

A licence is required for any public or private event held in Strathcona County with an anticipated attendance of more than 300 people, including promoters, staff personnel and entertainers.

Application for the licence must be submitted at least 90 days before the event. The licence fee is \$300, payable by cash, debit, credit card or cheque to Strathcona County.

Examples of events include:

- music festivals or concerts
- dances and dance parties
- rodeos
- circuses
- trade shows
- expositions
- exhibitions
- athletic or sports event

The intent of the bylaw is to ensure that organizers properly plan and resource concerts and special events to address the safety of attendees and the protection of people and property within Strathcona County.

Concert and Special Events

Bylaw 22-2014

Planning a concert or special event in Strathcona County for more than 300 attendees?

Here's what you need to know.

Further information

780-449-0170

www.strathcona.ca/eventbylaw

Visit Strathcona County
Enforcement Services at
911 Bison Way,
Sherwood Park, Alberta.

*Office hours:
Monday to Friday, 7:30 a.m. to 5 p.m.*

Licence application

Prior to planning an event in Strathcona County for more than 300 attendees, organizers should contact Enforcement Services at 780-449-0170 to find out if they need to apply for a Concert and Special Events licence.

If a licence is necessary, organizers are required to submit the completed Part A and Part B application forms, along with a \$300 licensing fee, **at least 90 days before the event.**

Concert and Special Events licence application forms are available online at www.strathcona.ca/eventbylaw or at the Enforcement Services office.

Submit completed Part A and Part B forms by mail or in person to:

Strathcona County Enforcement Services
911 Bison Way
Sherwood Park, AB T8H 1S9

Office hours:

Monday to Friday, 7:30 a.m. to 5 p.m.

The following events are exempt from the bylaw:

- events on lands owned or controlled by Strathcona County that are either hosted or authorized by the County
- events on lands owned or controlled by a local school board
- events for which a development permit has been issued under the County's land use bylaw to allow for incidental gatherings or events

Other events that may be exempt include:

- private social functions such as family reunions and weddings
- non-profit private parties or events
- non-commercial events and celebrations that are held in community halls or public facilities

Organizers for these types of events should first contact Enforcement Services to find out if their event is exempt.

Enforcement Services staff are available to provide information and answer any questions related to the licence application process.

Examples of considerations addressed in the licence application include:

- required safety codes and building permits
- site plan (including parking and emergency access)
- elevation plans (including development for stages/tents/structures)
- proof of liability insurance
- written plan(s) for the provision of:
 - security
 - food supplies and facilities
 - fire protection
 - potable water supplies and facilities
 - sanitation facilities
 - first aid/medical services, etc.

Related resources

Strathcona County
www.strathcona.ca/eventbylaw

Alberta Health Services
www.albertahealthservices.ca

Alberta Gaming & Liquor Commission
www.aglc.gov.ab.ca

