



Send completed form to eventrentals@calgaryparking.com

Date of Request: _____

EVENT RENTAL REQUEST FORM

Event Title: _____

Event Date(s): _____

Event Start Time*: _____ Event End Time*: _____

*Including set up and take down.

Contact Information

Organization Name: _____

Legal Name: same as above other: _____

Contact Person Name: _____ Position: _____

Phone #: _____ Email: _____

Registered Charity/Non-Profit # (if applicable): _____

City of Calgary Festival and Events Subsidy Application (if applicable): yes no

Event Venue

Lot # or Location: _____

Lot Use: parking event staging vendor booths other

If other, details include: _____

Event Specifics

Brief Description: _____

Food or Drink: yes no

If yes, details include: _____

Alcohol: yes no

If yes, details include: _____

CPA Use

Event Accepted: yes no, reason: _____

Insurance Needed: \$2M \$5M other: _____

Liability Concerns: _____



COVID-19 COMPLIANT DETAILS

Site Design:

1. Will you be using any signage (Government of Alberta or other) to reinforce COVID-19 guidelines? yes no
2. How will you manage individual or mass emergency exiting?
3. Do you have a response plan for if a participant/attendee shows symptoms or tests positive for COVID-19? yes no
4. Will public washrooms and hand washing stations be available onsite? yes no
If yes, how will you mitigate line-ups? _____
If yes, how will you ensure they are being cleaned/disinfected regularly?

5. Will you register participants/attendees prior to the event start? yes no
If yes, how? _____
6. How are you going to ensure 6ft distancing on-site?

Staff/Volunteers:

1. How many people will be on-site at a time? (Including staff, volunteers, security, etc) _____
2. Will you ensure staff/volunteers are trained on how to respond if a participant/attendee starts feeling symptoms during the event? yes no
3. Will you need staff to scan/accept event tickets? yes no
4. Will you require staff/volunteers to wear face masks and gloves? yes no
5. If someone gets hurt during the activity, who will be onsite to attend to them? Will they have proper PPE? _____

Communications:

1. How will you ensure that ill individuals or those required to self-isolate are not permitted at your event? _____
2. What is your plan to notify participants/attendees of the steps being taken to prevent the risk of transmission, and communicate rules prior to the event?



3. What is your communication plan to ensure all participants/attendees are informed of event rules before the event begins?

Enforcement:

1. What is your security plan to ensure AHS and The City of Calgary regulations will be followed? _____
2. Could your event cause unplanned gatherings outside your event space? If so, how will this be managed? (e.g. Fireworks or drive-in movies may attract people who gather outside the event venue.) _____
3. How will you ensure no large gatherings and individuals keeping their 6ft distancing pre and post event? _____

Cleaning & Disinfecting:

1. How will you safely collect and dispose of any garbage left behind?

2. Do you have a plan to clean and disinfect frequently touched objects and surfaces as per AHS guidelines? yes no
3. Will disposable towels and spray cleaners, or disposable wipes, be available to event staff, volunteers, participants/attendees, etc. to clean commonly used surfaces? yes no

Other:

1. Do you have a plan to create a list of all who are present at the event? yes no
2. Do you have a plan to create and maintain an up-to-date contact list for all vendors and volunteers, including names, addresses and phone numbers? yes no
3. Are there any other risk mitigation measures you are planning to prevent the spread of COVID-19?

Drive-in & Drive-Thru Events ONLY:

1. How many participants/attendees will be outside of their vehicles at one time? _____
2. What will you use to identify where vehicles will park?

3. How will you monitor vehicle ingress and egress?



DISCLAIMER:

Event organizers are responsible for ensuring that they understand Alberta Health Services restrictions on gatherings and COVID-19 related legislation, as well as ensuring that all aspects of their event adhere to federal, provincial and municipal legislation and guidelines.

To assist with staying up to date with legislation and guidelines, here are some useful links:

Federal: <https://www.justice.gc.ca/eng/csj-sjc/covid.html>

Provincial: <https://www.alberta.ca/covid-19-orders-and-legislation.aspx>

Municipal: <https://www.calgary.ca/csps/cema/covid19/response-to-coronavirus.html>

- I recognize that COVID-19 legislation may change and I acknowledge it is my responsibility to ensure my event complies with all current legislation.**