



**SPECIAL EVENTS PERMIT APPLICATION FORM**

The information on this form is collected under the authority of section 4(c) of the Alberta Protection of Privacy Act. This information will be used to apply for a Special Events Permit with the Summer Village of Jarvis Bay. If you have any questions about the collection of your personal information, you may contact: [information@sylvansummervillages.ca](mailto:information@sylvansummervillages.ca).

All applicants must complete PART "A" of the Application Form, and Complete PART "B" of the Application Form if your event is more complex in terms of organization and numbers of people involved or the event has the potential to significantly impact or conflict with normal site visitation.

**PART "A": APPLICATION FORM**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Other Contact Person(s) if applicable: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

1. Describe the type of event that is to be held:

\_\_\_\_\_

2. What organization is sponsoring this event?

\_\_\_\_\_

3. What is the estimated number of participants/volunteers/spectators that will be involved in the event?

Participants: \_\_\_\_\_ Volunteers: \_\_\_\_\_ Spectators: \_\_\_\_\_

4. Event Details:

Activity: \_\_\_\_\_ Location: \_\_\_\_\_

5. Will either vehicle or pedestrian traffic need to be controlled or stopped at any time during the event? Provide Parking Plan.

\_\_\_\_\_

\_\_\_\_\_

6. Provide Waste Plan (Garbage/Restrooms)

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7. What are the date(s) and time(s) of the event? Include set-up and clean-up days and times.

Date(s) \_\_\_\_\_

Set-up: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: From \_\_\_\_\_ to \_\_\_\_\_

Clean-up: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: From \_\_\_\_\_ to \_\_\_\_\_

8. What safety measures will be in place to prevent or address injuries or accidents involving participants or members of the public attending the event? (i.e., warning signs, safety personnel, first aid or ambulance personnel in attendance, safety structures) Provide details.

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9. Does the event involve the set-up of equipment or facilities, (i.e., tents, buildings, tables, fencing, signs, trail markings, loudspeakers, or other structures)? Provide details.

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Please include a Security Plan and a detailed layout with your application.