

CIVIC EVENTS & FESTIVALS: GUIDE FOR REQUIREMENTS

Based on your event application, your Festival & Events Liaison has provided you with a checklist to indicate which of the below items are required, however this may not capture all requirements. **Event organizers are responsible to review this guide and ensure that all applicable requirements are met based on the planned event activities.**

Depending on the permits and civic services required, charges may apply. Please refer to the [Civic Services and Fees Cost Structure](#) to understand the potential City of Edmonton costs associated with producing an event on municipal property. A cost estimate specific to each event will be supplied by the Liaison based on the permissions and services required.

1.0 GENERAL EVENT REQUIREMENTS

1.1 Certificate of Insurance

All events must provide a minimum of \$2 Million General Liability coverage with the City of Edmonton listed as an “Additional Insured” as per the following mailing address:

City of Edmonton
9th Floor, Chancery Hall
3 Sir Winston Churchill Square
Edmonton AB T5J 2C3

NOTE: We encourage you to apply for insurance coverage **at least** 30 days prior to the event date.

1.2 Emergency Response Plan

An emergency response plan is to assist in identifying and planning for risks, as well as defining measures to be put in place for the safety and well-being of participants, staff, volunteers, and on-site property. The event is required to have a proportional plan that addresses the response to potential incidents and outlines the supports available onsite. Some items of consideration include an inclement weather or low air quality plan, medical plan for injuries and illness, lost persons plan, fire response, communication procedures, etc.

Resources:

- [City of Edmonton Event Emergency Response Plan TEMPLATE](#)
- [Emergency Response Planning for Community Events](#) (AB Emergency Management Agency)

1.3 Event Site Map

Please provide a site map, with a corresponding legend. The site map should include:

- Any structures such as tents, stages, including the structure sizes;
- Food trucks, cooking tents or other vendors;
- Other event equipment such as tables, chairs, inflatables, amplified sound systems, start/finish lines;
- First aid / medical location;
- Fire extinguisher(s) / fire hydrants and fire connection points;
- Muster point / Lost person meeting location;
- Emergency response vehicle access route & meeting location

For roadway events, full road closures require a 4 meter emergency access lane through the closure that is to be identified in the site map. Access to private properties, including parking lots, must be maintained unless written permission from the property owner is secured. Roadway restrictions to residential and private properties will be evaluated on an event-by-event basis. Due to the functional importance of arterial roadways, event use is limited.

For events in the Civic Centre, there is "casual use" weekday programming on Sir Winston Churchill Square. Outside of Signature and Foundational festivals and events, programs may occur on your requested event dates. Your Liaison will coordinate shared use of space once you have provided your event site plan.

1.4 Event Route Map

For moving roadway events: Detail the roadway lane(s) and/or sidewalk use, direction of travel, marshal points and all structures (for example: tents, stages, event equipment, start/finish lines, etc). Full road closures require a 4 meter emergency access lane through the closure. Access to private properties, including parking lots, must be maintained unless written permission from the property owner is secured. Roadway restrictions to residential and private properties will be evaluated on an event-by-event basis. Due to the functional importance of arterial roadways, event use is limited and EPS support may be required.

For parkland events: Route maps will be used to inform Park Rangers and staff of your event, as well as, to ensure that there is no overlap between other events within the parks system. Please refer to the trail [cautions and closures](#) when developing your route. We suggest that you scout your route in advance of your event.

1.5 Accessibility Considerations

All events should consider accessibility for people with disabilities and the supports available should be outlined in event web pages and media materials. Specific needs may vary for each event site; however event planning should incorporate accessibility needs such as, but not limited to:

- Availability and location of accessible washrooms or portable toilets
- Designated area for DATS drop-off/pick-up and/or close proximity for accessible parking
- Keep pathways and other areas where people may access clear from any tripping hazards
- Ensure tent guide wires are flagged and do not block access
- Barricades to block roadways must not interfere with accessible routes or curbs
- Education for staff/volunteers on service dog etiquette

Resources:

- [Accessibility for People with Disabilities](#)
- [Guide to Planning Accessible Meetings & Events](#)
- [Accessible Event Checklist](#)

1.6 Waste Management Plan

A waste management plan is required proportional to the scope and scale of your event.

