



## TOWN OF BLACK DIAMOND SPECIAL EVENT APPLICATION

### 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/Drones	
<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"/> 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. (*see page 3*)
- (c) **Confirmation of Insurance:** naming the Town of Black Diamond as Additionally Named Insured (if required).

Email a signed copy to: [kellyt@town.blackdiamond.ab.ca](mailto:kellyt@town.blackdiamond.ab.ca)

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

Kelly Tuck, Events Coordinator  
 Town of Black Diamond  
 301 Centre Ave W  
 PO Box 10  
 Black Diamond, AB T0L 0H0

**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, a Fire Safety Codes Officer or any responding emergency services personnel.

**Freedom of Information:** I understand that this application and any accompanying information is a 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 *Freedom of Information and Protection of Privacy 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 [www.town.blackdiamond.ab.ca](http://www.town.blackdiamond.ab.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 application is accurate and complete to the best of my knowledge. If the application is made on behalf of the hosting organization, business, or citizen group, it is done so with their full knowledge and consent, and I have been authorized to do so.

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

<i>Office Use Only</i>	<i>Event Number</i>	
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## Special Events Emergency Response Plan (ERP) and Site Map

The organizer shall be required to supply an Emergency Response Plan (ERP) for the Special Event. An emergency response plan, or ERP, is a formal written plan, developed by the organizer that identifies potential emergency conditions at the site and prescribes the procedures to be followed to minimize or prevent loss of life and property. Generally, this ERP shall include:

1. **Contact List** - including internal (event organizers, volunteers, etc.) and external (vendors, emergency services, etc.) contacts. If possible, include an organizational chart with the contact list.
2. **Risk Assessment and Mitigation** - assess the risks/hazards associated with the Special Event and identify the steps being taken to mitigate these hazards. If the Town determines the mitigation measures are not sufficient to address the risk, the applicant shall be asked to revise it.
3. **Contingency Plans** - outline the basic steps to be taken in the event of the most likely emergency situations, including if/how the event will be cancelled. The minimum requirement for an ERP for a complex Special Event is to include contingencies for the following:
  - a. First Aid/medical emergency
  - b. Fire
  - c. Lost child/person
  - d. Security incident
  - e. Site evacuation
  - f. Severe weather
  - g. Event cancellation/postponement

The ERP shall outline additional applicable contingency plans based on the nature of the event and venue.

4. **Site Map** - a map of the area where the event shall take place indication the location of all primary event activities, structures, entrances, exits, first aid, traffic control, participant routes, etc.

A complete checklist of requirements (where applicable) for the map is below;

- **Organizer location**
  - Location of organizer
- **Emergency Sites**
  - First aid station location
  - Lost person/family reunification areas
  - Marshalling/staging area
- **Event Structures**
  - Event structures (tents, stages, rides, fencing)
  - Hazards (including generators, propane, open flame and fuel storage)
  - Vendors
- **Specialized Areas**
  - Designated areas serving alcohol (show access points)
  - Pyrotechnics
- **Access/Parking**
  - Designated event vehicle parking areas
  - Designated public parking areas
  - Public access points and exits (including accessible and queueing locations)
  - Barricades
  - Flow of traffic
  - Security locations
  - Transit routes
  - Emergency access route