

TOWN POLICY NUMBER: 009/2006

REFERENCE:

ADOPTED BY:

SUPERSEDES:

TOWN COUNCIL

005/2006

PREPARED BY:

EFFECTIVE DATE:

SR. Peace Officer Brandon Smailes

TITLE: PARADES, PROCESSIONS, RACES AND SPECIAL EVENTS

POLICY

To establish a written policy, approved by Council, to authorize the Chief Administrative Officer or his designate, to either refuse or permit a parade, procession or special event from taking place in the Town of Rocky Mountain House and to set out requirements to any person or organization making application to hold a parade, procession, race or special event.

ADMINISTRATION PROCEDURE

PROCEDURE:

Any person or organization that intends to hold a parade, procession, race or special event involving a roadway, sidewalk, boulevard, median or town parking lot within the Town of Rocky Mountain House shall, at least thirty (30) days prior to the scheduled date, make application in writing (Schedule "A") to the Chief Administration Officer or his designate for permission, and in such application shall furnish to the Chief Administrative Officer or his designate information with respect to the following, namely;

1. The name and address of the applicant, and if such applicant is an organization, the names, addresses of the executive thereof,
2. The nature and purpose of such parade, procession, race or special event.
3. Date and times,
4. The intended route or location, (also complete Schedule "c" map of Town)
5. The approximate number of persons who will take part therein,
6. Prior to an approval being granted for the Parade, Procession, Race or Special Event the applicant shall produce a policy of liability insurance in the amount of a

- minimum \$2,000,000.00 (two million dollars), naming the Town of Rocky Mountain House as additionally named insured and in addition the applicant shall indemnify and save harmless the Town of Rocky Mountain House (Schedule “D”) from and against all losses, claims, demands, actions, payments, suits, recoveries, judgments and statements of every nature and description brought or recovered against the Town of Rocky Mountain House and arising out of the parade, procession or special event.
7. If the PARADES, PROCESSIONS, RACES or SPECIAL EVENTS occur on a **Provincial Highway**, Alberta Infrastructure and Transportation shall be named as additionally named insured in the amount of a minimum \$2,000,000.00 for the event on the organizers insurance policy. The Chief Administrative Officer or his designate shall supply and obtain the completed application form (see Schedule “A”) from the event organizer and forward it to Alberta Infrastructure and Transportation for their approval.
 8. The Chief Administrative Officer or designate, at their discretion may require the Parade, Procession, Race etc, organizer to solicit local businesses to advise them of the event and/or to get written approval from local businesses.
 9. The Chief Administrative Officer or his designate, after reviewing the application shall decide who is required to be notified, and who is required to provide permission for the “event” to take place. The event organizers will be notified by the Chief Administrative Officer or his designate as to the process that is required before a permit is granted.
 10. The event organizer may be required to send a written request addressed to the local R.C.M.P. Detachment Commander thirty (30) days (for scheduling) providing information listed in number one (1) to number five (5). If the parade, procession or special event requires a police presence or is on a primary highway or both, the organizers will require permission and support, if required, from the local R.C.M.P. Detachment Commander. The R.C.M.P. may or may not be required to attend the event and in the event they are not required the notification shall be used for information purposes.
 11. The event organizer may be required to send a written letter addressed to the local ambulance authority and to the fire department advising them of the information listed in number one (1) to number five (5).
 12. If barricades or operations personnel assistance is required, a written letter must be given to the Director of Operations, or his/her designate. A copy of this letter and confirmation of assistance from Operations Department shall be provided to the Chief Administrative Officer or his designate.
 13. The Chief Administrative Officer or his designate shall set out notification requirements as a condition of permit.
 14. The Chief Administrative Officer or his designate may either grant permission (PERMIT) (Schedule “B”), with or without conditions, or refuse permission for any reasons that are determined to be appropriate concerns in all circumstances. The Chief Administrative Officer at his discretion may forward any request for parade, procession, race or special event to Council who may then grant or refuse permission with or without conditions.

SCHEDULE "A"



**APPLICATION TO HOLD A SPECIAL EVENT ON A PRIMARY
HIGHWAY
OR IN THE TOWN OF ROCKY MOUNTAIN HOUSE, OR BOTH**

| |
|------------------------------|
| _____ |
| Name of Organization / Event |
| _____ |
| _____ |
| _____ |
| Address |
| _____ |
| Application Date |

| |
|-------------------------------|
| _____ |
| Requesting Agency / Organizer |
| _____ |
| Contact Person |
| _____ |
| Title |
| _____ |
| Fax Number |
| _____ |
| Phone Number(s) |

| |
|--|
| The above noted organization requests the use of _____ (Highway Name and Number) |
| Between _____ and _____ (landmark) (landmark) |
| Dates for Event: _____ (Day of Week) (Year) (Month) (Day) |
| Times for Event: _____ to _____ |
| Please list the Approval received from the other Municipality and / or agency (provide conditions if applicable) |
| _____ |
| _____ |
| _____ |

SCHEDULE "B"



Town of Rocky Mountain House TEMPORARY ROAD CLOSURE PERMIT

EVENT NAME: _____

APPLICANT: _____

LOCATION: _____

DATE AND TIME OF EVENT: _____

CONTACT NUMBER: _____

| NOTIFICATION REQUIREMENTS | NOTIFIED | DATE & METHOD |
|--|------------|-----------------------|
| CHECK MARK INDICATES REQUIRED TO CONTACT | CIRCLE ONE | VERBAL, LETTER OR FAX |

