

The Alberta Legislature Grounds are a historic site and a working place of business. It is essential that the grounds are maintained and preserved in recognition of the importance and dignity of the site. However use of the grounds may be permitted to organizations registered as charitable or non-profit in the province of Alberta.

In order to ensure that events align with these requirements, a formal application process is required. This includes, but is not limited to all special events, functions, or activities that would take place on any part of the grounds or travel through them.

Note that if you are inquiring about holding a Demonstration (Rally, Vigil, Protest) on the Legislature Grounds, please contact the Sherriff’s Protection Services. Completion of this application form is only required if you intend to bring equipment or supplies onto the site as part of the demonstration (Rally/Vigil/Protest).

- [socc@gov.ab.ca](mailto:socc@gov.ab.ca)
- 780-422-3787

Applications must be received at least 8 weeks prior to your estimated event date (large and complex events should provide a minimum of 12 weeks notice). Any request greater than 12 months will not be considered. Events are booked in the following priority:

1. Government of Alberta or Legislative Assembly Office business/events;
2. Historical / annual / recurring event with same date(s) / timeframe and location as previous year;
3. Historical / annual / recurring events with new date / location request; and,
4. New event requests.

The process for requesting an event is summarized as follows:

READ	<ul style="list-style-type: none"> <li>• Applicants must read and ensure their events follow the Guidelines for use of the Alberta Legislature Grounds. Link: <a href="https://www.alberta.ca/assets/documents/alberta-legislature-grounds-guidelines-for-use.pdf">https://www.alberta.ca/assets/documents/alberta-legislature-grounds-guidelines-for-use.pdf</a></li> </ul>
REQUEST	<ul style="list-style-type: none"> <li>• An EVENT APPLICATION FORM must be submitted to <a href="mailto:infras.eventinfo@gov.ab.ca">infras.eventinfo@gov.ab.ca</a> for review.</li> <li>• The Event Planning team will review your application and be in touch to confirm availability of your date and/or location, and determine if further information is required.</li> <li>• Submitting an application does NOT imply that the event is approved or that the proposed location or day is confirmed.</li> </ul>
PLANNING	<ul style="list-style-type: none"> <li>• If the event application meets the initial request review, you will be required to meet with the Event Planning team to discuss further details. If conditionally approved, you will be notified and informed of the additional documentation required to support your event.</li> </ul>
INSURANCE & LICENSES	<p><i>Event Organizer License (for all applicants bringing equipment or supplies onto the grounds)</i></p> <ul style="list-style-type: none"> <li>• To hold an event at the Alberta Legislature Grounds, you will be required to provide proof of liability insurance, for a minimum of \$2 Million. Once your event has been conditionally approved, a certificate of liability insurance form will be sent to you to be completed by your insurance provider.</li> </ul> <p><i>Grounds User License (for all food vendors)</i></p> <ul style="list-style-type: none"> <li>• All food vendors are also required to provide proof of insurance. They must also sign a Grounds User License and are required to notify Alberta Health Services for additional documentation requirements. Contact information will be provided to you pending approvals.</li> </ul>
APPROVAL	<ul style="list-style-type: none"> <li>• Once all documentation is received, the Event Planning team will formalize the details in an EVENT REPORT to be confirmed by the applicant.</li> </ul>
EVENT	<ul style="list-style-type: none"> <li>• Event is executed as per the EVENT REPORT</li> </ul>

This personal information is being collected under section 33 (c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and will only be used in the administration and communications relevant to event planning within Alberta Infrastructure. If you have any questions regarding the collection of this personal information, please contact the Event Planning Team ([infras.eventinfo@gov.ab.ca](mailto:infras.eventinfo@gov.ab.ca)).

## General Information

Event Name: \_\_\_\_\_

Please provide your requested date (1) and an alternate date (2) if possible in the event of an existing conflict. Note the alternate date is not considered a rain out date, that option may be discussed where applicable. The Legislature grounds are an entirely outdoor venue, there are no rain-out facilities available.

