



Community and special event notification

Parks and Recreation
 101-1101 5 St., Nisku, AB T9E 2X3
 p: 780-955-6410 f: 780-955-4765
 parksandrec@leduc-county.com

Date _____

Important information

Note:

Complete and submit this form if you are hosting a community event in Leduc County. Community events are held in a public space, such as a roadway or park space. We don't consider weddings, funeral processions or events taking place in private, permitted facilities or on your private property to be community events.

To ensure we can provide the support you need to host a safe and successful event, submit this form at least **three weeks in advance** of the event start date. For recurring events, you must submit a form for each event. Call us at 780-955-6410 for assistance.

If your event, whether it is open to the public or is private, is expected to have more than 250 attendees, you need a special event licence. Contact our Planning and Development department at 780-979-2113 at least 90 days prior to your event.

Applicant information

Applicant name		Phone	
Organization/group		Position title	
Email			

Event details

Event name				
Event description				
Event type(s)	<input type="checkbox"/> Block party	<input type="checkbox"/> Parade	<input type="checkbox"/> Race (bike, running, etc.)	<input type="checkbox"/> Vehicle procession
<input type="checkbox"/> Other				

Note

If you indicated your event is a parade, race or vehicle procession, please submit a map that shows the route.

Event location				
Event date(s)				
Start time(s)				
End time(s)				
On-site contact (if different from above)				
On-site contact number (if different from above)				
Expected total attendance (including participants, volunteers, spectators, etc.)				
Number of participants		Number of volunteers		Number of spectators
Number of vehicles/bikes				

Resources required

Is traffic control by Enforcement Services and/or the RCMP required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to the previous question, please identify the intersections needing traffic control.		
Will you be placing signage on or near a roadway?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Resources requested

<input type="checkbox"/> Traffic control	<input type="checkbox"/> Games/activities	<input type="checkbox"/> Road barricades	<input type="checkbox"/> Parks and Recreation personnel
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Applicant signature

Personal information provided is collected by Leduc County under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and we will protect it in accordance with Part 2 of that Act. We will use it to administer programs and services for which you have registered, and contact you if necessary. Should you require further information about collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-770-9251 or foip@leduc-county.com.