

Festival and Event Manual

Updated for 2024



Table of Contents

Introduction	4
Important Information	4
Application and Supporting Documentation Timelines	4
Host Organization	4
Service Standard Agreement	4
Cancellation	5
Payment	5
City of Calgary Festival and Event Support	5
City of Calgary Festival and Event Policy	5
Festivals and Events Subsidy Program	5
Arts & Culture Microgrant Program.....	6
City of Calgary Festival and Event Requirements (<i>Alphabetical Order</i>)	9
Accessibility	9
Alcoholic Beverages and Liquor Licenses	9
Cannabis Consumption Area	9
Community Notifications	11
Damages.....	11
Drones.....	11
Electricity/Power Requirements	11
Emergency Response Plan	12
Entertainment Performance Rights and Licenses.....	13
Event Technical Services – City of Calgary.....	13
Filming Events.....	13
Fireworks / Pyrotechnics / Open Flame.....	13
Food Service / Food Vendors	14
Gaming and Gambling	14
Green Initiatives	14
Inspections	14
Locates / Digging / Staking.....	15

Medical Services / First Aid	15
Noise Exemptions	15
Olympic Plaza Pool Draining or Ice Coverage	15
Parks Conditions	16
Personal Services	17
Petting Zoo	18
Promotions / City Logos / Signage on City Property	18
Protocols.....	18
Production Schedule	18
Road Occupancy / Parades	19
Run / Walk Routes	19
Security and Crowd Control.....	19
Site Plans	20
Smoking.....	20
Straw / Hay Bales.....	21
Tents and Temporary Structures.....	21
Traffic Management.....	21
Vehicle Access Plan	22
Washrooms and Hand wash Stations	22
Water Services / Waste Management.....	23
Appendix A – Festival and Event Management	25
Appendix B – Site Plan / Route Checklist	26
Appendix C – Production Schedule Checklist	27
Appendix D – Determining Medical Coverage	28
Appendix E – Quick Reference Timeline	29

Introduction

Thank you for your interest in contributing to the vibrancy of the City of Calgary and hosting your event on City property. This manual has been created as a guideline to assist you with the Festival and Events approval process. It will identify areas that have an impact on your events planning and execution. Important policy and City of Calgary requirements are outlined below to ensure the delivery of a safe and successful event. Included in the appendix are templates and further reference materials. *Please review this manual in its entirety.*

Important Information

Application and Supporting Documentation Timelines – Applications for events take place on an on-going basis throughout the year, in accordance with the application process outlined in this manual. Festival and Event Applications, site/route plans, and draft emergency response plans are required a minimum of 90 days prior to your event. The Event Liaison assigned to your event will inform you of additional timelines for the supporting documentation required, which is also outlined in Appendix E – Quick Reference Timeline.

Host Organization – To host an event, the host organization must be a registered legal entity in good standing; as a not-for-profit, charitable organization, business improvement area, or commercial organization. The entity must ensure that all financial obligations to The City of Calgary have been met. In this manual the Host Organization is also referred to as the Event Organizer or organizer. Commercial Organizations (for-profit festivals/events) will be charged a \$1 fee to each ticket for events happening in Calgary Parks for park enhancements that support festivals and events. Making this ticket fee visible to the attendee at the time of purchase is optional but provides transparency.

Service Standard Agreement – A Service Standard Agreement is required for all festivals or events on top of all necessary permits. This agreement, which is the formal contract between the hosting organization and The City of Calgary, will contain comprehensive clauses detailing the requirements of the event organizer to indemnify The City of Calgary. The SSA will also include the cost estimate for City services, special conditions, post event template/form, and advisory comments along with all applicable permits.

Insurance - Before final permit approvals, the event organizer is required to, at their sole expense, obtain from an insurer licensed in Alberta under the laws of the Province of Alberta and Commercial General Liability an insurance policy for bodily injury (including death) and property damage in an amount not less than \$2,000,000 inclusive limit for any one occurrence that shall include the following:

- The City of Calgary as an additional insured
- A cross liability clause
- Broad form contractual liability coverage
- Non-owned automobile liability coverage
- No participant's exclusion endorsement
- A 30-day cancellation clause

The insurance coverage must be maintained for the duration of the event, including setup and takedown dates. **Final permit approval will not be given until the Certificate of Insurance is submitted to your Event Liaison, in a form satisfactory to The City Solicitor, 30 days prior to your event set up day.**

Additional insurance requirements may be required:

- Where alcohol is served or sold, the event organizer needs to obtain an extension to normal general liability insurance to include Host Liquor Liability.

- Where fireworks are used, the event organizer must provide a second Certificate of Insurance for \$5,000,000 (per occurrence) liability. The company supplying the fireworks may supply this second certificate provided that The City of Calgary and the organization are specifically named as additional insured.
- Where vehicles are to be used on City Parks property, a minimum \$2,000,000 (per occurrence) third party automobile "PLPD" insurance may be required.
- Events on Stephen Avenue, as per Calgary Downtown Association the event organizer is required to provide a comprehensive general liability insurance policy for bodily injury (including death) and property damage in an amount of not less than five million dollars (\$5,000,000) inclusive limit for any occurrences which happen on the Downtown Pedestrian Malls. The Insurance Policy shall include: The City of Calgary and Calgary Downtown Association named as additional insureds.
- The City of Calgary encourages event organizers to obtain cancellation insurance.

Cancellation – The City may modify or cancel the Event for one or more of the following reasons, at any time, if there are reasonable grounds to believe that the holding or continuation of the Event:

- Poses a risk to the health or safety of any person
- Poses a risk of damage to property
- Is in contravention of any Applicable Law
- Is in contravention of any condition set out in Schedules "C" and/or "D" or The City is unable to provide the Site, or any City Services described in Schedules "A" and/or "E" of the Service Standard Agreement
- Is not in the public interest

When mutually agreed between The City and the Host Organization, The City may postpone an Event.

If for any reason the Event is cancelled or postponed, the Host Organization shall be liable for any Event Costs incurred by The City up to and including the time of cancellation or postponement.

The Organization may terminate the Event, for any reason, prior to commencement of the Event. If the Organization terminates the Event, the Organization acknowledges and agrees that it will be liable for any Event Costs incurred by The City up to and including the time of cancellation of the anticipated Event.

Payment – The City provides a consolidated invoice to the event organizer for all City services required by the festival or event within 60 days following the event. Payment must be made within 30 days of the date of the invoice. Late payment could impact the event organizer's ability to obtain approval for future festivals and events in the City of Calgary or obtain future City of Calgary Festival and Event Support as outlined below. Failure to make payment may also result in additional requirements such as mandatory deposits for future event editions.

City of Calgary Festival and Event Support

Festival and Event Policy - Festivals and events are integral to the implementation of the City of Calgary initiatives, and City of Calgary service support to festivals and events is part of the core business for The City of Calgary. For more information visit the link to view the full City of Calgary [Festival and Event Policy](#).

Festivals and Events Subsidy Program (FESP) - The City of Calgary's Festival and Event Policy has a process whereby eligible festivals and events may receive financial assistance via subsidized City services. For more information on Festivals and Events Subsidy, visit the City of Calgary [Festival and Event Subsidy Program](#) website.

Festival and Events Subsidy Program Innovation Microgrant (FESPIM) - Festival and Event Subsidy Program recipients will have an opportunity to apply for innovation funding in the Fall of the previous year. More on the City of Calgary [Festival and Event Subsidy Program](#) website.



Arts & Culture Microgrant Program - These are additional opportunities for funding. The Microgrant program is subject to change with each new round of funding. Continue to check the City of Calgary [Festival and Event Subsidy Program](#) website for updates or subscribe to the [City of Calgary Event Services newsletter](#).