Option	Event Setup	Event Start	Event End	Clean-Up Complete
1	Date			
	Time			
2	Date			
	Time			

## Event Type

What is the nature of your event?

Concert/Performance/Music	Festival
Cultural/Historical/Observance/Recognition	Celebration
Organized Private Recreation (Boot Camp/Yoga)	Parade/Procession
Picnic/BBQ/Staff Luncheon	Promotional
Filming/Photo Request	Run/Walk
Information Event/Display	Media Event
Sporting Event (Triathlon, Marathon)	Flag Raising
Other (please explain):	

Attendance	(Expected Estimate)	<200	201-500	>500
Recurrence	New 1 time event	New recurring event	Returning recurring event	

Please describe your event in detail:

Contact	Name	Phone	E-mail
Primary			
Alternate			

Requesting Organization Name (full legal name): \_\_\_\_\_

Please identify your organization:

Internal Government	Government Ministry & Department Government Organization (i.e. Legislative Assembly Office, WCB, AIMCO)
External Organization	Non-Profit Organization / Non-profit Society <u><a href="#">Proof of registration under the Societies Act registered within the Province of Alberta is required.</a></u>  Non-Profit #: _____ Charitable Organization Registered Charity <u><a href="#">Proof of registration within Canada is required.</a></u> BN/Registration # _____ RR _____ Other (please describe): _____

