TOWN OF THREE HILLS

POLICY # 630 – A1

SPECIAL EVENTS POLICY

Adopted by Council on: November 9, 2026
Resolution No.: 303-2026

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1. PURPOSE

1.1. The Town of Three Hills is committed to supporting Special Events and Block Parties in the community. As such, the purpose of this Policy is to govern the circumstances in which closures of Town-owned property may be allowed for Special Events and Block Parties.

2. AUTHORITY

2.1. The authority for this Policy is the Chief Administrative Officer ("CAO") of the Town of Three Hills.

2.2. The CAO is accountable and responsible for the development, evaluation, and implementation of this Policy.

2.3. The CAO reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this Policy.

2.4. The CAO reserves the right to refer the decision relating to an application, according to this policy, to Council for Council's decision on the matter.

3. DEFINITIONS

3.1. Whenever the singular masculine gender is used in this Policy, the same shall include the feminine and neutral gender whenever context requires.

3.2. In this Policy, unless the context otherwise requires:

3.2.1. "Block Party" shall mean parties arranged by residents of an individual block, for those residents, which utilize the public roadway for the party and require same to be closed to general traffic for a limited amount of time.

3.2.2. "Site Plan" shall mean a plan detailing the layout of the site and all safety-conscious or logistical features.

3.2.3. "Special Event" shall mean parades or similar functions, occurring in the Town which are open to or intended to attract the general public and will take place in/on publicly owned facilities.

4. GENERAL

4.1. Special Events and Block Parties must adhere to all applicable legislation, Town bylaws, and Town policies.

4.2. It is the responsibility of the applicant for any and all damages or losses to the Town from the time of set up to the final tear down of the event facility or site. Amounts will be invoiced to the applicant.

4.3. Any advertising, signage, barricading, or staff costs incurred in the closing of streets or other public areas shall be the responsibility of the applicant.

5. APPLICATIONS

5.1. Organizations wishing to apply for closure of Town-owned property to host a Special Event must submit a Special Event Permit application pursuant to section 8 below.

5.2. Applications will be evaluated for:

5.2.1. Size of the event;

5.2.2. Duration of the event;

5.2.3. Date and time of the event;

5.2.4. Location of the event;

5.2.5. Site plan;

5.2.6. Food vendors;

5.2.7. Safety or security need;

5.2.8. Any other integral aspect not listed above.

6. INSURANCE

6.1. A minimum $2,000,000.00 (per occurrence) comprehensive general liability insurance naming the Town as additional insured is required under the discretion of the Town.

6.2. A minimum $2,000,000 (per occurrence) third party automobile "PLPD" insurance naming the Town as an additional insured is required where vehicles are to be used on Town-owned property.

7. REFUSAL OR CANCELLATION OF PERMIT

7.1. Refusal or cancellation of activities of a Special Event or Block Party may be carried out upon consideration of one or more of the following reasons:

7.1.1. Amendments made to an approved Special Event Permit were not approved by the Town;

7.1.2. The applicant does not or no longer meets the requirements of this Policy;

7.1.3. The applicant does not hold valid or applicable documentation;

7.1.4. The applicant does not follow the codes, rules, regulations, and bylaws of the Town, the Province of Alberta, and/or the Government of Canada;

7.1.5. In the opinion of the Town, based on reasonable grounds, it is in the public interest of health or safety to do so; or

7.1.6. The applicant or any of its officers, employees or volunteers provide false information or misrepresents facts or circumstance.

8. CLOSURE GUIDELINES

8.1. Special Event Closures

8.1.1. Any organization requesting closure of Town-owned property for a Special Event of public interest shall:

i. Complete the Special Events Permit application form outlined in Schedule "A" at least two weeks prior to the Special Event;

ii. Complete the Special Events Road Closure section of the application form, if necessary;

iii. be responsible for supplying manpower for traffic control if deemed necessary by the Town.

8.1.2. Any permission granted for closure will be at the discretion of the CAO and will be confirmed in writing by the Town.

8.2. Block Party Closures

8.2.1. Any local residents requesting closure of Town-owned property for an event of local neighbourhood interest such as a Block Party shall:

i. Complete the Special Events Permit application form outlined in Schedule "A" at least 2 weeks prior to the Special Event;

ii. Complete the Block Party Road Closure section of the application form,;

iii. ensure that appropriate measures are in place to minimize noise levels and disturbances of areas not included in the closure.

8.2.2. Any permission granted for closure will be at the discretion of the CAO and will be confirmed in writing by the Town.

9. PRIOR POLICY

9.1. This policy shall supersede and replace all prior policies, oral or written, regarding Special Events within the Town of Three Hills.