Post Event Information

Post Event Report

Each event completing the Festival and Events application process is required to submit a Post Event Report within 60 days of the end of their event. Data collected works to track impact to Calgarians.

Post Event Review

Post Event Reviews use an Evaluation Tool to determine event compliance. Event organizers who do not comply with City process may have consequences to Subsidy funding levels where applicable. Post Event Reviews look at:

1. *Late documents* - Documentation may include, but is not limited to: Site map, Event Application Package, Emergency Response Plan, Building Permits, Parks Power Plan, Event Technical Services Request Form, Post Event Report
2. *Site impacts* - Site impacts include, but are not limited to: site not cleaned up post event, damage to site caused by negligence or carelessness, deliberate disrespect of City property. No consequences will be incurred if accidental damage to site and any associated costs were paid in full and on time.
3. *Safety concerns and non-compliance* - Examples of safety concerns and non-compliance include, but are not limited to: major insurance delays, deliberate ignoring of direction from City Business Units, discrimination, harassment and/or disrespect of City staff from event organizer or event staff, in contradiction with the Service Standard Agreement, incorrectly completed ERP, etc
4. *Repeat occurrences of any of the above*

Invoice Payment Requirements / Late Payment

The City of Calgary's Credit and Collections team is responsible for the collection of outstanding receivables and will adhere to Credit and Collection policies and procedures as deemed necessary to reduce risk to The City of Calgary. Payment is due 30 days from invoice date. Interest of 1.5% will be charged on all past due balances. Late payments will result in a deposit being required for any future events. Payments for previous events must be paid in full prior to 90 days from a future iteration of that same event. If a payment plan is required, discuss with City of Calgary's Credit and Collection.

Deposits

For events identified as requiring a deposit, payment is required 45 days prior to the event start date. Permits will not be released until the deposit is paid. The City of Calgary's ability to perform organizational searches may impact the level of deposit required. Deposits required due to late payments or payment plans for prior event invoices vary in amount based on the severity of late payments.

Appeals

To appeal a decision made by The City of Calgary, rationale behind your appeal must be submitted in writing within 60 days of the decision to eventservices@calgary.ca. Each appeal is then reviewed by two members of the Corporate Event Steering Committee. The decision will then be communicated to you by the Manager of Arts & Culture.

Festival and Event Application Process

Step 1

Event Opportunity Form - The Event Opportunity Form provides The City of Calgary with all the basic details of your proposed festival or event. Please completed the [Event Opportunity Form](#) and submit it online. Upon receipt, The City will then check its central booking system to see if the requested venue is available.

If available, the site will be **tentatively** booked for the event.

Note: Event Opportunity Form applications may be rejected if the space is not available or if the event does not meet the parameters of requiring the Festivals and Events Application process. For example, an event happening in a greenspace that does not require permits in addition to a greenspace permit will be directed to a greenspace booking. An event hosted on City property (leased or owned) that does not require the City of Calgary to issue permits does not require an Event Opportunity Form submission.

Step 2

Festivals and Events Application Package - Once the Event Opportunity Form has been successfully processed, the event organizer will receive a Festivals and Events Application Package sent via e-mail, and will be assigned a City of Calgary Event Liaison to provide support through the application and permitting process. The application package and all supporting documents outlined within must be completed and returned to CEMintake@calgary.ca and your Event Liaison a minimum of 90 days of your festival or event.

Note: We may not be able to support applications received less than 90 days prior to the date of the festival or event. Please contact your assigned Event Liaison for more details. The City may refuse to accept an application for an Event where the Organization or any applicant, principal, director or officer of that Organization has an unpaid debt to The City relating to a previous Event.

Step 3

Interdepartmental Event Team (IET) Review - Every Festivals and Events Application Package submitted undergoes a review by The City of Calgary's IET. The IET is a committee of City business units and non-City external partners that conducts a technical and operational review and is responsible for approval of all festivals and events. Through the IET review, The City of Calgary determines the types and levels of service and support required. Applicants may be asked to attend an IET meeting to present subsequent information or clarification regarding the application. Once the IET has approved the Festivals and Events Application Package, the requested venue is confirmed, and conditions are determined.

Step 4

Approval and Service Standard Agreement - Once the Festivals and Events Application Package has been approved, the venue confirmed, and conditions determined, a Service Standards Agreement will be generated, which outlines all support and services provided by The City of Calgary, an estimate for the cost of these services, and the expectations The City of Calgary has of the event organizer. All City of Calgary permits will be collated into the Service Standards Agreement.

Note: External agency permits and permissions are not included in the Service Standards Agreement and are the responsibility of the organizer to obtain. These include but are not limited to Alberta Gaming and Liquor & Cannabis Commission (AGLC) and Alberta Health Services (AHS).

City of Calgary Festival and Event Requirements (Alphabetical Order)

Accessibility

The City of Calgary encourages event organizers to provide opportunities for diverse groups of citizens and visitors, including those with disabilities, to attend and enjoy events. This may include clearly designated disabled persons parking spaces and accessible washrooms, entertainment viewing areas, paved pathway access, closed captioning / sign language interpretation. Display on-site signage indicating these elements.

External Link: [Accessibility and disability in Calgary](#)

Alcoholic Beverages and Liquor Licenses

Event organizers wishing to serve or sell alcohol at an event will need to adhere to both provincial and municipal requirements to ensure that the event is legally permitted to serve or sell alcohol. Event organizers are responsible for applying and obtaining the relevant liquor licenses from the Alberta Gaming and Liquor & Cannabis Commission (AGLC) prior to their event.

Event organizers wishing to serve or sell alcohol must obtain, in addition to general liability insurance, an extension to include Host Liquor Liability.

External Link: [Alberta Gaming, Liquor and Cannabis Commission - Special Event Licenses](#)

Cannabis Consumption Area

A designated Cannabis Consumption Area may be permitted in some public places when connected to an approved event. A minimum of 60 days' notice is required to apply for approval.

The potential for a designated Cannabis Consumption Area will be determined based on the approval from the City of Calgary Interdepartmental Event Team. Organizations who wish to host an open-air, outdoor contained space away from the primary attendance area, will be required to submit an [Event Opportunity Form](#).

Designated Cannabis Consumption Areas are required to adhere to the following principles:

1. **Responsible Consumption**
 - Appropriately [trained staff](#) and documented procedures in place for the oversight of Cannabis Consumption Areas.
2. **Adherence to all appropriate legislation**
 - Adheres to all relevant federal, provincial, and municipal regulations.
3. **Limiting the impact on youth**
 - Cannabis consumption regulated in a manner that minimizes the impact and impression on youth.
4. **Limiting Exposure to second-hand smoke**
 - Cannabis Consumption Areas are constructed in such a way that minimizes the exposure of attendees to second-hand smoke.

Approval of a Cannabis Consumption Area is subject to the following conditions:



- Cannabis Consumption Areas will only be considered when applied for as a complementary activity to a larger festival or event in a designated area away from the primary area.
- Cannabis Consumption Areas cannot be within 100 meters of a sport or playing field, a skateboard or bicycle park, a zoo, an outdoor theatre, an outdoor pool or splash pad, or a playground.
- Cannabis Consumption Areas are prohibited from schools and hospital properties.
- Security will be required to ensure no person under the age of 18 is granted entry into the Cannabis Consumption Area and maintain the safety of all individuals in the consumption area.
- **SellSafe trained** security staff are expected to monitor the Cannabis Consumption Area.
- Upon approval for a designated Cannabis Consumption Area, the Event Organizer will be held liable for the safety and compliance of the individuals and the removal of minors within the designated area.
- Cannabis Consumption Areas must be separate from a beer garden however may include tobacco consumption. No alcohol is to be allowed in Cannabis Consumption Area.
- Cannabis Consumption Areas are to be fenced areas with blackout screening and appropriate receptacles to dispose of waste from the area.
- Cannabis Consumption Areas require a Fire Occupancy Load card to be obtained by contacting 3-1-1.
- A case-by-case review of Calgary Police Service requirements will determine the number of pay duty officers that may be required.
- On Site medical support requirements will be assessed as per Alberta Health Services.
- Cannabis products must not be sold or distributed in a Cannabis Consumption Area.
- Organizers must follow Federal regulations regarding advertising and promotion of cannabis.

