

SPECIAL EVENTS GUIDELINES

# The City of Calgary

# Special Events Guidelines

# SPECIAL EVENTS GUIDELINES

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# SPECIAL EVENTS GUIDELINES

The Special Events Guidelines serves as a resource to assist in the approval and management of special events in public parks (see page 4 for definitions). It identifies the requirements and restrictions on special event activity, explains why these are in place and outlines how event organizers can meet these requirements. In many cases, parks were not designed to accommodate the logistical needs of large special events or the number of people events may attract. Most of the guidelines and regulations are in place to protect park spaces, to ensure public safety and to provide a planning resource for organizing successful events. The contents are not limited to guidelines defined and enforced by Calgary Parks or Calgary Recreation but also contain references to regulations and requirements mandated by other business units or organizations. Event planners should contact these other organizations directly for full details. Refer to the appendices for contact information. It is important to point out that the guidelines contained and referred to in this document will be enforced.

The information contained in this document will be applied to all major special events held in Calgary's parks and on Calgary's pathways. Although most of these currently occur at Prince's Island Park, or the Olympic Plaza, events in other parks and open spaces such as (but not limited to) Bowness Park, Baker Park, Glenmore Parks (North and South), Shaw Millennium Park and Prairie Winds Park will be impacted by these guidelines. The guidelines may also be applied for events in other spaces and facilities.

In managing special event activity in parks and pathways the City of Calgary will:

- Support a diverse range of cultural, recreation and leisure opportunities to encourage balanced and healthy lifestyles.
- Support a benefits driven approach to the provision of festival & special event activities.
- Provide fair and equitable access to user groups to allow for a diverse range of opportunities.
- Ensure activities take place in the most appropriate parks and open spaces to allow for the most efficient use of resources.
- Ensure natural and recreational park spaces are protected and maintained to appropriate standards.

Essentially, the goal is to balance potentially conflicting interests:

- To provide and support recreational and cultural opportunities
- To maintain and preserve parks and natural spaces
- To meet the needs of the general public
- To address the concerns of residents of adjoining communities

The City of Calgary places priority on supporting events that are open to the public and have a recreational, cultural or environmental mandate.

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City of Calgary staff will work with organizers to help them understand the contents of this document and to support the application of these guidelines but the responsibility to meet the requirements and plan a successful event rests with the organizer. Failure to comply with the information contained within this document may jeopardize permit release or future booking requests. Failure to comply may also result in suspension of activity and/or fines.

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## DEFINING SPECIAL EVENTS

For the purpose of this document, a special event is defined as an event that:

- is located in a City-owned park space, pathway or open space,
- has a greater impact on the park and neighbouring communities than casual or intended park use,
- involves the attendance of over 200 people at a given time (may be less for a pathway event), and
- requires external infrastructure to support it (i.e. tents, bleachers, toilets, signage, sound, etc)

Special events, as defined above, will be subject to the guidelines contained in this document. Typically, an event that greatly intensifies the use of a park or athletic facility or is of a nature not in keeping with typical or intended use of the space will be classified as a special event and subject to the guidelines presented in this document.

A festival is further defined as a special event whose primary purpose is to present a multi-faceted arts, cultural or recreation based experience. Festivals typically include at least three elements such as musical, dance and/or theatrical performances, hands on activities, visual arts exhibitions, activity demonstrations, festival merchandise sales, and food and beverage sales/service. In addition, the site set-up and take-down normally happen on days other than the actual event day.

Sports tournaments are special events whose primary purpose is to allow several teams to compete against each other in a concentrated manner. They may also be supplemented by other elements such as food and beverage sales/service or entertainment.

Fundraising walks and runs are special events whose primary purpose is to raise awareness and/or funds for specific social or health issues. They typically desire to maximize numbers of participants.

Public demonstrations or rallies are gatherings whose primary purpose is to draw attention to a specific religious, political or social issue. They typically desire to draw the attention of the public at large and/or key decision-makers in a community to their cause.

Other activities may fall into the special event category and may be subject to the guidelines contained in this document. The size and type of the park or open space, type of activity and attendance numbers will serve to determine if an activity will be defined as a special event. As an example, some picnics may fall within the special

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events category dependent upon the number of people participating, the site being used and the activities associated with the picnic.

This manual is used by The City of Calgary (primarily Calgary Recreation and Calgary Parks staff) to make decisions regarding approval of specific special event requests and to determine specific conditions that will be applied to approved events. Applicants should use this document to prepare their applications and to plan their events once approval to use a park site has been given.

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## REQUESTING A CITY PARK SITE

### Sites

A number of city-owned and operated parks may be suitable for holding large scale events. Contact your Calgary Recreation or Calgary Parks liaison to discuss sites that may be appropriate for your event. If you do not have a liaison, contact the Customer Service Centre Facility Bookings (CSC) (268-3830).

Permits are required to reserve sites for use. More information regarding the application process and permits can be found starting on page 8.

### Park Availability

The peak season for use of outdoor parks is typically the Victoria Day long weekend in May to the Labour Day long weekend in September. These dates coincide with the enhanced staffing levels within the parks. The season also relates to the period in which landscaping rehabilitation efforts required after events are most effective. Bookings outside of this season may be considered on a case by case basis. Operating charges, in addition to park site rental fees, may be associated with an off season booking. Regardless of season, condition of a park and availability of staff are key factors in determining park availability.

Indoor facilities such as Devonian Gardens and some parks such as Olympic Plaza are available for booking year round.

Parks are typically available for programmed activity between 9 AM and 10 P.M. daily to coincide with the Noise Bylaw definition of weekend daytime. Requests for earlier or later times may be considered on a case by case basis.

### Frequency of Major Events

Events with a projected attendance of 2,000 or more will generally only be considered for booking every second week in any particular park. This timing may also be put in place when events with smaller anticipated participation require significant infrastructure to be brought onto a park site to support them. This down time is to allow for the rejuvenation of the park environment between events. Existing events which are scheduled more frequently than every second week will be allowed to keep their traditional dates but if cancelled they may not be replaced. Smaller events may be considered more frequently, depending upon factors such as size and type of event, size and type of park, infrastructure required and park condition.

Although run and walk events may take place along the pathways within the

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downtown core on a weekly basis, attempts will be made to move start and finish locations throughout the parks along the pathway system. This is done to allow for site rejuvenation and to reduce the direct impact on surrounding communities.

## Event Restrictions

The City of Calgary places priority on requests for parks space for special events which are open to the public and which have a recreational, cultural, environmental or community wellness mandate. Private functions, commercial functions and/or events that are primarily religious or political in nature may be considered on a case by case basis. If approved, these events will be required to adhere to the contents of this document and may also have additional conditions placed on them.

## Activity Restrictions

Applicants are to identify all activities they which to include as part of their event in the application form. As the event develops and planned activities change, the applicant must keep their liaison informed of these changes. All activities of an event are to be approved by are subject to prior approval of the City of Calgary before the event. Each park may have amenities or be located within a community that makes it distinct from other parks. These unique features, in part, determine what activities are appropriate or inappropriate. Activities that may be approved in one site may not be appropriate for another. In addition, condition of a park and availability of staff may be key factors in determining the appropriateness of an activity. The activities will determine many of the conditions that will be put into place and which other regulating bodies need to be contacted. Most restrictions that will be put into place are to ensure public safety and preservation of the park setting. Activities not generally permitted include those which:

- may cause significant damage to the park or the environment
- are specifically prohibited by bylaw & law
- are distinctly incompatible with natural open space
- involve undue risk to individuals or The City of Calgary

Although amplified music and speeches may be approved for an event, The City of Calgary reserves the right to approve the equipment being used and the technicians who are operating such equipment. In addition, the Noise Bylaw must be adhered to.

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## Restricted Activities for Events in Parks

- ◆ Gambling including lotteries, carnival style contests for toys and bingos
- ◆ Distribution, sales, release or use of balloons
- ◆ Charcoal barbeques
- ◆ Hot air balloon launching &/or tethering
- ◆ Cycle races on pathways

Additional restrictions or flexibility of above activities will be dependent upon the specific park, season or park conditions.

## Application Process

A Special Event Park Booking Request (appendix) must be completed, in full, to begin the processing of a request. (A Tournament Application Form must be completed for events of a tournament nature.) Incomplete applications will take much longer to process than complete ones. The application is to be submitted to Customer Service Centre Facility Bookings. Organizers are requested to provide enough detail in the application so that a decision can be made about the appropriateness of the venue for the event.