R.C.M.P. PH: 403 845-2882 FAX: 403 845-6515 YES NO

AMBULANCE PH: 403 845-0100 FAX: 403 845-7788 YES NO

FIRE DEPT. PH: 403 845-0100 FAX: 403 844-4301 YES NO

SCHOOL DIV. PH: 403 845-3376 FAX: 403 845-7211 YES NO

ALTA. INFRASTRUCTURE & TRANSPORTATION
PH: 403 340-5166 FAX: 403 340-4876 YES NO

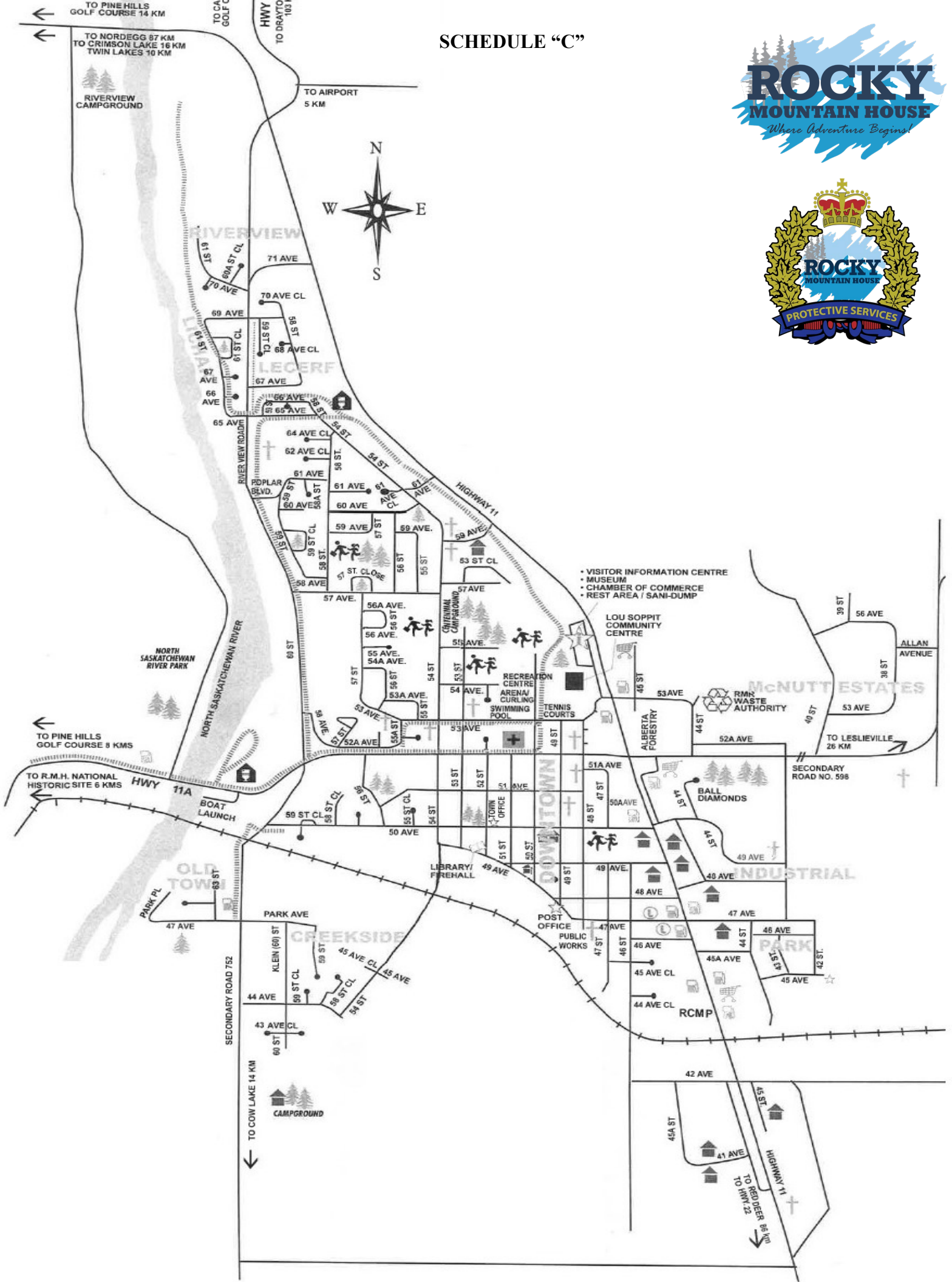
OPERATIONS PH: 403 845-3220 FAX: 403 845-3198 YES NO

CONDITIONS OF PERMIT:

APPROVED BY: _____

DATED: _____

SCHEDULE "C"



SCHEDULE "D"



Town of Rocky Mountain House

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

In recognition of my request to undertake the following: _____

At (location): _____

I _____, the Event Organizer acting on behalf of _____ hereby agree to indemnify and save harmless the Town, it's employees, officers, contractors, and agents, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description, brought or recovered against it, or the Town, by reason of or arising in any way from, any act or omission of the Property Owner, it's employees, officers, directors, sub-contractors, servants or agents.

I further agree that under no circumstances shall the Town be liable or responsible for any bodily or personal injury or property damage, or any damage of any nature whatsoever, that may be suffered or sustained by the Property Owner, it's employees, officers, directors, sub-contractors, servants, or agents.

Dated at Rocky Mountain House, Alberta, on this the _____ day of _____, 20_____

Applicant (Print Name)

Applicant (Signature)

Applicant's Address

Applicant's Telephone

Witness (Print Name)

Witness (Signature)

FOR OFFICE USE ONLY:

SPECIAL EVENT PERMIT DECISION

I _____ as the CAO or designate, upon review of this special event application as presented, do find it to be:

ACCEPTABLE _____

ACCEPTABLE (with conditions) _____

DECLINED _____

Conditions that must be met in order for this event to take place are as follows:

CAO or designate signature

Dated