



10511 – 103 Street
High Level, AB
T0H 1Z0
Ph: 780-926-2201
Fax: 780-926-2899
Email: development@highlevel.ca

Special Events Permit

Application Form

Applicant Information

Primary Contact Full Name (please print clearly)	Association / Business Name (please print clearly)
Address	Phone Number
Address: _____	
City/Town: _____	
Province: _____	
Postal Code: _____	

Event Information

Name of Event	Event Location Civic Address			
Type of Event				
<input type="checkbox"/> Demonstration / Rally <input type="checkbox"/> Carnival <input type="checkbox"/> Music Festival <input type="checkbox"/> Parade <input type="checkbox"/> Tournament/Athletic Event <input type="checkbox"/> Walk / Run / Cycle	<input type="checkbox"/> Circus <input type="checkbox"/> Block Party <input type="checkbox"/> Trade show <input type="checkbox"/> Wedding <input type="checkbox"/> Barbeque <input type="checkbox"/> Other _____			
How many days will this event occur for?				
Event Start Date	Event End Date	Start Time	End Time	Setup Time
Is this a recurring event? (multiple times this year)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Number of People Attending				
Are you serving food?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, you need a food-handling permit. Please visit: https://www.albertahealthservices.ca/eph/Page15563.aspx				
Are you Serving Alcohol?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, you need a liquor licence. Please visit: https://aglc.ca/liquor/licor-licences				
Street Closure Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Submitted map / image of route or area closure		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please fill out a Temporary Road Closure Permit. Please visit: https://www.highlevel.ca/DocumentCenter/View/2229/Temporary-Road-Closure-Application-Form-PDF-				
Applicant Signature			Date	



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A Special Event Permit is required for the following events:

For-Profit Special Events:

All special events held on Town streets, sidewalks, public parking lots, Town-owned or privately-owned land:

- Require a Special Event Permit – must complete a Special Event Application 4 weeks in advance.
- Exempt from a Special Event Permit if the event is contained to their premises, and the traffic and parking requirements are not significantly increased due to event attendees.
- Require a Business Licence – Business Licence must be posted / displayed at the event.
- Exempt from Business Licencing if they already have one (i.e. commercial business within Town).
- Require a Temporary Road Closure form if temporarily closing a road.

Non-Profit Community Events:

All community events:

- Only require a Special Event Permit if the event requires the closure of a roadway or sidewalk, or the use of a public parking lot – must complete a Special Event Application 2 weeks in advance.
- Do not require a Business Licence.
- Require a Temporary Road Closure form if temporarily closing a road.

Office Use Only				
Liability Insurance Required	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Attached
Map or Plan Required	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Attached
Business Licence Required	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Application Forwarded
Safety Plan Required	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Attached
Approval / Permission from Registered Landowner Required	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Letter(s) Attached
Special Event Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$25.00 Fee Required		<input type="checkbox"/> Yes <input type="checkbox"/> No
Application Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Receipt #	Special Event Permit #
Development Authority Approval			Date	

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.



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Plan/Map (if required)



North

A large, empty rectangular box intended for a plan or map, with a black border around its perimeter.