The people reviewing the application will be dependent upon the site and the type of activity requested. Some activities may require review by the general manager of Calgary Parks or the general manager of Calgary Recreation such as alcohol sales or service. Applications may also require review by other City business units. There are some parks that have public management advisory committees that may need to be consulted before final approval of an application can be given. A staff liaison may be assigned to work with an event organizer to ensure that the event details are obtained, that these guidelines are understood and that all permit conditions are met. The assigned liaison staff will be the person through whom additional requests, approvals, permissions and requirements will be communicated. The applicant is required to keep their liaison informed of any changes as the event develops.

Although initial approval for an event may be given, additional details may be required about program activities, production schedule, site layout, food and merchandise sales, vehicle access/use and public health and safety services. Organizers may also be asked to supply documentation as proof of licensing, insurance, indemnification and other legal requirements. A supplemental legal

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agreement or contract will often be implemented in situations where significant conditions or requirements are necessary.

It is important to note that although an event may receive approval to proceed with planning the event, final release of the permit will be withheld until all conditions have been met. Because it may take several days to ensure that the conditions have been properly met, proof of conditions should be submitted at least 30 days before the set up of the event.

It is important to note that ability of a group to follow the guidelines contained in this document will be a factor in the approval of any future event requests by the group. Event evaluation information may be collected and reviewed when processing future requests.

Initial approval of a request may be rescinded if park/pathway maintenance or development issues come up between the date of application and the date of an event. Every effort will be made to limit the number of these types of cancellations.

## Renewal of Annual Bookings

Traditional booking dates of special events as defined on [page 5](#) are generally respected from year to year however; notice of intention to renew must be received in a timely fashion. The dates for renewal applications are as follows:

- applications for events occurring between May 1 & September 30 will be required by October 15 of the previous year
- applications for events occurring between October 1 and April 30 will be required by May 15

Renewal applications will be reviewed and groups will be advised of the status of applications within 1 month of the above submission deadlines. Applications for new events will be reviewed after these dates. Late renewal applications (submitted after these dates) will be considered with all other new applications. Additional applications will be reviewed as they are received.

Although renewal applications for annual events are generally approved, the ability of a group to follow the guidelines contained in this document will be a factor in decisions to approve an event renewal application or to establish specific permit conditions.

## Permits and Use Agreements

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Permits will be issued for all approved events. Depending on the activities being undertaken, further permits, permissions or agreements may be required and will be identified as conditions when groups are notified that their booking has been approved. Generally, special events as defined on **page 5** will require more than a simple permit and may be subject to additional legal agreements or contracts. These will typically be undertaken for large scale events in premier park locations or for events that are cosponsored by the City of Calgary. When they are required, legal agreements or contracts will specifically detail the responsibilities of both The City and the event organizer.

The approval process and the terms and conditions of any permit or agreement, are guided by the information contained in this document, the current Parks Bylaw, other bylaws and laws. The history of the event, the current condition of the park or pathway and public safety issues will influence specific approval conditions.

A permit will be issued once The City feels confident that all established conditions have been or will be met and payment has been received. Some conditions may require submission of proof that they have been met before a permit will be released (i.e. Copies of insurance certificates). Other conditions can only be observed on site during the event. Comments may be printed on the park permit to serve as a reminder of the conditions imposed. It is important to remember that users are not limited to these conditions, and the rules contained in this document and governed by law are still in effect. The final permit must be paid for and picked up at least 14 days before the event.

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## Application Process Summary

- ◆ Applicant completes & submits form to the Customer Service Centre Facility Bookings (CSC)
- ◆ CSC representative confirms availability of park location
- ◆ CSC representative tentatively books site, subject to application review
- ◆ Calgary Recreation and Calgary Parks representatives review application
- ◆ Other Civic departments review application if applicable
- ◆ Conditions are determined and a liaison assigned if appropriate
- ◆ Applicant is notified of status of application (approval or denial) and made aware of permit conditions
- ◆ Use agreement is negotiated if applicable
- ◆ Applicant provides proof that conditions are met
- ◆ Applicant pays for permit (must be done 14 days before the event)
- ◆ CSC representative issues permit
- ◆ City liaison supervises execution of use agreement

## FEES AND CHARGES

### Administration Fee

An administration fee is payable 7 days after verbal confirmation of the approved booking. This fee supports the resources required to administer the applications and the permits and will not be waived.

### Park Site Rental Fees

Park rental fees are based on the site (its capacity and amenities) and the type of activity or event being requested. The fee allows for use of the space and base level park services:

- use of garbage cans and dumpsters permanently located within the park
- garbage bags
- potable water (if available)
- power (if available)
- firewood (if facility has fire pit amenities)
- support from parks staff (if normally assigned to the park site)

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- use of permanent washroom facilities (if available & during summer season)

Rental fees are payable 14 days before the event set up date. A permit will be issued once all conditions are met and payment has been received. Cosponsored events may be eligible to have this fee reduced or waived. Additional information regarding co-sponsorship is available on page 45.

Contact Customer Service Centre Facility Bookings (CSC) for current rate schedules for specific park venues (268-3830).

### Damage Deposits

A damage deposit is usually required for a special event due to the increased potential for park damage as a result of the event. The amount requested will depend on the season, park requested, park condition, activities being planned and previous event history. Typically, damage deposits range from \$200 - \$5,000 and are to be paid 14 days before the event.

Intensified use of a site because of an event increases the requirements for maintenance and repairs. Inclement weather conditions before or during an event make the situation worse. A certain level of damage due to wear and tear will be considered normal and will be supported by Calgary Parks. However, cost of repairing extensive damages, including those associated with extreme wear and tear, may be the responsibility of the event organizer and reflected in any invoices sent after the event.

Damage caused as a result of negligence or misconduct is the responsibility of the organizer, whether caused directly by the organizer, any associated third party or the general public in attendance. City of Calgary (The City) staff base damage assessment upon a review of the site immediately before set up and as soon as possible after the take down of the event. The organizer should participate in these site inspections. When parks are used during the off season, some damage may not be assessable until a later date (i.e. damage to irrigation systems over winter). In such cases, damage deposits may be held until sites can be fully assessed. The costs of repairing damage and cost of increased garbage maintenance duties will be deducted from the damage deposit. Any refund of the damage deposit will be processed after the final site assessment. In the event that a damage deposit is insufficient to cover the costs associated with repairing the damage, the organizer will be invoiced for the balance. Failure to pay an invoice will jeopardize future booking requests.

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## Stage Use, Festival Equipment and Services

There are a few sites where permanent stage facilities exist. When these amenities are requested, a fee will be charged for their use in addition to the park site rental fee.

Equipment and services to support special events organized by not for profit groups are available, for a fee, from Event Services. These services are not guaranteed to be available at all times and should be requested as soon as possible after the event application has been approved. Contact the Event Services Production Co-ordinator (268-4776) for current catalogues and fee structure. Events, which are not organized by not for profit groups, are not eligible for these services and must obtain them elsewhere.

Although resources may be obtained from suppliers other than The City, The City reserves the right to approve the equipment being used and the technicians who are operating such equipment. If services or equipment from other suppliers is deemed inappropriate or unsafe or in conflict with current City contracts, an event may be required to utilize the services of The City or a supplier approved by them.

## Electrical Connection

Most park sites have limited power available. Electrical needs must be identified in the initial park application. Additional details regarding the number of circuits required, amperage and items may be required before the level of service can be confirmed.

Although access to power is included in the base rental fee, there may be additional costs if an electrician is required to make the connections. When a wiring system is connected to or disconnected from a city operated power supply the service must be provided by a City of Calgary staff electrician. Electrician services must be requested and confirmed well before the event. If the electrician is required during regularly scheduled work hours (Monday – Thursday, 7:00 a.m. – 4:30 p.m.). This service will be provided at no additional charge. If electrician services are required outside these hours it will be at a cost to the organizer.

Use of generators in parks is discouraged for public safety reasons. A request to use generators is to be noted on the application and must be approved by The City. If generators are to be used because direct electrical access is unavailable or limited, a City of Calgary staff electrician may be required to approve the use and supervise the connection. Specific grounding requirements will be applied for

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public safety reasons.

## Potable Water Connection

Most park sites have limited potable water available. This need must be identified in the initial park application. Additional details may be required before service can be confirmed.

