

Calgary



Lot 6 Event Site

Operating Guidelines for Event Organizers

December 17, 2024



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Introduction

Important Information

For information regarding City of Calgary permitting, timelines and funding, please refer to the [Festival and Event Manual](#). To book your event at Lot 6, please submit an [Event Opportunity Form](#) or reach out to eventservices@calgary.ca for more information.

Acceptable Use

Lot 6 (311 – 8 St. S.W.) is open for bookings from all Calgarians including event organizers, non-profits, community associations, charitable organizations, for-profits, etc. Those booking Lot 6 must not engage in any of the following activities:

- Which is likely to cause injury or death
- Which modifies or damages the lot or its amenities
- Activities related to protests, demonstrations, extremist movements
- Activities that may disrupt surrounding neighbourhoods

Insurance and Liability

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

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

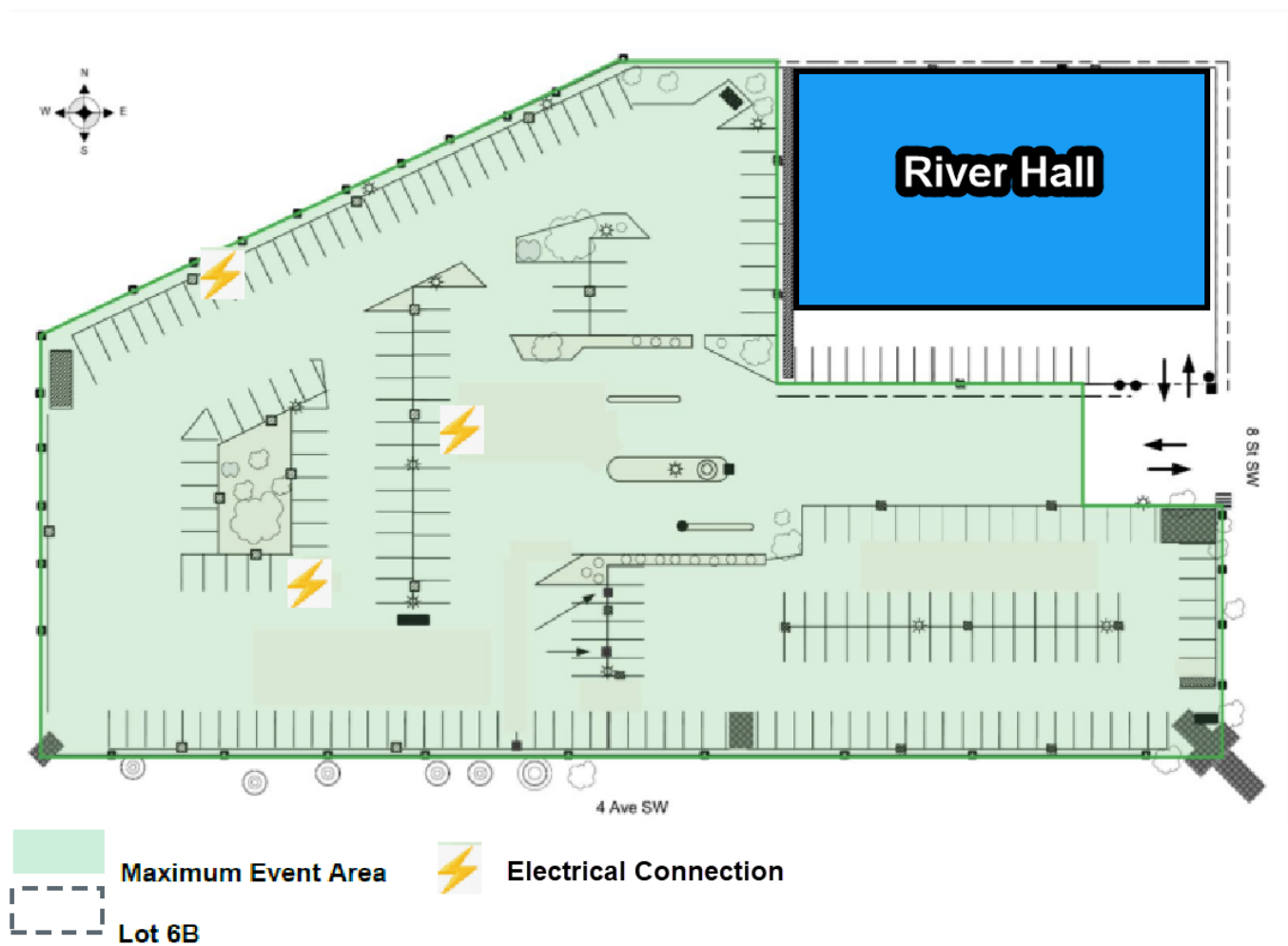
The insurance coverage must be maintained for the duration of the event, including setup and takedown dates. Final permit approval will not be given until the Certificate of Insurance is submitted to your event liaison, in a form satisfactory to The City Solicitor, 30 days prior to your event set up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

