

Event Permit Application Information Guide

Event Permit Considerations:

1. Applicants must first have an event site approval letter
2. Applicants must first have a valid annual promoter's licence
3. Applicants are recommended to have an event date booked first, but may apply for an event date request with an event permit application
4. Promoters wishing to advertise or sell tickets to an event before receiving an event permit must first get permission from the Executive Director.
5. Event permit applications **must be received no later than 30 days prior to the event**

Event Permit Application Requirements:

1. Complete the Event Permit Application Form
2. Provide a copy of your ECSC Promoter Licence
3. Provide a copy of your event site approval letter
4. Complete an Event Date Request Form (Fee \$1000.00)
5. Fees (due with the application):
 - i. Event administration fee: \$250
 - ii. Weigh-In fee: \$250
 - iii. Date request booking fee (if not already paid): \$1000.00
6. Liability Insurance (min \$5 million coverage, with the City of Edmonton and all ECSC officials named as insured. **See Bylaw 15594 S10 (e)**)

At this point a provisional Event Permit can be issued if all requirements 1.to 6. are met, however, the following are required as conditions of maintaining a valid and subsisting Event Permit:

7. Approval of the proposed fight card. The fight card is due no later than 14 days prior to the event date (unless otherwise authorised by the executive Director). Changes or substitutions are not permitted within forty-eight (48) hours of the event.
8. Completed security plan (due at least 5 days prior to event date)
9. Completed medical and safety plan (due at least 5 days prior to event date)
10. A certified cheque no later than 3 days before event in the amount necessary to pay:
 - i. Event Deposit (performance bond)
 - ii. Officials cost
 - iii. Contestant licence fees

- iv. Maximum amount of contestant prize money (unless authorised by the executive Director)
- 11. Any additional information required by the Executive Director to review and process the application

Submitting the Applications:

Fully completed applications can be submitted by email, mail or in person:

By email: signed and scanned

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**