Although access to water is included in the base rental fee, there may be additional costs if staff is required to make the connections or mark irrigation lines before set up. If line marking, connection and/or disconnection is requested for regularly scheduled work hours (Monday – Thursday, 7:00 a.m. – 4:30 p.m.). This service will be provided at no additional charge. If these services occur outside regularly scheduled work hours this will be at a cost to the organizer. Scheduling of line marking and/or connections must be requested and confirmed well before the event. Potable water locations will be clearly marked as such on site.

## Disposal of Gray Water

All gray water collected during events must be properly disposed. All rented sinks must be accompanied by gray water tanks. When the tanks are near full, they must be emptied off site, at an approved location. Please note that gray water cannot be released anywhere else. Failure to do so will result in fines, and a cancellation of future event applications. You must ensure that your gray water tank supplier is aware of authorized locations within the City.

## Garbage Control

Clean up of the site by the organizer during and after an event is mandatory. The City expects the site to be left in the condition it was first provided. There will be charges for staff time and supplies required to return the park to its pre-event state if not done by the organizer.

On-site garbage cans are provided for use by the general public. Additional garbage bags and cans may be requested and may be included with the park site rental fee. Any unused garbage bags are to be returned to Parks staff. In locations where parks staff are assigned to a site, garbage collection assistance may be provided and will be included as part of the park site rental fee. In locations where staff are not stationed within the park, this service may be provided at an additional cost to the organizer. All support beyond on site garbage cans must be requested and confirmed well before the event.

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## Maintenance or Repair

The City may need to take action to correct an immediate concern of public safety. If action is made necessary solely because of the event, costs may be charged to the organizer. If an event organizer requests maintenance or repairs not normally provided or scheduled for the site, charges may be assessed for the support provided.

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## ADMISSION, SALES AND FUNDRAISING

Event organizers may receive permission to earn revenue on site through admission fees, sales of event merchandise, charitable fundraising, and sales of food and beverages. This is intended to enable the organizer to enhance the range of public programs and services at the event. These permissions are normally limited to events coordinated by not for profit organizations.

Events organized to raise funds for an external charity may be approved (such as fundraising runs). However, those wishing to raise funds for other organizations may be required to obtain written consent from the intended charity before permission will be granted. Organizers of such events requesting co-sponsorship will be required to enter into a legal agreement that clearly identifies that the proceeds of the event are going to charity. Additional information regarding co-sponsorship is available on page 51.

Requests to conduct activities that are primarily commercial in nature, are not a part of a larger special event and/or do not have a recreational, cultural, environmental or community wellness mandate are discouraged but may be considered on a case by case basis. The Revenue Supervisor will be involved in reviewing and approving these requests. When approved, these activities will still be required to adhere too much of the information contained in this document.

The initial event application must make note of the intention to generate revenues on site. Approvals, conditions and additional requests will be communicated through a designated City of Calgary liaison. The City of Calgary (The City) must approve any revenue generating activities taking place on a pathway or park site. All aspects of these activities including signage, advertising, pricing, sales and ticketing locations, hours of operation, appearance etc. are subject to approval and on site review. Details may be required as a condition for permit release. The reason for imposing most conditions is to preserve the environment, natural image and integrity of Calgary parks and pathways, to allow for free public access and to ensure public safety.

Revenue sources such as corporate sponsorship and public funding are generally not a concern of The City unless they impact the site or reflect on the image of The City or of site sponsors (i.e. Enmax Prince's Island Park Stage). Events with tobacco or alcohol sponsorship are subject to additional restrictions. Information regarding sponsorship is available on page 49.

### Admission Fees

Event organizers may be allowed to charge admission for the event. Permission to charge admission will be noted in the conditions of the permit. The organizer must physically enclose the area and post signage that details the closures and

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admission fees.

## Registrations and Pledges

The City has no interest in the participant registration or pledge revenues generated by runs/walks and tournaments as these funds are committed off-site.

## Merchandise and Service Sales

Sales of merchandise and services are permitted only as a portion of a larger event. Merchandise and services must be related to the event and compatible with a public park. A list of vendors and items to be sold must be submitted by the organizer for review before the park permit is issued. The type and/or number of vendors will influence the specific conditions that are applied by The City.

All sales must be conducted from stationary locations. There will be no soliciting of the crowd by mobile sales people. The total space allowed for sales must be in keeping with the scale of the event as a whole and must be secondary to other activities. Space available will be determined based on the need of the individual event and in consultation with City of Calgary staff.

On site sales are required to have the appropriate business licenses. Depending on the situation, individual merchandisers may be required to have their own individual business licenses. Where the event has multiple merchandisers, the organizer may obtain a Market License to eliminate the need for each vendor to obtain a business license. Cosponsored events do not require a Market License and do not require individual merchandisers to obtain their own business license because Calgary Parks has a license to conduct such activities. In addition, the event organizer must ensure that all requirements related to the Calgary Health Region (CHR), inspections, relevant bylaws, and conditions listed in the use agreement are met; both by services operated directly and those provided by third parties.

A listing of merchandise generally permitted for sale is outlined below. Items not listed may require prior approval of The City and possibly of other organizations.

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## Merchandise and Services APPROVED for Sale

- ◆ Licensed product or souvenirs of the event bearing the event name or logo
- ◆ Artistic products such as art, crafts, folk art or recordings which compliment or support the theme of the event
- ◆ Festive paraphernalia that adds sound or colour to the event and compliments the event theme (i.e. Light wands for evening events, clown noses for children's events, noise makers for New Years Eve events)
- ◆ Face painting, hay wagon or cart rides (non-motorized), participatory games or activity areas
- ◆ Tickets to other programs or activities presented by the organizer or other not for profit participants in the event
- ◆ Memberships to the organizing society (membership must be open to the general public)
- ◆ Registered raffle tickets

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## Food and Beverage Sales and Service

Sales of food and beverage are generally permitted only as a portion of a larger event. The City has the right to supply all food and beverage services at all times in public parks, either directly or through concession contracts. In many parks, concession contracts are in place and the terms of these agreements must be honoured. In these situations, the revenue supervisor will be consulted. Generally food service opportunities will be limited to speciality food and beverage items specifically related to the theme of the event. The Food & Beverage Sales/Service form ([appendix](#)) which lists vendors, items to be sold and electrical and water requirements must be submitted for review before the park permit will be released and should be submitted before vendors are confirmed. This information serves to identify the specific amenities that may be required and the conditions that may be applied. It also serves to ensure conflict of interest issues can be addressed before contracts are signed.

All sales of food and beverages must be conducted from stationary locations. There will be no soliciting of the crowd by mobile sales people. The total space allowed for sales must be in keeping with the scale of the event as a whole and must be secondary to other activities. Space available will be determined based on the need of the individual event and in consultation with City of Calgary staff.

On site sales of food & beverage requires that the appropriate business licenses be obtained. Depending on the situation, individual vendors may be required to have their own individual business licenses. Where the event has multiple vendors, the organizer may obtain a Market License to eliminate the need for each vendor to obtain a business license. Cosponsored events do not require a Market License and do not require individual vendors to obtain their own business license because Calgary Parks has a license to conduct such activities. The event organizer must ensure that all requirements related to CHR's regulations, inspections, relevant bylaws, and conditions listed in the use agreement are met. The organizer is also responsible for any damages, waste, incremental costs or public health issues related to food or beverage services. The organizer is responsible for ensuring these conditions are met by services operated directly and those provided by third parties.

## Alcohol Sales and Service

Sales or service of alcoholic beverages may be permitted only as a component of a larger event. Approval will depend on factors such as park site and type of event. Such requests may require additional review by the general manager of Calgary Recreation or the general manager of Calgary Parks. If general approval is granted, an Alcohol Sales and Service form ([appendix](#)) must be completed to

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provide significant detail for review by Calgary Parks or Calgary Recreation staff and Calgary Police Services. This form must be submitted before the organizer applies to Alberta Gaming & Liquor (AGLC) for the appropriate permit. It may take one month for AGLC to process an application for a public resale permit.

Generally, requests for alcohol sales/service in indoor park facilities are more acceptable than in outdoor facilities. Outdoor sites must be large enough to allow for the alcohol sales/service area to be removed from the focal point of the event and for it to be fenced to separate it from the remainder of the event. The area must also support food services as required by AGLC. There may be a limit on the number of times a park may be used for alcohol related events over the course of a year. Some parks will have restrictions limiting what areas within the park can be used for an alcohol sales/service area.

