



COMMUNITY EVENTS APPLICATION PACKAGE

For Community Events, Competitions, Festivals and Commercial Use of Town Facilities, Parks, Trails and Open Public Spaces

Thank you for considering Nanton for your event. Please complete the applicable sections of this application for your event and submit your completed application to Town administration at least four weeks before your event. Please refer to the associated policy for assistance in completing this application. If the application is submitted less than four weeks prior to the event or the requirements have not been met, there will be no guarantee that the contract or permit will be issued.

Application Requirements

A signed waiver and agreement to comply with the terms and conditions of this application must be submitted to Town administration in order to complete this application. You may also need insurance coverage for the use of Town facilities. Please use the risk matrix assessment tool in the associated policy to determine the amount of insurance coverage required, if any. If insurance is required, the Town of Nanton must be named as an additional insured on your policy.

ONLY COMPLETE/ PRINT THE SECTIONS THAT YOU NEED FOR YOUR EVENT/ RENTAL.

Event Information

Event name: _____

Event dates/times: _____

Set-up dates/times: _____

Tear-down dates/times: _____

	COMMERCIAL EVENT	COMMERCIAL BUSINESS	NOT FOR PROFIT	PRIVATE	OTHER
EVENT TYPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ESTIMATED ATTENDANCE _____

EVENT DETAILS

PROPOSED ACTIVITIES

Applicant Information

Contact Name: _____

Phone: _____ Email _____

Organization/ Company Name: _____

Address: _____
Street Address *Apartment/Unit #*

_____ _____
City *State* *Postal Code*

Phone: _____ Email _____

Web-site: _____

Not for profit Commercial Private

Onsite Contact Name: _____

Phone: _____ Email _____



Requested Venues

- | | | |
|---|---|---|
| <input type="checkbox"/> PARK LOCATIONS | <input type="checkbox"/> BASEBALL DIAMOND(S) | <input type="checkbox"/> THRC ARENA DRY SURFACE |
| <input type="checkbox"/> CENTENNIAL | How many? (1-4)_____ | <input type="checkbox"/> THRC ARENA ICE SURFACE |
| <input type="checkbox"/> LIONS' GROVE | <input type="checkbox"/> CAR PARK:_____ | <input type="checkbox"/> THRC WARM ROOM |
| <input type="checkbox"/> LUTHER PARK | <input type="checkbox"/> TEMPORARY STREET CLOSURE | <input type="checkbox"/> THRC LOUNGE |
| <input type="checkbox"/> WESTVIEW | <input type="checkbox"/> OTHER PUBLIC OPEN SPACE | <input type="checkbox"/> THRC POOL |
| <input type="checkbox"/> DAVE WALLACE | Describe: _____ | <i>Please contact office about THRC kitchen for more information.</i> |

Equipment/Services

PLEASE SELECT ALL THAT ARE REQUIRED (Not available at all venues and potentially may need to be sourced from third party partners. Additional deposits or fees may be charged.)

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> POWER | <input type="checkbox"/> TABLES |
| <input type="checkbox"/> WATER | <input type="checkbox"/> CHAIRS |
| <input type="checkbox"/> WASHROOMS | <input type="checkbox"/> TRAFFIC BARRICADES |
| <input type="checkbox"/> GARBAGE CANS | <input type="checkbox"/> TRAFFIC CONES |
| <input type="checkbox"/> BLEACHERS | <input type="checkbox"/> TOWN CREW/ ON CALL |

Briefly describe staff/crew assistance sought (incl. dates, duration):

On-site Services

TO BE USED, SUPPLIED AND/OR MANAGED BY THE APPLICANT

- | | | |
|---|--|--|
| <input type="checkbox"/> EMERGENCY | <input type="checkbox"/> SHOWER FACILITIES | <input type="checkbox"/> FIRST AID |
| <input type="checkbox"/> SECURITY | <input type="checkbox"/> CAMPING | <input type="checkbox"/> ALTERNATIVE TRANSPORT |
| <input type="checkbox"/> PORTABLE WASHROOMS
(1 unit per 50 people) | <input type="checkbox"/> PARKING/ OFF-STREET PARKING | <input type="checkbox"/> GARBAGE COLLECTION/
DISPOSAL |

