Community Initiated Event Intake Form
Phone: (780) 962-7634 ext 143 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.

SECTION I (About the event)  ALL SECTIONS MUST BE COMPLETED IN FULL

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/MMQ/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.

Continued on next page...
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.

This personal information is being collected under the authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used in the administration of Special Roadway Event planning within the City of Spruce Grove. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-634 ext. 154.