Efforts the organizer makes to ensure the alcohol sales/service area does not become a focal point of the event are important. Past history of an event will play a part in the approval of alcohol sales or service areas.

In addition to AGLC regulations, sales/service of alcohol in outdoor parks will be subject to the following:

- a minimum of 2 pay duty police officers in attendance during hours of operation
- alcohol service hours that end no later than one half hour before the scheduled end of the performance or activity portion of the event (allowing consumption to continue for one half hour after the scheduled end of the event)
- maximum capacity typically based on 10% of the anticipated total audience size
- beer must be dispensed into cups prior to sales to customers
- event organizer must obtain host liquor liability insurance coverage (additional information regarding insurance requirements is available on [page 32](#))

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## Food & Beverage Sales Summary

Food and beverages sales must be a smaller part of a larger event. All food & beverage sales must be approved before the event by The City of Calgary by submitting the appropriate forms:

- ◆ Food & Non-Alcoholic Beverage Sales/Services form
- ◆ Alcohol Sales/Services form

Once food or beverage sales have been approved , the event organizer must ensure:

- ◆ Calgary Health Region requirements are met
- ◆ Calgary Fire Department requirements are met
- ◆ Alberta Gaming & Liquor requirements are met
- ◆ Calgary Police Services requirements are met (events with alcohol)
- ◆ All appropriate licenses or permits are obtained and displayed
- ◆ Proper signage is displayed
- ◆ Waste disposal needs are met

It is up to the organizer to ensure that all third party food and beverage providers adhere to these requirements.

## Other Revenue Methods – On-Site Direct Fundraising

Other methods may be used to on-site to financially support an event and fall under the category of on-site direct fundraising. Acceptable activities in this category are raffle ticket and 50/50 ticket sales and donation solicitation. Although the provincial government, through AGLC and Consumer and Corporate Services regulates these activities, approval to conduct these activities in the park must be given by The City before application is made to the provincial government.

In addition to AGLC and Consumer and Corporate Services regulations, the following conditions/restrictions apply:

- The right to fundraise on site is granted to the event organizer only and is not transferable to third parties. However, an event organizer may donate the funds raised during the event to another organization.
- A maximum of two charitable campaigns may be operated in conjunction with a given event.
- It must be clear that participation in these efforts is optional for event

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attendees.

- No perception is to be created that a donation is required for park use or admittance.
- Pathways must remain unobstructed and all fundraising activities must be setback 150 ft. from general park entrances and/or event site entrances.
- Sales of raffle tickets and donation solicitation must be confined to a stationary location at events that are free of admission charges.
- Roving fundraising efforts may be considered at events where admission is charged. The initial application must indicate this request and will be reviewed with the general manager of Calgary Parks and/or the general manager of Calgary Recreation.

# SPECIAL EVENTS GUIDELINES

## EVENT SITE DEVELOPMENT

In many cases, parks and pathways requested for special events were not designed to accommodate the logistical needs of large festivals or even some small events. These may include potable water, power, toilet facilities, tents, stages and garbage disposal containers. When not part of the park, it is up to the organizer to make arrangements to bring these services onto the site. The City of Calgary (The City) needs to know what items are being brought onto the site, where they are placed and how they are being used. This information is used to assess the impact on the park and public safety and to determine what restrictions or conditions will be applied.

Some services may be available through The City but many will have to be obtained from outside sources. Although organizers will obtain many resources from other suppliers, The City reserves the right to approve the equipment being used and the technicians who are operating such equipment. If deemed inappropriate or unsafe, The City reserves the right to require an event to utilize their technical services or a supplier approved by them.

Special events organized by not for profit groups may contact Event Services to ask about available event equipment and event support services. These services are made available at a cost to the organizer. These services are not guaranteed to be available at all times and should be requested soon after the request for an event site has been approved. Contact the Event Services Production Co-ordinator (268-4776) for a current catalogue. Events which are not organized by not for profit groups are not eligible for these services and must obtain them elsewhere.

### Site Maps

Applications must include a site map that identifies the general locations of event components. A final detailed site map with specific locations of tents, toilets, stages, bleachers, vehicles, fencing, etc. is required before a permit is released. The functions of tents and vehicles must also be identified. Blank park site maps are available upon request. All items brought onto site, their locations and functions must be approved by The City to ensure that they are compatible with the park site and public safety. A pre-event on site meeting with City staff may be required and if so, it will be identified as a permit release condition.

In addition to an overall site layout, detailed tent layouts may be required to obtain approvals or permits from Development & Building Approvals (DBA) or from the Calgary Fire Department. These layouts should indicate walls, exits and entrances, function of the tent and occupancy if applicable.

# SPECIAL EVENTS GUIDELINES

## Production Schedules

In addition to the site map, the organizer may be required to submit a schedule of the timing of the set up, the event and the take down of the event. This is to try to identify any potential park use conflicts. This will be required if a substantial amount of time is spent on site set up or take down or if vehicles need to access the park site during these times. Services being directly provided by The City are to be included in the schedule once they have been confirmed.

## Power

Areas requiring power must be clearly identified on the site map. Details regarding the number of circuits required, amperage and items may be required before level of service can be confirmed. In many parks, electricity is not available or is limited and organizers may be given permission to obtain generators to provide a power source. Where they exist, park electricity receptacles are GFI and will trip if improperly wired equipment and extension cords are used. Organizers should ensure that electrical equipment being connected is certified for outdoor use, is CSA approved and in good repair. All electrical cords must be at least 14 gauge, 3 wire with U ground style plugs on each end and be suitable for outdoor use. A guideline of one appliance: one extension cord: one outlet is strongly encouraged. Power bars should not be used to increase number of appliances plugged into a single circuit. The City reserves the right to approve all electrical items prior to installation.

Whenever a wiring system is installed/connected to, or disconnected from, a city operated power supply, the service must be provided by a City of Calgary staff electrician. Generators on site must be approved and may need to be inspected by The City's electrician before use. Electrical connection and disconnection times must be specifically requested and then be included in the production schedule.

## Potable Water

In many parks, potable water is not available or is limited and organizers will be required to obtain other sources such as water trailers to provide this service. Areas requiring potable water are to be clearly identified on the site map and details of need may be required before level of service can be confirmed. Where water is available, the connection locations will be clearly identified on site at the event set up time. Irrigation lines do not provide access to potable water. It is illegal and dangerous to tap into lines that are not specifically identified as potable.

# SPECIAL EVENTS GUIDELINES

Calgary Parks staff may be required to make the requested connections for potable water. If so, connection time must be specifically requested and then clearly identified in the production schedule.

## Toilets

Generally, portable toilet facilities must be brought onto park sites to support events and must be coordinated by the event organizers at their expense. Toilet locations are to be noted on the site map. Calgary Health Region (CHR) has guidelines outlining the ratio of toilets required for number of participants. For an event attendance of over 800, this roughly works out to 16 toilets plus 1 for each additional 175 people. The total amount required may be reduced especially if the event is less than 2 hours in duration and/or if no food services are involved. Approval to reduce the number of toilets will be made jointly by CHR and The City.

If open, the existing permanent toilet facilities within a park may be considered to meet some of the demand. Permanent facilities are generally open between the Victoria Day long weekend in May to the Labour Day long weekend in September.

It is required that hand washing units be provided. For every bank of portable toilet units, one hand-washing unit must be provided. When portable toilets and/or washing units are brought onto a park site, the organizer must arrange for all toilet paper and paper towel supplies. In addition, the cleaning associated with the toilet units or hand wash stations is to be arranged by the organizer. For events of a duration of more than one day, the units must be serviced a minimum of once daily.

## Tents

All tents (including pop-ups) must be treated with a certified Fire Retardant (CAN UCL 5109-m). Documentation must be made available upon request to prove the tent is treated. This can be in the form of a written letter by the person responsible for the equipment. \*Note: providing false or misleading information is a criminal offence. Propane tanks may not be placed inside a structure and there is to be no cooking which produces grease laden vapours inside the tents without a proper canopy ventilation system in place.

The locations of all tents are to be noted on the site map. Tents are to be secured for safety and this may require staking. Because many parks have underground irrigation and electrical lines, all tents that are to be staked into the ground must receive final on-site approval to ensure their locations are compatible with existing underground utilities. Organizers will be responsible for

# SPECIAL EVENTS GUIDELINES

all damages caused to underground utilities by unapproved staking.

If a tent exceeds 600 square feet or if it is in use for more than 3 days, event organizers will be required to contact City of Calgary Planning and Building Department to initiate the application for a building permit. If smaller tents are joined to create an area exceeding 600 square feet, they will also require a building permit. Proof that a building permit application has been submitted may be required before a park use permit will be released.

For quick reference, the approximate areas of some tents are:

- 10' x 10' 9.3 square metres
- 20' x 20' 37.2 square metres
- 30' x 30' 83.6 square metres
- 8 – 20' x 20' tents is just under 300 square metres

It will take an average of 14 working days to process a building permit application. Site drawings and tent layout drawings must be included with the application. Emergency lighting and exit signs may be required for tents. Contact City of Calgary Planning and Building Department to clarify this requirement. If a tent covers an area of greater than 3200 square feet or will be occupied by more than 300 people, a professional engineer must stamp the drawings submitted with the building permit application. Depending on the complexity of the tent installation, a building inspector may require a verification letter from a professional engineer prior to occupancy. Once a building permit has been issued, an occupancy permit must also be obtained. Various on site inspections will be required to obtain an occupancy permit and these inspections will need to be coordinated by the event organizer. The types of inspections that will be required will depend on the specific tent amenities and uses. It is recommended that the building permit application process begin 3 – 4 weeks before event set up begins.

## Smoking on Patios

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, and therefore must be smoke free areas. If a tent is provided within this area, restricted to adults only, smoking would be permitted in the tent.

## Scaffolding

Scaffolding may need to be erected to support technical items such as sound system speakers and lighting or for audience seating. The use of scaffolding may also require a building permit (see previous section). A building permit will

## SPECIAL EVENTS GUIDELINES

be required if scaffolding is to be used to seat people for any purpose. Drawings of the scaffolding configuration must accompany the building permit application. If the scaffolding is used for audience seating, and has an occupancy load of 300 persons or more, the drawings must be stamped by a professional engineer.

### Bleachers

Bleachers may be brought on site for audience seating and must be coordinated by the event organizers at their expense. Bleacher locations are to be noted on the site map. The use of scaffolding as bleacher seating may require a building permit (see previous section).

### Stages

There are very few locations where permanent or semi permanent stage facilities exist. Where they do, there will be fees associated with their use above the park site rental fee. Additional information regarding fees and charges is available on page 12. Organizers will be required to make arrangements to supply their own stages when facilities do not exist on site.

### Fencing

Fencing must be used where organizers are restricting access to support admission based events, alcohol sales/service areas or for other safety reasons. These fence lines are to be clearly identified on the site map. As with tent staking, any fencing to be staked into the ground must receive final on site approval to ensure the locations are compatible with any underground utilities that may exist. Organizers will be responsible for damage caused to underground utilities by unapproved staking or damage caused by failure to clean up fence ties. Any exits need to be clearly marked and manned.

### Signage

Signage is never to be attached to trees in any manner. Signage should always be attached to manmade structures such as railings, fencing, tents and light standards. Signs are never to be attached to a site's permanent flagpoles. If items are to be attached to a site's amenities, it must be done with ropes, bungee cords or zip ties and never with any kind of tape. In some cases sign posts or stakes will be required to be on site to act as attachment points. As with tent and fence staking, any signage to be staked into the ground must receive final on site approval to ensure the locations are compatible with any underground utilities that may exist.

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## Vehicle Use

Vehicles may be required during the set up or take down stages of an event for loading and unloading of event equipment and supplies. Vehicles are generally prohibited from being on site during the event (½ hour before the scheduled beginning of the event until ½ hour after the actual end of the event). All vehicles needing access to parks require approval from CVP and may require special permits. To address public safety and park preservation concerns, conditions will be applied in regards to designated routes, weight limits, parking, speed, number of vehicles allowed, hours of access and travel on the grass. Vehicle access may be prohibited or suspended due to poor weather conditions, real or anticipated park attendance or inappropriate actions of drivers.

The event organizer is responsible for the actions of drivers of all vehicles that access the site for the duration of time covered by the park use permit. Organizers may be required to assign and identify one or more vehicle supervisors during these times. This may include:

- 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. Additional information regarding vehicle use is available on page 42.

## Turf Protection

Some activities or items have great potential to damage turf or tree roots and some may be prohibited dependent on the specific park or its condition. Specific conditions may be attached to activities to reduce the possibilities of damage occurring and must be put into place during event site development. Information regarding specific preventative measures can be found on page 46.

## Licenses, Permits and Inspections

After the organizers receive permission to proceed with all activities, it is the responsibility of the organizer to obtain and arrange all licenses, permits and inspections that may apply to the event, and to comply with all relevant laws and regulations. The assigned staff liaison may be able to advise where further consultation is required. Many departments require 3 to 4 weeks to review applications before they will release permits or schedule required inspections.

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Once permits are released, arrangements should be made to schedule necessary inspections. Any costs related to permits or inspections will be paid for by the event organizer. The following chart summarizes the permits, licenses or inspections that may be required. To determine which are actually required, event organizers should contact the organizations identified with the activities that are included in the event. Contact numbers are listed in the appendix.

# SPECIAL EVENTS GUIDELINES

<u>Licenses, Permits &amp; Inspections that may be Required</u>	
ACTIVITY	REQUIREMENTS
Food or Beverage Sales/Service	<ul style="list-style-type: none"> <li>• Approval &amp; Site Inspection - Calgary Health Region(CHR)</li> <li>• Site Inspection - Calgary Fire Department</li> <li>• Appropriate Business License (Market ,Pushcart Vendors or Food Service – No Premises) – City of Calgary, License Division</li> </ul>
Food or Beverage Sampling	<ul style="list-style-type: none"> <li>• Site Inspection – CHR</li> </ul>
Alcohol Sales/Service	<ul style="list-style-type: none"> <li>• Approval &amp; Site Inspection - Calgary Fire Department</li> <li>• Approval &amp; Pay Duty Officers - Calgary Police Service</li> <li>• Public Resale Liquor License - Alberta Gaming &amp; Liquor Commission (AGLC)</li> <li>• Site Inspection - CHR</li> </ul>
Fireworks	<ul style="list-style-type: none"> <li>• Approval, Fireworks Permit &amp; Site Inspection – Calgary Fire Department</li> </ul>
Propane	<ul style="list-style-type: none"> <li>• Site Inspection - Calgary Fire Department</li> </ul>
Electrical Hook-up	<ul style="list-style-type: none"> <li>• Site Inspection – City of Calgary, Calgary Parks</li> </ul>
Bon Fires, Fire Barrels & other forms of open flame	<ul style="list-style-type: none"> <li>• Approval &amp; Fire Permit – Calgary Fire Department</li> </ul>
Merchandise Sales	<ul style="list-style-type: none"> <li>• Appropriate Business License (Market, Distribution Manager or Retail Dealer – No Premises) – City of Calgary, License Division</li> </ul>
Noise Bylaw Relaxation	<ul style="list-style-type: none"> <li>• Noise Exemption Permit – City of Calgary, Bylaw Services</li> </ul>
Raffles & 50/50 Tickets	<ul style="list-style-type: none"> <li>• Registration – AGLC</li> </ul>
Charitable Fundraising	<ul style="list-style-type: none"> <li>• Registration – Consumer &amp; Corporate Services</li> </ul>
Erection of Tents, Scaffolding or Other Structures	<ul style="list-style-type: none"> <li>• Building Permit, Occupancy Permit &amp; Site Inspection – City of Calgary, Development &amp; Building Approvals</li> <li>• Site Inspections - Calgary Fire Department</li> </ul>

# SPECIAL EVENTS GUIDELINES

## PUBLIC HEALTH AND SAFETY

Public health and safety is a priority for The City of Calgary (The City) and is a joint responsibility of the event organizer and The City. Significant details regarding site layout, production schedules, support services, emergency communication plans and volunteer training may be requested before final release of a permit to ensure public safety issues have been addressed. The City may review these measures during the set up, operation, take down and clean up of an event. Effective communication between The City and the event organizer before the event should address most issues, including those that may result in program termination.

Several agencies including Occupational Health and Safety, Calgary Police Service, Emergency Medical Services, Calgary Health Region, the Fire Department, Electrical Inspectors and others are available to advise organizers in planning an event. They are also able, and required, to take action in response to health and safety issues.

