



ROCKY VIEW COUNTY

# Small Event Reference Guide

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## Introduction

Rocky View County believes that special events are essential in our communities as they provide opportunities for social connection, which contributes to a sense of identity, place, and community vibrancy. A small community event is an opportunity for neighbours to get together, meet each other, and enjoy some fun.

This reference guide has been created to assist event organizers with completing the application and understanding the permitting process. Many important legislative and safety requirements are outlined in this reference guide, along with easy to complete templates and further reference material.

The County will provide one point of contact through the permit process, who will answer questions and provide an overview on potential requirements to hold a safe event. Please email [specialevents@rockyview.ca](mailto:specialevents@rockyview.ca) or call 403-230-1401 and ask for the Recreation, Parks and Community Support Department if you have questions about any information in this document.

## What is Considered a Small Event?

A small event is considered a neighbourhood or community event that takes place or impacts public land, which is owned or controlled by the County, such as green space, road, pathway or sidewalk. Examples of these types of events include neighbourhood block parties, weddings, or celebrations.

For a neighbourhood or community event on public land, applications are due no later than **30 days** in advance of the scheduled event.

## Alberta Health Services

Alberta Health Services (AHS) offers a variety of information on their website to assist with obtaining provincial permits and licenses for food vendors and personal services such as tattooing, face and body painting, and hairstyling. We encourage you to reference the AHS site to ensure you meet all provincial requirements. We have provided some key links for your convenience.

- [Frequently Asked Questions](#)
- [Event Organizer Package](#)
- [Food Vendor Package](#)
- [Face and Body Painting Guidelines](#)
- [Temporary Personal Services Notification Application](#)

## Alcoholic Beverages / Liquor Licenses

All events involving alcohol require an approved license from the Alberta Gaming & Liquor Commission (AGLC). Event organizers wishing to serve or sell alcohol at an event will need to adhere to both provincial and municipal requirements and are responsible for applying and obtaining the appropriate liquor license from AGLC. Once the approved liquor license has been obtained, please notify the County via email.

For the purpose of special events, there are two types of liquor licenses, private and public. Direct links to the AGLC license requirements are provided below:

**Public events** include any event open to the public and can either be hosted by non-profit groups or municipalities or events hosted by business or individuals for commercial purposes.

- [Liquor License for Public Special Events](#)

**Private events** require a liquor license when the event is open to invited guests or members only.

- [Liquor License for Private Special Events](#)

Please be aware that it is the responsibility of the liquor permit holder to ensure that consumption of alcohol only occurs in the designated areas as identified on your site map.



## Animals / Petting Zoo

Event organizers wishing to have animals at their event will need to adhere to both provincial and municipal requirements. Petting zoos or animal attractions must conform to [AHS Petting Zoo and Animal Attraction Requirements](#). If the event is on County land, prior permission must be granted by Rocky View County, before the attraction is advertised or scheduled.

## Barricades / Fencing

Depending on the event, the County may require barricades, fencing, and/or other traffic control measures be used to ensure the safety of pedestrians and/or public. It is the responsibility of the event organizer to secure the required items through a third party rental company and at the even organizer's expense.

## Cannabis Consumption

Cannabis consumption, either through smoking, vaping, or any other form of consumption, is **not permitted** in any public place within Rocky View County. Please refer to the [County's Cannabis Consumption Bylaw](#) for more information.

## Community Notifications

If you are planning a neighbourhood or community party that takes place on a road or public green space, you need to notify your neighbours in the area. Try using social media or invites distributed door to door to get the word out.

## County Atlas

The County offers an interactive, online mapping tool called the [County Atlas](#). This easy to use, mobile friendly tool allows you to search for locations, view and print aerial photos, and build a road route map.

## Elected Officials

Do you wish to have the Reeve or your area Councillor, attend your event? Please complete the "Invite an Elected Official" section on the [Application Form](#) and we will confirm attendance prior to your event. Please be aware that due to the varying schedules of Council members, not all requested elected officials may be able to attend.

