

Park & Pavilion Bookings

PERMIT #

105 Marina Rd. Chestermere Alberta T1X 1V7
www.chestermere.ca
Phone 403.207.7050

Applications for events must be submitted to the Town of Chestermere no less than three months in advance of the event date. This is an application/request only and does not guarantee a permit will be issued. To ensure complete understanding of all requirements, please read the “Requirements for Park & Pavilion Bookings” and the “Terms and Conditions” on this form.

BOOKING INFORMATION

Organization:		Date of Application: D /M /Y	
Main contact:			
Mailing Address:			
City:	Province	Postal Code	
Email:		Website:	
Work:	Cell:	Fax:	
Alternate Contact:			
Alternate contact Phone:			
Is your organization a registered non-profit?		YES	NO

INFORMATION ABOUT THE EVENT

Name of Event:	Type of Event:
Full Description of Event (please attaché additional page if needed)	

Date of Event:	Time of Event:
Set-up time:	Clean –up end time:
On site coordinator	Cell:
Location of Event: (a detailed site plan may be required)	

Admission charge: YES NO

Number of: Participants Spectators

Please indicate all activities that will apply to your event. Depending upon activities, applicants may be required to supply other documentation before final permit may be issued (i.e. insurance, liquor etc.). Note all activities may not be suitable and may not be approved.

Food Preparation: (a)	Yes	No	Amplified Sound: (c)	Yes	No
Temporary Structures :(b)	Yes	No	Inflatable-activity bouncers :(b)	Yes	No
Entertainment: (c)	Yes	No	Animal type activities (d)	Yes	No
On-site Fundraising	Yes	No			

Other Activities: _____

- a) Contact the Alberta Health Inspector at (403) 361-7217 regarding your food/beverage and toilet requirements.
- b) Some temporary structures may require a pre-event inspection.
- c) Noise bylaw details must be reviewed and agreed to with event organizer's signature.
- d) Town of Chestermere insurance requirements must be met, , and copies of the insurance certificate provided to the Town.

SITE LAYOUT AND SET-UP

Prior to the event, organizers are responsible to meet with the Town of Chestermere Event Coordinator to confirm the set-up and tear down arrangements.

Site map submitted.

Tents / other structures to be erected (identify number and sizes)

Temporary stage(s) to be erected (identify number and sizes)

Portable toilets to be brought on site (identify numbers)

REQUIREMENTS FOR PARK & PAVILION BOOKINGS

Noise Levels

The noise bylaw is intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living/or working adjacent to the event site. The guidelines explain the responsibility that event organizers have to monitor noise resulting from the presence of your event occurring in a public park area.

The Town of Chestermere reserves the right to require that the event organizer and/or sound contractor reduce amplified sound levels if these are found to be excessive (e.g. causing undue public complaints, unreasonably interfering with adjacent users, or exceeding noise bylaw limits, etc.)

Sound checks or amplified music will only be allowed during the following hours:

Monday to Thursday	11:00am - 9:00pm
Friday / Saturday	11:00am - 10:00pm
Sunday	1:00pm - 9:00pm

Organizers must provide residents adjacent to the event site or others that may be impacted by the occurrence of a large event with advance written notification about the event, the date times of event.

Indicate the methods that your organization will use to distribute event information:

- Local Newspaper
- Posters / Flyers distributed
- Other (please describe)

Insurance Requirements

The Town of Chestermere must be provided with a copy of your insurance certificate indicating a minimum of \$2 million in General Liability insurance and listing "Town of Chestermere" as additional insured no less than three weeks prior to event.

Payment

All fees and projected costs must be paid prior to the event date unless other arrangements have been agreed upon. Payments can be made at the Town Hall (cash/debit or cheque), mail and drop off box for after hours. Damage deposits will be cashed and refunded upon completion of follow up site inspection.

Cancellation

If you cancel with more than 5 working days notice, a \$50.00 cancellation fee will apply. If you cancel with less than 5 working days notice, you will lose your payment fee.

TERMS AND CONDITIONS

The Applicant is responsible for ensuring that the event being held is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the activity does not interfere with other park users or contravene any Town of Chestermere Bylaws.

1. The Town will assess any damage that may occur, as a result of the event and payment for such damages and additional costs incurred because of an incident will be the sole responsibility of the Applicant.
2. The Applicant will be responsible for all cleanup operations.
3. The Town of Chestermere reserves the right to cancel any or all booked times should any portion of the venue be rendered unsafe/unusable due to mechanical/electrical or structural failure. i.e. extreme weather conditions
4. The Town of Chestermere will not be responsible for lost or stolen articles.
5. The Applicant shall indemnify and hold harmless the Town of Chestermere
 - Damage or expense sustained by the owner/operator of the facility
 - Any claim to which the owner/operator of the facility may become liable by reason of personal injury or property damage sustained by any person participating in the event, a spectator, or any other person attending at the event during the term of the Agreement.
 - Any personal injury or property damage suffered by anyone from a breach of item 5.
6. The Applicant shall be responsible for the orderly behaviour of all persons participating in the event, and shall ensure that the venue is used for the purpose listed on the Agreement.
7. Users must carry the permit / agreement and present it upon request. Permits will be revoked without payment of any compensation in the event of a breach of laws, bylaws, or conditions set up herein or in force. Non-compliance may also result in fines, penalties and additional charges.
8. Vehicles are not to be driven onto grassed areas or designated restricted areas.
9. The Town of Chestermere reserves the right to revoke this permit if payment is not received according to the terms of this agreement.
10. Town of Chestermere will locate irrigation lines. Event organizers are responsible to contact all other underground utilities. The Applicant will be responsible for any damages done to irrigation systems as a result of stakes or poles placed without prior approval.

Some events may be subject to the following requirements.

Event Security: Provide a description of how security will be provided and scheduled.

Parking Plan: Describe the areas where event participants and spectators will park during the events.

Traffic Control: For events that will be impacting a town- site roadway.

Public Awareness: The Town of Chestermere may require organizers to give advance notice regarding event details to residents who may be impacted by the event site. Also to be given to RCMP/ FIRE / C.P.O. Departments.

Applicants Signature

Date

FOR INTERNAL USE ONLY

Authorizations:

Fire Department RCMP Public Works Department Town Administration C.P.O

Applicable Fees:

Permit Fee Site Use Fee

Special Event Permit & Site User Fees

John Peake Pavilion Permit

The Pavilion is available for weddings, cultural / musical performances and special events, at the discretion of the Town.

Weddings	Local Non Profit	Non Local Non Profit	Residents	Non Residents
4 hr block: \$200	\$150/day	\$200/day	\$150/day	\$300/day
Includes designated park area				

Site Use Fees

Number of Participants	25-50	51-100	101-200	201-350	351-500	501-1000
John Peake Park <i>*does not include pavilion</i>	\$100	\$150	\$250	\$350	\$500	\$700
Sunset Beach	\$100	\$150	\$250	N/A	N/A	N/A
Anniversary Park	\$100	\$150	\$250	N/A	N/A	N/A

- If number of participants is higher than a thousand please call to discuss with Town Event Coordinator
- **Damage deposit of \$500 will apply to all permit applications at time of booking.** Deposits will be cashed on approval of permit. Damage deposits will be refunded upon completion of inspection after the event.

Events Coordinator

Nancie Huneault
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 403-207-569-1512 Fax
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