



EVENT PERMIT APPLICATION

Municipality of Jasper Bylaw Enforcement Service
PO BOX 520, Jasper Alberta T0E1E0
P.780-852-5514
E. bylaw@town.jasper.ab.ca

Date of Application:

Date of Application Accepted:

Business License Number:

Application Minimum Requirements Check list:

- ☐ Submit application a minimum of sixty (60) days prior to event start date for review
- ☐ Municipality of Jasper Business License (if applicable)
- ☐ Submit Traffic Accommodation Plan
- ☐ Submit Emergency Response Plan
- ☐ Submit Detailed Site Map
- ☐ Submit Proof of Insurance

Applicant

Company/Organization name:

Main Contact Name:

Alternate Contact Name:

Email:

Email:

Phone #:

Phone #:

Address:

EVENT INFORMATION

Locations:

Start Date (Month/Day/Year):

Start Time

End Date (Month/Day/Year):

Start Time

Load-In/Set up Date (Month/Day/Year):

Load-In/Set up Time

Load-Out/Strike Date (Month/Day/Year):

Load-Out/Strike Time

Event Type:

Anticipated Attendance

Detailed Description (include schedule of events. Attach additional page if needed).

Operational Assistance/Resource from Municipal Depts

- | | |
|--|--|
| <input type="checkbox"/> Peace Officers | <input type="checkbox"/> Washroom Access |
| <input type="checkbox"/> Traffic Control Signage/Equipment | <input type="checkbox"/> Potable Water |
| <input type="checkbox"/> Power | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Garbage Bins | |
| | |
| | |
| | |

Note: The Municipality of Jasper cannot guarantee the requested resources/assistance. The Municipality will charge a fee to the Applicant for any resources/assistance provided.

Event Components and Requirements

Activities	Applicable? (Yes/No)	Additional Documents Required if "Yes"
Insurance(required for all events)	YES	Proof of Insurance naming the Municipality of Jasper as additional insured(minimum \$2,000,000)
Food Concession		Waste Management Plan Alberta Health Services Permit
Alcoholic Beverages		Alberta Health Services Permit AGLC Liquor License Alcohol Management Plan
Raffles (or similar)		AGLC Raffle Licence
Fireworks		Relevant Jasper National Park's Permit Municipality of Jasper Fire Dept. Permit
Amplified Sound		Review the Municipality of Jasper Noise Bylaw
Erecting Tents or Other Temporary Structures		Jasper National Park's Permits
Road Closure or Interruption		Traffic Accommodation Plan Parking Plan Public Notice Relevant Neighbour Letter

1. Event Information:

- 1.1. **Full description of the event** – a detailed site map is required.
- 1.2. **Event Clean Up** -The applicant is required to organize clean-up of the area during and after the event. In the event that clean-up is not completed, an hourly fee will be charged for Municipality of Jasper staff time spent completing clean-up tasks. Failure to carry out an event clean-up may result in future applications being denied.
2. **Insurance:** The Municipality of Jasper insurance requirements must be met and a copy of your insurance certificate must be provided. The certificate must indicate a minimum of \$2 million (2,000,000.00) in General liability insurance and must list "Municipality of Jasper" as additionally insured. Other organizations may need to be included as additional insured depending upon the event or facility used. \$2 million of insurance is a minimum requirement, this may increase dependent on the type and scope of the Event.
3. **Providing Food Service:** All special events that include selling or providing food must obtain approval from Alberta Health Service (AHS). Please visit the AHS website for information and review the requirements for your type of event: <https://www.albertahealthservices.ca/eph/Page13999.aspx> . A copy of your approved permit/license must be submitted to the Municipality of Jasper Licensing & Enforcement Manager
4. **Alcoholic Beverages** – Municipality of Jasper requires that the applicant has liquor license at a special event if alcoholic beverages are available for purchase. Please visit AGLC for more information and review the requirements for your type of event: <https://aglc.ca/liquor/liquor-licences/applying-licence/liquor-licences-public-special-events> . A copy of your approved permit/license must be submitted to the Municipality of Jasper Licensing & Enforcement Manager
 - 4.1.1. If serving alcohol, an Alcohol Management Plan will also be required. A sample plan is available online.
5. **Raffle:** If you are hosting a raffle/draw as part of your event, you are required to apply for a raffle license for each draw. For information, visit <https://aglc.ca/gaming/licences>
6. **Fireworks:** If the Applicant wishes to hold a fireworks display during the Event:
 - 6.1. A Permit must be secured from Jasper National Parks
 - 6.2. A Permit must be secured from the Municipality of Jasper Fire Dept.
 - 6.3. Personnel organizing the display must provide proof that they are qualified to do so.
7. **Amplified Sound** – The use of Amplified Sound must comply with the Municipality of Jasper Noise Bylaw #108
8. **Sale of Goods:** Vendors wishing to sell goods at the Event must comply with the Municipality of Jasper Business Licensing Bylaw #110
9. **Erecting Tents or Other Temporary Structures:** Applicants wishing to use tents or temporary structures at their Event must ensure that they comply with Jasper National Parks Regulations.
10. **Road Closures** – To temporarily close all or a portion of a street, lane / alley or sidewalk for activity associated with the Event, Applicants must:
 - 10.1. provide a traffic accommodation plan/diagram of proposed interruption or closure of trail, road, sidewalk, parking
 - 10.2. If road closures are approved:
 - 10.2.1. **Public Notice** – Required for any event with a road closure or interruption. This is an advertisement in the Jasper Fitzhugh Newspaper for 2 consecutive weeks prior to the event, notifying the public of the event, date(s), road closure/interruption and detour options, along with the event organizer's contact information.
 - 10.2.2. **Neighbourhood/Business Notice** – a letter that must be printed and distributed 3 weeks prior to the event to places of residents or businesses affected by the road closure or interruption. Notifying them of the Event, date(s), road closure/interruption and detour options.
11. **Emergency Response Plan:** – The Applicant is required to provide an Emergency Response Plan. This Emergency Response Plan:
 - 11.1. Assists in identifying risks or potential risks.
 - 11.2. Identifies what measures need to be put in place for the safety and well-being of the public and participants who will be attending the Event.
 - 11.3. Reduces the risk of loss of life and property damage resulting from an emergency.
 - 11.4. The Event Emergency Response Plan must also include details as to how the event will apply and enforce AHS COVID-19 Guidance rules and restrictions. You will find all applicable AHS COVID-19 Guidance documents at the Alberta Biz Connect website.

