



Special Events Application Form

*Please fill out the form as completely as possible. If you have any questions please send an email to events@ponoka.ca

Event Details	
Event Name	
Event Date:	
Event Time:	From: To:
Event Location:	
Applicant Information	
Name	
Organization (if applicable)	
Email Address:	
Event Contact Number	
Event Description: (Please provide a brief description of your event, including its purpose, activities, and expected outcomes.	
Event Logistics	
Estimated Number of Attendees:	
Will food and beverages be provided at the event?	If yes, please specify:
Will there be any special requirements for the event venue?	If yes, please specify:
Do you require any specific equipment or technical setup?	If yes, please specify:
Will you be organizing any promotional activities or marketing for the event?	If yes, please specify:
Are you planning to collaborate with any external vendors, organizations, or performers?	If yes, please specify:

Event Safety and Security

Have you assessed any potential risks or hazards associated with the event?	If yes, please describe your risk assessment process and any measures taken to mitigate risks:
Will you be providing any security personnel or measures for the event?	If yes, please specify:
Are you planning to arrange medical or first aid services at the event?	If yes, please specify:
Will you be obtaining any necessary permits or licenses required for the event? (AHS, Fire, Alcohol, Fireworks, Road Closure)	If yes, please specify:

Site map: How will your event be setup?

Important things to note when hosting an event:

Insurance: All Special Events are required to provide a valid certification, showing a minimum liability amount of \$ 2,000,000.00 and will include the Town of Ponoka as an additional insured for the date(s) of the event. Higher risk events i.e. pyrotechnics, extreme sports, etc. may be required to hold a \$5,000,000.00 liability insurance and will include the Town of Ponoka as an additional insured for the date(s) of the event.

Site Map: You must attach a site map that indicates the precise location of all sources of amplified sound, tents and canopies, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of food and merchandise service. All site maps are subject to the approval of the Town of Ponoka

Route Map: If your event is a run, walk, parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to the Town of Ponoka's approval and use of any roads must be approved by the Town. If you require a road closure, the cost incurred for this service is the responsibility of the applicant. Additionally, the Town of Ponoka is not responsible for any costs associated with the denial of a proposed route.

Alberta Health Services Event Requirements: AHS may require certain permits for events. Please review their website for event planning guidelines and permit requirements,

<https://www.albertahealthservices.ca/eph/Page13999.aspx>

Waste Removal: All Waste and recyclables must be placed in appropriate containers. If such containers are not available the permit holder must remove any waste and recyclable materials at their own cost.

Noise: Bylaw No.384 – 17 Community Standards

PART IV - NOISE CONTROL

DEFINITIONS

35. In this Part:

- a. "Noise" means any sound that is reasonably likely to disturb the peace of others;

PROHIBITED NOISE

36. No Person shall cause or permit any Noise that disturbs the peace of any other Person.

37. No Person shall cause or permit Property they Own or Occupy to be used so that Noise from the Property disturbs the peace of any other Person.

CRITERIA

38. In determining what sound is reasonably likely to disturb the peace of others the following criteria may be considered:

- a. type, volume, and duration of the sound;
- b. time of day and day of week; and
- c. nature and use of the surrounding area

MOTOR VEHICLES

43. If a Motor Vehicle is the cause of any sound that contravenes a provision of this Bylaw, the Owner of that Motor Vehicle is liable for the contravention.

