



Date _____

Licence no. _____

Description and location of proposed event

The following checklist must be completed and submitted, along with the completed *Concert and Special Events Application – Form A*, for a proposed concert or special event for more than 300 attendees within Strathcona County. Failure to present *all* required information may result in the refusal to process an application for a licence to hold a concert or special event within Strathcona County.

If no is answered below, please provide explanation in available space.
Please use additional space on reverse if required.

Completed and signed application form ☐ yes ☐ no ☐ n/a _____

Application made at least 90 days prior to proposed event ☐ yes ☐ no ☐ n/a _____

Licensing fee of \$300 submitted ☐ yes ☐ no ☐ n/a _____

Current Land Title Certificate (\$10 per Title search) ☐ yes ☐ no ☐ n/a _____

Written statement outlining the specific nature and character of proposed event ☐ yes ☐ no ☐ n/a _____

Proof of ownership or consent from landowner to operate event from subject lands ☐ yes ☐ no ☐ n/a _____

Proposed dates and operational hours of the event ☐ yes ☐ no ☐ n/a _____

Expected number of participants/spectators/customers at the event ☐ yes ☐ no ☐ n/a _____

Proof of adequate financial means to undertake the event ☐ yes ☐ no ☐ n/a _____

Site plan clearly indicating the arrangement of all facilities and development associated with the proposed event (including parking and emergency access) ☐ yes ☐ no ☐ n/a _____

Concert and Special Events Application Checklist – Part B

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Elevation plans/drawings of any proposed development associated with the event (stages/tents/structures etc.)

☐ yes ☐ no ☐ n/a

Details of any licensing request to Alberta Gaming & Liquor Commission

☐ yes ☐ no ☐ n/a

Proof of liability insurance for proposed event

☐ yes ☐ no ☐ n/a

Written plan(s) for the provision of:

- Security ☐ yes ☐ no ☐ n/a
- Fire protection ☐ yes ☐ no ☐ n/a
- Potable water supplies & facilities ☐ yes ☐ no ☐ n/a
- Food supplies & facilities ☐ yes ☐ no ☐ n/a
- Sanitation facilities ☐ yes ☐ no ☐ n/a
- First aid/medical services ☐ yes ☐ no ☐ n/a
- Vehicle parking, access & traffic control ☐ yes ☐ no ☐ n/a
- Overnight illumination (camping/night events, etc.) ☐ yes ☐ no ☐ n/a
- Plan for excessive attendees (over expected numbers) ☐ yes ☐ no ☐ n/a
- Provisions for clean-up of property after event ☐ yes ☐ no ☐ n/a
- Emergencies & emergency contingency plan ☐ yes ☐ no ☐ n/a

Required safety codes & building permits (where applicable)

☐ yes ☐ no ☐ n/a

Any additional supporting information

☐ yes ☐ no ☐ n/a

Related Resources:

RCMP and Emergency Services

Strathcona County Emergency Services

AHS – Environmental Public Health

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Strathcona County Emergency Services

Strathcona County Transportation & Agriculture Services (TAS)

Strathcona County Transportation & Agriculture Services (TAS)

RCMP and Emergency Services

AHS – Environmental Public Health

RCMP and Emergency Services

Strathcona County Planning & Development Services

RCMP and Emergency Services

Collection and use of personal information

Personal information is collected under the authority of section 4(c) of the *Protection of Privacy Act* and will be used to process the application and enforce the bylaw. If you have any questions regarding the collection, use, or disclosure of this information contact Strathcona County Enforcement Services at 780-449-0170.

Concert and Specials Events Application Checklist – Part B

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Applicant (Please print)

Signature

Event company authorized officer (Please print)

Signature

Information about related resources at Strathcona County such as Emergency Services, Planning & Development, RCMP and Enforcement Services, Transit and Transportation & Agriculture Services is available online at www.strathcona.ca/eventbylaw.

Information about permits required by Alberta Health Services for considerations such as food service, sanitary requirements, potable water and waste disposal is available at:

Strathcona County Health Centre – Environmental Public Health Unit
2 Brower Drive, Sherwood Park, AB T8H 1V4
Telephone 780-342-4661 www.albertahealthservices.ca

Additional information or comments