Components of the plan may include:

- waste pick-up
- waste storage & removal
- environmental measures such as recycling
- grease and gray water storage and removal

Please submit your waste management plan directly to your assigned Festival & Events Liaison.

1.7 Noise Exemption Permit

A noise exemption permit is a temporary permit that allows for exemptions to the [Community Standards Bylaw 14600](#). While most activities are expected to adhere to the noise levels outlined in the Community Standards Bylaw, some exceptions may be granted for large scale events if there is benefit to the community and reasonable efforts to mitigate sound impacts. Applicants must be able to explain the type of noise expected and justify their reasons for exceeding noise limits. While these permits allow for a reasonable increase in noise based on a specific activity, they may be issued with noise (dBA) limits. Permits may be revoked at any time.

If indicated as required, please apply for a [Noise Exemption Permit](#) and list your assigned Liaison as the contact person for City Collaboration in the application. If this item is not included in your checklist, but a Noise Exemption Permit may be required for your event, please speak with your assigned Liaison before applying.

1.8 Community Notification

If your event restricts roadway or sidewalk access or exceeds the noise bylaw, notification to neighbouring businesses and residents is required. The minimum notification radius is 2 blocks, however the area may be increased depending on the size, scope and impact of your event. Your Liaison will work with you to determine the appropriate notification area. The notification can take many forms but we do ask that a community notice plan and draft circulation(s) be submitted to your Liaison for review and approval prior to release. Drafts should be submitted for review no later than 30 days prior to the event with the notifications circulated to the community a minimum of 14 days prior to the event.

Below is an outline of the required content:

- Event name
- Brief event description
- Event date(s)
- Event times
- Map of route/site
- Pedestrian and vehicle traffic info (how to navigate closure)
- Event Transit info (bus stop closures, re-locations or added service)
- Event parking info (designated parking lots, accessible parking)
- Sound implications and mitigations
- Event website
- Event organizer contact information

Please submit your community notification plan directly to your assigned Festival & Events Liaison.

1.9 Signage Permissions

The signage used for your event must be approved as part of your overall event plan. Please note that spray chalk is not a suitable option and all signage must be temporary and removable without causing damage to existing infrastructure. Please submit any signage requests directly to your assigned Festival & Events Liaison.

2.0 PARKLAND RELATED REQUIREMENTS

2.1 Public Tree Permit

The purpose of the Public Tree Bylaw is to preserve and protect trees on City land so residents can depend on the social, ecological and economic benefits they provide. Under the Public Tree Bylaw, a Public Tree Permit is required for any work done within 5 metres of the trunk of a boulevard and open space tree or within 10 metres of a natural stand boundary, which includes any laydown activities or vehicular access. Speak with your Liaison before submitting an application.

Resources:

- [Public Tree Permit webpage](#)

2.2 Decorative Tree Lighting Permit

Special permissions are required to install decorative lighting on trees. Please provide a brief overview of your request to your assigned Festival & Events Liaison and the appropriate application form will be provided.

2.3 Parks Service - Electrical Access

Select sites have electrical outlets available for your use. Should you require use of an outlet or service, please request access from your assigned Festival & Events Liaison.

2.4 Parks Service - Water Access

Select sites have water hookups available for your use. Should you require use of water, please request access from your assigned Festival & Events Liaison.

2.5 Park Service - Public Washrooms

Public washrooms are available in select River Valley Parks and on Sir Winston Churchill Square. If an event significantly impacts general washroom service, the event will be responsible for the incremental custodial service to maintain the public washrooms. Your assigned Festival & Events Liaison will review with you any augmented washroom service requirements and related costs.

2.6 Parkland Parking / Drive Permit

Parking on parkland is restricted to vehicles that are integral to the operation of the event. If you wish to drive a vehicle on to parkland for any reason, you require Parkland Parking / Drive Permit. A permit fee will apply.

Please submit the following information directly to your assigned Festival & Events Liaison:

- Vehicle type
- Type of access required (driving, loading, and/or parking)
- Function of vehicle (medical vehicle, stage delivery, etc).

These permits will continue to be enforced and a violation will result in a ticket. Passes are subject to turf conditions at all times and may be revoked. Weight restrictions may apply at specific locations. Depending on the scope, scale and location of your event, a Parking Management Plan may be required.

