



Calgary Parking Authority Event Rental Guidelines





Introduction

Thank you for your interest in utilizing the land and/or buildings operated by the Calgary Parking Authority (CPA) for your Event. This manual has been created as a guideline to help assist you with the application process, and is intended to identify areas which may have an impact on the planning and execution of your Event. We encourage you to review this manual in its entirety. *Please note that any application for use of City of Calgary owned lands and/or buildings that are not stewarded by the CPA must be completed and submitted directly to The City of Calgary pursuant to the **Festival and Event Manual** (see link in the Resources section of this Guideline in Appendix II).*

Important Information

Application and Supporting Documentation Timelines – Applications for events take place on an on-going basis throughout the year, in accordance with the application process outlined in this manual. Event Applications are required a minimum of 14 days prior to your Event.

How much will it cost me to rent a parking lot?

CPA's Event Rental Rates are set in accordance with the City's [User Fees and Subsidies Policy](#) and the CPA's [Off-Street Parking Pricing Policy](#). Web links to both policies can be found in the Resources section. Rates are determined by the type of organization hosting the event. See Appendix I for rates.



Event Rental Application Process

STEP 1

Event Rental Request Form

The [Event Rental Request Form](#) provides the CPA with all the basic details of your proposed event. Please complete the Event Rental Request Form and submit it via email to eventrentals@calgaryparking.com. Upon receipt, the CPA will verify the availability of the venue and confirm the use of the requested site.



STEP 2

Site Details Forms

The Site Details Forms* include an Emergency Response Plan Template and a Site Map. CPA will send these forms to you upon receipt of the completed Event Rental Request Form. The applicant must complete both forms to CPA standards and return them via email to eventrentals@calgaryparking.com.
Note: If all required forms are not returned prior to the Event, CPA may refuse to accept the application.

*Note: a pre and post-event site inspection may be necessary, depending on event type and length.



STEP 3

License of Occupation

Once the Site Details Forms have been approved, the venue confirmed and conditions determined, a License of Occupation will be generated, which outlines the terms and conditions of the agreement, the cost of the services and the expectations the CPA has of the event organizer. The applicant must have this form signed and returned to the CPA via email at eventrentals@calgaryparking.com.



STEP 4

Approval

The License of Occupation will be signed by the CPA and a copy returned to the applicant for their records.

Note: External agency permits and permissions are not included in License of Occupation and are the responsibility of the applicant to obtain. These include but are not limited to Alberta Gaming and Liquor Commission (AGLC) and Alberta Health Services (AHS).



Insurance - Your organization is required to, at its sole expense, obtain from insurers licensed in Alberta a Commercial General Liability insurance policy for bodily injury (including death) and property damage and such other insurance policies as may be required by CPA based on the nature and duration of your Event. Such requirements will be set out in a License of Occupation agreement for signature by your Organization and CPA. The insurance coverage must be maintained for the duration of the event, including setup and takedown dates.

Final approval will not be given until the Certificate of Insurance is submitted to the CPA prior to your event set up day.

Cancellation – The CPA may reject, modify, postpone or cancel the Event for one or more of the following reasons, at any time, if there are reasonable grounds to believe that the holding or continuation of the Event:

- Poses a risk to the health or safety of any person;
- Poses a risk of damage to property;
- Is in contravention of any applicable law;
- Is deemed by the CPA, in its sole discretion, to be not in the public interest; or
- Where the CPA is unable to provide the requested site.

If, for any reason, the Event is cancelled or postponed, your Organization will be responsible for paying the non-refundable Administration Fee.

You may terminate this Event, for any reason, prior to commencement of the Event. If your Organization terminates the Event under this paragraph, you acknowledge and agree that it will be responsible for paying the non-refundable Administration Fee.



Appendix I

Edited: 29 January 2018

Event Rental Rates

Rates are subject to change without notice.

