. Questions? Contact the Facility Booking Coordinator at 780-799-5865.

## Do I need a map?

**A MAP OF THE PROPOSED EVENT SITE IS NEEDED IF:** (1) a fire hazard exists, such as a barbecue, large equipment trucks, etc. or (2) a tent or other structure is being erected for the event – this includes first aid and beer tents, bouncy castles, stages, etc. (3) the event is a run, walk, parade, or other activity which participants will follow a route or course. A parade permit will also be required if the event is on Municipal roadways.

Maps are available online through Google Maps, the Municipality’s website (<http://www.woodbuffalo.ab.ca>) or through the Parks, Recreation & Culture office. (Please call 780-799-5865 to obtain maps or further information.)

Sponsoring Group: _____ _____ Business Address: _____ _____ _____ Contact Person: _____ Relation to Event: _____ Contact Address: _____ E-mail: _____ Daytime Phone: _____ <input type="checkbox"/> Cell Phone: _____ <input type="checkbox"/> Fax: _____	Name of Event: _____ _____ Proposed Date: _____ Start Time: _____ am/pm Finish Time: _____ am/pm Facility/Location Requested: _____ Number of People: _____
<p style="text-align: center;"> <input type="checkbox"/> May we have permission to give out  your phone numbers for public  inquiries about your event? (One box  is for the Day phone, the other is for  the Cell phone number.) </p>	

	Yes	No		
Are you selling any items?	<input type="checkbox"/>	<input type="checkbox"/>	A business licence may be required.	Event Description: _____ _____ _____
Are you charging any fees (including admission)?	<input type="checkbox"/>	<input type="checkbox"/>	Use of proceeds (if applicable): _____	
Will you be erecting any structures/tents?	<input type="checkbox"/>	<input type="checkbox"/>	Permit is required from RMWB Planning & Development (799- 8695) for any structures/tents.	List of proposed equipment, materials, and vehicles on site: _____ _____ _____
Selling Food:	<input type="checkbox"/>	<input type="checkbox"/>	Proper permits must be obtained from the Health Board (780-791- 6078) when serving/selling food.	
Giving Food Away:	<input type="checkbox"/>	<input type="checkbox"/>		
Alcohol on premises:	<input type="checkbox"/>	<input type="checkbox"/>	Permits are required from Alberta Gaming & Liquor Commission (1.800.272.8876).	Will any of the proposed equipment and/or vehicles be present on the turf or grass? If so, please explain which equipment, its location, and for what purpose: _____ _____ _____
Will you provide clean up after?	<input type="checkbox"/>	<input type="checkbox"/>	Failure to provide adequate cleanup can result in an extra fee.	
First Aid:	<input type="checkbox"/>	<input type="checkbox"/>	If using a first aid tent, please note its location on a map.	
Security:	<input type="checkbox"/>	<input type="checkbox"/>		

### Request Additional Services

Barricades <input type="checkbox"/> Post on our website <input type="checkbox"/> Early Access <input type="checkbox"/> # ___ Port-a-potties <input type="checkbox"/> Extra Garbage Cans <input type="checkbox"/> Other <input type="checkbox"/> Quantity: _____	\$25 - Non-Profit Events \$100 - Profit-Oriented Events A damage deposit may be required.
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\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Date