2.7 Line Locate Service

When stakes or spikes longer than six inches are being used, event organizers must use a line locate service to locate all underground utility lines. Request a locate through Utility Safety Partners [online](#). Line-locates required in short time frames typically cannot be accommodated by Utility Safety Partners and will need to be coordinated through private service providers.

NOTE: Weighting is required on roadways, Sir Winston Churchill Square and City Hall Plaza. Weighting is encouraged instead of stakes and spikes in William Hawrelak Park and Rundle Park.

3.0 ROADWAY RELATED REQUIREMENTS

3.1 Traffic Operations

All roadway requests will be vetted by Traffic Operations for overlapping street construction permissions and the traffic network's ability to support the closure request. The requested road closure area should be submitted as soon as possible to allow time for this review to occur. Please detail the start and end point of the requested closure, including the specific roadway lane(s) and/or sidewalk.

To safely host an event on a roadway, organizers will be responsible for supplying event marshals that will support pedestrian movements and operational vehicle movements into, within and out of the road closure event area. Required marshal points will be identified in the Traffic Accommodation Plan supplied by Traffic Operations which the event organizer will need to supply.

NOTE: There are various event limitations due to on-street construction project levels. Please be advised that original requests for roadway events may need to be modified.

3.2 Edmonton Transit Services (ETS) - Detours

ETS Detours may be required if the event impacts regular ETS bus stops or routes. Your assigned Festival & Events Liaison will advise of any associated costs.

3.3 Parking Permissions

If an event impacts or requires use of an [EPark Zone](#), the event is responsible for the related deferred revenue cost to close the stall(s). To view the zones, number of stalls and rates please view the [EPark Map](#). To request Permission to Park permits for event vehicles, please supply your assigned Festival & Events Liaison with the EPark zone number or roadway location along with the number of permits. Permission to Park permits are evaluated on an event basis as the primary function of a civic event road closure is to host public programming. A Parking Management Plan may be required based on the scope, scale and location of your event. Considerations may include parking management, stall allocations, loading zones, accessible parking etc.

4.0 FOOD REQUIREMENTS

4.1 AHS Notification

To handle, prepare and serve food or beverage at a special event, Alberta Health Services Environmental Public Health (EPH) permissions are required. Details are provided on the [Plan an Event](#) page on the AHS website.

For special events, which are open to the general public and include vendors who are not volunteers:

- Organizers must notify EPH ([Information Package](#) & [Notification Form](#)); and
- Food vendors must notify EPH ([Information Package](#) & [Notification Form](#)) – *event organizer should collect these forms from each food vendor and submit to AHS as one package*

For community organization functions, where the event is organized by a not-for-profit organization for fundraising or social purposes and uses ONLY volunteers to obtain, prepare and serve food with no other food vendors:

- Organizers must notify EPH ([Community Organization Functions Package](#))

The event is responsible for contacting AHS directly to initiate the food service permissions process. Notification forms must be submitted no later than 30 days prior to the event. AHS may attend the event to conduct an onsite inspection.

4.2 Fire Inspections - Food Vendors

If food vendors are operating out of a tent or temporary structure, and not a food truck or food cart which requires an annual inspection, a Fire Prevention Officer may conduct an onsite inspection. Inspections completed between 8:00 am to 5:20 pm Monday to Friday are free. Inspections outside of this timeframe are charged to the event organizer with a 2 hours minimum. Your assigned Festival & Events Liaison will advise and arrange a time for the Fire Prevention Inspection to occur with the event organizer and food vendors.

4.3 Approved Mobile Food Vendors

All food trucks / food carts participating in the event must be on the City of Edmonton [Approved Mobile Food Vendor List](#). Event organizers are responsible to provide a list of food trucks / food carts attending their event to their assigned Festival & Events Liaison. Vending permissions will now be included in the festival / event license for your event. A separate vending permit application is no longer required.

Food trucks / food carts not already on the Approved Vendor List will need to review the [Vending Program](#) guidance and provide all required documentation to vending@edmonton.ca in advance of their participation in the event. This process should be initiated at least 4-6 weeks prior to the event, in order to be added to the Approved Mobile Vendor List.