Failure to adhere to the policies and guidelines outlined in this document will result in revocation of the festival permit and potential prosecution under federal or provincial laws and/or municipal bylaws. When applying for a designated Cannabis Consumption Area, the following documents must be included:

Site Map

- Drawings of the entire site including labels of all areas, entrances, and exits.
- Measurements of the areas including Cannabis Consumption Area, entrances and exits, and site perimeter.
- Clearly identified fencing and blackout screening of the perimeter of the Cannabis Consumption Area.
- Location of the Cannabis Consumption Area must be a minimum of 100 meters away from a sport or playing field, a skateboard or bicycle park, a zoo, an outdoor theatre, an outdoor pool or splash pad, and a playground, measurements identifying a 100 meter radius from these areas must be included.

Security Plan

- A plan including the date(s) and time(s) security will be on-site, number of security personnel, and other details including verification of trained security staff to manage a Cannabis Consumption Area. Please refer to the SellSafe cannabis training through <https://aglc.ca/>.

Medical Plan

- Level of medical care on-site
- Location of medical service area (Note: the medical service area(s) must be indicated on the site map.)
- The communication plan between event organizer, staff and on-site medical services
- Time frames during which medical services will be available during the event

For questions regarding designated Cannabis Consumption Area, contact Event Services: eventservices@calgary.ca.

Community Notifications

Once an event is approved, community notification to the surrounding residents and businesses/organizations that will be impacted by your event is sometimes required, and often recommended. Notification should be provided at least one to two weeks before your event date. For required deadlines, resources, and more guidance see the [Community Notification Guide](#).

Damages

Event organizers are responsible for ensuring they are demonstrating due diligence in protecting City assets from theft or damage. Any damage or theft to City assets including turf, park features or electrical equipment as well as any additional clean up required by the City will be charged back to the event organizers.

Repair costs and expenses associated with additional clean up will be assessed and communicated to the event organizer by The City as soon as possible following the conclusion of the event.

Drones

If you comply with all provincial and federal legislation, drones under 250 grams (classified as micro drones) can be flown at your event without a permit (in approved areas). Drones weighing over 250 grams require a filming request through [Calgary Economic Development](#) in addition to all other permitting and regulation required for drone flights.

Be courteous when flying a drone. In Calgary Parks, any behaviour which "unreasonably disturbs the use or enjoyment of the park by any other user of a park" is prohibited where an officer may issue a violation ticket.

Some event spaces are in restricted areas, even micro drones under 250 grams. Please read more about restricted areas and bylaws on [Calgary.ca](#). Review federal drone regulations on [Transport Canada's website](#).

Electricity/Power Requirements

Power capabilities within parks are often limited. It is important to consider all your electrical requirements before finalizing the locations of event components and/or specific activities. If your event is a recipient of the Festival and Events Subsidy Program, your power will be provided by The City of Calgary. If your event is **not** a recipient of the Festival and Events Subsidy Program, you may opt to hire a private electrical contractor or you may request electrical services from The City of Calgary (see below for conditions).

Event Power Plans

Event organizers are required to submit all power requirements to their Event Liaison a minimum of 30 days prior to the event set up date. Areas requiring power should be clearly identified on the site map, with details regarding the number of circuits required, amperage and items are required before level of service can be confirmed.

A Power Plan must include the following information to be considered complete:

- Each piece of equipment requiring power must be listed, stating its voltage, amperage (or watts) - all electrical equipment has a name plate showing electrical information
- Connection and disconnection (on/off) times
- Location of equipment on the event site map
- Picture of the plug connector if over 120V, 20amps (typical household plug)

Electrical connection and disconnection times need to be specifically requested and then be included in the power plan and production schedule. Event organizers can request a meeting to discuss power requirements through their assigned Event Liaison. A consultation with City electrical staff and/or contractor can be arranged for a fee.

Private Electrical Contractor Conditions

When selecting your own contractor for electrical services, you must ensure that the contractor meets the basic requirements of The City by requesting the following documents and submitting them to your City of Calgary Liaison for confirmation prior to engaging the contractor for the event:

- a. Valid COR (or SECOR) and/or provide a health & safety plan for how the work will be performed to be submitted at least 10 business days prior to event set up
- b. Valid City of Calgary business license
- c. Clearance letter from WCB confirming that they have an account "in Good Standing"
- d. An insurance certificate evidencing the following current coverage. Commercial general liability insurance policy for bodily injury (including death) and property damage in an amount of not less than five million (\$5,000,000.00) dollars. Inclusive limit for any one occurrence, including products and completed operations coverage, contractual liability coverage, a cross liability clause and naming The City as an additional insured.

The City may request additional documentation, if necessary. A power plan must be still completed and submitted no later than 30 days prior to event setup date.

Generators

Generators are only permitted when no other power sources are available on site, or when on site power is not sufficient to meet the needs of the event, with permission from Calgary Parks. All generators must be fully grounded, placed on a protective surface, in a fenced off location. All cables must be clearly marked and covered to prevent a tripping hazard. A spill kit with an absorbent material must be on site in case of a fuel spill. A large spill requires hazmat to be called. Generators under 7KW can be supplied by event organizer through a qualified/certified electrical supplier and conditions above must be followed. **Generators over 7KW must coordinated via Calgary Parks Electrical** (see info regarding Power Plans and Electrical Contractors above).

Additional Info – Fees/Security

When the event SSA has been signed and event set-up has begun, any additional electrical requests must be approved by the main Event Organizer(s). The host organization must have a representative present during the electrical set up to authorize any final electrical requirements deemed necessary. This representative should ensure others do not make last minute electrical requests without having the proper authorization to do so (this will generate additional fees and/or services charged to the host organization).

The host organization must always ensure the security of equipment, especially equipment left on site overnight. Any theft or loss of equipment will be charged back to the host organization. We encourage all Event Organizers to draft contracts with their vendors, suppliers and contractors as the Event Organizer will be responsible for additional charges and/or park damages. These charges will not be covered by the subsidy and will be charged to the event.

Emergency Response Plan

For the safety and security of all who plan or attend events, an Emergency Response Plan is an essential requirement. Based upon the size and scope of the event, your City of Calgary Event Liaison may require IET to approve your plan. If needed, a Festival and Event Emergency Response Plan template can be provided from your Event Liaison.

Emergency Response Plans are drafted a minimum of 90 days prior to your event. The City of Calgary Event Services team can provide you with direction regarding the level of detail required for your Emergency Response Plan. Have a

finalized Emergency Response Plans on hand 30 days prior to your event. It is critical your event staff receive Emergency Response Plan training and can adequately respond to event issues as listed in the plan.

Entertainment Performance Rights and Licenses

If you use music as part of your event, you must obtain a SOCAN and/or Re-Sound performing rights licence. Proof of current or previous year's license is required.

Re:Sound – Responsible for obtaining fair compensation for artists and record companies for their performance rights, and licenses recorded music for public performance, broadcast, and new media. Event Organizers are responsible for contacting Re:Sound for the event: www.resound.ca

SOCAN – The Society of Composers, Authors and Music Publics of Canada (SOCAN) represents Canadian performing rights and licenses the legal use of music. Event Organizers are responsible for contacting SOCAN: www.socan.ca

Event Technical Services – City of Calgary

Event Technical Services Request forms must be submitted **at least 60 days prior to the event**.