Documentation List

PLEASE SELECT ALL THAT WILL BE SUBMITTED WITH YOUR EVENT APPLICATION

- | | |
|--|--|
| <input type="checkbox"/> SITE LAYOUT/MAP | <input type="checkbox"/> SPECIAL EVENT INSURANCE (comprehensive general liability insurance naming the Town of Nanton) |
| <input type="checkbox"/> TRAFFIC CONTROL MANAGEMENT PLAN | <input type="checkbox"/> SPONSORSHIP REQUEST LETTER |
| <input type="checkbox"/> SAFETY/SECURITY PLAN | <input type="checkbox"/> AFTER HOURS RELEASE FORM (recreation facility) |
| <input type="checkbox"/> RELEASE/ INDEMNIFICATION FORM | <input type="checkbox"/> WAIVER OF LIABILITY |
| <input type="checkbox"/> BUSINESS LICENCE/ APPLICATION | <input type="checkbox"/> BASEBALL DIAMOND RENTAL FORM |
| <input type="checkbox"/> GRANT APPLICATION | <input type="checkbox"/> THRC ICE SPACE/ ALLOCATION REQUEST |



Community Bylaw Exception Application

Please see the Community Bylaw for noise regulations at www.nanton.ca

Location of works/ events: _____

Exact times for exception: _____

Reasons for requested exception: _____

Source of noise requiring exception: _____

Noise mitigation measures planned: _____

Adjacent property owners that have been consulted: _____

PLEASE ACKNOWLEDGE THE FOLLOWING:

The applicant acknowledges that any exception provided by the Chief Administrative Officer under the Community Bylaw is revocable and that no warranty to undertake any activity or event is provided by an exception to this bylaw.

Street Closures

TEMPORARY STREET CLOSURE APPLICATION

DESCRIPTION OF CLOSURE: (describe the affected road(s) and the general area involved, as well as any other relevant information, attaching any additional information to the application):

COMMENCEMENT OF STREET CLOSURE

DATE: _____

TIME: _____

ESTIMATED END OF STREET CLOSURE

DATE: _____

TIME: _____

Street closure section continued on next page.



PURPOSE OF STREET CLOSURE

- PARADE
- RACE OR RIDE
- MARKET, FAIR OR SHOW

ESTIMATED NUMBERS OF SPECTATORS:

ESTIMATED NUMBER OF PARTICIPANTS:

SCALE OF CLOSURE: A road closure that is of extended duration (more than 12 hours) and /or requires considerable equipment, services and planning may necessitate that you apply for a Town of Nanton Temporary License of Occupation, pursuant to policy, with a detailed site, parking and traffic control plan. The benefits of and support for a larger scale road closure may need to be quantified. You may choose to obtain signatures of support from residents and businesses.

SOLID WASTE: Garbage and recycling receptacles are required to be placed on the sidewalks if your event will have any impact on solid waste services.

NOTIFICATIONS/ COMMUNICATIONS

<p>How you will communicate the street closure and parking availability to the public?</p> <ul style="list-style-type: none"> <input type="checkbox"/> RADIO <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> LETTER TO DIRECTLY IMPACTED RESIDENTS <input type="checkbox"/> LETTER TO DIRECTLY IMPACTED BUSINESSES 	<p>Please note the contact's name/date contacted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> TOWN OF NANTON PUBLIC SERVICES (403) 646-2019
	<ul style="list-style-type: none"> <input type="checkbox"/> NANTON FIRE DEPARTMENT (403) 646-5722
	<ul style="list-style-type: none"> <input type="checkbox"/> FOOTHILLS REGIONAL EMERGENCY SERVICES (403) 933-6562/ reports@FRESC.ca
	<ul style="list-style-type: none"> <input type="checkbox"/> MUNICIPAL ENFORCEMENT 1-855-625-2248
	<p><i>These notifications will be verified by Town staff.</i></p>

ACCESSIBILITY: Describe any provisions for access for people with disabilities, including accessible washrooms:

The following forms will need to be printed and signed by the applicant or signatory, then witnessed at and submitted to the Town of Nanton. Electronic signatures are not accepted.

Terms & Conditions

By the signature of the applicant or the applicant's authorized signatory below, the applicant agrees to the following terms and conditions.