## Fees

Charitable or non-profit organizations and schools operating within Rocky View County are exempt from the application and permit fees. For small events, a nominal administration fee will apply. Please refer to the [County's Master Rates Bylaw](#) or contact the County to make a payment or for more information on fees. Your application will not be processed until the application fee payment has been made in full.

Other fees that help offset costs incurred by the County, such as policing resources, will be at the expense of the event organizer.

For commercial or other types of events all fees apply as per the [County's Master Rates Bylaw](#).

## Homeowners / Condominium or Business Association

If the event is taking place on lands that are managed through a homeowners, condominium, or business association, ensure you check your bylaws prior to planning your event. Some conditions may apply within the bylaws that could affect the type of event you wish to organize.

## Inflatable and Amusement Devices

Event organizers must ensure inflatable amusement devices meet or exceed applicable legislation including, but not limited to, [Alberta Elevating Devices & Amusement Ride requirements](#).

The event organizer is responsible for the safe set-up, operation, supervision, and take-down of any/all inflatable and amusement devices.



## Insurance

If your event is on public land, owned or managed by the County, insurance coverage will be required, with Rocky View County named as an additional insured on the policy. Standard liability insurance is \$2 million, however, if you are planning to have any inflatable devices such as bubble soccer, bouncy houses, or hot air balloons, and amusement devices such as dunk tanks and carnival attractions, insurance coverage of up to \$5 million liability insurance, will be required, must name Rocky View County as an additional insured, and must also include a waiver of subrogation in favor of Rocky View County. The policy should also be on an occurrence basis and be subject to deductible of no more than \$5,000 per occurrence.

Please speak with your insurance advisor for more information. If your organization is An Additional Insured (ANI) with Rocky View County, please contact the County for assistance.

## Landowner

If the event is taking place on lands that are not owned or leased by the event organizer, then written permission is required from the legal landowner for the use of the site. A copy of the permission must be provided to the County at the time the application is submitted.

## Locates / Digging / Staking

It is the responsibility of the event organizer to contact "Alberta One Call" before any digging, staking, or ground disturbance occurs. Please visit their website at [Alberta One Call](#) or call 1-800-242-3447.

## Noise Exemption

Any person or group planning an activity or event should apply for a noise exemption permit if it is expected to exceed the permitted noise/sound levels or if it will be occurring outside of the allowed time frame of 10:00 p.m. as per the [County's Noise Bylaw](#).

If you require an exemption on the *County's Noise Bylaw*, please indicate on the [Application Form](#) and provide a brief description on the reason for the exemption.

## Permit Approval

Once you have met all the legislative and safety requirements to ensure a safe event, the County will issue a permit approval notice. If all requirements have been met, the approval permit will be issued two weeks prior to your event.

## Pre and Post Inspections on County Land

A pre-inspection of the site may be required prior to your event if it is taking place on a road or green space. The County will work with you to arrange a date and time for the pre-inspection, if required.

## Temporary Access Agreement

If your event is on public land that is owned or controlled by the County, a temporary access agreement may be required. Please contact the County for more information.

## Temporary Structures

Structures such as tents, stages, and bleachers are considered temporary structures. Any tent larger than 10 ft. x 10 ft. or located less than 3 m (10 ft.) from any other structure requires a building permit and inspection. All bleachers and any stages higher than 1.2 m (4 ft) above the ground will require a building permit and inspection. All structures must conform to the Alberta Building Code and Alberta Fire Code. For details on temporary structure requirements, check out the [Temporary Structures Guide](#) or contact the County with any questions.

## Waste Management Plan

The County encourages event organizers to develop a Waste Management Plan for their garbage and recycling. Putting out extra garbage and recycling receptacles throughout the site is a good way to ensure garbage and recycling is not left on the ground.