Mayor

Chief Administrative Officer

Previous Version:	May 8, 2023	100-2023
Effective On:	November 9, 2026	303-2026
Review Date:	November 9, 2029	

SCHEDULE A

SPECIAL EVENT PERMIT APPLICATION

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THREE HILLS

Town of Three Hills
PO Box 610
Three Hills, AB T0M 2A0
Phone: (403) 443-5822

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Organization Name: _____

Applicant Name: _____

Mailing Address: _____

Phone Number: _____ Cell Number: _____

Email: _____

Onsite Contact: Cell Number:

SPECIAL EVENT DETAILS

Event Name: _____

Date(s): _____ Time(s): _____

Location of Event: _____

Description of Event: _____

Set-up and Takedown

Date/Time of Set-up: _____

Date/Time of Takedown:

Day of Event

No. of Participants No. of Spectators:

TYPE OF EVENT (Please check ALL that apply)

☐ Festival	☐ Party/Reception	☐ Boot Camp/Fitness Camp
☐ Parade	☐ Concert/Performance	☐ Concession (food/refreshments)
☐ Inflatables	☐ Petting Zoo/Livestock	☐ Walk/Run/Marathon/Triathlon
☐ Other (please specify)		

STREET CLOSURE REQUEST

Street Closure Requested? Yes ☐ No ☐

If street closure requested, is this for a Block Party? Yes ☐ No ☐

STREET CLOSURE DETAILS

Date(s): _____ Time(s): _____

Location of Event: _____

Description of Event: _____

Requested Road Closures: _____

WEATHER CONTINGENCY PLANS

☐ Proceed with Full Event	☐ Cancel
☐ Alternate Location	☐ Rain Out Date

INSURANCE

☐ Copy Attached - $2 million general liability insurance naming the Town as an additional insured

☐ Copy Attached - $2 million thirds party automobile "PLPD" insurance naming the Town as an additional insured (only required when vehicles are to be used on Town-owned Property)

EVENT ACTIVITIES

All event activities are subject to the approval of the Town of Three Hills. Certain event activities may require a separate permit from the Town and/or Province of Alberta. These include sales, sampling or giveaways of food, alcoholic and non-alcoholic beverages or merchandise. If any question below is answered "YES", you will need to contact the appropriate authorities.

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING?

Alcoholic Beverages ☐ **YES** ☐ **NO**

If YES, will they be sold or served? ☐ **SOLD** ☐ **SERVED**

***Alcohol is only allowed on Town of Three Hills select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Please contact the Alberta Gaming & Liquor Commission.**

Food and Non-alcoholic Beverages ☐ **YES** ☐ **NO**

If YES, will they be sold or served? ☐ **SOLD** ☐ **SERVED**

*If YES, contact Alberta Health Services for a Special Event Organizer Notification.

Road/Street Closure ☐ **YES** ☐ **NO**

*If YES, contact the Town Office at 403-443-5822.

Vehicles

Are you requesting permission to operate vehicles on Town parks or trails? ☐ **YES** ☐ **NO**

***If YES: No. of Vehicles:** _____ **Type of Vehicles:** _____

Security

Will your event require security? ☐ **YES** ☐ **NO**

***If YES, what security measures have been planned?** _____

First Aid/Emergency Response

Please outline your plan for first aid services and emergency response. (i.e. Volunteers with First-Aid or contracted First-Aid Services)

Parking

Does your event require the use of a Town parking lot? ☐ **YES** ☐ **NO**

***If YES, name the parking lots:** _____

Special Considerations/Approvals ☐ **YES** ☐ **NO**

***If YES, please specify details:**

ROUTE MAP

If your event is a run, walk, parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to the Town of Three Hill's approval and use of any roads must be approved by the Town.

SITE MAP

Please provide a site map that indicates the precise location of all proposed driving paths, barricades, locations of alcohol, food, merchandise, etc. All site maps are subject to the approval of the Town of Three Hills.

SIGNATURES

Each party shall indemnify and hold harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

Personal information collected through this application is authorized under Section 4(c) of the Protection of Privacy Act (POPA) and will be used for the purpose of reviewing, evaluating, and administering Special Event Permit applications. If you have any questions regarding the collection of this information, please contact the Town of Three Hills at 403-443-5822.
By signing this form, I swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document, the Special Events Policy, as approved by the Town, and any applicable Town Bylaws and agree to abide by them.

Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied, and/or prosecution for breach of the Town bylaws.

Name of Applicant (Please Print): _____

Signature: _____ **Date:** _____

TOWN OF THREE HILLS USE ONLY

Date Received:

Permit Approved: ☐ **YES** ☐ **NO**

Signing Authority

Signature: _____ **Date:** _____