NAME OF APPLICANT: _____

1. The Applicant understands that any approval of this application shall not be construed as permission to hold an annual event, and future events will also require approval of the Town.
2. The Applicant must provide a refundable damage/clean-up security deposit if requested prior to event and that failure to clean up will result in the forfeiture of the deposit and other clean-up costs will be charged to the event Organizer.
3. That the Applicant provide a Liability Insurance certificate in the amount as per requirements outlined in the associated policy naming the Town of Nanton as an additional named insured.
4. That the Applicant arrange for necessary Emergency Services to be on site during the event if applicable.
5. That the Applicant arrange for necessary approvals from the RCMP.
6. That arrangements are made to provide adequate parking or that an alternate location be arranged for parking.
7. Should public washrooms not be available, or the washrooms available are not adequate to accommodate the number of attendees, the Applicant must provide sufficient portable toilets required for the total number of estimated attendees
8. If there are food services at the event, the Applicant must obtain any required government permitting.
9. If alcohol is being served at the event, a valid liquor license and confirmation that Liquor Liability is included in the insurance coverage must be submitted.
10. That the Applicant and any vendors it will be responsible for at the event hold a valid Town of Nanton Business License if the event Applicant or partners are operating a business.
11. That the Applicant will ensure that all clean-up has been completed and that the park(s) and/or facility are returned to its pre-event state upon completion of the event.
12. Where applicable, custodial services may be scheduled for the event by staff to ensure life safety requirements are being met during events booked in a facility. In addition, custodians are responsible for light cleaning but are not responsible for dishwashing and set up/take down of the event. That is the responsibility of the event organizer as stated above.

PAYMENT AND CANCELLATION POLICY

13. Full payment is required at the time of permit issue, fees are not negotiable if they are set by bylaw or policy.
14. Town staff must receive written notice of cancellation at least 10 days prior to the event for a refund of fees.
15. Events cancelled with less than 10 days prior to the event will not receive a refund.
16. There are no refunds due to poor weather conditions.

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Applicant or Authorized Signatory

Witness Signature

Print Name:

Print Name:

Date:



Waiver/Release of Liability

RELEASE OF LIABILITY – AFTER HOURS USE OF THE TOM HORNECKER RECREATION CENTRE

NAME OF APPLICANT: _____

I am aware that after hours and unsupervised use of the TOM HORNECKER RECREATION CENTRE may involve many inherent risks, dangers, and hazards. I freely accept and fully assume all such risk, dangers, hazards and the possibility of personal injury, death, property damage or loss resulting therefrom.

In consideration of the Town of Nanton permitting the use of its recreation facility (hereinafter referred to as "the THRC"), I hereby agree as follows:

- 1) To WAIVE ANY AND ALL CLAIMS that I may have against the Town of Nanton, its elected officials, officers, employees, agents and representatives (all of whom are hereafter collectively referred to as "the Releasees");
- 2) TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I may suffer or that my next of kin may suffer as a result of my use of the THRC facilities, due to any cause whatsoever, INCLUDING NEGLIGENCE ON THE PART OF THE RELEASEES;
- 3) TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any property damage or personal injury to any third party, resulting from the use of the THRC; and
- 4) That this Release of Liability shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of my death.

I have read and understood this Release of Liability prior to signing it. I understand its contents and I am aware that by signing this Release of Liability, I am waiving all legal rights which I or my heirs, next of kin, executors, administrators and assigns may have against the Releasees.

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Applicant or Authorized Signatory

Witness Signature

Print Name:

Print Name:

Date:



Release and Indemnification - General

NAME OF APPLICANT: _____

The Individual, Group or Organization (the "Applicant") accepts and will use Town property and facilities subject to this application (the "Premises") at its own risk and shall assume all risks and hazards incidental to the use of the Premises by the Applicant.

The Applicant agrees to release, absolve, save harmless and keep indemnified the Town of Nanton, its agents, officers, employees, volunteers, and representatives (the "Released Parties") from an against all claims, actions, expenses and demands, including legal or other fees, incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with my use of the Premises.

I release the Released Parties from any and all claims including damages, liabilities, expenses, costs, including legal or other fees that I now have or may have in the future including claims of negligence or gross negligence by the Released Parties, or any of them, breach of contract, such duty of care owed under either common law or statute, including any applicable occupier's liability legislation arising out of my use of the Premises.