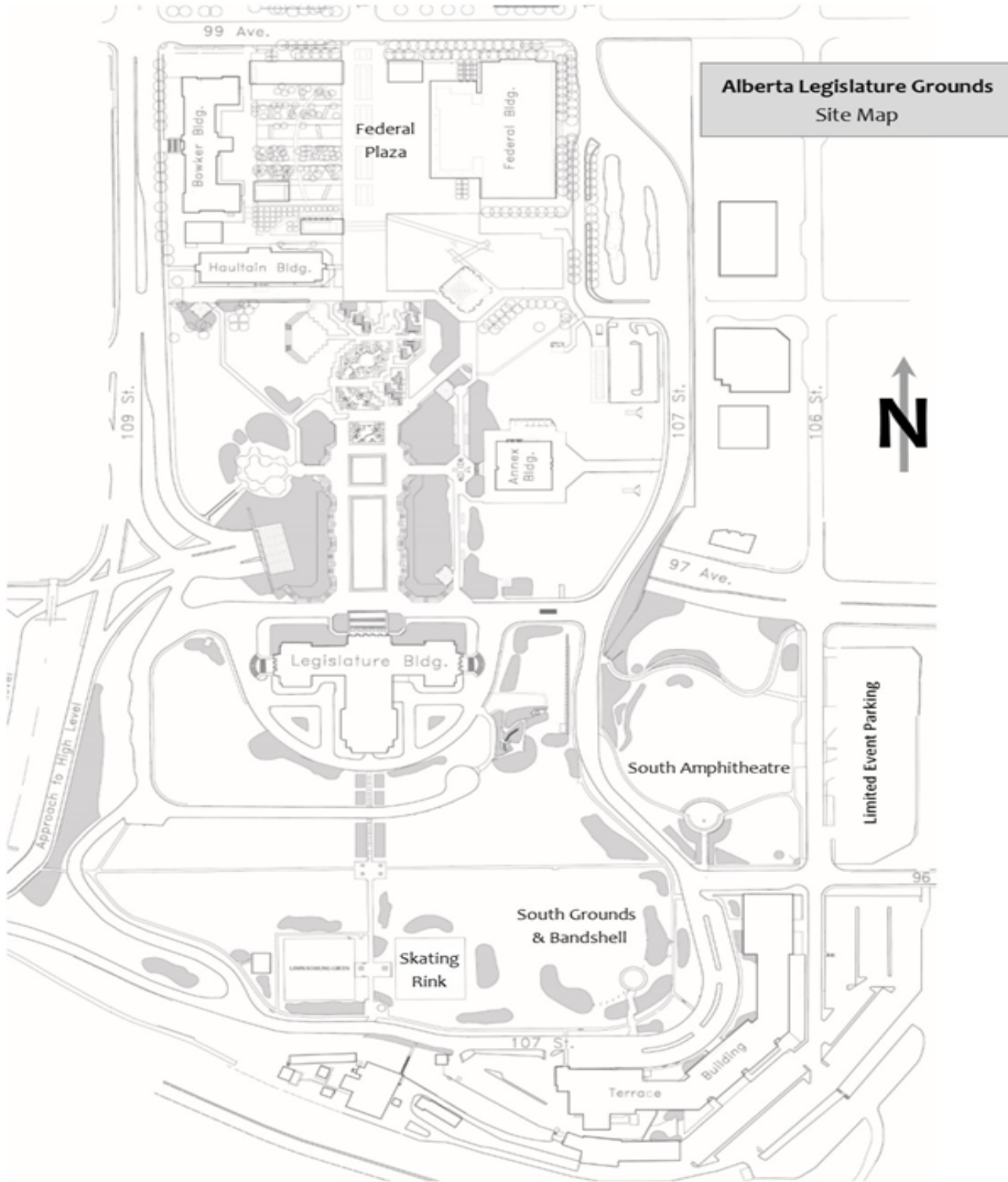
## Event Location

Refer to attached map. Please indicate which locations you are interested in from the list below.

Location	Examples of events in these spaces
South Grounds-Bandshell & Sports Field	Small/Large BBQ's/Picnics, Walk/Run Events
South Grounds-Skating Rink	Winter Skating, Summer BBQ's
South Amphitheatre	Small fitness gatherings, Small BBQ'S
Federal Plaza	Festivals, small concerts, Flag Raisings , Media Events
I am not sure (looking for guidance)	

If your event also extends beyond the Legislature grounds, you will need to engage the City of Edmonton at [https://www.edmonton.ca/attractions\\_events/civic-events-office.aspx](https://www.edmonton.ca/attractions_events/civic-events-office.aspx)

All events require a proposed site plan and/or route map. This proposal should be submitted in electronic format along with the application form for review, all routes and site-maps are subject to Alberta Infrastructure approval. See site map on next page available for mark up.



## Event Infrastructure and Equipment

The Alberta Legislature Grounds **DOES NOT** supply event supplies or vendor services for events held on the grounds. Procurement of all supplies and vendors is the responsibility of the applicant. Approval for all supplies and services is required from the Legislature Grounds Facility Manager prior to any event.

Which vendors or services **ARE YOU** requesting permission to bring on site as part of your event?

	Qty		Qty		Qty
Tables		Vehicles		Garbage/Recycle/Dumpster	
Chairs		BBQ		Banners/Posters/Signage	
Tents		Stages		Generators	
Risers		Portable toilets		Fencing	
Other (please explain):					

Which vendors or services **ARE YOU** requesting permission to bring on site as part of your event? NOTE: Approval is required for all of the following:

	Qty		Qty
Equipment/Structures/Supplies		Performers	
Sound Production		Podium	
Security		Sound Systems	
Food (requires additional documentation)		First Aid / Paramedic	
Other (please explain):			

## Applicant Acknowledgements

I/We have read the policy and procedures for use of the grounds.

The grounds can only be used for the purpose identified by the user on the Event Application Form.

Submitting an application does NOT imply that the event is approved or that the proposed location or day is confirmed.

All Government business takes priority and could result in an approved event being cancelled or rescheduled. Reasonable effort will be made to accommodate an alternate date.

Events must not interfere with functions of all offices on the Alberta Legislature Grounds.

I understand that I will need to secure the applicable insurance and licenses if I will be bringing supplies or vendors onto the site.

## For Office Use Only

Status	Stage	Date
Approved      Cancelled      Rejected	Request Received	
Reason:	Initial Response	
	Initial Disposition	
	Planning Meeting	
	Insurance & Licenses Received	
Event Size:	Event Report Final	
S      M      L	Event Notice	
Database Updated?	Event Start	
Yes	Debrief	
FM Signature _____		