

APPLICATION TO HOLD A SPECIAL EVENT ON HIGHWAYS

PART 1, Application (PLEASE PRINT):

Name of Group / Organization _____

Name of Applicant _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Email _____

Event Coordinator Contact Information

Contact Person _____ Title _____

Phone # _____ Cell # _____ Email _____

On-Site Contact Information

Contact Person _____ Title _____

Phone # _____ Cell # _____ Email _____

Event Details

Name of Event _____

Dates for event _____

Times for event From _____ to _____

Highway(s) Required _____
(highway names, nos.)

between _____ and _____
(Landmark) (Landmark)

between _____ and _____
(Landmark) (Landmark)

PART 2, Event Outline:

1. Highway(s) Required _____

2. Name of Event _____

3. Nature and Objectives of event _____

4. Is this a repeat event? If so, please provide the date(s) and location(s) of previous event

5. Date(s) for event _____

6. Start Time (Including setup) _____ End Time (Including take down) _____

7. Projected number of people involved in this event
Participants _____ Spectators _____ Volunteers _____
How will these individuals be identified? _____

8. Describe the capabilities and the age range of participants _____

9. Provide details on how the event will be operated along the highway(s) *(Information may be provided on separate sheets and attached to this application if needed)*

10. How the highway(s) may be affected by the event? What efforts will be taken to mitigate or eliminate any risk that may occur to the event participants, spectators, volunteers and the motoring public?

11. Will any aid stations be set up near the highway and/or require access from the highway? Provide details on the set-up & procedures for participants to get on and off the highway(s) *(Include map showing all locations of the aid stations)*

12. Any escort vehicles / patrol vehicles will be used? Provide details on how these vehicles work along the highway(s)?

13. What assistance (mechanical & medical) will be provided to the participants when it is required? *(Include map showing all locations of the aid stations)*

14. Is traffic control required? If so, a complete Traffic Accommodation Strategy (TAS) with signage diagram(s) is required. Strategy may be provided on separate sheets and attached to this application. <http://www.transportation.alberta.ca/597.htm>

15. Who will be responsible for the implementation of the Traffic Accommodation Strategy?

16. Provide or list all rules/regulations to be imposed by the event *(Information may be provided on separate sheets and attached to this application if needed)*

17. Will there be animals and/or special equipment involved? If so, please provide details

Continued...



PART 3, Checklist:

NOTES:

- ✚ This Special Event Application must be used to apply for all special events.
- ✚ Incomplete applications & special event applications received less than 30 working days / filming applications received less than 10 working days may not be considered.

PROVIDE A COPY OF THE FOLLOWING:

- Certificate of Insurance with a minimum of \$2 million liability with a waiver against third-party claims. A maximum deductible shall not be greater than \$3,000.00. Name Province of Alberta as additional insured party.
- Provide a list and copy of the approval from other authorities who may have an interest in the event.

- Traffic Accommodation Strategy
- Map & Diagrams for – Route, Location, and Aid Station(s) of your event. *(Must be actual maps no links)*

I/We hereby apply for permission to conduct a special event on a provincial highway(s) in accordance with the particulars, plan, and traffic accommodation strategy submitted herewith.

I/We understand that a submission of this form constitutes an application only and the event may not commence until approval is issued.

I/We understand that Alberta Transportation assumes no responsibility for whatever may occur during or as a result of the event.

Authorized Signature of Organization/Group (if not a legal Entity, Signature of individual(s) Assuming Personal Responsibility)

Date (DD/MM/YYYY)