The City will require event organizers to take action immediately to correct health and safety hazards associated with an event. The City may, on its own initiative, take action to correct an immediate hazard. Appropriate action may include, summoning emergency services, limiting access to a portion of the park, or terminating all or part of an event program. It is important that City staff be empowered to implement these decisions and that a system be set up between The City and the event organizer to communicate these concerns, hopefully before they reach a critical situation. A representative(s) organization must be identified as the designated contact(s) for on site issues during all phases of the event and be readily accessible to address issues.

The City representative may take unilateral action at his/her discretion where:

- the hazard is immediate and acute
- emergency response is required
- the event organizer is unable or unwilling to take action

Various City representatives will be on site at different times during set up, the event and take down. These staff will assist where appropriate; however, it is not their role to solve issues that are a result of lack of planning on the part of the event organizer. Ability to access services or support may be reduced during weekend or evening activity. Pre-event planning and communication is critical and if carried through, the need to undertake unilateral action during an event should be minimal

### Insurance and Indemnification Requirements

Copies of applicable insurance coverage certificates are to be submitted prior to

## SPECIAL EVENTS GUIDELINES

the release of the permit. Specific insurance coverage needs will be clarified once an event's activities have been verified. In all cases, the City of Calgary must be named as an additional insured for the duration of the organizer's use of the City of Calgary property.

Generally, insurance requirements are as follows:

- The event organizer must provide a Certificate of Insurance containing a minimum \$2,000,000 (per occurrence) comprehensive general liability that includes the non-owned automobile liability insurance clause.
- Where fireworks are used, the event organizer must provide a second Certificate of Insurance for \$5,000,000 (per occurrence). The company supplying 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 park property, a minimum \$2,000,000 (per occurrence) third party automobile "PLPD" insurance may be required.
- Where alcohol is served or sold, the event organizer must obtain an extension to normal general liability insurance to include Host Liquor Liability.

When a use agreement is required for an event in addition to a park permit, the use agreement will contain comprehensive clauses detailing the requirements of the event organizer to indemnify The City of Calgary.

### Site Security During Set Up and Take down

Organizers are responsible for ensuring that the event site is secured from the time the first item is brought onto site until the last item is removed from site. Event organizers may be required to meet with The City before the permit is released to review specific site security concerns and to determine the level of security to be provided.

### Event Crowd Management/Access Control

A crowd management system should be put in place to ensure the safety of the public during the event. It may include one or more of the following components:

- paid security professionals or trained volunteers

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- designated security stations or roving personnel
- communication network (cellular phones, two way radios, etc)
- signage
- fencing of restricted areas

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A defined crowd management system must be put in place when:

- areas are restricted to the public
- crowding is expected (more than 1 person/ sq. m 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

A written description of security measures may be required before the permit will be released. Both Calgary Recreation and the Calgary Police Services are able to provide consultation and support in this area.

## Calgary Police Service

Consultation with the Calgary Police Service is suggested for all large-scale events. This consultation will require the sharing of the following base information:

- Date, time and location of event
- Anticipated attendance
- Organizing group contact person and phone numbers for prior to and during the event
- Type of entertainment & other activities
- Security provider contact name and numbers
- Requests for specific services such as pay duty officers, road closures, Cultural Resources Unit

Calgary Police consultation is mandatory if any of the following conditions apply:

- admission is charged
- alcohol service is planned
- attendance of over 1000 is expected

Calgary Recreation staff will assist in identifying &/or liaising with the appropriate contact within Calgary Police Services. This person is generally the community liaison officer for the community in which the park is located.

Pay duty police officers will be required for all events in public parks that include the public sale of alcohol. When Calgary Police Services personnel are required to be at the event, they will be provided at the organizer's cost. The event

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organizer is to request and confirm pay duty officers 2 - 4 weeks prior to the event. The City may require written confirmation of these services before the permit will be released.

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## Calgary Fire Department

Consultation with the Calgary Fire Department - Fire Prevention Unit is suggested for all special events. It is mandatory that they be contacted to determine the need for on site inspections if any of the following conditions apply:

- tents used for food services or for public occupancy (even if no building permit is required)
- use of propane
- fireworks
- bonfires or fire barrels
- fencing

Approval of any of the above activities requires that appropriate fire extinguishers are on site and readily available. Propane tanks must be secured so that there is no danger of tipping.

## Calgary Health Region (CHR)

Consultation CHR is mandatory if any of the following conditions apply:

- personal services such as hair services, piercing and tattooing
- food services (sales or free distribution)

The CHR also has requirements for activities such as petting zoos and face painting.

## Lost Children's Procedure

A well defined lost children's procedure is required at events where there is a high possibility of children being lost such as speciality children's events, night-time events, and events with projected attendance of over 1,000 at one time. These procedures should include having a lost children's area which is both supervised and well identified. It is recommended that a system to respond to lost children incidents is in place regardless of the size of the event.

An applicant may be required to submit a written description of measures for addressing lost children before the permit will be released. Both Calgary Recreation and the Calgary Police Services are able to provide consultation and support in this area.

## First Aid

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A dedicated first aid station and notification of Calgary Emergency Medical Services (EMS) is required at large events or events where there is significant risk. This applies to events with a projected attendance of over 1,000 at one time, or at the discretion of The City of Calgary dependent upon the activity. It is strongly recommended that organizers make arrangements for first aid services for the duration of the event regardless of size. First aid measures should also be in place during the set up and take down portions of the event.

An applicant may be required to submit written description of first aid measures before the permit will be released. Calgary Recreation and EMS can provide consultation and support in this area.

## PUBLIC ACCESS & PUBLIC SERVICE SUPPORT

### Free Public Access

Free public access is to be allowed to all areas of parks whenever possible and reasonable. Pathway events are required to maintain public access to the path system. Generally, a request to use an entire park for an event that charges admission will not be approved. When the security of the site, equipment or the general public is in question, areas may be restricted from public access. Permission to restrict areas may be requested of The City of Calgary (The City) and approval must be received before access is restricted. There may be times when The City directs the organizer to restrict areas. Areas closed for safety or security reasons, damage control, event production, alcohol service control, or event admission control must be fenced.

Organizers may be able to introduce rules or guidelines that optimize the event experience for organizers and participants, however, the specific rules must be approved by The City. Rules must be clearly posted at the site entrances and should be included in all pre-event promotions. Typical areas which rules are introduced:

- restricting entrance of pets
- restricting movement of bicycles through the site
- restricting use of cameras or other recording devices
- restricting use of lawn chairs

### Event Accessibility for People with Disabilities

Access and services for people with disabilities should be considered whenever possible and reasonable. Accessible washrooms and access/services for auditory assistance or canine assistants may be included in event and site plans. This information should be included in pre-event promotions or the event

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program.

## Informational Signage

The public should be able to easily obtain information about the event on the site. Clear signage is required for all activities and services that are available at a cost, including:

- event admission
- food & beverage pricing
- fees associated with participation in specific activities

Admission prices and site rules must be clearly posted outside all entrances. A clearly visible information booth is suggested for all events. Though not a requirement, a schedule of stage performances is useful when posted outside the entrances and close to the applicable stages.

When alcohol is served, signage must be posted, both inside and outside of the fenced alcohol service area, to inform the public of:

- the maximum capacity of the area
- purchase prices
- purchasing and serving times
- any entry age restrictions

Organizers of pathway events will be required to inform the public of the activity during the event by proper placement of signs and/or course marshals.

Signs are never to be attached to trees in any manner and should be placed so that they do not hinder regular use of the parks or pathways. Locations of sign posts or stakes are to be checked with Calgary Parks before inserting into the ground. Additional information regarding signage is available on page 28.

## Transportation & Parking

Special events increase traffic congestion and the demand for parking in their vicinity. Event organizers should address these issues and transportation alternatives in their event planning.

In addition to following posted parking restrictions on adjoining streets, vehicles are not to be parked on park turf. All vehicles that are parked illegally are subject to ticketing and towing. Permission to park vehicles on the park turf may be requested and considered in special circumstances.

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Vehicles used to support the set up, the event or the take down must have a plan supporting their use. This plan must identify the number of vehicles, the purpose of each vehicle, the approximate timing of use and a system to supervise the actions of drivers. This plan must be approved by The City before the event.

An applicant may be required to submit a written description of measures taken to reduce the impact of traffic and parking in the communities surrounding the park before the permit will be released. Calgary Parks, Calgary Recreation, Calgary Transit, Calgary Parking Authority and Calgary Roads can provide support for event organizers in the development of these measures.