Additional insurance requirements may be required:

- Where alcohol is served or sold, the event organizer needs to obtain an extension to normal general liability insurance to include host liquor liability.
- Where open flames are used, the event organizer must provide a second Certificate of Insurance for \$5,000,000(per occurrence) liability. The company supplying the open flame device may supply this second certificate provided that The City of Calgary and the organization are specifically named as additional insured.

Logistics

Site Map



Rental Fees and Hours of Operation

The Lot 6 rental rate is: \$179.00 per day plus any additional City services costs.

Hours of operation are: 05:00 – 22:00.

The portion of the lot labelled "Lot 6B" is occupied by the River Hall Pop Up. Please contact your Event Liaison for more information on this activation.

Conditions of Use

Capacity

The event organizer is responsible for managing the capacity of Lot 6 during their event. Capacity will be determined on a case-by-case basis and may be impacted by occupancy size outlined within the occupancy load card.

Emergency Response Plan

The event organizer is responsible for ensuring public, participant and attendee safety during their event. Organizers will need to submit a finalized Emergency Response Plan (ERP) to Event Services no later than 30 days prior to your event. It is critical your event staff receive ERP training and can adequately respond to event issues as listed in the plan.

Event organizers must ensure their ERPs include the following lot specific safety plans to address:

- Crowd density management
- LRT line proximity safety
- Flooding

Tents and Stages

- If a tent (or culmination of tents) exceeds a total of 60 square metres (645 square feet), organizers need to apply for a Building Permit from Building Services. Stages (including permanent and semi-permanent stage facilities), scaffolding and bleachers may also require a Building Permit.
- All canopies must be certified to CAN UCL S109 fire rating.
- All canopies must be weighted with appropriate canopy weights.
- Propane tanks may not be placed inside a structure.
- Cooking may be allowed under a canopy (tent with no walls or maximum one wall).
- No open flame cooking appliances are permitted in tents or canopies, and all open flames must be located at least one (1) metre from the tent.
- All cooking surfaces must be located at least one (1) metre from the public.
- No staking is allowed.

Food and Beverage

Food Service / Food Vendors

Sales and/or service of food and beverage must follow the requirements of the [Alberta Food Regulation](#), and Alberta Health Services must be notified of all food sales and service. For more information on food and beverage guidelines and policies, please e-mail cal.specialevents@albertahealthservices.ca or call Environmental Health, Alberta Health Services at (403) 943-2295.

- The Alberta Health Services – Special Events Food Vendor Package must be followed.
- A Special Event Food Vendor Notification must be completed at least 30 days prior to your event.
- All food vendors' garbage/wastewater disposal sites and sanitary facilities should be included on your site plan.
- A fire-resistant grease proof protective surface must be placed under all barbeques and grills to prevent damage to lot features. All barbeques and grills must have an operational fire extinguisher present.

- All grey water containers must be self-contained, removed and emptied off site at an approved facility on as needed. Place a tray underneath the containers and have an absorbent material on hand in case of a spill.

Liquor Service

- Event organizers wishing to serve or sell alcohol at an event are responsible for obtaining a [Special Event Liquor Licence](#) from the Alberta Gaming Liquor and Cannabis (AGLC) prior to their event.
- Event organizers wishing to serve or sell alcohol must also obtain, in addition to general liability insurance, an extension to include host liquor liability.