User	Registered Charity *		BIA/BRZ/CA/Non-Profit +		All Other Events +		Construction +		# of Floors (If Applicable)
	Admin Fee	\$ 25.00	\$ 50.00	\$ 75.00	\$ 100.00				
	Per Hour	Daily Max.	Per Hour	Daily Max.	Per Hour	Daily Max.	Per Hour	Daily Max.	
Lot 2	\$ 1.00	\$ 1.00	\$ 40.00	\$ 900.00	\$ 80.00	\$ 1,800.00	\$ 100.00	\$ 2,200.00	
Lot 888	\$ 1.00	\$ 1.00	\$ 37.50	\$ 600.00	\$ 75.00	\$ 1,200.00	\$ 80.00	\$ 1,500.00	
Lot 6	\$ 1.00	\$ 1.00	\$ 150.00	\$ 3,250.00	\$ 300.00	\$ 6,500.00	\$ 350.00	\$ 7,000.00	
Lot 6B	\$ 1.00	\$ 1.00	\$ 50.00	\$ 900.00	\$ 100.00	\$ 1,800.00	\$ 110.00	\$ 2,200.00	
Lot 7	\$ 1.00	\$ 1.00	\$ 75.00	\$ 1,500.00	\$ 150.00	\$ 3,000.00	\$ 200.00	\$ 3,300.00	
Lot 10	\$ 1.00	\$ 1.00	\$ 12.50	\$ 290.00	\$ 25.00	\$ 580.00	\$ 30.00	\$ 700.00	
Lot 20	\$ 1.00	\$ 1.00	\$ 20.00	\$ 425.00	\$ 40.00	\$ 850.00	\$ 45.00	\$ 900.00	
Lot 21	\$ 1.00	\$ 1.00	\$ 17.50	\$ 400.00	\$ 35.00	\$ 800.00	\$ 40.00	\$ 930.00	
Lot 23	\$ 1.00	\$ 1.00	\$ 35.00	\$ 750.00	\$ 70.00	\$ 1,500.00	\$ 75.00	\$ 1,600.00	
Lot 25	\$ 1.00	\$ 1.00	\$ 600.00	\$ 15,000.00	\$ 1,200.00	\$ 30,000.00	\$ 1,500.00	\$ 35,000.00	6 Floors
Lot 28	\$ 1.00	\$ 1.00	\$ 400.00	\$ 9,000.00	\$ 800.00	\$ 18,000.00	\$ 1,000.00	\$ 20,000.00	5 Floors
Lot 36	\$ 1.00	\$ 1.00	\$ 400.00	\$ 9,000.00	\$ 800.00	\$ 18,000.00	\$ 1,000.00	\$ 20,000.00	7 Floors
Lot 37	\$ 1.00	\$ 1.00	\$ 7.50	\$ 170.00	\$ 15.00	\$ 340.00	\$ 20.00	\$ 400.00	
Lot 40	\$ 1.00	\$ 1.00	\$ 550.00	\$ 12,500.00	\$ 1,100.00	\$ 25,000.00	\$ 1,200.00	\$ 30,000.00	4 Floors
Lot 43	\$ 1.00	\$ 1.00	\$ 20.00	\$ 425.00	\$ 40.00	\$ 850.00	\$ 45.00	\$ 900.00	
Lot 44	\$ 1.00	\$ 1.00	\$ 22.50	\$ 450.00	\$ 45.00	\$ 900.00	\$ 50.00	\$ 1,000.00	
Lot 54	\$ 1.00	\$ 1.00	\$ 900.00	\$ 22,500.00	\$ 1,800.00	\$ 45,000.00	\$ 2,000.00	\$ 50,000.00	7 Floors
Lot 55	\$ 1.00	\$ 1.00	\$ 200.00	\$ 4,250.00	\$ 400.00	\$ 8,500.00	\$ 500.00	\$ 10,000.00	
Lot 57	\$ 1.00	\$ 1.00	\$ 22.50	\$ 450.00	\$ 45.00	\$ 900.00	\$ 50.00	\$ 1,000.00	
Lot 58	\$ 1.00	\$ 1.00	\$ 45.00	\$ 900.00	\$ 90.00	\$ 1,800.00	\$ 100.00	\$ 2,200.00	
Lot 59	\$ 1.00	\$ 1.00	\$ 112.50	\$ 2,500.00	\$ 225.00	\$ 5,000.00	\$ 250.00	\$ 5,600.00	
Lot 60	\$ 1.00	\$ 1.00	\$ 250.00	\$ 6,500.00	\$ 500.00	\$ 13,000.00	\$ 700.00	\$ 16,000.00	3 Floors
Lot 61	\$ 1.00	\$ 1.00	\$ 137.50	\$ 3,100.00	\$ 275.00	\$ 6,200.00	\$ 300.00	\$ 6,800.00	
Lot 62	\$ 1.00	\$ 1.00	\$ 112.50	\$ 2,500.00	\$ 225.00	\$ 5,000.00	\$ 250.00	\$ 5,600.00	
Lot 62B	\$ 1.00	\$ 1.00	\$ 112.50	\$ 2,500.00	\$ 225.00	\$ 5,000.00	\$ 250.00	\$ 5,600.00	
Lot 63B	\$ 1.00	\$ 1.00	\$ 25.00	\$ 500.00	\$ 50.00	\$ 1,000.00	\$ 75.00	\$ 1,500.00	
Lot 63C	\$ 1.00	\$ 1.00	\$ 25.00	\$ 500.00	\$ 50.00	\$ 1,000.00	\$ 75.00	\$ 1,500.00	
Lot 64	\$ 1.00	\$ 1.00	\$ 20.00	\$ 425.00	\$ 40.00	\$ 850.00	\$ 55.00	\$ 1,100.00	
Lot 66	\$ 1.00	\$ 1.00	\$ 87.50	\$ 2,000.00	\$ 175.00	\$ 4,000.00	\$ 200.00	\$ 4,500.00	
Lot 71	\$ 1.00	\$ 1.00	\$ 25.00	\$ 500.00	\$ 50.00	\$ 1,000.00	\$ 75.00	\$ 1,500.00	
Lot 73	\$ 1.00	\$ 1.00	\$ 20.00	\$ 425.00	\$ 40.00	\$ 850.00	\$ 45.00	\$ 900.00	
Lot 74	\$ 1.00	\$ 1.00	\$ 37.50	\$ 750.00	\$ 75.00	\$ 1,500.00	\$ 100.00	\$ 2,200.00	
Lot 75	\$ 1.00	\$ 1.00	\$ 87.50	\$ 2,000.00	\$ 175.00	\$ 4,000.00	\$ 200.00	\$ 4,500.00	
+15 Space -	\$ 1.00	\$ 1.00	-	\$ 50.00	-	\$ 75.00	-	-	

