



Community Initiated Event Intake Form

Phone: (780) 962-7634 ext 161 Fax: (780) 962-2526

Email: events@sprucegrove.org

Completed applications are to be submitted to the Event Coordinator, City of Spruce Grove, 315 Jespersen Avenue, Spruce Grove, AB T7X 3E8.

Applications must be received no less than 12 weeks prior to the event.

ALL SECTIONS MUST BE COMPLETED IN FULL

SECTION I (About the event)

Event Name: _____ Event Date: _____

Location: _____

Event Hours: _____ Set up start time: _____ Tear Down end time: _____

Brief Description of Event: _____

Contact Person: _____ Phone: (____) _____ Email: _____

Organization Name (if applicable): _____ For-Profit ☐ Not-for-Profit ☐ Charitable ☐

Anticipated Attendance _____ Participants: _____ Spectators: _____ Volunteers: _____

Website address of event (if applicable): _____

Section II (Our involvement)

Does your event require any road closures or crossings? ☐ Y ☐ N If yes, fill out Application for Special Roadway Event

Specify: _____

What support are you asking from the City?

SECTION III Hazards or Specific Circumstances Pertaining to the Event:

- | | |
|--|---|
| ☐ Any type of OPEN FLAME (Fire pits/BBQ/Performers) | ☐ Decorative display at exits/entrances |
| ☐ Pyrotechnics Display/Fireworks *Permit required | ☐ Permanent perimeter fencing |
| ☐ Fueled vehicle or equipment (display or competition) | ☐ Temporary Seating/Stages |
| ☐ Food Concession (Booth/Truck/Tent, etc) *Permits required | ☐ Special Amusements (Haunted houses/Air structures) |
| ☐ Enclosed Tents (Displays/food/etc) | ☐ Generator Use |
| ☐ Liquor consumption *requires occupant load card | ☐ Temporary fencing or curtain walls that are used to control crowds |
| ☐ Other: _____ | |

If any apply, Fire Prevention will be in contact for further information.

Permits and documentation must be complete and submitted to Fire Prevention a minimum of 15 days prior to the event to avoid cancellation.

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List Food Vendors attending the event if applicable. Include company name, contact person, phone number and email for each vendor: _____

SECTION IV (Factors for success)

First Aid Plan:

- ☐ Certified First Aider(s) on site # _____ ☐ First Aid Kit ☐ Mobile phones
- ☐ Fire extinguishers certified within 12 months of the event (required for mechanical items or open flame)

Plan for garbage/recycling removal: _____

Additional information: _____

Events hosted by businesses and organizations held on public property will be requested to provide **proof of insurance listing the City of Spruce Grove as additionally insured**. Insurance companies typically provide this at no cost.

Depending on the size and scope of your event, City resource costs may be incurred by the event if they are available.

Other permits or permissions may be required such as building or food handling permits, depending on circumstances. We will work with you to determine these logistics.

Questions about fire hazard information can be directed to Spruce Grove Fire Services at 780-962-4496.

The personal information collected through this form is for administering the Community Initiated Event planning within the City of Spruce Grove. This collection is authorized by section 4(c) of the Protection of Privacy Act.
For questions about the collection of personal information, contact the Access and Privacy office, City of Spruce Grove, at 780-962-2611 or email at ATIA@sprucegrove.org.