

## **Policy No. 20/06**

**Policy Title:** Special Events Policy

**Date Adopted:** March 28, 2006

**Purpose:** To allow the Town of Bentley to facilitate special events while preserving and protecting publicly owned land or facilities. It will endeavor to ensure compliance with laws, address public health and safety concerns and the impact of events on adjacent neighborhoods.

**Policy Statement:** The Council of the Town of Bentley believe this policy will promote a consistent approach to approving Special Events held on land or in buildings owned and/or in the control of the Town of Bentley

### **1. Definitions:**

- 1.1 Special Events – means activities, including parades, occurring on land or in buildings owned and/or controlled by the Town of Bentley, which are open to or intended to attract the general public.
- 1.2 Event Coordinator – means the contact person, applicant or the person making application to hold a Special Event

### **2. Responsibilities:**

- 2.1 The Town of Bentley is responsible to permit or deny Special Events
- 2.2 The Chief Administrative Officer may designate a member of Town staff who shall be responsible to act as a liaison with the Event Coordinator
- 2.3 The Event Coordinator shall ensure the Special Event is held in compliance with all Municipal, Provincial or Federal laws

2.4 The Event Coordinator shall ensure any resulting clean-up is completed in a timely manner to the satisfaction of the Town of Bentley

**3. Procedures:**

3.1 For events held on land or in buildings owned and/or in the control of the Town of Bentley, an application (Schedule "A") shall be completed and forwarded to the Chief Administrative Officer, at the Bentley Municipal Office no less than one month prior to the scheduled event.

3.2 Prior to the Special Event, the Event Coordinator shall provide to the Town:

3.2.1 Confirmation of Insurance with a minimum liability coverage in the amount of \$2,000,000. with the Town of Bentley named as "an additional named insured" on the policy

3.2.2 A site plan or map detailing the location of the event and the location of any barricades requested by the Event Coordinator.

3.2.2 Societies Act registration number (if applicable)

3.2.4 A written description of any/all signs, banners, etc to be erected in relation to the event with installation locations. All signage must comply with the Town of Bentley Land Use By-law.

3.2.5 A security deposit in the amount of \$1,000.00

3.3 In the interest of promoting events within the Town, the Chief Administrative Officer may waive, in whole or in part, the requirements of a Security Deposit. Factors that the Administrator may take into consideration when making this determination may include;

3.3.1 The activities/nature of the Special Event

3.3.2 The number of people expected to attend and/or participate in the Special Event

3.3.3 The amount of clean-up, repair, maintenance required to restore the land and/or building to its original state

3.4 Notwithstanding 3.4, the applicant is responsible for any resulting clean-up or repair of any land and/or buildings at which the event occurs

3.5 Following approval, the completed application shall be distributed to:

3.5.1 Town of Bentley Public Works

3.5.2 Town of Bentley Fire Department

3.5.3 R.C.M.P. Sylvan Lake Detachment

3.5.4 Ambulance provider for the Town of Bentley

3.6 Upon completion of the Special Event and subject to satisfactory clean-up and no other outstanding issues or claims, the Town will refund the security deposit to the Event Coordinator.

4. The following Community Organizations, Groups or Societies need not obtain a Special Events Permit unless in the opinion of Town Council, the nature and scale of the event is such that a permit is required;

4.1 Scouts, Cubs, Brownies, Girl Guides, Cadets and other similar youth organizations

- 4.2 4-H Club events
- 4.3 Bentley & District Agricultural Society
- 4.4 Bentley School or school sponsored events
- 4.5 Community organized events such as picnics, Christmas concerts, ball games, and other similar events
- 4.6 A recognized sporting organization or club
- 4.7 Events commonly referred to and recognized as “family reunions”
- 4.8 Events held by recognized church or religious organizations
- 4.9 Any other group, club or organization deemed by the Chief Administrative Officer or Town Council, to be similar in nature to those listed in the list.

5.0 This Policy replaces Policy 04/04

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Mayor

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Chief Administrative Officer