Event organizers whose primary business is event production, hold a City of Edmonton Festival business license and are committed to onsite AHS and Fire Prevention inspections may host vendors who do not hold a City of Edmonton business license.

Food trucks and carts are required to be at least 3 meters apart and 3 meters away from any structures or buildings, as per the food truck safety requirements based on the NFPA codes and standards. See the [Food Truck Safety Fact Sheet](#) for more information.

4.4 Single-Use Item Reduction Bylaw (20117)

Edmonton's Single-use Item Reduction Bylaw (20117) aims to reduce waste by targeting items that can easily be avoided or replaced with reusable options. The goal is to reduce single-use items, not to switch from plastic items to non-plastic items.

Businesses and events expecting more than 1,500 attendees are required to comply with parts of the Single-use Items Bylaw (20117):

- Single-use plastic shopping bags cannot be distributed
- Foodware accessories like straws, condiment packets, napkins and single-use cutlery can only be provided by request or at self-serve stations
- Polystyrene foam ("Styrofoam") plates, cups, bowls and containers cannot be used.
- The organization must have a written policy for accepting customers' reusable cups (see below)

Event vendors (such as food vendors) must also comply with the bylaw.

Visit edmonton.ca/SingleUse and click "Businesses and Events" for more information and resources, including a [decision chart](#) to help determine how the bylaw affects your event.

4.5 Reusable Cup Policy

Encouraging the use of reusable cups at your event is an environmental win. While reusable cups take more resources to produce, they can be used many more times. Single-use cups still consume resources and produce emissions during production, shipping and disposal, but they can only be used once and most aren't recycled.

A written policy helps ensure consistency in how and when you accept customers' reusable cups. Your policy should include the following information, and should be reviewed by anyone who will be serving customers:

- Guidelines for assessing cup cleanliness and if/when to clean or rinse cups
- Guidelines for assessing cup size and steps to ensure customers receive the right drink quantity (e.g., make the drink in one of your reusable cups then transfer it to the customer's cup)
- Guidance on handling customer cups (e.g., have the customer keep the lid, or don't touch the customer's cup at all)
- Whether or not you offer a discount when a customer brings their own cup

Best practice is to completely avoid touching the customer's cup, if possible. Pour the drink directly into the customer's cup without touching it.

If touching the customer's cup can't be avoided:

- Inspect the cup to confirm it is clean. Do not accept dirty cups
- Ask the customer to keep the lid, and place their cup on the counter.
- Optional: Rinse the cup in hot water from a sink not used for hand washing.
- Fill the cup and return it.
- Beverage machines with pre-programmed buttons help keep the cups from coming into contact with the machine.
- Wash hands before returning to other duties.

5.0 ALCOHOL & SMOKING SERVICE REQUIREMENTS

5.1 Cannabis / Tobacco Consumption Details

The City of Edmonton may provide permission for festivals and events to have a Cannabis and/or Tobacco Consumption Area within the licensed site. If you would like to explore this option, please talk to your Festival and Events Liaison. An additional application is required.

5.2 Liquor Permissions

To serve alcohol the event will need to obtain a Liquor License from Alberta Gaming, Liquor & Cannabis Commission (AGLC). The event organizer must contact AGLC directly to initiate this process and to advise them about the plan to serve liquor at the event. Specific details about this process can be found on the linked [AGLC website](#). Applications should be submitted no later than 4-6 weeks prior to the event.

In order to receive a Liquor License for an event on City property, the Civic Events office must provide a Liquor Letter of Approval that will contain permissions as landowner, EPS and Fire Prevention. AHS acknowledgement is to be separately secured. The following information is required for review prior to the letter being provided:

- Name of the applicant (organization / club / municipality) & organization mailing address
- Applicant Contact (the ProServe certified designate who will be onsite for the duration of the event)
- Requested service hours (service start time, service end time and consumption end time)
- Requested capacity for the liquor service area Beverage/beer garden site map that include total dimensions of liquor service area, the location/dimensions of all entrances/exits and any other infrastructure located in that area. Please indicate dimensions in metres.
- Security and Service Plans, including number of staff/security members

6.0 FIRE RELATED REQUIREMENTS

6.1 Open Air Fire Permit

Open Air Fire Permits are required for any open air burn requests, such as fire pits that do not conform with Community Standards Bylaw 14600. All open air burning permit applications require the following information:

- Map of the event site with distances to combustibles, buildings, etc.
- Description of the materials to be burned
- Fire safety plan indicating number of marshals at each fire source, location of the fire extinguisher and plan to extinguish the fire
- Note: wind conditions must be less than 25 km/hr

6.2 Fire Performers Permit

Fire performers should apply directly to the Fire Prevention Office to secure a fire performers permit. All fire performers permit applications require the following information:

- Submission of a Fire Safety Plan inclusive of storage, handling procedures, fire monitors and cleanup process
- Certificate of Insurance for no less than \$2,000,000 that includes coverage for fire related activities
- Site plan indicating the distance to the audience where fuels will be used, as well as, the fuel storage and fire suppression equipment locations
- Description of the fire performance including the acts' name and fire use description

6.3 Fireworks Permit

Fireworks displays on any property other than residential property, require a Consumer Fireworks Permit or Display Fireworks Permit. Fireworks cannot be used in the City of Edmonton unless you have a certified professional.

The fireworks provider is to work directly with the Fire Prevention Office to obtain a Fireworks Permit. Please refer to the [Firework Permits and Safety](#) page for more information, including Permit Conditions for Public Events.

All fireworks activities require written City approvals as landowner, so please inform your Liaison.

6.4 Portable Fire Pit Details

Fire pits must meet the standards outlined in the [City of Edmonton Community Standards Bylaw](#). To obtain permission to use a portable fire pit at your event, provide the following details to your assigned Festival & Events Liaison:

- Map of the event site to show the location of the fire pit(s) with distances to combustibles, buildings, etc. Fire pits should be at least 3 metres (10 feet) from buildings, property lines and anything else that could catch fire.
- Description / photo of the fire pit(s) to be used. Note that fire pits should:
 - Not exceed 2 feet (0.6 metres) in height or 3 feet (1 metre) in width or diameter
 - Have enclosed sides made from bricks, concrete blocks or heavy-gauge metal
 - Have a mesh screen (spark-arrestor) with openings smaller than 1.25cm (0.5 inch)
 - Have a fire resistant material (such as concrete pads) below the fire pit to prevent damage to turf or asphalt
- Fire safety plan, which should incorporate the following:
 - If 2 fire pits are no more than 15' apart then 1 marshal can supervise 2 fire pits
 - A fire marshal cannot supervise more than 2 fire pits at any given time
 - Include the location of wood and fuel storage away from public access
 - Include the plan to extinguish the fire(s)

7.0 FILMING REQUIREMENTS

7.1 Filming Details

In order to confirm your filming request, the following details need to be submitted:

- Map of filming location(s)
- List of the equipment you would like to have on site
- Time you will arrive and depart the site; including your setup and take down time.
- Number of people you will have on site and the name/contact info for your Location Manager (if different from application name)
- Description of the filming project

NOTE: If you feel you may need dedicated parking, please advise your Liaison as this is something that can potentially be arranged.

7.2 Drone Requirements

In order to confirm your drone/RPAS flight request, the following details need to be submitted:

- A copy of the pilot's license (not required for microdrones less than 250 grams)
- A copy of the drone registration (not required for microdrones less than 250 grams)
- Map including flight path, safe areas with lateral distances, distance from the nearest Heliport, and launch/land zones)
- Certificate of aviation insurance with a minimum of \$2M in aviation liability coverage and the City of Edmonton listed as an Additional Insured.
- A list of all equipment that will be on site
- Time you will arrive and depart the site; including your setup and take down time.

Note: If the event is an advertised event, the pilot will need to file for a [Special Flight Operations Certificate \(SFOC\)](#). You will have the most success when a pilot is an Advanced Pilot (see their license) and has had successful SFOCs in the past. It may take up to 30 business days for Transport Canada to review and issue an SFOC-RPAS for low-risk operations and up to 60 business days to review and issue an SFOC-RPAS for complex operations.

8.0 OTHER CIVIC SERVICE REQUIREMENTS

8.1 Edmonton Police Service (EPS) Extra Duty Detail

Extra Duty Detail is the Edmonton Police Services private policing program. Extra Duty Detail may be required at an event for traffic management or to support events where greater risk management and policing activities are required. A completed [Extra Duty Detail Application](#) is required. Please inform your Liaison prior to completing the application.