Event Technical Services (ETS) has an inventory of equipment that may be available to rent for your event. Equipment includes tents, stage decking, fencing, and bike racks. Your Event Liaison will work with you to determine availability of equipment and crew and provide the required forms. Submitting the Event Technical Services Request form alone does not confirm the booking as resources are be limited.

Filming Events

Film permits are required for commercial filming using City of Calgary assets including parks, sidewalks, roads, and buildings. Filming at an event with the use of drones and/or other professional filming equipment may require permits. All filming requests are made through calgary.ca/film.

Please discuss filming requests with your Event Liaison at the time of your application and visit the link above for more information.

Fireworks / Pyrotechnics / Open Flame

The use of pyrotechnics, display fireworks and open flames is permitted in some City Parks. A minimum of 30 days' notice is required.

The Fire Prevention Bureau of the Calgary Fire Department controls the permits for all pyrotechnics, display fireworks and open flames in public places. Calgary Fire Department requires the event organizer to:

- Call 311 to request a Special Event Permit as required.
- Have a Certificate of Insurance for \$5,000,000 (per occurrence) liability, in addition to the base insurance requirements for events. The company supplying the fireworks may supply this second certificate provided that The City of Calgary and the organization are specifically named as additional insured.
- Develop a site plan specific to the activity, including an outline of the firework/pyro zone(s).
- Provide Calgary Fire Department and City of Calgary Parks with a list of the products to be fired (for both indoor pyrotechnics and outdoor fireworks).
- Develop a fire safety plan with measures in place to support safety, i.e. fire extinguishers, wet blankets, etc.
- Ensure the fireworks shooter has either a Canadian license or a local company sponsoring him/her.
- Fire inspects and approves the site for safety.

Parks has final approval in accordance with Federal and Provincial Migratory Bird and Wildlife Acts. Written permission is required from Parks allowing the fire related activity to occur. Ask your Event Liaison for details.

The sale and use of all fireworks is regulated within the City of Calgary by several acts of legislation including the Alberta Fire Code, The City's Fire Fees Bylaw 40M2003, Migratory Birds Convention Act, Wildlife Act, Species at Risk Act (SARA) and Federal law. If you have questions about fireworks or obtaining permits for other pyrotechnic displays, please contact your Event Liaison or eventservices@calgary.ca for more information.

Food Service / Food Vendors

Event organizers are required to provide notification of The City of Calgary's [Festival and Event Food Vendor Operating Requirements](#) to food vendors working the event. Sales and/or service of food and beverage can only occur in compliance with the requirements of the [Alberta Food Regulation](#), and Alberta Health Services must be notified of all food sales and service. For more information on food and beverage guidelines and policies, please e-mail specialevents@albertahealthservices.ca or call Environmental Health, Alberta Health Services at 403-943-2295.

All food vendors, garbage/wastewater disposal sites and sanitary facilities should be included on your Site Plan.

Proof of Food Vendor notification required 30 days prior to your event start date.

Gaming and Gambling

Only licensed charitable gaming is allowed in City venues. Gaming (including lotteries, carnival-style contests for toys, and bingos) are not permitted on City property.

To hold a charitable raffle, 50/50 draw or auction at your event, you need to obtain a gaming license issued by the Alberta Gaming and Liquor & Cannabis Commission. These activities need to be administered from a stationary location. No roving sales are allowed.

External Link: [Alberta Gaming and Liquor & Cannabis Commission](#)

Green Initiatives

The City of Calgary encourages event organizers to pursue greening initiatives as part of their overall festival and event strategy to reduce waste to City landfills. For further information please speak with your Event Liaison.

Inspections

Event organizers are responsible for scheduling site inspections as required. Schedule inspections through the online Inspections Booking System at inspections.calgary.ca. Inspections can be booked up to 10 business days in advance. This includes inspections for building, electrical and gas permits. If you require a fire inspection, please call 311. Occupancy load cards (issued by Calgary Fire) may be required for, but are not limited to, any occupiable fenced area, tents, or temporary structures.

- Event organizers responsible to book the inspection through the online Inspections Booking System. Regular inspection hours are Monday through Friday, 8:00 a.m. to 3:00 p.m. Additional fees may apply for after hour's inspections.
- Inspections need to occur once all structures are fully constructed with all components (tables, chairs, fencing, signage, etc.) in place, and prior to occupancy.

If you have difficulties booking or managing your building or trade permit inspection, please call the Inspections Call Centre at 403-268-5311.

Locates / Digging / Staking

Any digging or staking of tents or other event elements on City owned land requires that all utilities and irrigation lines be properly located prior to any work. A locate ticket must be presented to the City of Calgary Event Liaison. Staking may be allowed in some circumstances and in some parks pending Parks approval. No staking is allowed on hard surfaces or roadways or after September 15 each year. All Utilities and Irrigation lines must be properly located before any tents or other structures are staked to the ground and locate ticket must be presented to City of Calgary Liaison prior to set up. Weights are to be used on all hard surfaces. Failure to locate utilities or irrigation could result in Parks permit not being issued. Organizers will be responsible for all damages caused to surface materials, roadways, and turf, and underground utilities. To schedule locates call the following contacts 7-10 business days in advance and schedule for no more than 5 days before your event:

- Call 3-1-1 (403-268-2489 from outside Calgary) to request **Parks irrigation lines** in your event area are turned during setup, takedown, and event times
 - Contact [Alberta One-Call](#) to schedule **Primary utility line** locates
 - Contact a licensed third-party locater i.e. Tracker - to schedule **Secondary utility line** locates
-

Medical Services / First Aid

Event organizers may require confirmation of medical services / first aid present throughout the duration of the event, and a Medical Response Plan may be required as part of the Emergency Response Plan (ERP).

Medical Response Plans for large events are complex, requiring knowledge from medical professionals. Alberta Health Services – Emergency Medical Services (AHS – EMS) responders are part of a large and integrated provincial system so consultation is required well in advance to adjust service levels. Event organizers seeking guidance can submit an EMS Standby Request Form (must submit at least 60 days in advance of the event).

For further questions regarding medical services at your event, contact AHS – EMS at 403-955-9532.

Noise Exemptions

A [Noise Exemption Permit](#) is required for event activity (including set-up and take down) to occur between 10 p.m. and 7 a.m. Monday to Saturday and 10 p.m. to 9 a.m. on Sunday and holidays. For more information, please visit [Noise at Major Events](#).

Olympic Plaza Pool Draining or Ice Coverage

Olympic Plaza Drainage / Coverage requests are made by submitting a formal request on/before April 1 for water drainage requests and November 1 for ice coverage requests. In order to grant a request that disposes of almost 284,000 gallons of treated water and/or temporarily disables a public amenity, The City of Calgary carefully considers the benefit that festival brings to balance the significant environmental, financial and social impacts that occur when the pond is drained or ice is covered.

Requests are often denied as the park can support small and medium sized events while keeping the pond or ice surface active. Requests will also be denied if:

- a formal application is not received at least 90 days before an event
 - the park schedule cannot accommodate due to other bookings
 - the event does not meet the evaluation criteria in place
-

Parks Additional Fee (For-Profit Events)

In response to research conducted, Calgary City Council approved a fee to be charged to for-profit festivals and events hosted in City parks starting in 2020. Commercial Organizations (for-profit festivals/events) will now incur a \$1 fee to each ticket for park enhancements that support festivals and events. Adding this ticket fee at the time of attendee ticket purchase is optional but provides transparency. The fee will be collected after for-profit events take place on City land as part of the standard billing process. Events will be responsible to report total number of tickets sold within 30 days of their festival or event.

Funds collected through this new fee will be applied to park enhancements and improvements that will support festivals and events. The funds gained through this fee are needed to preserve and ensure Calgary's public spaces will be available for citizens to enjoy year-round, as well as be available for festivals and events to provide entertainment for citizens well into the future.

