

## Promoter Licence and Event Permit: Application Information

To hold a combative sports event, Edmonton Combative Sports Bylaw #15594 requires a valid annual promoter's licence and valid event permit.

### Promoter Annual Licence:

1. One time annual payment and licence is valid until the end of the calendar year
2. Once the promoter's licence is issued for the year, promoter needs to apply for an event permit to hold events
3. Promoter licence fee is \$1,000
4. Application must be received no later than 45 days prior to the proposed event date

### Promoter Annual Licence Application Requirements:

1. Promoter's Licence checklist outlines all necessary requirements for the application
2. Applicant's name and address
3. Resume of experience
4. If the applicant is a Corporation:
  - i. Corporation's most recent annual return
  - ii. Corporation's registered office address
  - iii. Names and addresses of the corporation's officers, directors and shareholders
  - iv. Police information check(s), valid within 90 days of the application
5. If the applicant is a Partnership or Sole proprietor.
  - i. Documentation confirming the financial means and background to stage promotions
  - ii. Police information check(s), valid within 90 days of the application
6. In order to confirm an applicant's suitability to hold an event, applicants are required to answer all the mandatory questions on the application and provide 3 references known for longer than 2 years
7. Pursuant to section 5(g) of the Combative Sports Bylaw #15594, Executive Director may request additional information to review and process the application

### Event Permit:

1. Applicants must have a valid annual promoter's licence
2. Event permits are valid for day of event only
3. Event permit application must be received no later than 30 days prior to the event
4. Fees (due with the application):
  - i. Date booking fee: \$1,000 (\$500 returned if event is held on specified date)

- ii. Event administration fee: \$250
- iii. Weigh-In fee: \$250

**Event Permit Application Requirements:**

1. Event permit checklist outlines all the necessary requirements for the application
2. Applicant name, company, venue location and dates
3. Event permit financial requirements (due no later than 3 days before event):
  - i. Event Deposit (performance bond)
  - ii. Officials cost
  - iii. Contestant licence fees
  - iv. Maximum amount of contestant prize money
4. Completed security plan (due 5 days prior to event date)
5. Completed medical safety plan (due 5 days prior to event date)
6. Venue location: zoning and permit approval from the City of Edmonton
7. Liability Insurance (\$5 million coverage, with ECSC officials named)
8. Proposed fight card, due no later than 14 days prior to the event date
9. Any additional information required by the Executive Director to review and process the application

**Submitting the Applications:**

Applications can be submitted by email, mail or in person:

By email: signed and scanned

[ECSC@edmonton.ca](mailto:ECSC@edmonton.ca)

By mail:

City of Edmonton, Attn: Edmonton Combative Sports Commission

Box 2359, Edmonton, AB

T5J 2R7

In person:

2nd floor concierge, 10111-104 Ave

Edmonton Tower, City of Edmonton

Any questions regarding the application process or your application can be directed to Edmonton Combative Sports Commission at **780 495 0382** or by email at

**[ECSC@edmonton.ca](mailto:ECSC@edmonton.ca)**