NOTE: A three hour minimum is required for all Extra Duty Detail shifts.

8.2 EPCOR Drainage Permit to Release

If there are any releases into the drainage system, a [Permit to Release](#) is required from EPCOR. Events must contact EPCOR at 780-409-8059 or drainagepermits@epcor.com to access drain basins.

8.3 EPCOR Hydrant Permit Program

Water hydrant use is managed by EPCOR. Please request hydrant use directly from EPCOR by emailing WaterCommercialServices@epcor.com

8.4 Edmonton Transit Services (ETS) Charter Service

[Charters](#) may be requested to support a park 'n' ride or for the dedicated transport of event attendees or delegates. Please submit your request directly to your assigned Festival & Events Liaison.

8.5 Edmonton Transit Services (ETS) Increasing Regular Service

Frequency increases to existing routes may be requested based on the location and projected attendance numbers of the event. Please speak to your assigned Festival & Events Liaison.

8.6 Development Permit

Development Permits ensure zoning approval is provided for activities to occur in appropriate locations. Events that are more than 7 consecutive days in length or 7 cumulative days per calendar year, require a development permit. Time required for set up and take-down are not considered part of the event. Events occurring on municipal parkland generally do not require a Development permit. A key requirement of a development permit is the notification of intended activities to the community. For more information please visit the [Development and Building Permits for Special Events](#) link or speak to your assigned Festival & Events Liaison.

8.7 Building Permit

Building Permits ensure structures are designed and built to be safe. Depending on the size and use of tents, stages, structures, electrical, plumbing, gas etc., a Special Event Building Permit may be required. Your Liaison will advise you on requirements once the Event Site Map details are provided and reviewed. For more information please visit the [Development and Building Permits for Special Events](#) link. A guide on how to complete the [Application for Safety Code Permits for Temporary Facilities](#) is within the application. Please advise your assigned Festival & Events Liaison if the event will have any of the following onsite:

- Tents/Structures (number & size including length, width and height)
- Stages/Special Structures
- Bleachers/Fixed Seating
- Removable Structures/Trailers
- Propane/Gas - *required for propane units larger than 20lbs*
- Electrical
- Plumbing

9.0 CONNECT WITH THE COMMUNITY

The below opportunities are not required, but are additional resources available for event organizers to connect with the community.

9.1 Bridge Banner Permit

The City of Edmonton Bridge Banner Program provides free space at approved locations for non-profit organizations to promote events or campaigns on City bridges. For more information, including eligibility requirements, please refer to the [Bridge Banner Program](#). Please notify your assigned Liaison if an application form has been submitted.

9.2 CityScape Program

The CityScape Program comprises of 202 banner poles at various locations throughout Edmonton. The program is intended to help promote international and national events or local Signature and Foundational Festivals. All banners must adhere to the [CityScape Banner Design/Artwork Guidelines](#). For events and festivals interested in the Cityscape Program, please speak with your assigned Liaison to confirm eligibility, availability and costs for production, installation and removal.

9.3 Light the Bridge

The High Level Bridge has 60,000 LED bulbs and is lit every day. Light the Bridge celebrates and builds community spirit in Edmonton. Not-for-profit and local community-focused events can request to program the colours of the High Level Bridge. Requests are based on availability and must be received at least 3 weeks before the requested date. Please check the [Light the Bridge](#) calendar before applying to ensure your preferred date is available.

9.4 Road Right-of-Way Portable Signs

The City of Edmonton Temporary Portable Sign Program provides space for information about community events on the City's road right-of-way through a collaboration with temporary portable sign companies that have an active agreement with the City of Edmonton. Please refer to [Road Right-of-Way Portable Signs](#) to confirm eligibility, content requirements, permit approval processes, pre-approved locations and to submit your application.

9.5 Poster Approvals for City Facilities

Not-for-profit groups and organizations may apply to promote their events or activities at City Recreation Centres or Arenas. The event or activity must promote wellness, leisure, or individual/community development and must be free of charge. To review eligibility and promotional material requirements and to submit your application refer to [Posting of External Publications: Recreation Centres and Arenas](#). Please notify your assigned Liaison if an application form has been submitted.