The Applicant is responsible for ensuring the Premises are appropriate for the activity and acknowledges that the Released Parties have not made any warranties or representations respecting the suitability or condition of the Premises.

I acknowledge and agree that the Released Parties have given no assurances or representations that the permit applied for shall be approved and issued and I release the Released Parties from any loss, damage or liability arising out of any contracts, including event ticket sales, made before the granting of a permit. Any contracts entered into by the applicant before the issue of a permit shall be at the applicant's sole risk.

In the event that the permit is revoked, I agree that the Released Parties shall not be liable for any loss, damage or liability arising out of the revocation of the permit including losses, damages or liability arising out of any contracts, including event ticket sales made by the Applicant before the revocation of the permit.

I declare that I have read, understand and agree to terms and conditions of this release and understand that it is binding on the Applicant, his/her heirs, executors, and assigns.

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Applicant or Authorized Signatory

Witness Signature

Print Name:

Print Name:

Date:



Nanton Baseball Diamond Rental

By the signature of the applicant or the applicant's authorized signatory below, the applicant agrees to the associated terms and conditions.

NAME OF APPLICANT: _____

RENTAL INFORMATION:

DATES REQUIRED:				
	CHECK	AMOUNT	# DAYS	TOTAL AMOUNT
BALL DIAMOND #1		\$50.00	X	
#2		\$50.00	X	
#3		\$50.00	X	
#4		\$50.00	X	
				G.S.T
				TOTAL

- The Town of Nanton will provide a groomed outfield with the infield groomed and holes filled prior to first game.
- Bathroom and garbage will be provided by the Town of Nanton at each diamond rented.
- The Permittee must ensure that vehicles must not park blocking traffic, exits or field access.
- All games must be finished before 11:00 pm and not start before 7:00 am.
- Town Administration reserves the right to cancel games due to weather conditions effecting field. The permittee should provide as much notice as possible for cancelations due to weather or other circumstances;
- The permittee is responsible for infield and outfield as well as safety for public after games commence;
- The permittee is responsible for providing security at all times (at least 2 persons) while the event is running;
- Damage to private property is not the responsibility of the Town of Nanton. The permittee shall provide to the Town a copy of insurance for the event;
- Any costs incurred due to damage to the ball diamonds will be the permittee's responsibility;
- Injuries to users are the responsibility of the permittee. Inspections, dragging, hole repair should be done after each game.

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Applicant or Authorized Signatory

Witness Signature

Print Name:

Print Name:

Date:

The applicant must also complete and sign the Release and Indemnification form.



THRC Ice /Space Allocation Request

Organization/Club			
Website		Current?	Y / N
Facebook Page		Current?	Y/ N

Primary Contact		Address	
Telephone #		Cellular #	
Email			

Secondary Contact		Address	
Telephone #		Cellular #	
Email			

Check Spaces Required For Activity:	Check Primary Space Required For Storage
<input type="checkbox"/> Ice/Arena	<input type="checkbox"/> Storage Room #1 (Lacrosse)
<input type="checkbox"/> Viewing Room (warm room)	<input type="checkbox"/> Storage Room #2 (Skate Club)
<input type="checkbox"/> Locker Rooms	<input type="checkbox"/> Foyer Lockers (Hockey)
<input type="checkbox"/> Curling Lounge	<input type="checkbox"/> Coaches Room (Skate Club)
<input type="checkbox"/> Pool	<input type="checkbox"/> Under Stairs in Arena (Skate Club)

Anticipated Dates for:

Tryouts Start Date		Tryouts End Date	
Season Start Date		Season End Date	
Playoffs Start Date		Playoffs End Date	
Breaks (if any, ie. Christmas)	From:	To:	
	From:	To:	

Season Requirements:

Days	# of Hours Required Each Day	Game or Practice
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Tournament/Special Event Requirements:

Event	Dates	Times Requested

Special Considerations: Please attach any special considerations that will impact your facility allocations

Depending on the event, the applicant may also complete and sign the Release and Indemnification form and the 'Waiver/Release of Liability' for after-hours use if applicable.

Contact the Town office for any additional policies or forms that you wish to review.