Parks Conditions

Parks that are used for festivals and special events are parks first and are to be treated as such. Organizers must make every effort to keep the site clean and leave it as it was found before the event. Many of the guidelines and policies are in place to protect the park and ensure that all Calgarians can enjoy them safely. Failure to adhere to these may result in forfeit of damage deposit, additional fines levied, termination of event in progress or denial of future permit requests.

All festivals and events must adhere to the Festival and Event Manual, Parks Bylaws, and Parks Conditions. Additional Parks Conditions specific to the festival and event venue will be included in Schedule "C" – Special Conditions and Advisory Comments of the Service Standard Agreement.

- Event Organizer must clearly communicate Park Permit Conditions of Use and set up plan to all vendors, subcontractors and event deliveries and be onsite to supervise set up.
- All Utilities and Irrigation lines MUST be properly located before any tents or other structures are staked to the ground and locate ticket MUST be presented to City of Calgary Liaison prior to set up. Weights are to be used on all hard surfaces. Failure to locate utilities or irrigation could result in Parks permit not being issued.
 - For Utilities: Contact both Alberta One Call AND a 3rd party locator e.g. Tracker at least 2 weeks before set up to ensure all utility lines have been located. **This is your responsibility!**
 - For Irrigation: Call 3-1-1 (403-268-2489 if calling from outside Calgary) at least 3 business days prior to set up to have Parks irrigation lines located in your event area and request to turn the automatic sprinkler system off for the duration of your permit.
 - Structures must be a minimum of 1 meter away from marked lines.
- Alcohol:
 - If served in a separate fenced off area, maximum capacity is to be no more than 10% of approved expected attendance or per Fire occupancy load, whichever is lower.
 - If a site wide liquor license request is made, Parks is open to supporting such a request on a case by case basis, providing the appropriate approvals and restrictions are identified by the AGLC and Calgary Fire and any other applicable business units.
 - Where alcohol is served or sold, the event organizer must obtain an extension to normal general liability insurance to include Host Liquor Liability.
- Power:

- All generators must be fully grounded, placed on a protective surface, in a fenced off location. All cables must be clearly marked and covered to prevent a tripping hazard. A spill kit with an absorbent material must be on site in case of a spill. A large spill requires hazmat to be called.
- Generators under 7KW can be supplied by event organizer and conditions above must be followed.
- Generators over 7KW **must** be provided by Calgary Parks preferred vendor as per detailed power plan submitted to Calgary Recreation Liaison prior to event. Power plans must be submitted 30 days prior to event.
 - Any extra power request will be charged back to event organizer.
 - Additional fees may be charged if the event organizer or site manager is not present during set up.
 - Event organizer must ensure the security of equipment at all times, and especially when equipment is to be left overnight. Any theft or loss of equipment will be charged back to event organizers.
- If possible, all portable toilets should be placed on gravel or asphalt surfaces and accessible for servicing.
- Do not hang or tape any banners, flyers or signs, etc from any trees, shrubs or other parks features.
- No helium or air balloons permitted.
- Please use chalk only to mark layout requirements on any hard surfaces. Suitable marking paint may be use on turf grass areas only.
- Vehicles:
 - All vehicles must have prior approval from Parks to access and drive in the park.
 - Vehicles needed for the event may be brought to the site to drop off and / or pick up passengers, performers, props and other equipment only. Then vehicles must be parked off site for the duration of the event.
 - Vehicles must have hazard light flashing and must not exceed 10km speed limit and have spotters to supervise vehicles load-in in the park.
 - If ground conditions are wet ONLY approved vehicles to be positioned via a 'plywood highway' and plywood placed under wheels to prevent damage to turf and other park features.
 - Plywood or protective surface to be placed under engine to prevent damage to turf and other park features.
 - Avoid driving on irrigation boxes.
 - There is no onsite parking.
 - Please adhere to our Anti Idling Policy - Vehicles must not be parked with the engine operating for more than five minutes unless it is essential for performance of work.
- Any freezer, beer, food, security or other heavy vehicle left on the turf for any length of time will require a protective surface underneath tires and engine. Also if driving over the turf you will be need to drive over a plywood road in order to park the equipment and proceed the same way out.
- Propane bottles must be properly secured and placed on a protected surface to prevent turf damage.
- A fire-resistant grease proof protective surface must be placed under all barbeques and grills to prevent damage to park features. All BBQ's and grills must have an operational fire extinguisher present.
- All grey water containers must be self contained, removed and emptied off site at an approved facility, on a regular cycle. Place a tray underneath the containers and have an absorbent material on hand in case of a spill.
- Organizers are responsible to remove all litter and garbage from the site during and immediately after.
- Any damage or theft to turf, park features or electrical equipment as well as any additional clean up required by the City will be charged back to the event organizers.
- Additional fees may be charged if any equipment remains on the site after the scheduled strike date.
- If you use music as part of your event, you must obtain a SOCAN and/or Re-Sound performing rights licence. Proof of current or previous year's license is required. Visit www.socan.ca and www.resound.ca for more information.

Personal Services

Alberta Health Services has standards and guidelines for personal services offered at events. The requirements of the Personal Services Regulation and its related Health Standards and Guidelines apply to services offering:

- Barbering
- body and ear piercing
- body and facial waxing
- electrolysis
- facials
- hair styling or hair replacement
- make-up application (temporary or permanent)
- manicures and pedicures
- tattooing

Failure to adhere to the standards and guidelines for personal services can result in the activity being denied and/or vendor being removed from the event. For further information please visit [Alberta Health Services](#).

Petting Zoo

Petting zoos that meet Alberta Health Services requirements are permitted at festivals and events within the City of Calgary. Event organizers must apply to Alberta Health Services for all petting zoos.

External Link: [Petting Zoo, Animal Attractions and Farm Visits – Information for Operators](#).

Promotions / City Logos / Signage on City Property

No City of Calgary logos, graphics or images may be used on event promotion without express written consent of The City of Calgary. If you received City funding, speak with your Event Liaison about logo use guidelines.

Advertising/promotion of your event **prior** to city approval / receipt of event permit is at the sole discretion of event organizers. A tentative space booking does not guarantee approval. Event organizers who promote their events prior permit approval do so at their own risk. The City assumes no responsibility for promoted events that are not approved.

Event Organizers need to adhere to the [Temporary Sign Bylaw 29M97](#), which explains the need to preserve the non-commercial nature of public parks, vegetation protection, and overall site appearance. Example guidelines:

- Banners should be clean, in good repair and hung in an attractive way using tension to keep stretched tightly.
 - No tape is allowed when fastening any signage.
 - Numbers of banners and event signage may be restricted if deemed excessive or redundant.
 - Signage must not be attached to trees or other vegetation.
 - Dependent upon location of placement, City staff may be required to install signage. 0078
-

Protocols

For information on inviting the Mayor or Councillors to your event or other protocol information like speaking order and/or proclamations visit the [Mayor and Council page at Calgary.ca](#).

For information on Flag Raisings, as per The City of Calgary Flag Policy, visit the [Flag Raising Application website](#).

Production Schedule

The City of Calgary may request a production schedule, which includes the timing of the set-up, the event elements, and the take down of the event. The production schedule will provide an overview of what is happening and when. Once confirmed, City services provided should be included in the schedule.

For more information, see Appendix C – Production Schedule Checklist

Road Occupancy / Parades

Event organizers who wish to close city roads to support their event need to provide detailed information on the Festival and Event Application indicating which roads they want to close, along with the additional information requested regarding their event plans.

Once prompted to submit a completed Festival and Event Application, detailed road use maps with the following information will be requested:

- Requested roadways with street names, route directions, and north direction indicated
- Start and Finish points
- Start and Finish times (for all elements of the event including setup and takedown times)
 - Road closure times for participants and spectators
 - Times of road occupancy
 - Scheduled re-opening times

Road permit applications are required a minimum of 90 days notice prior to the event.