Rate per lot

- Table and chairs not included. * GST included. + GST not included. + GST not included. + GST not included.

Charities must provide their charitable number to be eligible for this rate.

Non-profits must be registered under the Canada Not-for-profit Corporations Act or Alberta Societies Act to be eligible for this rate.

Edited: 18 December 2017

Event Rental Code Rates

	Hours	Rate per stall
Weekday	1 to 6	\$ 15.00
	7 to 24	\$ 20.00
Weekend	1 to 6	\$ 5.00
	7 to 24	\$ 10.00



Appendix II

Resources

For additional information on The City of Calgary Festival and Event Guidelines review:

- The City of Calgary Festival and Event Policy (http://www.calgary.ca/_layouts/cocis/DirectDownload.aspx?target=http%3a%2f%2fwww.calgary.ca%2fCA%2fcity-clerks%2fDocuments%2fCouncil-policy-library%2fcsp032-Festival-and-Event-Policy.pdf&noredirect=1&sf=1)
- The City of Calgary Festival and Event Manual (http://www.calgary.ca/_layouts/cocis/DirectDownload.aspx?target=http%3a%2f%2fwww.calgary.ca%2fCSPS%2fRecreation%2fDocuments%2fFestival-planning%2ffestival-event-planning-guide.pdf&noredirect=1&sf=1)
- The City of Calgary Festival and Events Subsidy Program (<http://www.calgary.ca/CSPS/Recreation/Pages/Festival-planning/Festival-and-event-subsidy.aspx>)
- The City of Calgary User Fees and Subsidies Policy (<http://www.calgary.ca/CA/city-clerks/Documents/Council-policy-library/cfo010-User-Fees-and-Subsidies-Policy.pdf>)

For information on CPA Policies, lots and Event Rental forms visit:

- Lot Locations (<https://www.calgaryparking.com/web/guest/findparking/lotlocations>)
- Event Rentals (<https://www.calgaryparking.com/web/guest/eventrentals>)
- Off-Street Parking Pricing Policy (to be released in 2018)