TOWN OF TABER

SPECIAL EVENT APPLICATION

4900 A 50 Street
Taber, AB
T1G 1T1

Please Coordinate Arrangements through the Leisure Services Manager located at the Aquafun centre (223-5544 ext # 4)

NAME & DATE OF SPECIAL EVENT

1. Complete and return a Special Event Application form to the Town of Taber office two weeks prior to the commencement of your event.
2. Attach a draft site plan or route if appropriate. Use additional sheets if necessary.

The purpose of the application is to inform the Town and relevant organizations of major events and ensure that the organizer of these events have taken the necessary steps to provide a safe event.

EVENT OVERVIEW

Event purpose: _____

_____

_____

Event (circle one): Non-profit Charitable Profit Other: _____

Event location: _____

Event Duration Set up _____

Event _____

Clean up _____

Number of participants: _____

Number of spectators: _____

Event sponsor(s): _____

EVENT ORGANIZER(S) INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

Event day contact: _____

Event day phone: _____

NOTIFICATIONS & PERMISSIONS

Organizers are responsible for gathering the required permits, licenses, notifications or authorizations (based on the nature of the event) from the appropriate organizations.

- ❑ Police Services
- ❑ Ambulance Services
- ❑ Fire Services
- ❑ Local Health Authority
- ❑ Alberta Gaming & Liquor Commission

NAME OF SPECIAL EVENT

- ❑ Public Services (Roads, Sewer, Water, Recreation)

Please answer and briefly explain how your event is dealing with the following areas/concerns.

PARKING Have you made the necessary parking arrangements? Have volunteers been assigned to traffic management if required?

ROADS Have you made the necessary arrangements for road closures? Is there an impact on traffic flow? Do you require barricades?

SERVICING AND EQUIPMENT Have you made the necessary arrangements to access electricity or water if required? Do you require equipment such as bleachers, barricades, tables, chairs, etc? Does the facility or the Town provide this equipment (please note that a cost may be associated with use of Town equipment)?

EMERGENCY SERVICES (Police, Fire & Ambulance) Is there plans in place for medical services to participants and spectators? Are there requirements for emergency service personal above and beyond? Does your event impact Emergency Services access to areas of the community? Fireworks?

SAFETY & SECURITY Have you made provisions for any additional security required? Are you aware of the rules, regulations and safety features of the facility you are using?

WASTE CONTROL Have you developed a plan to deal with on-site garbage, water and bathroom needs? Have you made the necessary arrangements to access water, if needed?

FOOD SERVICE Have you taken the necessary steps to ensure food service meets with the necessary regulations? Have you made the necessary arrangements to access water or electricity, if needed?

LIQUOR SERVICE Have you taken the necessary steps to ensure liquor service meets with the necessary regulations?

WEATHER Have alternate arrangements been made in the event of inappropriate weather?

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POST EVENT Have you organized volunteers to ensure appropriate clean up after the event?

ADDITIONAL INFORMATION: