

**Policy No. 20/06**

**Policy Title:** Special Events Policy

**Date Adopted:** March 28, 2006

**Purpose:** To allow the Town of Bentley to facilitate special events while preserving and protecting publicly owned land or facilities. It will endeavor to ensure compliance with laws, address public health and safety concerns and the impact of events on adjacent neighborhoods.

**Policy Statement:** The Council of the Town of Bentley believe this policy will promote a consistent approach to approving Special Events held on land or in buildings owned and/or in the control of the Town of Bentley

**1. Definitions:**

- 1.1 Special Events – means activities, including parades, occurring on land or in buildings owned and/or controlled by the Town of Bentley, which are open to or intended to attract the general public.
- 1.2 Event Coordinator – means the contact person, applicant or the person making application to hold a Special Event

**2. Responsibilities:**

- 2.1 The Town of Bentley is responsible to permit or deny Special Events
- 2.2 The Chief Administrative Officer may designate a member of Town staff who shall be responsible to act as a liaison with the Event Coordinator
- 2.3 The Event Coordinator shall ensure the Special Event is held in compliance with all Municipal, Provincial or Federal laws

2.4 The Event Coordinator shall ensure any resulting clean-up is completed in a timely manner to the satisfaction of the Town of Bentley

**3. Procedures:**

3.1 For events held on land or in buildings owned and/or in the control of the Town of Bentley, an application (Schedule "A") shall be completed and forwarded to the Chief Administrative Officer, at the Bentley Municipal Office no less than one month prior to the scheduled event.

3.2 Prior to the Special Event, the Event Coordinator shall provide to the Town:

3.2.1 Confirmation of Insurance with a minimum liability coverage in the amount of \$2,000,000. with the Town of Bentley named as "an additional named insured" on the policy

3.2.2 A site plan or map detailing the location of the event and the location of any barricades requested by the Event Coordinator.

3.2.2 Societies Act registration number (if applicable)

3.2.4 A written description of any/all signs, banners, etc to be erected in relation to the event with installation locations. All signage must comply with the Town of Bentley Land Use By-law.

3.2.5 A security deposit in the amount of \$1,000.00

- 3.3 In the interest of promoting events within the Town, the Chief Administrative Officer may waive, in whole or in part, the requirements of a Security Deposit. Factors that the Administrator may take into consideration when making this determination may include;
    - 3.3.1 The activities/nature of the Special Event
    - 3.3.2 The number of people expected to attend and/or participate in the Special Event
    - 3.3.3 The amount of clean-up, repair, maintenance required to restore the land and/or building to its original state
  - 3.4 Notwithstanding 3.4, the applicant is responsible for any resulting clean-up or repair of any land and/or buildings at which the event occurs
  - 3.5 Following approval, the completed application shall be distributed to:
    - 3.5.1 Town of Bentley Public Works
    - 3.5.2 Town of Bentley Fire Department
    - 3.5.3 R.C.M.P. Sylvan Lake Detachment
    - 3.5.4 Ambulance provider for the Town of Bentley
  - 3.6 Upon completion of the Special Event and subject to satisfactory clean-up and no other outstanding issues or claims, the Town will refund the security deposit to the Event Coordinator.
4. The following Community Organizations, Groups or Societies need not obtain a Special Events Permit unless in the opinion of Town Council, the nature and scale of the event is such that a permit is required;
    - 4.1 Scouts, Cubs, Brownies, Girl Guides, Cadets and other similar youth organizations

- 4.2 4-H Club events
- 4.3 Bentley & District Agricultural Society
- 4.4 Bentley School or school sponsored events
- 4.5 Community organized events such as picnics, Christmas concerts, ball games, and other similar events
- 4.6 A recognized sporting organization or club
- 4.7 Events commonly referred to and recognized as "family reunions"
- 4.8 Events held by recognized church or religious organizations
- 4.9 Any other group, club or organization deemed by the Chief Administrative Officer or Town Council, to be similar in nature to those listed in the list.

5.0 This Policy replaces Policy 04/04

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

TOWN OF BENTLEY  
POLICY 04/04 20/06  
**Special Events Application Form**

**APPLICANT INFORMATION:**

Name of Group \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Name (& position, if applicable) \_\_\_\_\_

Contact Phone (home) \_\_\_\_\_ (business) \_\_\_\_\_

Contact Address \_\_\_\_\_ Postal Code \_\_\_\_\_

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**SPECIAL EVENT INFORMATION:**

Name of Event \_\_\_\_\_

Description \_\_\_\_\_ # of Participants (approx.) \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Barricades Required? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Location \_\_\_\_\_

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The applicant, on its own behalf and on behalf of its officers, agents and employees waives the right to bring any claim against the Town of Bentley and its officers, agents and employees for any matter arising out of or in any way connected with the Special event, including claims based on the alleged negligence of the Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless the Town of Bentley, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Signature  
(Specify name & title if different from above)

\_\_\_\_\_  
Date

The personal information on this form is collected under the authority of the Municipal Government Act for the purpose of processing a Special Events Application. It is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIPP coordinator for the Town of Bentley at (403) 748-4044.

