



Community Initiated Event Intake Form

Phone: (780) 962-7634 ext 143 Fax: (780) 962-2526
Email: events@sprucegrove.org

Completed applications are to be submitted to the Event Coordinator, City of Spruce Grove, 315 Jespersen Avenue, Spruce Grove, AB T7X 3E8.
Applications must be received no less than 12 weeks prior to the event.

ALL SECTIONS MUST BE COMPLETED IN FULL

SECTION I (About the event)

Event Name: _____ Event Date: _____

Location: _____

Event Hours: _____ Set up start time: _____ Tear Down end time: _____

Brief Description of Event: _____

Contact Person: _____ Phone: (____) _____ Email: _____

Organization Name (if applicable): _____ For-Profit Not-for-Profit Charitable

Anticipated Attendance Participants: _____ Spectators: _____ Volunteers: _____

Website address of event (if applicable): _____

Section II (Our involvement)

Does your event require any road closures or crossings? Y N If yes, fill out Application for Special Roadway Event

Specify: _____

What support are you asking from the City?

SECTION III Hazards or Specific Circumstances Pertaining to the Event:

- | | |
|--|---|
| <input type="checkbox"/> Any type of OPEN FLAME (Fire pits/BBQ/Performers) | <input type="checkbox"/> Decorative display at exits/entrances |
| <input type="checkbox"/> Pyrotechnics Display/Fireworks *Permit required | <input type="checkbox"/> Permanent perimeter fencing |
| <input type="checkbox"/> Fueled vehicle or equipment (display or competition) | <input type="checkbox"/> Temporary Seating/Stages |
| <input type="checkbox"/> Food Concession (Booth/Truck/Tent, etc) *Permits required | <input type="checkbox"/> Special Amusements (Haunted houses/Air structures) |
| <input type="checkbox"/> Enclosed Tents (Displays/food/etc) | <input type="checkbox"/> Generator Use |
| <input type="checkbox"/> Liquor consumption *requires occupant load card | <input type="checkbox"/> Temporary fencing or curtain walls that are used to control crowds |
| <input type="checkbox"/> Other: _____ | |

If any apply, Fire Prevention will be in contact for further information.

Permits and documentation must be complete and submitted to Fire Prevention a minimum of 15 days prior to the event to avoid cancellation.

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List Food Vendors attending the event if applicable. Include company name, contact person, phone number and email for each vendor: _____

SECTION IV (Factors for success)

First Aid Plan:

- Certified First Aider(s) on site # _____ First Aid Kit Mobile phones
- Fire extinguishers certified within 12 months of the event (required for mechanical items or open flame)

Plan for garbage/recycling removal: _____

Additional information: _____

Events hosted by businesses and organizations held on public property will be requested to provide **proof of insurance listing the City of Spruce Grove as additionally insured.** Insurance companies typically provide this at no cost.

Depending on the size and scope of your event, City resource costs may be incurred by the event if they are available.

Other permits or permissions may be required such as building or food handling permits, depending on circumstances. We will work with you to determine these logistics.

Questions about fire hazard information can be directed to Spruce Grove Fire Services at 780-962-4496.

This personal information is being collected under the authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used in the administration of Special Roadway Event planning within the City of Spruce Grove. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-634 ext. 154.