### Bicycle Racks

One of the ways to ease the pressure in already busy parking lots or in areas where parking is limited is to encourage participants to use alternate modes of transportation such as bicycles. If this is encouraged, proper facilities for bicycle parking must be considered.

Most parks have permanent bicycle racks already in place, but they may be limited or are located nowhere near the site chosen for an event. Bicycles are never to be locked to trees and if found, they will be removed. Bicycle racks may be obtained, if available, by contacting Event Services at 268-4776.

# SPECIAL EVENTS GUIDELINES

## PRESERVATION OF PARK ENVIRONMENT

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 parks and ensure that all Calgarians can enjoy them safely. Failure to adhere to these may result in forfeit of damage deposit, additional fines being levied, termination of event in progress or denial of future permit requests.

### Activity Restrictions

All activities of an event are to be approved by The City of Calgary (The City) before the release of the permit. In addition to approval of actual activities, the locations of all activities and equipment are subject to the approval of the City. Site maps must identify the placement of all activity areas. Locations may need to be adjusted during event set up if required by park conditions. Specific conditions may be put in place to allow groups to present specific activities. Additional information about restricted activities is available starting on page 8.

### Noise Levels

The Noise Control Bylaw regulates the hours and levels of sound within Calgary. The bylaw allows organizers of events to apply for a temporary exemption to request sound levels or hours of operation that would otherwise violate this bylaw.

To support the Noise Bylaw, individual park sites may have specific sound management procedures to reduce sound spill over into the surrounding communities. These may include specs related to the size of speakers and/or their positioning. When they exist, these procedures will be provided to the organizer.

The organizer is responsible for retaining control over sound levels. Although a performer's sound technician may be allowed to control the mix, the absolute volume of the sound produced is to be controlled by the event organizer. The City of Calgary may require that the event organizer and/or sound production contractor reduce sound levels if found to be excessive. If organizers do not comply with a request to reduce levels they may be fined and will be required to agree to a penalty clause in future use agreements. Complaints from neighbours of the park will be taken into consideration when reviewing any requests for booking park sites for future events.

Organizers should not forget that sound checks and sound system line testing

## SPECIAL EVENTS GUIDELINES

are not exempt from the noise bylaw. Tune-up times should be established to help prevent noise complaints. No sound checks or amplified music will be allowed before 9:00 a.m.

Noise associated with set up and strike must also be within parameters of the noise by-law.

Noise  
bylaw.

### Noise Bylaw Highlights

- ◆ Weekday daytime hours are Monday to Saturday from 7:00 am – 10:00 pm
- ◆ Weekend daytime hours are Sundays & holidays from 9:00 am – 10:00 pm
- ◆ Daytime decibel limits in a residential area for continuous sound is 65 decibels and for non-continuous sound is 85 decibels. The onus is on the generator of the noise to ensure that residential sound limits are not exceeded at the point the sound enters a residential area.
- ◆ Decibel limits in a non-residential area is 85 decibels.
- ◆ Bylaw officers will determine the point at which sound will be measured.

### Temporary Noise Bylaw Exemptions

- ◆ Application must be made in writing to the manager of Bylaw Services.
- ◆ Application must include:
  - Name, address and phone number of applicant
  - Address of site where temporary exemption is being sought
  - Description of the source of the noise or sound level
  - Reason(s) why the temporary exemption is being sought
  - Description of the actions proposed by the applicant to comply with the bylaw
- ◆ The manager of Bylaw Services may require public notification of the application at the applicant's expense.

### Vehicle Use

Vehicles may be required in the event set up or take down stages or to provide services during the event. All vehicles wanting access to parks require prior approval from The City and may require permits. Conditions will be applied in regards to designated routes, weight limits, parking, speed, hours of access and number of vehicles allowed and travel on the grass. Vehicles are generally prohibited from being on site during the event (½ hour before the scheduled beginning of the event until ½ hour after the actual end of the event). Vehicle access may be prohibited if deemed inappropriate due to weather conditions,

## SPECIAL EVENTS GUIDELINES

park attendance or actions of drivers. The event organizer is responsible for the actions of drivers of all vehicles that access the site for the duration of time covered by the park use permit.

### Stationary Vehicles During an Event

Unless approved in advance by The City, vehicles will not be allowed to remain stationary on the site while the event is in progress. To obtain approval, event organizers must prove that the vehicle plays an integral part in the event implementation and must submit a site map that identifies the location of each vehicle. Permission will normally be restricted to vehicles such as first aid units, food service units and a limited number of storage units. These units must be in place a minimum of ½ hour before the event is scheduled to start. Organizers may be required to put specific measures into place to protect the turf from vehicle damage.

### Moving vehicles during an event

Vehicle movement during an event is restricted due to public safety concerns. Any requests to have vehicles maintain active access to the site during an event must be approved by The City prior to permit release. Specific access rules must be put in place.

For large scale events in major parks, organizers should consider providing shuttle services for performers and other service providers during the event. Shuttle services may be in the form of full size motor vehicles or golf carts. Use of either will be dependent upon park site and must be approved by The City. Generally organizers will be limited to 2 full size motor vehicles to service the site during an event. Limits for both motor vehicles and golf carts will be determined in part by the size of the park and the scale of event.

## SPECIAL EVENTS GUIDELINES

### Guidelines for Placing Vehicles on Site

- ◆ Advance approval of specific locations is required and must be identified on site map.
- ◆ Parks staff must supervise final placement and removal of large units, such as cube trucks or flatbeds.
- ◆ Vehicles must remain on paths or roadways wherever possible except when moving into final position.
- ◆ Under wet conditions, plywood must be used on the grass to accommodate positioning of the vehicle.
- ◆ Drop cloths or plywood are to be placed underneath the engine area to protect the park turf. Plywood may be required under tires or hitch areas.
- ◆ Large vehicles must be in place two (2) hours before the scheduled start of the event and may not be removed until one (1) hour after the conclusion of the event. Large vehicles may not be moved during the event.
- ◆ The City is not responsible for any damage to vehicles.

# SPECIAL EVENTS GUIDELINES

## General Vehicle Access Rules Summary

These guidelines apply to the use of golf carts in addition to regular vehicles.

- ◆ Only service vehicles, vehicles transporting materials or functioning as part of the program are allowed at any time.
- ◆ Pedestrians have right of way everywhere.
- ◆ Speed limit is 20 km at all times, unless posted otherwise.
- ◆ Drivers should make use of hard surfaces within the park and grass should be driven on as little as possible.
- ◆ Semis, portable stages, one ton trucks (or larger) and other large vehicles may drive on grass only under the supervision of parks staff.
- ◆ During set up and take down portions of an event, vehicles are to be used for loading & unloading, only and are not to be parked for the duration of set up or take down.
- ◆ Set up vehicles will not be allowed access onto the site within one hour of program start
- ◆ All set up vehicles to be off-site ½ hour before advertised start of program and not allowed on until 1 hour after ACTUAL conclusion of program.
- ◆ During the event, moving vehicles on site are limited to sanitation and emergency vehicles and shuttle vehicles under the direct supervision of the organizer.
- ◆ Shuttle vehicles must be clearly marked as such.
- ◆ Unattended vehicles that are on site and are not identified in the site map are subject to ticketing and towing.
- ◆ In wet conditions, all vehicles may be prohibited from driving on the grass.
- ◆ Additional directions provided on site by City of Calgary staff are to be adhered to.

## Attaching Signs, Banners and Decorations

Banners, other signage and decorations must be freestanding or attached to man-made structures. Flagpoles bearing provincial or federal flags must not be used as attachment points nor are trees and other vegetation. There are some locations at which staff must put up banners. In these cases, the organizer may be charged for this service.

# SPECIAL EVENTS GUIDELINES

Rope, wire, cable ties or elastic cording should be used to attach banners and other items to parks amenities. If tape is used to attach items to permanent structures, all efforts must be made to remove all adhesive residues. If staff are required to clean up residue, organizers will be charged for this service.

Requests for hanging banners over roadways must be made to Calgary Roads.