Run / Walk Routes

The City of Calgary recommends running routes based on popular run/walk venues. These routes have been pre-approved by The City of Calgary and are designed to reduce the cost and community impact of run/walk events and assist organizers in identifying options that can be supported. To assist in your route preparation and planning please speak with your City of Calgary Event Liaison or eventservices@calgary.ca.

Security and Crowd Control

Calgary Police Services, security and crowd control may be critical parts of planning your event. A written description of security measures may be required before the permit will be released, and a crowd management system should be put in place to ensure the safety of public during the event when:

- Areas are restricted to the public
- Crowding is expected (more than one person/m² is projected in a given area)
- Fireworks are part of the event
- Admission is charged
- The event occurs at night
- Alcohol service areas are in operation.

It may include one or more of the following components:

- Private security professionals or trained volunteers
- Designated security stations or roving personnel
- Communication network (cellular phones, two-way radios, etc)
- Signage
- Fencing of restricted areas

Staff, volunteers, and participants should understand your safety and security guidelines where necessary. This may include, but is not restricted to, communication and evacuation places, lost person procedures, locations for medical tents, and Emergency Response Plans.

Site Plans

An event Site Map/Route Map **must** be submitted as part of your event application before a permit is released. Ensure the map is clear and legible. For assistance in site plan preparation, see the [Festivals and Events site maps](#) for some of our most popular festival sites. All Site Maps **must** include the following event components:

- Indicate the direction of north.
- An outline of the entire event venue, including all street names or identifiable areas in the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location, function and dimensions of all stages, tents, scaffolding, bleachers, grandstands, beer gardens and other temporary structures.
- The location and function portable toilets, accessible toilets, cooking areas, food trucks, garbage, recycling, and composting bins and dumpsters.
- Detailed locations of power requirements (voltage and amperage)
- Detailed locations of all potable water requirements and grey water tanks.
- The location of fencing, barriers and/or barricades. Indicate removable fencing for emergency access/exits.
- The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- The location of the Lost Person tent or area.
- The location of the First Aid facilities.
- A detail or close-up of the food booth and cooking area configuration, including booth identification of all vendors cooking with flammable gases or barbecue grills.
- The location of fire extinguishers.
- Placement and function of all required vehicles and/or trailers.
- Exit locations for outdoor events that are fenced, and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- The location of any flammable and combustible storage tanks over 230 litres.
- The fireworks zone (if applicable).
- The exact route of any walk, run or march; including the direction of travel and street names (if applicable).
- The location(s) where power hookup is required, including amount of power.
- Other related event components not listed above.

For more information, please see Appendix B – Site Plan / Route Checklist

Smoking

No smoking is allowed in an area designated for an event. Outdoor patios where food or drink is provided, located in fenced off, cordoned off, or enclosed areas, are outdoor patios as defined in the [Smoking Bylaw 57M92](#). Therefore, event sites (including parks) should be kept smoke-free.

No person shall carry or possess a lit cigarette, cigar or pipe, or burn tobacco in any manner in, on or within 5 metres of an outdoor pool, outdoor skating rink, playground, skate park, or sports field to which the public has access of right or by express or implied invitation.

Signage needs to be posted on-site indicating that smoking is not permitted.

Straw / Hay Bales

The City of Calgary has issued a guideline for the users and suppliers of straw and hay bales for display and/or public events. For more information, view the [Straw and Hay Bale guidelines](#).

Tents and Temporary Structures

All tents and temporary structures must be indicated on the site plan, including dimensions.

If a tent (or cluster of tents) exceeds a total of 60 square metres (645 square feet), organizers need to apply for a Building Permit from Building Regulations. A cluster of tents is any collection of tents within 3 metres (10 feet) of each other. Stages (including permanent and semi-permanent stage facilities), scaffolding, and bleachers may also require a Building Permit.

- All tents (including pop-ups) must be certified to CAN UCL S109 fire rating. No exceptions.
- Propane tanks may not be placed inside a structure.
- Cooking may be allowed under a canopy (tent with no walls or maximum one wall).
- No open flame cooking appliances are permitted in tents or canopies, and all open flames must be located at least one (1) meter from the tent.
- All cooking surfaces must be located at least one (1) meter from the general public.
- The size locations of all tents should be clearly indicated on the site map, along with the spacing between tents and other structures.

Tents, fences, and other non-freestanding structures need to be adequately secured for safety reasons. Staking may be allowed in some circumstances and in some parks pending Parks approval. No staking is allowed on hard surfaces or roadways. Event organizers must schedule utility locates to mark all utility lines prior to any work being done, as per the requirements outlined in the Locates section of this manual.

The [City of Calgary Policies for Electrical](#) and the [City of Calgary Policies for Plumbing and Gas](#) also contain regulations and requirements for tents where there are cooking appliances, electricity, propane, or other fuel sources involved or proposed for use in connection within these temporary structures/tents.

Traffic Management

Festivals and events generally increase traffic demands in or near the location of the event. As such, parking, alternate transportation methods, accessibility, and traffic congestion are all factors that should be incorporated in your plan. The following points should be incorporated in your transportation plan:

- All traffic control in the public right-of-way and/or at major intersections must be conducted by a representative of the Calgary Police Service or by Bylaw Services.
- All proposed street closures must be included in your permit application. Roads Permits are required for street closures, The City will evaluate the shuttle stops and proposed transportation routes as part of its overall evaluation of your event plans.
- Your transportation plan must not incorporate the use of nearby shopping center parking lots or other private property without the express written permission from the affected property owner(s).
- You need to include accessible parking and/or access in your event plans.
- Identify delivery plans related to event production and vendors.
- Identify alternate modes of transportation and consider the infrastructure necessary to support those modes, such as bike racks, valet parking, bus routes and carpooling.

Parking / Shuttle Plan and Management

Event organizers are responsible for the management of parking for event attendees. Parking utilized for events may impact City of Calgary facilities both on and off streets. A parking plan and shuttle plan may be required in order to address how the impact by event attendees will be managed, and should include:

- Access to public transit and alternate methods of transportation for event attendees
- Availability of both on and off street parking in the immediate area of the event
- Assessment of need for additional off-site parking and shuttle plan
- Review and identification of fire access and designated disabled parking spaces
- Staff and/or volunteer support to provide parking information to event attendees
- How parking and shuttle plans will be communicated with event attendees

Vehicles are not permitted to be parked on turf, and some park roadways unless event organizers request and are granted permission to be in the city park or roadway.

Event organizers can request quotes for cost and availability of shuttle service through Calgary Transit. Charter services are provided based on vehicle and manpower availability. Contact ctcharters@calgary.ca or consult your Event Liaison. Information relating to Calgary Transit services are found on the [Calgary Transit website](#).

Production Services has event bicycle racks in their inventory. Please speak with your Event Liaison for more information on booking equipment from Production Services.

Vehicle Access Plan

Vehicles used to support the event set-up or the take down should have a plan supporting their use. Vehicle Access Plans identify the number of vehicles, purpose of each vehicle, the approximate timing of use, and a system to supervise the actions of drivers. The City will require a copy of your Vehicle Access Plan prior to the start of your event.

Vehicles are not permitted to be parked on turf and some park roadways. Event organizers must request, and are granted permission, to be in the city park or roadway with a vehicle.

Organizers may be required to assign and identify one or more volunteers to supervise vehicle site access. The City recommends you consider identifying:

- A direct supervisor of vehicle access point to control access to the site.
- On-site supervisor(s) to observe vehicles to ensure operating restrictions are met.

Any vehicles that are required to be on-site for the duration of the event are to be clearly indicated on the site map. Vehicles that have not been approved by The City may be denied access to the site.