**PLEASE READ ATTACHED FOR CONDITIONS OF APPROVAL**

## CONDITIONS OF APPROVAL

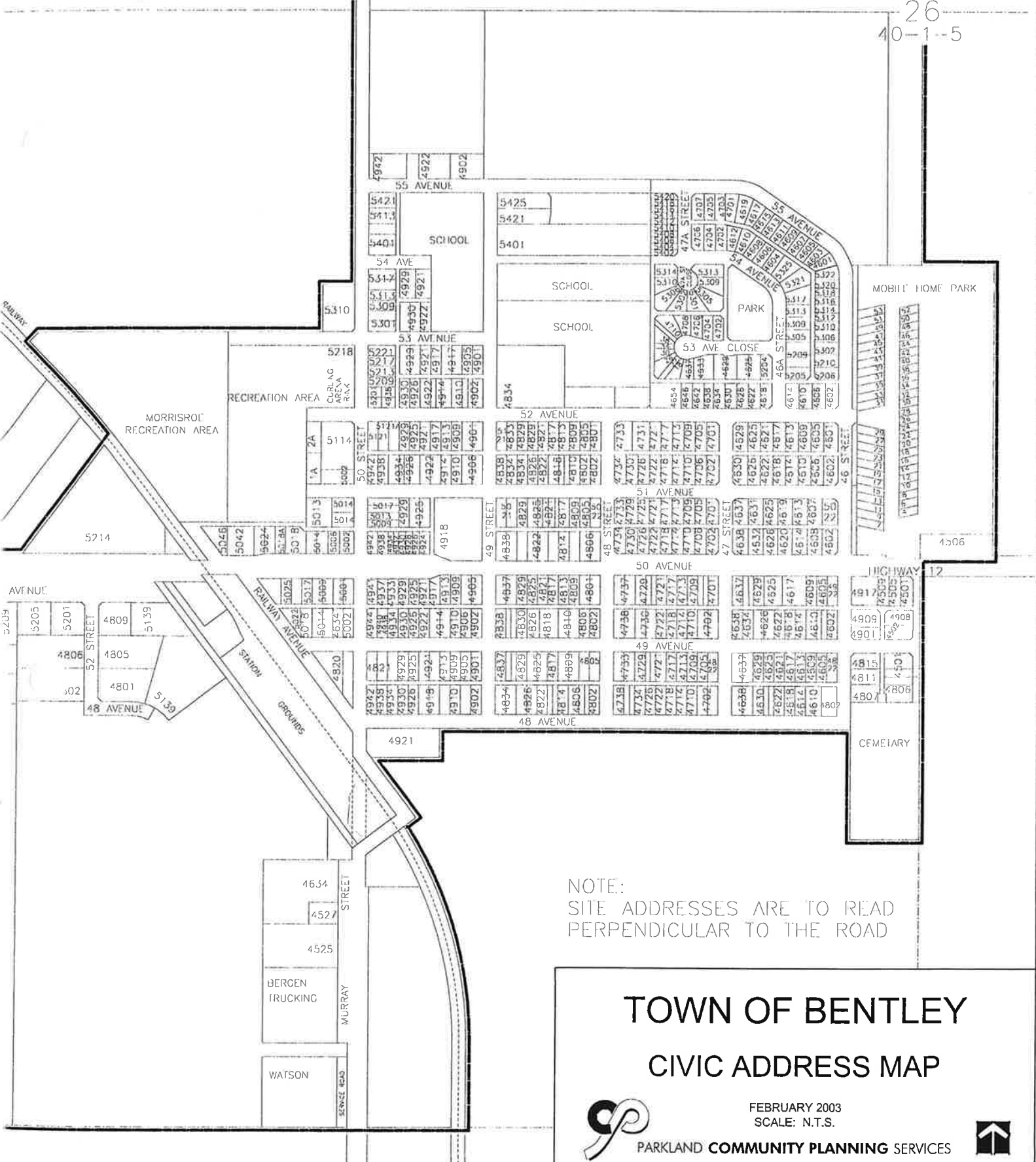
1. The Applicant shall contact the Sylvan Lake R.C.M.P. detachment a minimum of thirty (30) days prior to the event with regard to any Police assistance required.
2. The Applicant is to complete the attached map clearly outlining the route or location of the special event and any other pertinent details (i.e. start and finish locations, barricade locations, etc.).
3. No less than fourteen (14) days prior to the event, the Applicant is to submit to the Town:
  - a) Certificate of insurance with minimum liability coverage in the amount of \$2,000,000 with the Town of Bentley named as an “additional insured”;
  - b) Map clearly outlining the route or location of the special event and any other pertinent details (i.e. start and finish locations, barricade locations, etc.);
  - c) Societies Act registration number (if applicable);
  - d) Written description of any/all signs, banners to be erected in relation to the event with installation locations. Any signage must comply with bylaws for the Town of Bentley;
  - e) Security Deposit in the amount of \$1,000.00.
4. The Applicant (and the promoters) shall comply with all applicable laws, including bylaws and policies of the Town of Bentley.
5. The Applicant is to ensure adequate traffic control through consultation with the Town of Bentley Public Works Department.
6. The Applicant is to ensure that adequate first aid service is available.
7. The Applicant is to ensure that the participants provide right-of-way to emergency vehicles.
8. The Applicant is responsible for any resulting clean up of the route or location at which the event occurs.
9. Failure to comply with these conditions could result in the approval being withdrawn, denial of future applications and/or prosecution for breach of Town bylaws.

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Signature of Applicant

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Date



NOTE:  
SITE ADDRESSES ARE TO READ  
PERPENDICULAR TO THE ROAD

# TOWN OF BENTLEY CIVIC ADDRESS MAP

FEBRUARY 2003  
SCALE: N.T.S.



PARKLAND COMMUNITY PLANNING SERVICES