## Turf Protection

Some activities or items have great potential to damage turf or tree roots and some may be prohibited dependent on the specific park or its condition. Specific conditions may be attached to activities to reduce the possibilities of damage occurring and must be put into place during event site development. Preventative measures may include:

- marking of irrigation lines by parks staff
- placing of plywood &/or tarp underneath vehicles that are stationary during an event
- placing of plywood underneath sources of intense heat (i.e. BBQ's, ovens, deep frying units)
- placing of plywood underneath cooking areas to protect turf from cooking overspray
- designation of access pathways by stanchions or temporary hard surfaces

## Fencing of Damaged or Sensitive Areas

At any time sensitive or damaged areas of the park may be closed to the public. Event organizers will be informed of the possibility of closure at the earliest opportunity. New grass or sod and wet areas where the water table is high are most sensitive.

## Garbage Control

Garbage and other waste materials must be cleaned up daily and at the conclusion of the event by the event organizer. Organizers are responsible for clean up of all aspects of the event, including the actions of patrons, third party vendors or sponsors.

In most parks, garbage cans are permanently located on site and are provided for the general public. Calgary Parks may be able to provide additional garbage

## SPECIAL EVENTS GUIDELINES

cans, if requested in advance. Garbage cans will not normally be provided by Calgary Parks for use by food or merchandise vendors for their preparation and operation garbage.

In locations where parks staff are assigned to a site, garbage collection assistance may be provided and will be included as part of the park site rental fee. It is the responsibility of the event organizer to support garbage control above this level to a standard determined in consultation Calgary Parks staff. In locations where staff is not stationed within the park, this service may be provided at an additional cost to the organizer. Garbage bags may be requested and will be included with the park site rental fee. All support beyond on site garbage cans must be requested and confirmed well before the event.

Some parks have dumpsters on site that may be used for the disposal of garbage bags. Where dumpsters are not available, the event organizers must 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.

Precautions should be observed when handling garbage bags. Among these:

- do not let garbage containers get too full
- wear puncture resistant gloves
- do not compress bags
- hold garbage bags by the top and away from the body
- if needles are found, secure the area and call the Fire Department's Non Emergency Response number for assistance in disposal

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 reused and introducing recycling efforts on site whenever possible. Many organizations are open to collecting cans and bottles from event sites provided there is some financial benefit to doing so.

### Spillage and Liquid Wastes

The majority of 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 dumping elsewhere. This requirement is especially significant where there are

# SPECIAL EVENTS GUIDELINES

food and beverage sales on site.

## Hazardous Materials

Prior approval is required before hazardous materials such as fuels, paints, fireworks, pressurized gases, solvents etc. may be brought into a park or used on site. Safety standards and labelling procedures as outlined in Workplace Hazardous Materials Information System (WHMIS) apply.

## Equipment Removal

The event organizer is responsible for the removal of all event equipment, signage, and program supplies upon completion of the event. This applies to all items supplied by the organizer or by third party rental/service companies. In some situations, the take down of an event may not be able to occur until the day following the event. Concerns regarding public safety with the equipment left on site, security of the equipment, and potential damage to the site must to be addressed before approval to leave equipment on site after the event is obtained.

# SPECIAL EVENTS GUIDELINES

## SPONSORSHIP OF EVENTS

In general, revenue sources such as corporate sponsorship are not the concern of The City of Calgary (The City) unless they have implications that relate to the site or to the image of The City. Event organizers will not be stopped from seeking such sponsorship but they may be subject to some restrictions.

### Events with Alcohol or Tobacco Sponsors

Alcohol or tobacco sponsors of an event will only be allowed minimal on-site exposure. With the advent of Bill C-71, events sponsored by tobacco companies are restricted in that the tobacco brand elements (brand name, trademark, logo, slogan, etc.) may only appear in the bottom portion of the promotional material and occupy no more than ten percent of the display surface.

Sampling or couponing of either of these types of products is not permitted.

### Sponsor Banner and Event Signage Guidelines

All sponsor recognition banners and signs, including media, corporate and public sponsors are subject to prior approval regarding content, location, number, size and means of attachment.

The primary concerns of The City are adherence to the Sign Bylaw, preservation of the non-commercial nature of public parks, vegetation protection and overall site appearance. Current guidelines are as follows:

- Banners should be clean, in good repair and hung in an attractive way using tarp straps or other tensioning to keep them stretched tightly.
- 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, staff may be required to install signage.

### Existing Site Signage

Existing signage is to remain in place and unobstructed during an event. Where a facility has an official name, the name of the facility is to be used in event promotion. In some situations, the name of the facility includes the name of the facility sponsor. These names do not preclude event organizers from seeking sponsorship to support the programming initiatives.

# SPECIAL EVENTS GUIDELINES

## Exclusivity Agreements

The City and its concessions may have supply arrangements that permit certain products to be sold on site during an event - therefore it is not always possible for an event organizer to offer a sponsor "exclusive supplier" status on site. Organizers are asked to check with the department before offering "exclusivity" to a sponsor, especially those involving food services.

On-site Promotions and Distributions: sampling, draws, couponing, and distributing written materials.

Prior approval from The City is required for the distribution of free food or products to the public (sampling), and the distribution of coupons, flyers or other printed materials. Activities may be restricted if they contravene current City of Calgary vendor contracts or could create excessive litter. Additional garbage support may be required if these activities are approved for the site. Organizers will be held responsible for cleaning any garbage created by vendors or sponsors in the promotion or distribution of products.

Calgary Health Region regulations apply to all food services and activities including free sampling of food products.

# CO-SPONSORSHIP AND CIVIC FUNDING

## Co-sponsorship

The City of Calgary supports the efforts of organizations in providing recreational, cultural, environmental and community wellness opportunities. It is recognized that these activities provide great benefit to Calgarians and the city as a whole. In an effort to support the efforts of the groups organizing such activities, The City of Calgary may be able to cosponsor such events. Cosponsorship is entered into with the understanding that The City could never be the sole provider of such positive activities, however, these efforts are worth supporting.

Normally The City of Calgary co-sponsorship support for events in the parks is limited to reducing or waiving of park site rental fees. Minimally, such events must meet the following criteria:

- complement the objectives of Calgary Recreation or Calgary Parks by supporting a recreational, cultural, environmental or community wellness mandate
- are presented by a registered not for profit society
- are open to the general public

Due to limited resources, not all events that are eligible for co-sponsorship will necessarily be cosponsored. Additional factors such as ongoing relationship with Calgary Recreation and/or Calgary Parks, the specific nature of the event or the specific nature of the organizer will also be considered. A request for co-sponsorship must be made through the organisation's department liaison. The decision to cosponsor an event is made jointly by several representatives of Calgary Recreation and Calgary Parks.

Events that have not received co-sponsorship in the past are required to apply for assistance in writing. The Special Event Park Booking Request should be accompanied by a clear description of the event that includes how the event contains a recreation, cultural, environmental or community wellness mandate, identification of what support is being requested and why the support is necessary. Events that are cosponsored will be required to enter into a legal agreement with The City of Calgary. Submission of financial documentation at the completion of the event to verify the need for the support provided is a condition contained in these agreements.

Cosponsored events will still be required to provide a damage deposit and pay for additional services.

## Recognition of Contributions of The City of Calgary

Where fees have been reduced or waived, The City must be recognized for this contribution. The value of the contribution is calculated using the value of the fees waived and the value of other services that may be negotiated. Recognition

must be of the level given to sponsors contributing a similar value. This shall include the right to actively promote City of Calgary programs and activities on site where appropriate, pre-event promotion, on-site banner display, public acknowledgement on stages, etc. The exact value of contribution by The City is to be discussed with your assigned representative.

#### Civic Funding

Recurring festivals with an arts focus may be eligible for additional support through the Calgary Region Arts Foundation (CRAF).

APPENDICES for external document:

- Special Event Parks Booking Request form
- Food & Non-Alcoholic Beverage Sales/Services form
- Alcohol Sales/Service form
- Contact Listing

Additional recommended references for internal use

- Park Sites list/chart
- Fee Structure
- Event Services Catalogue
- Application Review Process & Event Review Teams
- Parks Bylaw
- Site Assessment Tour Chart
- Vendor Requirements Guidelines
- Calgary Health Region Regulations
- AGLC Regulations (Special Event License - Public Resale General Guidelines)
- Event Security Expectations
- Noise Bylaw
- Festival Support Policy
- Temporary Sign Bylaw

MATRICES for internal use

- Matrix Development Questionnaire
- Matrix Shell
- Prince's Island Park Matrix
- Festival Market Matrix
- Pathways Matrix/Info
- Shaw Millennium Park
- Olympic Plaza Matrix