Washrooms and Hand wash Stations

Number of Persons	Minimum Number of Outdoor Privies or Toilets
1 – 25	1
26 – 50	2
51 – 75	4
76 – 100	6
101 – 150	8

Portable toilet facilities must be utilized when adequate permanent facilities are not suitable to meet the demand of the event and should be indicated on the site plans. Portable toilet facilities are to be placed on a hard surface accessible for servicing. If open, the existing permanent toilet facilities within a venue may be considered to meet some of the demand.

151 – 200	10
201 – 300	12
301 – 400	14
Over 400	16 plus 1 for each additional 200 people

When portable toilets and/or washing units are brought onto an event site, the organizer is responsible for all toilet paper/paper towel supplies and cleaning of the units. For events of a duration of more than one day, the units need to be serviced a minimum of once daily.

The Nuisance and General Sanitation Regulation governs the provision of toilets and hand washing at events. Please go to the [Alberta Health Services](http://www.alberta.ca/health-services) website or call (403) 943-2295 for further information.

Water Services / Waste Management

Access to potable water is available at the following sites: Prince’s Island Park, Shaw Millennium Park, Olympic Plaza, Glenmore Park (North & South) and Festival Market.

The City of Calgary asks all event organizers create a Waste and Recycling Management Plan. Your event’s Waste and Recycling Management Plan should consider a number of factors related to garbage collection and waste diversion:

- Garbage and other waste materials should be cleaned up daily and at the conclusion of the event by the event organizer. Organizers are responsible for cleanup of all aspects of the event, including the actions of patrons, third party vendors or sponsors.
- Dumpsters that are on-site in some City parks may be used for the disposal of event-related garbage bags. However, where dumpsters are not available, event organizers are required to arrange for the removal of garbage bags from the site at their own cost. In some cases, the event organizer may be required to supply a dumpster at the event site or pay for dumping costs at their expense.
- To minimize excessive waste and garbage clean up, organizers should consider measures such as limiting the types of materials brought onto the site to those that can be recycled or composted and introducing recycling efforts on-site whenever possible.
- Most park facilities do not have sewage facilities to support the disposal of liquid waste. No liquid or frozen material including beverages, ice, wastewater, paint, grease, and soap may be dumped on the site or into any bodies of water. Storm water sewers are never to be used to dump liquid waste.
- All liquid waste is to be disposed of using liquid waste receptacles supplied by the event organizer and removed at the completion of an event for appropriate depositing at an approved location. This requirement is especially significant where there are food and beverage sales on-site. Final disposal of liquid waste must be done in accordance with the City Drainage Bylaw or according to some other method approved by Alberta Health Services.
- Prior approval is required before hazardous materials such as fuels, paints, fireworks, pressurized gases, solvents etc. may be brought into the event venue or used on-site. Safety standards and labeling procedures as outlined in Workplace Hazardous Materials Information System (WHMIS) apply.
- If needles are found, secure the area and call 311 for assistance in disposal.

To protect the quality of storm water entering our rivers and to avoid obstructions, certain materials and contaminants are prohibited from entering the storm drainage system. Our rivers provide an important habitat for fish and other aquatic life. Our rivers are also our source for clean drinking water. Our everyday activities can have a big impact on natural habitats. Pollution from storm water can hurt or kill fish, birds, frogs, insects and the plants they need for food and shelter. It is vital that your event takes every precaution necessary to protect our water.

Prohibited materials include:

- Soil, sediment, or other solid matter (including yard waste such as leaves and grass clippings)
- Cooking oils and grease

- Gasoline, motor oil, transmission fluid and antifreeze
- Solvents and paints
- Water from pools and hot tubs
- Industrial waste
- Soaps or detergents (including biodegradable products)
- Pesticides, herbicides or fertilizers
- Cement/concrete waste
- Sawdust and construction materials
- Any substance or combination of substances that emit an odour.

Details are available in [Drainage Bylaw 37M2005](#). Failure to comply with the Drainage Bylaw will result in a fine to the event organizer.

Appendix A – Festival and Event Management

The following Committees work together in support of festivals and events:

Event Advisory Committee:

- Calgary Arts Development Authority
- Calgary Economic Development
- Calgary Sport Tourism Authority
- Federation of BRZ's
- Tourism Calgary
- Sport Calgary
- Two Citizens at Large
- City of Calgary Administration

Interdepartmental Event Team (administration – technical)

- Calgary Recreation
- Calgary Roads
- Calgary Police Services
- Calgary Fire Department
- Calgary Parking Authority
- Calgary Parks
- Calgary Community Standards
- Calgary Building Services
- Calgary Emergency Management Agency
- Calgary City Clerks
- Calgary Waste and Recycling
- Calgary Corporate Properties
- Calgary Corporate Security
- Alberta Health Services – Emergency Medical
- Alberta Health Services – Environmental Health
- Alberta Gaming and Liquor & Cannabis Commission

Corporate Event Steering Committee (administration – directors/designates)

- Calgary Recreation
- Calgary Roads
- Calgary Police Services
- Calgary Fire Department
- Calgary Parking Authority
- Calgary Parks
- Calgary Community Standards
- Calgary Building Services
- Calgary Emergency Management Agency
- Waste and Recycling
- Other Business Units as necessary

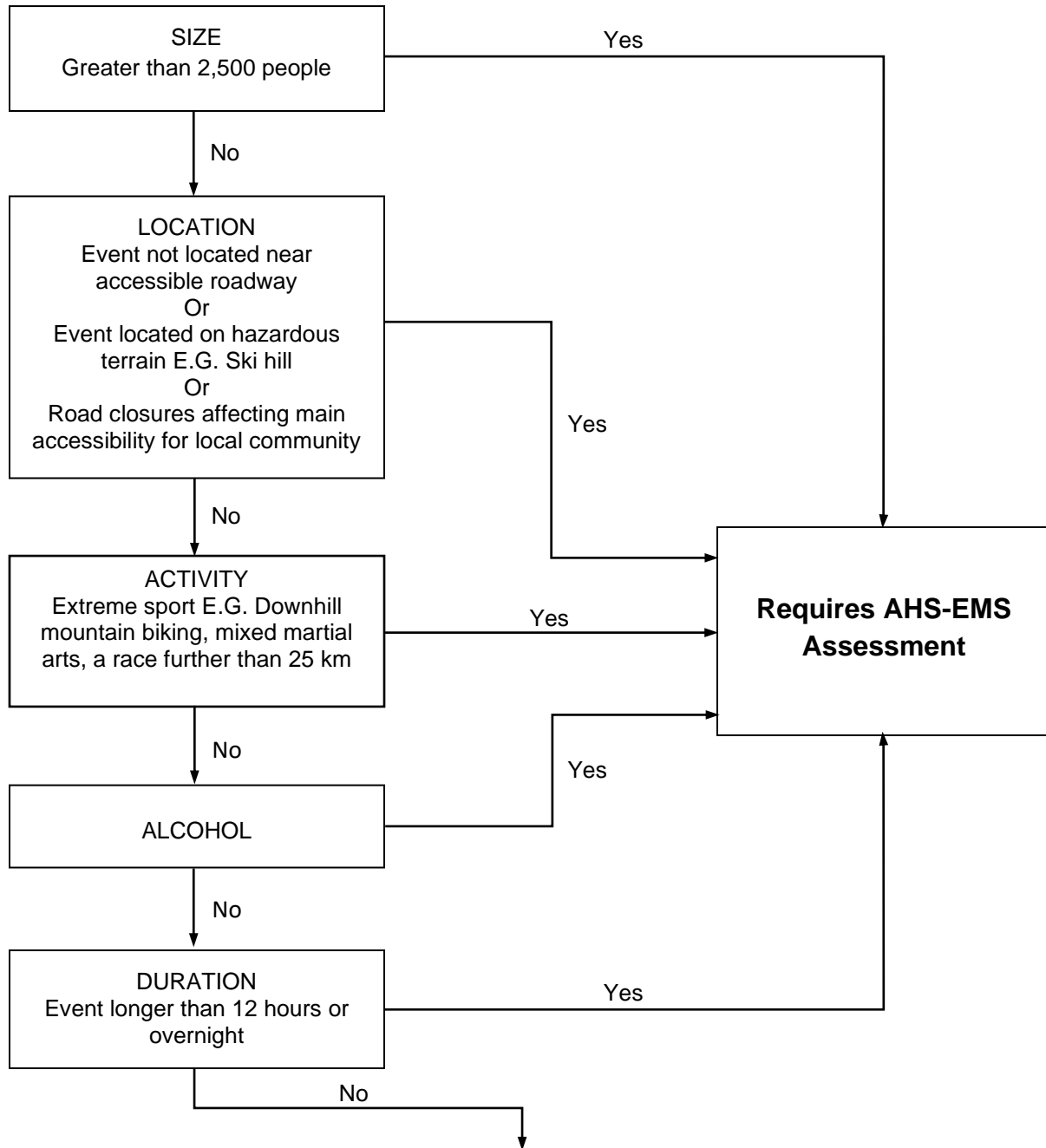
Appendix B – Site Plan / Route Checklist

