Application for a Concert and Extended Dance / Music Event

This application is for events where the applicant expects up to 150 or more people including staff, promoters, venders, attendees and it continues on into the late night hours.

A Concert and Extended Dance/Music Event License is <u>not</u> required for community or family events such as wedding dances, holiday parties, community dances, school dances, or similar events.

Please ensure you read, fill out, and provide any information that is required. Failing to provide all the required information may result is your application being refused.

Please submit your application at least two (2) months prior to the event to allow adequate time for review.

If you have any questions about your application or the application process please contact Yellowhead County.



Application

Concert and Extended Dance/Music Events

(This license application is for events where the applicant expects 150 or more people (including staff, promoters, venders, entertainers and attendees) to attend.

In accordance with Bylaw 22.13

Applicant Full Name:_____ Email address: **Residential Address: Mailing address** (*If different from above*): **Phone Number(s):** (h) () ,(cell) () *If the applicant is a corporation include the addresses of two corporate directors and attach certified copy of the Certificate of Incorporation of the Corporation to the Application. **Corporate Director** (1) **Corporate Director** (2) Name: _____ Address:_________ Address: Signature of Corporate Director (1) Signature of Corporate Director (2)

Application for Concert and Extended Dance/Music Events

Name/Description of Event:
Location of Event (Municipal Address):
Location of Event (Legal land location):
*Applicant <u>SHALL</u> submit proof of Ownership of Venue or a written document of registered owner's consent to use venue. If the venue is on public land the applicant must provide an approved "temporary field authorization" from the Province of Alberta.
Number of People expected to attend event:
Date(s) of Event:
Hours of Operation of Event:
Detailed explanation of Applicants plans to provide: Appendix A - Security and fire protection; Appendix B - Drinking water and sanitary services; Appendix C - Food supplies and facilities; Appendix D - First aid and medical emergency services; Appendix E - Vehicle parking, vehicle access and traffic control; Appendix F - Illuminating the Venue; Appendix G - Removal of garbage and Venue clean up; and Appendix H - Policing
*Applicant may provide a map to show location of services. Please attach to appendix(s).
List applications made or planning to make to Alberta Liquor and Gaming Commission:
List the dates and times the applicant is planning to have alcohol at the proposed Event:

Application for Concert and Extended Dance/Music Events

Financial Proof: (Include a copy with application)

Applicant <u>SHALL</u> provide proof (include a copy of the insurance with the application) they have adequate financial means to carry out the Concert and Extended Dance/Music Event, including any conditions that may be imposed on the License being applied for by the Applicant. The Chief Administrative Officer may, at his sole discretion, require the Applicant to provide a letter of credit, certified cheque or other similar security made out in the name of Yellowhead County in an amount deemed appropriate given the nature of the proposed event, as security, and to pay to the County any costs that may be incurred by the County in providing services required for the Concert and Extended Dance/Music Event.

Liability insurance: (Include a copy with application)
The Applicant <u>Must Have</u> and provide a copy of liability insurance for the proposed Concert and Extended Dance/Music Event in an amount of not less than five million dollars (\$5,000,000.00) covering public liability for all personal injury and property damage that may occur by reason of the operation of the Concert and Extended Dance/Music Event, and naming Yellowhead County as an additional named
insured.

Applicant <u>must</u> provide anything else that is reasonable upon request of the Chief Administrative Officer (CAO) that will aid in his decision to process the application.

The CAO may recommend to Council to exempt a specific function or event from the requirement to obtain a License where, in the opinion of the Chief Administrative Officer, to do so would be in the public interest.

Prior to issuing a License, the Chief Administrative Officer may consult with and obtain relevant and material information from the Royal Canadian Mounted Police, Alberta Health Services, the Alberta Liquor and Gaming Commission, any department of Yellowhead County or any other agency which, in the opinion of the Chief Administrative Officer, may assist him in determining whether or not issuing a License for a particular Concert and Extended Dance/Music Event is appropriate in the circumstances.

If a Concert and Extended Dance/Music Event to which a License has been issued is of a recurring nature, the Chief Administrative Officer may, at his sole discretion, renew the License for that Concert and Extended Dance/Music Event on any terms or conditions the Chief Administrative Officer deems appropriate.

Application for Concert and Extended Dance/Music Events

Refusal of Application:

The Chief Administrative Officer may refuse to issue or renew a License and may suspend or cancel a License for the following reasons:

- 1. The Applicant or Licensee does not or no longer meets the requirements of this The Concert and Extended Dance/Music Bylaw 22.13 with respect to the License applied for or held;
- 2. The Applicant or Licensee or any of its directors, officers, agents or employees furnishes false information or misrepresents fact or circumstance to a Peace Officer or the Chief Administrative Officer:
- 3. The Applicant or Licensee or Responsible Party or any of its directors, officers, agents or employees has, in the opinion of the Chief Administrative Officer contravened this Bylaw whether or not the contravention has been prosecuted;
- 4. The application is not complete and does not contain all the required information.
- 5. The Royal Canadian Mounted Police recommends against issuing a License for the Concert and Extended Dance/Music Event:
- 6. In the opinion of the Chief Administrative Officer it is in the public interest to do so.

Offences: Fine

Fail to obtain a license \$1,500.00 first offence

\$5,000.00 second offence with in 24hrs

Provide False or misleading info \$300.00

on application.

For a full list of offences please refer to the bylaw.

Appendix A Security and Fire protection

Appendix B Drinking water and sanitary services

Appendix C Food supplies and facilities

Appendix D First aid and medical emergency services

Appendix E Vehicle parking, vehicle access and traffic Control

Appendix F Illuminating the Venue

Appendix G Removal of Garbage and Venue Clean Up

Appendix H Policing