A link to an **Emergency Response Plan Template/Guide** provided by the Alberta Emergency Management Agency can be found here at the end of this document.

- 12. Site Map:** A detailed site map indicating all structures that will be on site: i.e. tents, PA system, start & finish for races, etc
13. The Applicant is responsible for ensuring that:
- 13.1. the requested area is appropriate for the Event;
 - 13.2. the Event is conducted in a safe, orderly manner;
 - 13.3. the Event is restricted to the assigned area.
14. The Applicant shall assume all costs associated with any repair or damage that may be caused to public or private property as a result of the Event and if the Applicant fails to do so the Municipality of Jasper may undertake such work and bill all costs of such work to the Applicant and collect such costs in the same manner as fees and taxes
15. The Applicant shall assume all costs and liabilities associated with the cleaning of affected areas after the Event is completed, this includes and is not limited to the removal of any paper, cans or any other garbage that is deposited as a result of the Event and if the Applicant fails to do so the Municipality of Jasper may undertake such work and bill all costs of such work to the Permit Holder and collect such costs in the same manner as fees and taxes.
16. The Municipality of Jasper reserves the right to cancel any or all booked time should any portion of the Event be rendered unsafe/unusable due to mechanical/electrical or structural failure.
17. The Applicant assumes all liability and responsibility for the Event in its entirety, including but not limited to any and all financial or legal liability or obligation that may arise as a result of said Event, and such liability or obligation is not limited solely to physical damage for either public or private property and may include punitive damages requested by an affected third party. The Applicant shall be responsible for the orderly behavior of all persons participating in the Event.
18. The Applicant agrees that neither the Municipality of Jasper nor any employee, representative, or agent of the Municipality of Jasper shall be held liable for the accuracy of data or information relating to the Event or for participation in any portion of the Event, and the Applicant shall assume all liability and responsibility for the Event and shall be held solely responsible in any legal action that may arise as a result of the Event.
19. The Applicant must ensure that any signs, placards, postings, pictures, flags, banners, or such similar things that may be displayed by the Permit Holder or the Event's participants are appropriate and in good taste.
20. The Applicant must ensure that the Event must be conducted in accordance with governing Occupational Health and Safety Regulations, and any and all applicable Municipal, Provincial and Federal bylaws, guidelines, acts, regulations and/or laws.
21. The Applicant understands that the Municipality of Jasper or its authorized agent or employee may at any time and without prior notice or compensation, order that the Event be stopped and/or delayed or revoke this permit and any person who fails to immediately comply with this discontinuance order may be charged for failing to comply and/or charged under any other applicable Municipal, Provincial or Federal legislation.
22. Permits will be revoked without payment of any compensation in the event of a breach of the Terms & Conditions herein. Non-compliance may also result in fines, penalties, and additional charges.

Submission

By signing this application for an Event Permit, the Applicant submits that they have read and agree to all of the terms and conditions related to an Event Permit and will abide by them.

Applicant Signature

Date

Submit completed application to:

Neil Jones
Licensing & Enforcement Manager
Municipality of Jasper Bylaw Enforcement Service
#2 Compound Rd., Box 520
Jasper Alberta T0E1E0
njones@town.jasper.ab.ca

Useful Web Links:

Municipality of Jasper: www.jasper-alberta.ca

Alberta Health Services: www.albertahealthservices.ca

AGLC: www.aglc.ca

Alberta Emergency Management Guide: <https://open.alberta.ca/dataset/b49f1b6a-b5fb-4bf7-a728-e4c7f54aef4d/resource/ba9bb19a-6702-40ca-bdf7-56971f42adda/download/mass-gathering-guidebook-2013.pdf>