DOES YOUR SITE MAP CLEARLY INDICATE:	YES	NOT APPLICABLE
An outline of the entire event venue, including the names of all streets or areas that are part of the venue and surround area – including direction of travel for all moving routes and north direction indication	<input type="checkbox"/>	<input type="checkbox"/>
The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue	<input type="checkbox"/>	<input type="checkbox"/>
Tents (include the dimensions, function and proximity to other structures, entry points and emergency exiting)	<input type="checkbox"/>	<input type="checkbox"/>
Portable stage(s) (include the dimensions and height off the ground)	<input type="checkbox"/>	<input type="checkbox"/>
Detailed locations of power requirements (voltage and currents).	<input type="checkbox"/>	<input type="checkbox"/>
Detailed locations of all potable water requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Portable bleachers (as part of a Building Permit)	<input type="checkbox"/>	<input type="checkbox"/>
Portable toilets (include the total number and indicate whether a regular or accessible toilet not to be installed on roads right of way)	<input type="checkbox"/>	<input type="checkbox"/>
Hand washing stations (include total number, not on road right of way)	<input type="checkbox"/>	<input type="checkbox"/>
Fence lines (including access points emergency exiting)	<input type="checkbox"/>	<input type="checkbox"/>
Stationary vehicles such as, but not limited to: <ul style="list-style-type: none"> • Refrigeration trucks • First aid vehicles • Food service vehicles • Security vehicles • Sponsor vehicles 	<input type="checkbox"/>	<input type="checkbox"/>
A detailed or close-up of cooking configurations, food service or sales areas such as, but not limited to: <ul style="list-style-type: none"> • Tents • Push carts • Vehicles • Food Trucks 	<input type="checkbox"/>	<input type="checkbox"/>
Waste water receptacles	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol service or sales areas (including all fences, tents, entrances, and exits)	<input type="checkbox"/>	<input type="checkbox"/>
Cannabis Consumption Area <ul style="list-style-type: none"> • See Cannabis Consumption Area section for a list of what to include in the Site Map 	<input type="checkbox"/>	<input type="checkbox"/>
Activity & support areas such as: <ul style="list-style-type: none"> • Information services • Lost persons • First aid • Security • Games areas • Performance spaces • Animals • Displays 	<input type="checkbox"/>	<input type="checkbox"/>
Banners & signage (those not attached to tents)	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks Zone (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Generators, and flammable or combustible storage tanks over 230L	<input type="checkbox"/>	<input type="checkbox"/>
All event components that meet accessibility standards	<input type="checkbox"/>	<input type="checkbox"/>
Shuttle pick up/drop off points	<input type="checkbox"/>	<input type="checkbox"/>
Run, walk or parade route (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Location of all fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>

Appendix C – Production Schedule Checklist

DOES YOUR PRODUCTION SCHEDULE INCLUDE WHEN:	YES	NOT APPLICABLE
Suppliers are delivering, setting up and removing site items such as, but not limited to: <ul style="list-style-type: none"> • Tents • Stages • Fencing • Lighting • Toilets • Scaffolding • Fuels 	<input type="checkbox"/>	<input type="checkbox"/>
Utility and irrigation locates are being completed	<input type="checkbox"/>	<input type="checkbox"/>
Spikes/stakes are being driven into the ground	<input type="checkbox"/>	<input type="checkbox"/>
Portable toilets are being serviced	<input type="checkbox"/>	<input type="checkbox"/>
Electrical hook-up is required	<input type="checkbox"/>	<input type="checkbox"/>
Suppliers are bringing event support services onto the site such as, but not limited to: <ul style="list-style-type: none"> • First aid • Food/beverage deliveries • Ice deliveries 	<input type="checkbox"/>	<input type="checkbox"/>
Vendor set-up and teardown	<input type="checkbox"/>	<input type="checkbox"/>
Banners and signage are being hung	<input type="checkbox"/>	<input type="checkbox"/>
Placement of stationary vehicles is required on-site for event	<input type="checkbox"/>	<input type="checkbox"/>
Road closures come into effect	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles no longer have access to the site	<input type="checkbox"/>	<input type="checkbox"/>
Shuttle vehicles are active	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles are allowed back on-site	<input type="checkbox"/>	<input type="checkbox"/>
Pre-event inspections are scheduled with appropriate representatives, such as: <ul style="list-style-type: none"> • Calgary Fire Department • Alberta Health Services • City of Calgary, Building Services 	<input type="checkbox"/>	<input type="checkbox"/>
Food service providers are setting up and taking down	<input type="checkbox"/>	<input type="checkbox"/>
Site closes to free public access (if admission is being charged)	<input type="checkbox"/>	<input type="checkbox"/>
Event start and finish times	<input type="checkbox"/>	<input type="checkbox"/>
Final clean-up and garbage removal is occurring	<input type="checkbox"/>	<input type="checkbox"/>
Does your production schedule include the names and contact numbers of all the providers for the services?	<input type="checkbox"/>	<input type="checkbox"/>
Does your production schedule include the name and contact number of the on-site event coordinator?	<input type="checkbox"/>	<input type="checkbox"/>

Appendix D – Determining Medical Coverage



1. Please ensure all event staff has communication accessibility for 9-1-1.
2. Ensure all private medical providers have insurance requirements needed for event coverage.
3. Basic First Aid coverage can be considered E.G. St. John's First Aid.
4. Any further concern with medical coverage, please contact Alberta Health Services EMS at 403-9550-9532 to discuss options for coverage.

Appendix E – Quick Reference Timeline

The following timelines indicate the **minimum days** required to receive your information so we may properly review, assess, support and permit the work necessary to ensure your event is as safe and successful as possible.

REQUIREMENT	DAYS PRIOR TO YOUR EVENT/SET UP
Festivals and Events Application	90
Development Permit Application	90
Road Closure and Street Use Request	90
Emergency Response Plan - Draft	90
Production Site Map	60
Parks Site Map and/or Pathway Route Map	60
Calgary Police Request	60
Calgary Bylaw Request	60
Recreation Event Technical Services Request	60
EMS Stand By Request Form	60
Power Request Form and Power Plan	60
Roads Maintenance Request	30
Pyrotechnics, Fireworks and Open Flame Permits	30
Insurance	30
Emergency Response Plan - Final	30
Recreation Production/Parks Site Meeting	15-30
Community Notification	30
Building Permit Application	30
Building Inspection Request	10
Utility Line Markings	10
Irrigation Line Markings	3