

EVENT PLANNING GUIDELINES

Beaumont welcomes special events in the outdoor public spaces of our community. Events should be well organized and appropriately supported from the planning stages right through to clean up.

Please review as all event applications must include acknowledgement of these Guidelines.

The following information corresponds to the Special Permission Request Form – Outdoor Events/Activities and is intended to assist you in having your event request approved. While every effort has been made to make these Guidelines as helpful as possible in respect of safety, insurance, access and use of facilities/resources, not every question or situation could have been imagined and there may be times when information to external parties has become outdated without our knowledge.



APPLICATION FORM

An application form must be completed and submitted for all events occurring on public property in the City of Beaumont. Please submit the completed application form to Community Events as soon as you can. The turn-around timeline is approximately 5-10 business days, however, we suggest that for larger or more complex requests, notice is given as far in advance as possible, as several areas of the City administration must be notified prior to the date.

INSURANCE

Proof of Liability Insurance coverage is required prior to the approval of an event application. A Certificate of Insurance naming the City of Beaumont as an additional insured in the amount of **\$2,000,000** is mandatory for all special events organized by volunteer groups/organizations/companies. The Certificate of Insurance should be attached to the permit application. Insurance companies typically provide this at no cost.



SITE PLAN

A Site Plan is required as part of the application process (hand drawn is acceptable).

BUSINESS LICENSE

A City of Beaumont Business License may be required. Information on business licenses and the application process may be found online: beaumont.ab.ca/173/Business-Licenses





FOOD & NON-ALCOHOLIC BEVERAGES

If you plan to serve or sell food or non-alcoholic beverages at your event, please consult

Alberta Health Services:

albertahealthservices.ca/eph/page13999.aspx

ALCOHOLIC BEVERAGES

The service or selling of alcoholic beverages in public places is regulated by the Alberta Gaming, Liquor & Cannabis. A Special Event License is required and a copy must be provided to the City of Beaumont before the event start date. Please consult AGLC:

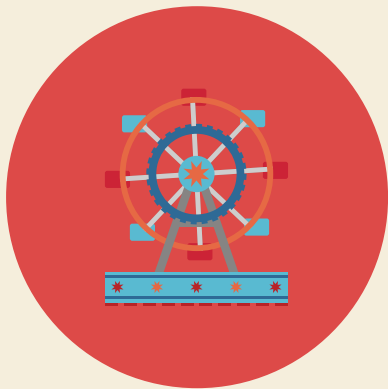
aglc.ca/event-licence/



AMUSEMENT RIDES & INFLATABLES

For those events planning to have amusement rides and inflatables, please be advised of the following requirements:

Certificate of Insurance from the ride/inflatable provider with a minimum **\$2,000,000** liability insurance naming the City of Beaumont as an additional insured is required. All amusement rides and inflatables must be assembled, disassembled, inspected, and operated in accordance with Alberta Elevating Devices & Amusement Rides Safety Association regulations. Please consult AEDAESA: aedarsa.com



SIGNS

If you'd like to install a sign on a roadway or public property a Sign Permit is required. The permit form can be found online:

beaumont.ab.ca/DocumentCenter/View/2010/DevelopmentBuilding-Permit-Application?bidId= For more information please contact the Permit Clerk at **780-929-8782**.



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.

PARKING

The City does not provide separate parking for Special Events. Parking is based on a first come, first served basis. A parking and transportation plan needs to be developed for major events.



STAGES & TENTS

Both stages and tents (**larger than 60 m²**) are considered to be buildings as defined by the Alberta Building Code and as such, owners and event organizers are required to apply for a building permit. For information regarding temporary stages and tents **larger than 60 m²** please contact the Development Office at **780-929-8782**.

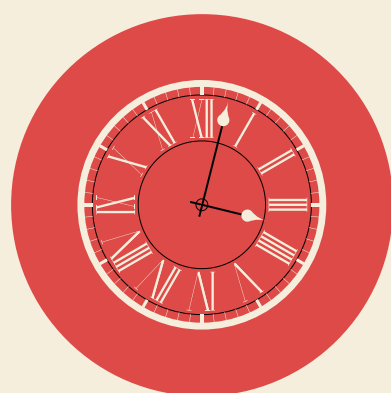
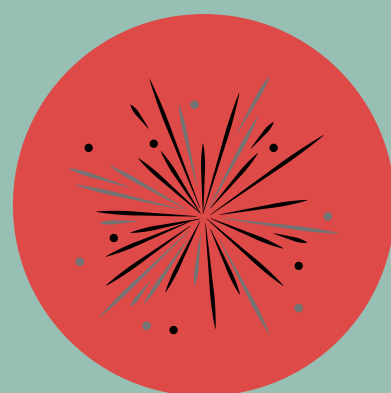


OPEN FIRES

Open fires may be allowed on land owned by the City of Beaumont for recreational purposes. These fires must be confined to a non-combustible pit or stove approved by the City of Beaumont Fire Department. Please contact the Fire Department to apply for a fire permit: **beaumont.ab.ca/documentcenter/view/848**

FIREWORKS

The City of Beaumont may allow for the inclusion of firework displays in City sponsored and/or co-sponsored events. All such displays shall be in accordance with the Alberta Fire Code and its regulations and in accordance with the OH&S Act. No other person or organization shall initiate a fireworks display with the City of Beaumont. A Fireworks Permit is required for the sponsored and/or co-sponsored events.



HOURS

The hours of a special event are as approved in the Special Event Permit.

NOISE

Special Events are required to abide by the City of Beaumont's **Noise Bylaw 642-05**. This Bylaw can be viewed online: **beaumont.ab.ca/DocumentCenter/View/107/Noise-Abatement-PDF?bidId=** An exemption to this Bylaw may be included in the Special Event application.



BEAUMONT INDOOR FACILITIES

Ken Nichol Recreation Centre: To book email **facilitybooking@beaumont.ab.ca** and for more info visit **beaumont.ab.ca/292**

Beaumont Community Centre: To book email **CCBCCInfo@beaumont.ab.ca** and for more info visit **beaumont.ab.ca/431**

COMMUNITY GRANT PROGRAM

Looking for financial support? Check out the Community Grant program at **beaumont.ab.ca/567**