Waste and Recycling

Event organizers are responsible for managing waste at their event. Failure to follow the waste management requirements for events may result in fines, termination of the event while in progress and/or denial of future requests. Organizers must also make every effort to keep the site clean and leave it as it was found before the event.

- Organizers are responsible to collect, sort and remove all garbage, recycling, and compost from the site during and immediately after the event. Additional fees may be charged if any equipment or waste remains on the site after the event. Organizers are responsible for clean-up of all aspects of the event, including the actions of patrons, third-party vendors or sponsors. The waste and recycling bins located on site are not available for use.
- To minimize excessive waste and garbage clean up, organizers should consider ways to reduce waste at their event and measures such as limiting the types of materials brought onto the site to those that can be recycled or composted.
- Proper surface protection must be used when cooking with oil. The event organizer is responsible for cleaning any grease/oil related stains to the surface of the lot and any additional costs as required for clean-up of the lot.
- No liquid or frozen material including beverages, ice, wastewater, paint, grease and soap may be dumped on the site. Storm water sewers are never to be used to dump liquid waste. Prohibited waste items include (but are not limited to):
 - Soil, sediment or other solid matter (includes yard waste)
 - Cooking oils and grease
 - Gasoline, motor oil, transmission fluid and antifreeze
 - Solvents and paints
 - Water from pools and hot tubs
 - Industrial waste
 - Soaps or detergents (including biodegradable products)
 - Pesticides, herbicides or fertilizers
 - Cement/concrete waste
 - Sawdust and construction materials
 - Any substance or combination of substances that emit an odour

All liquid waste is to be disposed of using liquid waste receptacles supplied by the event organizer and removed at the completion of an event for appropriate depositing at an approved location. This requirement is especially significant where there are food and beverage sales onsite. Final disposal of liquid waste must be done in accordance with the [City Drainage Bylaw](#) or according to other methods as approved by Alberta Health Services.

Set-Up/Tear Down

Lot 6 is accessible for vehicles to drive in onsite during set-up. All vehicles must be clear 30 minutes prior to an event starting. Tear down of the event should not begin until the event is officially closed. Vehicles can then be brought back on 30 minutes after the event has ended or once the site has been clear of attendees.

A Noise Exemption Permit may be required for after hours Set-Up/Tear Down activities.

Amenities

Electrical

There are multiple 120v GFI outlets conveniently placed throughout the site, with the main electrical box in the centre which contains a 200A 3 phase service. Additional power requirements may require contracting electrical services.

Water

There is a hydrant located on the northeast corner of 8 St. and 3 Ave. S.W. which can be used as a potable water source. Please speak with your event liaison to discuss the use of this amenity.

Additional Information

Community Notification

When planning your event, please consider the neighbours who live near the site.

A community notification letter is **required** if:

- The event includes a road closure and/or has impacts to parking
- The event is loud (e.g. concert, fireworks/pyrotechnics show)
- The event is a large-scale event where food, alcohol and/or cannabis will be on-site
- The event ends after 11PM

A community notification letter is **recommended** if:

- The event ends between 8PM and 10PM
- The event is new
- The event is a large festival
- The event impacts local business access

Greenspace Addition

The greenspace and pathway to the north of Lot 6 may be booked for event use by obtaining a [Calgary Parks Greenspace permit](#).

Calgary Parking requires at least 7 calendar days' notice to remove the wheel stops and cabling to allow flow-through from the asphalt lot to the greenspace. The wheel stops will be removed a day before the event is scheduled to occur. Please speak with your event liaison about this option.

Damages

Organizers are responsible for ensuring they are demonstrating due diligence in protecting lot assets from theft or damage. Any damage or theft to the lot, infrastructure, electrical equipment, and additional clean up required by The City, will be charged back to the event organizers. Costs associated with theft/loss, repair and expenses associated with additional clean-up (please see Section 6) will be communicated to the event organizer by The City as soon as possible following the event.